

NARRAGANSETT ELEMENTARY SCHOOL



FACULTY HANDBOOK

2017-2018

Table of Contents

Letter to Staff	1
Calendar	2
Staff Directory	3
Secretaries and Job Descriptions	5
Mailboxes	5
School Cancellation	5
Teacher Absence	7
Taking Attendance	8
Plan Book & Parent Communication/ Retention	8
Early Admission	9
Homework Policy	9
Computer Network Acceptable Use	10
Maintenance Request	13
Assignment of Rooms and Furniture	13
Property and Equipment	14
Photocopy Machine and Copy Request	14
Teacher Schedules	14
Supply Request	14
Facsimile Procedure	14
Paychecks	15
Weekly Bulletin	15
Library	15
Student Teacher Policy	15
Student Nutrition	16
Fundraising/Concession	18
Celebrations and Curriculum Based Activities	18
Allergy Classroom	19
Contests and Activities	19
Visitors	19
Field Trips	19
Code of Behavior	20
PBIS	21
Bully Report Investigate	21
Student Services	22
RTI	22
American with Disabilities Act – Section 504	22
Accident and Sickness Procedure	23
Fire Drill Code	24
Fire Drill Procedures	25
Fire Extinguishers	25
Fire Prevention/Safety Compliance Policy	26
Evacuation and Lockdown Drills	29
Safety	29

Dear Staff:

In order to make your first days and weeks easier we are presenting the following information. This year, we are making this electronic. **The link will be in every Monday newsletter.**

Please note there are some additions/clarifications from last school year.

If you have any questions about the regulations, procedures and policies discussed in this handbook, please do not hesitate to contact me.

Have a wonderful school year.

Mrs. Gail Dandurand, M. Ed.
Principal

Important Information

- ❖ We cannot take away recess unless it is a safety issue. Note that we will be using lunch detention as consequences in the office rather than taking away recess. Please do the same for classroom consequences.



Narragansett School System

2017-18 SCHOOL CALENDAR

Month	M	T	W	Th	F	Month	M	T	W	Th	F
August			30	31	1	February	5	6	7	8	9
September	4	5	6	7	8	(15)	12	13	14	15	16
(19)	11	12	13	14	15		19	20	21	22	23
	18	19	20	21	22		26	27	28		
	25	26	27	28	29	March				1	2
October	2	3	4	5	6	(20)	5	6	7	8	9
(21)	9	10	11	12	13		12	13	14	15	16
	16	17	18	19	20		19	20	21	22	23
	23	24	25	26	27		26	27	28	29	30
	30	31				April	2	3	4	5	6
November			1	2	3	(16)	9	10	11	12	13
(18)	6	7	8	9	10		16	17	18	19	20
	13	14	15	16	17		23	24	25	26	27
	20	21	22	23	24		30				
	27	28	29	30		May		1	2	3	4
December					1	(22)	7	8	9	10	11
(16)	4	5	6	7	8		14	15	16	17	18
	11	12	13	14	15		21	22	23	24	25
	18	19	20	21	22		28	29	30	31	
	25	26	27	28	29	June					1
January	1	2	3	4	5	(12)	4	5	6	7	8
(21)	8	9	10	11	12		11	12	13	14	15
	15	16	17	18	19		18	19**	20**	21**	22**
	22	23	24	25	26		25**	26	27	28	29
	29	30	31								

8/31	^Teacher Orientation Day	2/19-2/23	Winter Recess
9/5	School Opens K-12	3/12	Professional Day
10/9	Columbus Day	3/30	Good Friday
11/10	Veterans' Day	4/16-4/20	Spring Recess
11/22-11/24	Thanksgiving Recess	5/28	Memorial Day
12/25-01/1	Christmas Recess	6/14	Seniors' Graduation
1/15	Martin Luther King, Jr. Day	6/18	180th School Day
		6/19 - 06/25	**Make-up Days (if needed)

Revised 3/23/17

Staff Directory

Administration

Mrs. Gail Dandurand, Principal
Mrs. AnnMarie Zaborski, Assistant Principal

Faculty

Pre-School

Mrs. Mary Beth Bennett
Mrs. Meghann Gerrish
Mrs. Whitney McGinn

Kindergarten

Mrs. Courtney Wright
Mrs. Lauren Corbeil
Mrs. Tanya Hubert
Mrs. Amy Hunt

Grade 1

Ms. Deb Choiniere
Ms. Beth DePrete
Mrs. Kim Mulvey
Mrs. Tonia Hassell

Grade 2

Mrs. Peg Carter
Mrs. Tracey McCallig
Mrs. Leah Mitchell
Mrs. Sue Moniz

Grade 3

Mrs. Mary Ann Cook
Mrs. Melissa O'Neil
Mrs. Joann Morrissey
Mrs. Sue Pezza

Grade 4

Mrs. Jeanine Clarke
Mrs. Jennifer Ibsen
Mrs. Carol Prest
Mrs. Lauren Spink

Reading Teachers

Mrs. Michaela Gardner
Mrs. Jennifer Lubic

Special Services

Mr. Christopher Cochran
Ms. Marnie DeLuca
Mrs. Susan Doboszynski
Mrs. Lori Dubuc
Mrs. Karen Festa
Mrs. Jane Flood
Mrs. Gloria Fontaine
Mrs. Ann Marie Glanville
Mrs. Linda Jordan
Mrs. Donna Wallace
Mrs. Mary Patty
Mrs. Rebecca Angell
Mrs. Jessica Drinkwater
Mrs. Michelle Souchette

Staff Directory

Main Office

Mrs. Tracey Duffin
Ms. Nancy Kenyon
Mrs. CJ Tudino

Maintenance

Mr. Joe Burgess
Mr. Al Cesario
Mr. Steve Walsh

Nurse

Ms. Lisa Iafrate Ruscito

Art

Mrs. Kristin Bryce

Foreign Language

Mrs. Andrea Tomlinson

Math Interventionists

Mrs. Nancy McGonagle
Mrs. Amanda Augustinsen

Network/Technology Support

Mr. Michael Robenhymer

ELL

Mrs. Christina Izzi

Music

Ms. Molly Hammell

Physical Education

Mrs. Holly Hummel
Mrs. Mary Beth Marcotte

Library

Mr. Brien Jennings

Teacher Assistants

Mrs. Corinne Adams
Mrs. Donna Burgess
Mrs. Paula DelSesto
Mrs. Brenda Kluk
Mrs. Christine McQuiggan
Mrs. Robin Whalen
Mrs. Gail Hovanesian

Mrs. Peg Anderson
Mrs. Joan Carvalho
Ms. Gail Hovanesian
Mrs. Jeanine Marsh
Mrs. Alicia Pucci
Mrs. Jane Young

SECRETARIES

The school secretaries have specific jobs assigned to them. Their jobs are enclosed in the diagram on the previous page. Their jobs are also posted on the counter in the office. Each secretary has a bin with her name on it. Please use their bins rather than putting notes on their desks.

MAILBOXES

Mailboxes are located in the main office. Notices, distributive materials, personal messages, parent notes and daily mail deliveries will be placed in these boxes. It is necessary that you check your mail box before school, lunch, and after school. There is also a weekly e-mail bulletin sent to staff each Monday which contains important information. The principal sends out a "This and That" in the weekly bulletin.

SCHOOL CANCELLATION

In case of inclement weather, there may be no school. The following radio and TV stations will be used for all closing of school announcements:

WSNE 93.3
WHJJ 920

Channel 6
Channel 10

We will also be using the Powerschool System to notify of cancellations.

Nancy	Tracey	CJ	Shared
<ul style="list-style-type: none"> • Attendance/Lunch • Parking Lot – AM • Student Attendance; Powerschool • Calls home for absent students • Over summer check in orders • Substitute AESOP for Tracey • Substitute Payroll • Preschool Registration • Free/Reduced Lunch • Processes registrations into Powerschool • Copies dismissal notes • Transfer grade level files • Change all calendars to next month • Put report card for new student in specialist report card class folder for the new student • Student Tours • Transfer student in & out • Manages cafeteria dismissal • Truancy checks and letters • Put NECAP/PARCC scores and report cards in student files • Changing school sign (share) • Birthday Board • Report Card Person • Tickets for Concerts • Back up Teacher Assistant • Bus Entry – Back up • BOY Forms 	<ul style="list-style-type: none"> • All Yellow Cards in Powerschool • Prepares Volunteer Handbook, Substitute TA/Teacher Handbook, Emergency Handbook, Teacher Handbook, Field Trip Form and Move-Up Pamphlets • Parking lot – AM • Substitute for Nancy Attendance • Substitute for PO's over summer check in orders • Payroll • Back Up Teacher Assistant • Handles communication to and from principal/assistant principal • Maintains principal/assistant principal calendar • Updates/orders report card envelopes • Prepares/updates & collects staff handbook • Preschool bills • Confidential work as assigned by principal and assistant principal • Go through principals/assistant principals mail • Log in all drills with the state • Assist principals in maintaining schedules • Maintain Parent Perspectives • Blue & Pink Sheets • Allergy and 504 letters and phone calls (as needed by Assistant Principal) • Update budget line monthly (principal, PBIS, Feinstein, Lost Book, and Inez Sprague) for Central Office • Maintain Petty Cash • Maintain monthly tickler files with CJ and Nancy • Back up student tours • PowerPoint Projects/Flyers • Substitute Bulletin • Clip Board for 504 • Check Radios • Student Tours • BOY Forms 	<ul style="list-style-type: none"> • Substitute for Nancy Attendance, Powerschool • Back-up substitute calls home for absent students • Processes Purchase Orders • Check in orders • Bulletin – including hanging in staff room • Back-up communication to and from Principals • Back-up Teacher Assistant • Assist with Budgets • Assists Tracey with Field Trips • Maintains monthly calendar (school/district) • Building use forms/Schooldude Entry Calendar • Collect Keys • School check-in report • Poland Springs – ordering • Staff & Volunteer appreciation gifts • Power-point Projects • Pick Caught-Yas and prize cart • NES list serve coordinator • Back-up plug-in for fire drills • Parent Liason • Organize PD day staff luncheons • Staff Appreciation Gifts • Newsletter • BOY Forms • A+ Stop & Shop 	<ul style="list-style-type: none"> • Answer Phones – Principal's calls to Tracey • Assist people at counter • Copying • Registration on new students/Kindergarten • Helps distributes mail, telephone messages, email • Staff supply inventory/distribution • Summer work for September 7, 2017 • Checks in supplies order • Various projects assigned by principals • Mr. Fintastic Days • Check Poland Springs Water Cooler • Clean office • Going to Stop & Shop <p style="text-align: center;">Teacher Assistant</p> <ul style="list-style-type: none"> • Check Bulletin Boards • Supplies if needed • Help in cafeteria/classrooms (when needed) • Help out in office (mail, straighten supply closet, etc.) • Organizing indoor recess cart • Straightening lost and found • Copying – back-up

FACULTY & STAFF ABSENCE

AESOP Contact:

- 1-800-942-3727 or online at www.aesoponline.com. AESOP will contact substitutes for you.
- **You are not allowed to assign any substitutes into any of your jobs.**

Illness Absence:

- If you are sick or planning on being absent from school contact AESOP.
- If you need to go home during the course of the day you need to see Tracey so to find coverage. If Tracey is absent, see Nancy.
- Forms do not need to be filled out. **If you are absent more than 3 consecutive days a doctor note is required on the first day you return.**

Personal Day:

- Will be added to AESOP by staff member. An email will be sent to Tracey notifying her that you are taking the day.

Special Considerations:

- Absences such as before and after a holiday or day without pay must be submitted in writing to the building principal and superintendent for approval.
- Please give at least 48 hours or more for turn around.

Professional Day:

- AESOP will not allow you to put in Professional Days
- All PD forms must be filled out. All PD request forms are given to Tracey at least **one week** before the Professional Day.
- Once PD forms are approved by the principal, Tracey will put the professional day in AESOP and the substitutes will pick up the job.

TEACHERS' RESPONSIBILITIES REGARDING ATTENDANCE

All teachers are responsible for taking accurate daily attendance records. We will be continuing to use Powerschool this year. Please keep your personal password safe and leave the universal substitute password when you are absent. All report cards must show trimester absence and tardy information.

PLAN BOOK

Each teacher must keep an accurate and up to date plan book available. Plans must be completed at least two days in advance so that a substitute coming in unexpectedly will have something to follow. Teachers should have a substitute teacher folder available that contains information about daily routines, procedures and student information. Copies of seating plans, lesson plans, Emergency Drill Procedures, schedules and allergy information must be available to provide reasonable guidelines in the event of a teacher's absence. The office provides a substitute manual which should also be kept with your sub plans.

COMMUNICATION WITH PARENTS

It is essential that teachers have ongoing communication with parents. Academic and/or behavioral issues must be communicated when there is an issue, concern or accolade.

- Frequent/ongoing modes; Individual information
 - Phone
 - Email
 - Communication Journal
 - Parent Appointments
- District Scheduled; Individual information
 - Parent/teacher conference
 - Report Cards
- Classroom Information; Communicate class curriculum and information
 - Blogs
 - Newsletters

Phone and email must be checked daily and responded to in a timely manner.

RETENTION

It is essential that you notify the principals of any students you are considering for retention by April 1st. At this time, communicate with parents that this is a possibility not definite. At the end of the year the principals will meet with the teachers and then we will call a meeting with the parents. You need to have data to support your concern with administration and parents.

EARLY KINDERGARTEN ADMISSION

This is only allowed if we have ample room at the end of August. Students must be close to the cutoff date and do very well on the screening. We will not take applications until the end of August.

HOMEWORK POLICY

It is the belief of the Narragansett Elementary School Staff that homework is an essential component of student learning, due to the fact that it:

- Develops study skills
- Teaches students that learning can take place outside of school
- Promotes responsibility and self-discipline
- Helps teachers to determine those students needing extra assistance
- Communicates the current program of studies to parents

WHAT TYPES OF HOMEWORK WILL BE ASSIGNED?

Practice Assignments

Reading and math assessments are considered appropriate homework. Other practice assignments should reinforce newly acquired skills or knowledge.

Preparation Assignments

Intended to provide background information, these assignments can include reading the class text, library research, collecting materials for a class demonstration, and other activities requiring the gathering or organizing of information before a class discussion or demonstration.

Extension Assignments

These assignments encourage individualized and creative learning by emphasizing initiative and research.

AMOUNT

Honoring homework as an important aspect of schooling and yet recognizing the benefits of outside play, extracurricular activities, and family-selected activities, we make the following recommendations for homework in the various grades:

Kindergarten	-	Occasional
Grade 1	-	10 Minutes
Grade 2	-	20 Minutes
Grade 3	-	30 - 35 Minutes
Grade 4	-	40 – 45 Minutes

These recommendations are in line with research from the National PTO, NEA, the Brown Center on Education Policy, and Harris Cooper, the major researcher in the field.

The time allotments stated are flexible amounts of time for an average child who is actively engaged. If a child is taking considerably more time with homework on a regular basis, parents are encouraged to notify the classroom teachers.

Each teacher should make every effort to assist students who need extra help and make-up work. If students fail to take the proper initiative in making up work, they should be given a proper warning and specific deadlines.

Narragansett School System Responsible Use Policy Purpose:

IV. Instruction

#5148

B. Instructional Resources and Materials

2. Computer Use and Access to the Internet Page 1 of 4

a. Narragansett School System Responsible Use Policy

Purpose:

The purpose of this document is to establish a policy for the responsible use of the computer network and associated technology as a tool for learning in the school system of Narragansett, Rhode Island. In summary, the policy affirms that the employees and students may use the computer network to do any action or receive and/or communicate any language that the employee or student could not do in person. Any act or work prohibited by federal, state, and/or local law including the Narragansett School System (NSS) is forbidden by this policy. Additionally, the policy reflects that there is no expectation of privacy in the use of email or Internet communications when such communications occur over NSS provided equipment by NSS employees, student, or others.

Introduction:

Internet access and technology is widely available to students and teachers in the school system. Before access may be obtained, the attached documents must be read carefully and the consent form must be signed and returned to the school.

The District is pleased to bring this access to the school system and believe the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers, staff and students is to promote educational excellence in our schools by facilitating resources sharing, innovation, communication, and collaboration thus augmenting the existing curriculum resources.

The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards children should follow when using these resources. It is our expectation that students will access the Internet only as directed by NSS teachers. Parents/guardians should discuss these guidelines with their child.

Technology Responsible Use:

1. The sole purpose of the computer based communications network is to support research, education, and administrative activities by providing access to unique resources and an opportunity for collaborative work. Each individual's activity on the network must be in support of education and academic research and consistent with the educational objectives of the Narragansett School System.
2. The use of the Narragansett School System computers is a privilege which shall be revoked at any time for inappropriate conduct. Such conduct includes, but is not limited to, the placing of unlawful information on or through the computer system and the use of obscene, abusive, or otherwise objectionable language or images in either public or private files or messages. The administration of each school will be the sole arbiter of what constitutes obscene or objectionable language or images.
3. All users are given accounts upon entry into Narragansett School System. Any user account given is intended for the sole use of that user only. Each user is responsible for the security of their system. Passwords should not be shared. If a user shared a password with another, that user will be held accountable.
4. All users must behave in a legal and ethical manner at all times. Users agree to adhere to all federal copyright rules. Any costs, liability, or damages caused by the way the user chooses to use his or her network access is the sole responsibility of the computer user.
5. Each user must abide by such rules and regulations of systems usage as may be announced from time to time by school personnel. Each school in the Narragansett School System reserves the right to add to or to change network guidelines for safety or educational reasons without notice.
6. Each school in the Narragansett School System reserves the right to any material stored on school computers, and will edit or remove any material which school administration, in its sole discretion, believes may be unlawful, obscene, pornographic, abusive,

or otherwise objectionable. The users will not use school computers to obtain, view, download, or otherwise gain access to such materials. Note that electronic mail (email) is also not guaranteed to be private: People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.

7. The computers and the computer services owned by the Narragansett School System are intended for educational use of its patrons, and any commercial or other unauthorized use of those services and materials, in any form, is expressly forbidden.
8. Use of the Internet must be in support of education and research and consistent with the policies, rules, and guidelines of the Narragansett School System.
9. The Narragansett School System makes no warranties (expressed or implied) with respect to network services or the content of any advice or information received from the network system.
10. Computer users will not give any personal information about themselves or any other student or teacher including usernames, passwords, pictures, telephone numbers, addresses, or locations unless direct approval has been given by the school administration.
11. A policy of Internet safety is being enforced, which includes measures to block or filter Internet access for both minors and adults to certain visual depictions including obscene, pornographic, or materials that are harmful to minors with respect to use of computers with Internet access. The school district assumes no responsibility for any unauthorized charges or costs incurred by users while using school district computers, devices, or the school network.
12. Penalties for inappropriate computer use and/or the damaging of the school system's computers and computer network will be strictly enforced up to, and including, expulsion from school, financial restitution, or any other actions or restrictions as deemed appropriate by the Narragansett School System. The school district assumes no responsibility for any unauthorized charges or costs incurred by users while using school district computers, devices, or the school network.
13. Unauthorized Equipment - Users may not attach unauthorized equipment, including personal laptops, tablets, and handheld devices, to the district network without permission from the school administration or Narragansett School System Technology Department.

Access to Inappropriate Material

To the extent practical, technology protection measures including Internet filters shall be used to block or filter the Internet or other forms of electronic communications and access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or to child pornography or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Narragansett School's online computer network when using electronic mail, chat rooms, instant messaging, social media, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act and NSS policy, prevention of inappropriate network usage includes:

- a. unauthorized access, including so-called hacking, attempts to avoid school filters and other unlawful activities
- b. Unauthorized disclosure, use, and dissemination of personal identification information regarding minors.
- c. Violating copyrights, software licenses, or Plagiarism.

Supervision and Monitoring

It shall be the responsibility of all members of the Narragansett School's staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of Director of Technology or designated representatives. The school district will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms; and cyberbullying awareness and response.

MAINTENANCE REQUEST

Teachers also submit to School Dude any maintenance requests. The School Dude number is 758477857 and the password is: **password**.

ASSIGNMENT OF ROOMS AND FURNITURE

Please remain in your assigned teaching area with the equipment and furniture that is there. Do not relocate your class or move furniture without prior approval from either the principal or assistant principal. Teachers' schedules, students' schedules and room utilization schedules are maintained in the main office and must remain accurate.

PROPERTY AND EQUIPMENT

Books: Students must handle books carefully and return the assigned book in good condition. Books that are damaged, defaced or lost must be paid for by the student. Students must consult with their teacher to determine the cost of the book and make restitution before they are eligible to receive another book. All money for textbooks/library must be paid in the main office.

Furnishings: Students are not to mark, deface or damage the school building or its furnishings. Damage resulting from a student's carelessness or maliciousness must be paid for by the student. Rooms, corridors and lavatories are to be kept clean. Paper and refuse must be disposed of in the proper containers. Equipment and materials are not to be removed from the building for personal use.

PHOTOCOPY MACHINE

For copying please place a copy request form and materials in the DAILY COPY BOX. Please allow **24 hours** in advance of copy requests. When copies are completed they will be located behind the mailboxes for pick up. For single copies or emergency copies please use the small copy machine located in the staff room. The monthly allotment of copies is limited to 200 copies due to new machine. Please plan accordingly.

TEACHER/TEACHER ASSISTANTS SCHEDULES

There is a template, Tracey will e-mail a blank form to you for your schedules or you may fill one out by hand. There is a blank template in your handbook. **Please make sure that any changes during the course of the year are added to your schedule** and the binder in the main office located on the back shelf.

SUPPLIES

As you need supplies, fill out a supply form and submit it in the office. Orders are generally filled as soon as possible. The order forms are located on the office wall in a bin. **Don't forget to put your name on your supply order and give 24 hours for delivery.**

FACSIMILE PROCEDURE

A FAX cover sheet can be obtained from the office for school related business. The cover sheet should be filled out before making a fax. Coversheets are located next to the **fax** machine. **The fax machine is for school related business only.**

PAYCHECKS

Teachers' direct deposit slips are emailed every other week. Direct deposit will be starting for **ALL** employees on September 1st. If you have not done direct deposit please contact Lyn Budaj.

ANNOUNCEMENTS AND WEEKLY BULLETIN

All announcements to be placed in the weekly bulletin must be written out and given to CJ. Please make sure that all announcements are in the office by **9:00am on Monday**. Faculty will receive the bulletin via e-mail **by the end of the day on Monday**. CJ is the secretary who does the bulletin, Nancy is the back up if CJ is absent. The parent newsletter goes out on a Friday afternoon from the principal. Notices for the parent newsletter must be emailed to Gail by 9am Friday morning.

LIBRARY

Library check out policy: All NES students, K-4, may check books out of the NES Library Media Center. Kindergarteners may choose one book a week (from the Kindergarten Shelf only) during their assigned library time. Books must be returned each week before a new one is checked out. All other students may check out at any time. Third graders may check out two and fourth graders may check out three. Research books will not be counted against these limits. These limits are subject to variation at the librarian's discretion or in the case of special requests or circumstance. All NES faculty and staff may check out books as needed. There is not a limit regarding either the number of books or the duration of checkout. Faculty and staff are requested and expected to observe professional consideration, i.e.: avoiding the depletion of specific subject areas, keeping books for inordinate amounts of time, etc. All lost or damaged books must be accounted for. Sole responsibility for any lost or damaged book lies with the person the book is checked out to. **The class books from the staff room are now located in the library.**

STUDENT TEACHER POLICY

Narragansett Elementary School welcomes student teachers during their clinical experience and wishes them success as they train to enter the teaching profession. The student teacher is the junior member of a three member team working in a clinical setting. The cooperating teacher serves as the senior member of the team and works on a daily basis with the student teachers. The college supervisor works with both to assist the student teacher to become a successful professional.

The principal retains the right to limit the number of student teachers within the building student teachers may not be used as substitute teachers. If the cooperating teacher is absent, a substitute must be hired to supervise students and the student teachers. It is contrary to Narragansett Elementary School policy for any institution or organization to videotape a class for outside purposes. Videotapes may be used and reviewed within our building.

As a public elementary school we have professional responsibility with the local teacher training programs to provide both undergraduate and graduate students the opportunity for excellent student teaching experiences. Contact between the coordination college placement office and the school must be made through the Superintendent's office. The principal will work with the department chairperson and the cooperating teacher in making the appropriate assignments.

Teachers interested in being in the pool to be cooperating teacher must submit the proper paperwork which is located in the bins on the office wall.

The universities require the cooperating teachers to be exemplary in the teaching of reading, math, writing, science, social studies as well as being well versed in the RTI process and using data to drive instruction.

Student Nutrition & Physical Activity

I. Policy Statement

The Narragansett School District promotes healthy schools by supporting wellness, good nutrition, and regular physical activity as part of the total learning environment. The District supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, schools contribute to the basic health status of students. Improved health contributes to optimal student performance potential. The Health and Wellness Committee will include representation from all schools in the Narragansett School District, including staff, parents and community members. The goal of this policy is to:

1. Provide a comprehensive learning environment for developing and practicing lifelong wellness behaviors.
2. Support and promote proper dietary habits contributing to students' health status and academic performance.
3. Support and promote efforts that communicate correct food safety practices.
4. Support opportunities for students to engage in physical activity.
5. Include programs to support the positive emotional and mental health of our students and staff.
6. Establish and maintain a district-wide Wellness Committee as required in RI General Law 16-21-28 for the purpose of:
 - Monitoring the implementation of this policy, evaluating its effectiveness and revising policy as necessary.
 - Serving as a resource to faculty, parents, School Improvement teams and the School Committee.

- Making recommendations regarding nutrition, physical activity and emotional health practices to enhance well-being of students and staff.
- Monitoring the School Meal Program and making suggestions for its continual improvement.
- Promoting consistent healthful choices among all school venues that involve the sale of food or beverages.
- Communicating with all school groups regarding issues of health and wellness.
- Collaborating and coordinating resources to support the objectives of the district wellness policy.

II. Nutrition

Nutrition Standards Intent/Rationale:

The Narragansett School District strongly encourages the sale or distribution of nutrient dense foods for all school functions and activities. Nutrient dense foods are those foods that provide students with calories rich in the nutrient content needed to be healthy. In an effort to support the consumption of nutrient dense foods in the school setting, the district has adopted the following nutrition standards governing the sale of food, beverages, and candy on school grounds. Schools are encouraged to study these standards and develop building policy using the following District Nutrition Standards as minimal guidelines.

Food Sold and Provided Outside the USDA Reimbursable School Meal Program:

Food:

- Encourage the consumption of nutrient dense foods, i.e. whole grains, fresh fruits and vegetables.
- Any given food item for sale will have no more than 30% of its total calories derived from fat.
- Any given food item for sale will have no more than 10% of its total calories derived from saturated fat.

Beverages:

- Students will be provided with access to drinking water throughout the day. Drinking water fountains are available to students and staff throughout the buildings. Students are allowed to bring water into the classrooms.
- Only Milk, Water and beverages containing 100% fruit juices, may be sold on school grounds. This applies to any area where students have access. Soda will not be sold on school grounds.
- District schools will sell only low fat white and flavored milk (1%) or fat free milk.

Fundraising/Concessions

All fundraising projects are encouraged to follow the District Nutrition Standards in their projects. The Narragansett School District will promote healthy fundraising alternatives such as book sales, school supply sales or fundraisers that promote physical activity. Home prepared products such as cakes, cookies, brownies, etc will not be allowed to be sold in order to support a healthy school environment, to avoid the potential of food borne illness, and to reduce allergic reactions.

Any groups, organizations or individuals who wish to sell food outside of the school day (PTO events, sports events) shall be notified of the Narragansett School District's Wellness Policy and encouraged to comply with the standards, but will not be mandated to follow the policy. In an effort to provide the healthy environment desired, these groups are encouraged to purchase items through the School Food Services Provider and to utilize the services and expertise of a certified food manager for events.

- No candy will be sold for fundraising
- Non-food based fundraisers are encouraged
- Fundraisers that promote physical activity are encourage

Celebrations and Curriculum based Activities:

In an effort to maximize instructional time, take into consideration students with food allergies and other medical conditions, and to ensure proper handling of food, the policy of the Narragansett School District in this area includes:

- No candy should be sent into school. Should candy be sent into the school, it will be returned to the student to take home.
- Food that coordinates with a curriculum activity (such as multi-cultural, Colonial Food Tasting, etc) will be purchased from a vendor which complies with food safety regulations (acceptable food includes pre-packaged products or restaurant items).
- The Narragansett School District prohibits the use of food as rewards and incentives in the classroom and in the school environment. For events such as birthday recognition, parents are encouraged to send in small items such as pencils, stickers, etc. (if they wish). If a parent chooses to bring in a healthy snack for the birthday celebration, it should be purchased from a vendor which complies with food safety regulations.
- Food may be used when found to be essential by a student's educational program team. In such cases every effort should be made to make the incentive as nutritionally sound as possible and take medical conditions into consideration.
- If there is a question about a food related activity, the building administrators may be contacted and will make decisions regarding that activity. Any questions concerning Food and Nutrition and Food Safety, may be directed to the Food Service Director.

ALLERGY CLASSROOM

Due to some medical reasons, allergy rooms may need to be instituted at various grade levels. Parents have the opportunity to "opt out" of allergy rooms if they feel it will restrict their child's diet severely. Support will be given to the classroom teacher for snack time and allergy room assignments will be rotated.

CONTESTS AND ACTIVITIES

Before supporting or promoting any student contest or activity other than those currently part of the regular school operation, check it out. If you are unable to determine the validity or value of a contest or activity forward your inquiry to the principals who will help you in this matter.

VISITORS

All visitors to the school are required to check in the main office upon their arrival on school grounds. All visitors must sign in to the computer and take a badge from the main office before going to the classroom. All Volunteers who will be working in the classroom or chaperoning need a passed background check. **All teachers should check binder or computer in office.** Background checks are good for approximately 1 year. It is the teacher's responsibility to check that the parent's background check is up-to-date. Do not take the parents "word" that they are all set. A reminder: that we no longer do background checks on campus. They are now done at the Attorney General's office or through the Narragansett Police Department

FIELD TRIPS

Teachers or groups who are contemplating field trips must take the following guidelines into consideration:

1. Each grade level needs to have one common field trip each year.
2. Field trip must be directly related to a unit of study.
3. Please make sure that you check the calendar in the office and Tracey's desk calendar before scheduling your field trip.
4. All field trips must be approved by the principal **at least two weeks prior** to the trip and before commitments may be made to student, staff and field trip sites.
5. All checks are going through Central Office. Please make sure all funds are collected in ample time to have them issue a purchase order to the location of your field trip. It's the teacher's responsibility to check if the field trip location takes a purchase order or check.
6. Please keep the following deadlines in mind:
 - If transportation is needed, the requisition form must be submitted to the Transportation Department at least ten school days before the time of the proposed trip including any special needs transportation request.

- If a substitute teacher is needed, notification must be given to Tracey at least five school days before the time of the proposed trip.
 - **All chaperones need a passed background check.**
 - **Teachers need to actually check to confirm that a parent has a current passed background check on file. We have had situations in the past where a parent has told the teacher they had one and they did not. This puts the teacher in a liable situation. Please check the lists in the office before field trips and classroom helper events.**
 - Keep Director of Student Services in the loop if special accommodations are needed (ie: minibus, nurse, Teacher Assistant etc.). Remember trips need to be handicap accessible. All money collected for field trips must be turned into Tracey **at least one week before the trip. Central office now is responsible for writing any checks needed. Checks are only written once a week.**
 - Please keep in mind...If you would like your teacher assistant to attend a field trip with your class, that the teacher assistant is **REQUIRED** to find their own coverage for the rest of their day they normally would not be with your classroom.
7. Written parental permission is required of all students participating in a field trip prior to the trip.
 8. All school-sponsored trips must be chaperoned by a faculty member.
 9. No private vehicle may be used to transport students unless specifically authorized by the principal prior to the trip.
 10. All behavior by students on a field trip must conform to the standards and rules outlined in the Handbook for Students and Parents.
 11. There is a field trip chaperone booklet located in the main office.

CODE OF BEHAVIOR

Life at Narragansett Elementary School is guided by the principle of mutual respect and mutual responsibility between and among the adults and children who comprise our school community. At Narragansett Elementary school we expect students to demonstrate self-discipline in managing their behavior. We encourage self-discipline when we acknowledge that students are responsible for their own behavior and when we organize our classroom and our activities to reflect our belief in their ability to make good choices.

We realize, however, that at times individual students choose not to exercise self-control, despite the positive and caring attitude of the teacher, and that they consequently do not meet their responsibilities as school citizens. At such times we must assist the student in establishing self-control through a combination of efforts. We need to gather our resources around that student; teacher's guidance counselors, and parents must be called together to help the student to seek a solution to the problem.

Discipline Cards: Yellow discipline cards need to be completely filled out (date, time, etc. this information is used for our state reporting) prior to sending a student to the office or the behavior room. Extra cards may be obtained by filling out a general supply order form.

In-School Suspension: Students can be assigned to IN-School Suspension (ISS) for a variety of reasons. Students on ISS must remain in the ISS room either a half day or all day.

Suspension: Suspension is exclusion from school privileges by administrators for no more than 10 consecutive school days. Students may not attend or participate in any school activities during the suspension period.

Expulsion: Expulsion is exclusion from school privileges for more than 10 consecutive school days. Any student faced with expulsion will be given the opportunity for the formal due process hearing before the school committee.

Other: Other creative alternatives will be considered to assist students in establishing self-control. Consultation with the principal, assistant principal and/or behavior specialist is recommended for students unable to make appropriate choices.

PBIS

PBIS (Positive Behavior Interventions and Supports) is a systems approach to enhancing the capacity of schools to support and educate all students. It is a proactive method to school-wide discipline based on three tiers of prevention/intervention to address the needs of all students. It is a process for individualizing and sustaining decision making, planning, and problem solving based on four elements:

1. Establishment of outcomes/goals
2. Data: supports decision making
3. Best practices: supports students
4. School-wide systems: supports staff

School and classroom expectations developed by the PBIS team have been approved by the staff. Please adhere to the matrix and provide students with support.

BULLY PROCEDURE

It at any time a child or parent reports that they or their child is a victim of bullying it must be investigated by the assistant principal, principal or school psychologist, or behavior specialist immediately. Please do not wait days or weeks to report an incident. There is an extensive bullying investigation and determination process we are bound to follow.

STUDENT SERVICES

Special education services are provided for those students with disabilities. If a child qualifies for Special education, the services are provided according to the child's needs and the Individual Education Program (IEP) is developed cooperatively by parents, special and regular education staff, and consultants.

These services may include, but are not limited to resource, intensive resource and self-contained classes; adaptive physical education, occupational and/or language resources; and counseling. If you believe a student may have a disability which is significantly affecting their ability to learn, there is a referral system for Student Services. The team which reviews referrals meets every week on Tuesday in this building. Please forward your request to the Principal or Assistant Principal.

The Narragansett Special Education Advisory Committee (NSEAC) is a committee of parents and teachers concerned with the education of students with disabilities. The NSEAC sponsors a variety of workshops dealing with the educational needs of all students.

RESPONSE TO INTERVENTION

The RTI team meets monthly to determine intervention and supports for students who are in need of academic or behavior support in the classroom. Intervention determination will be based on data.

AMERICANS WITH DISABILITIES ACT – SECTION 504

If there is a reason to believe that, because of a disability, a student needs either special modification and/or related services in the regular setting in order to participate in the school program, the School must initiate a referral. If a student is determined to be disabled under ADA and/or R.I.G.L. 42-87, the school must develop and implement a plan for the delivery of the needed services.

Public schools are required to make appropriate auxiliary aids and services available whenever they are necessary to ensure effective communication. Auxiliary aids and services include a wide range of services, devices, and equipment that provide effective communication to persons with hearing, visual, or speech disabilities. In those instances, where captioned video tapes are not available upon request of the individual with disabilities.

For further information on identification and referral procedures, request the Narragansett School Committee's Policy regarding the Title II of the Americans with Disabilities Act or contact Mrs. Leslie Brow, District Coordinator for ADA/504 for Personnel, Access and Policy, 792-9426. The NES 504 Coordinator is **AnnMarie Zaborski, Assistant Principal** 792-9420.

POLICIES AND PROCEDURES

ACCIDENT AND SICKNESS PROCEDURE

All accidents must be reported to Lisa Lafrate Ruscito (nurse) and the main office as soon as possible. The teacher in charge of the class in which the accident occurs must make out an accident report and submit it to the principal for his/her signature. An accident report must also be completed for an employee who is injured during the course of the school day or during the performance of duties. This accident report needs to be filled out the day of the accident.

The procedures to follow in case of an accident are as follows:

1. If the nature of the injury is not definitely known, do not under any circumstances remove the student or staff member from the scene of the accident. Under these circumstances or in the event of serious injury, keep the student or staff member at the scene of the accident until the nurse, principal, assistant principal or rescue squad orders removal.
2. If the injury does not affect the student's walking ability, send the student to the nurse or the main office with one other student or a teacher. Never leave the sick or injured alone.
3. The teacher is not to leave the teaching station.
4. In all cases the main office is to be notified immediately of any emergencies.

Students who become ill during class may be sent to the nurse. If the student has allergy or is a diabetic, they must be accompanied to the nurse. Teachers are to notify the main office via the intercom, radio or phone of any student sent to the nurse's office or the main office.

For staff accidents, the staff member needs to see the school nurse and fill out an accident report the day of the accident. This report is the faxed to central office.

FIRE DRILL CODE

1. Every fire drill is to be regarded as a real fire.
2. The only person to have any advance notice of the fire drill is the one who sounds the alarm.
3. Drills will take place at any time – whether the students are in classes, in gym, in assemblies, in passing in the corridors or in the cafeteria.
4. The signaling device must be heard in all parts of the building and will be used only for fire drills.
5. All occupants must vacate the building.
6. A teacher, or some other responsible person, will be assigned to assist persons with disabilities.
7. A teacher, or some other responsible adult, must check restrooms, and all other rooms and areas where children congregate to make sure that all the students have vacated the building.
8. Students must not be permitted to go for their hats and coats.
9. Teachers must leave the building with their classes.
10. Be aware of an alternate exit should your primary exit be blocked
11. Teachers must take their attendance register with them when they leave the building.

FIRE DRILL PROCEDURES

1. At the sound of the alarm, teachers will clear their room immediately. **Doors and windows must be closed.**
2. Unassigned teachers will assist in clearing the building; they will then report outside of the main entrance to await possible instructions.
3. Teachers will instruct students that in the event of a fire drill or a fire they are to proceed to areas clear of the building and away from all access roads adjacent to the building.
4. Teachers will take attendance and be ready to report any missing students.
5. Students and teachers are not to reenter the building until signaled to do so.

1 = Primary exit or first choice

2 = Alternate exit to be used when primary exit is blocked

FIRE EXTINGUISHERS/AED's

Fire extinguishers are located in the hallways throughout the building. A report must be filed with the principal each and every time a fire extinguisher is used or discharged in the building.

AED's are also located throughout NES and a report must also be filed when these are used.

POLICIES

Fire Prevention/Safety Compliance Policy

I. Purpose and Philosophy

To provide a fire safe environment through safety practices and the standardization of procedures throughout the school system to comply with State and Federal Standards.

II. Policy

All employees of the Narragansett School System shall cooperate with the Rhode Island State Fire Marshal and local Deputy Fire Marshal to insure that their respective school and building sites are in compliance with the Rhode Island Fire Code.

III. Emergencies and False Alarms

A. When Building is Occupied

1. In the event a fire occurs, or the discovery of a fire, or unauthorized release of flammable or hazardous materials, no matter how small or insignificant the incident may appear, the individual will, without delay, activate the fire alarm by pulling the nearest alarm, the main office is to be notified immediately. The main office will activate the alarm and dial 911.
2. When the fire alarm is activated and the building is occupied, main office personnel will dial 911 and notify the Director of Maintenance and the Superintendent's Office.
3. Principal/designee shall respond to all alarms by commencing the evacuation of **all** persons in the building.
4. Persons shall reenter building only after it is determined that is safe to do so by Narragansett Fire personnel.

B. When Building is Unoccupied

1. The Narragansett Fire Department will notify the schools' Director of Maintenance. The Director of Maintenance shall call appropriate personnel to respond and assist the fire department.

C. Appropriate Discipline for False Alarm or Setting Fire

1. Principal shall appropriately discipline all persons responsible for giving a false alarm or setting a fire, up to and including employee dismissal and student suspension.
2. The Narragansett Police Department and the Narragansett Fire Marshal shall be notified when an individual is suspected of triggering a false alarm or setting a fire.

IV. Fire Drills

A. Fire drills shall be conducted in accordance with Chapter 23-28.12-16 as follows:

(a) It shall be the duty of the principal or other person in charge of every public school or private school or educational institution within the state, having more than twenty-five (25) pupils, to instruct and train the pupils by means of drills, so that they may in a sudden emergency be able to leave the school building in the shortest possible time and without confusion or panic. There shall be fifteen (15) such drills or rapid dismissals during the school year. It is understood that there shall be two (2) evacuation drills and two (2) lockdown drills included among the fifteen (15) mandatory drills in each school year.

B. Fire Drills shall include complete evacuation of all persons from the building.

C. A record of all fire drills shall include the time and date of each drill held, the name of the individual conducting such drill, and the time required to vacate the building.

V. Safety

A. Fire Drill Procedures

1. Each building principal shall develop a Fire Drill plan for their site. The plan should include the following and must be approved by the Narragansett Fire Marshall.
 - a. Fire reporting procedures
 - b. Teacher responsibilities
 - c. Evacuation routes for each classroom
 - d. Rally points for each class
 - e. Procedures for accounting of each student at rally point
 - f. Posting of Evacuation Routes and locations of Fire Alarm Pull Stations

B. Corridors

1. Decorations in corridors and exit ways shall be limited to 20 percent of the wall space or 50 percent if the building is sprinkled.
2. Enclosures built of combustible decoration materials, to include paper-mache, plastic, Styrofoam, chicken wire, paper and cardboard, are prohibited.
3. Documentation that are combustible decoration have been treated with a flame retardant shall be available upon request to the Fire Marshal.
4. The use of natural cut trees shall be prohibited, even if treated.
5. No furniture should be in the hallways.

C. Classrooms

1. Decorations shall be limited to 20 percent of the wall surface or 50 percent if the building is sprinkled.
2. Flame producing devices, excluding science labs, are prohibited.
3. Classroom doors must remain closed at all times, unless they have an approved magnetic device
4. **Door wedges are prohibited. This will be strictly enforced this year.**
5. Upholstered furniture shall be commercial or industrial grade and shall have a commercially applied flame retardant commercially.

D. Space Heaters & Cooking Items

1. Electric space heaters shall be prohibited in schools except in emergency situations.
2. Authorized space heaters shall not be left plugged in while unattended.
3. Gas or fuel fired space heaters are prohibited for indoor use.
4. No microwaves or hot plates, or refrigerators are allowed in classroom.

E. Appliance

1. Hot plates, refrigerators, electric pans or griddles are not allowed in classrooms. All appliances must be inspected and approved by the Director of Maintenance. Personal appliances shall not be brought into any facility.
2. Extension cords are a violation of the Rhode Island Fire Code and OSHA when used as a substitute for permanent wiring.

F. Compliance

All employees and authorized users of school facilities are expected to adhere to the fire prevention and safety compliance policy. Individuals or groups not complying with the policy shall be referred to the Superintendent for appropriate action.

EVACUATION AND LOCKDOWN DRILLS

As stated, we need to have two evacuation and two lockdown drills each year. If you need a refresher, the procedures are stated in the Emergency Procedure Handbook.

SAFETY

Please notify principal or assistant principal about damage to school property. Parents must be notified of cost for school property damage. Teachers who are in charge of classes, or activities which require specific safety precautions, must be sure to explain these precautions/procedures to all students at the beginning of the course or activity. It is the responsibility of the teacher to insure that appropriate safety measures are taken at all times. Any safety hazards which are discovered by any member of the staff are to be reported to the principal.