

# NARRAGANSETT ELEMENTARY SCHOOL



## Student and Parent Handbook 2019 - 2020

School Hours:  
9:00-3:30

[www.nes.nssk12.org](http://www.nes.nssk12.org)

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## SCHOOL COMMITTEE

Tammy McNeiece, Chairperson [tmcneiece@nssk12.org](mailto:tmcneiece@nssk12.org)

Diane Nobles, Vice Chairperson [dnobles@nssk12.org](mailto:dnobles@nssk12.org)

Frank White [fwhite@nssk12.org](mailto:fwhite@nssk12.org)

Rebecca Durkin [rdurkin@nssk12.org](mailto:rdurkin@nssk12.org)

Justin Skenyon [jskenyon@nssk12.org](mailto:jskenyon@nssk12.org)

## CENTRAL OFFICE ADMINISTRATION

Dr. Peter Cummings, Superintendent of Schools 792-9450 (press 8 -1)

Karen Hagan, Director of Finance and Administration 792-9450 (press 8 -2)

Gail Dandurand, Director of Curriculum 792-9450

Alyssa Paglia, Controller 792-9450 (press 5)

## STUDENT SERVICES

Leslie Brow, Director of Student Services.....792-9426

Jill Hague, Assistant Director of Student Services.....792-9426

## OPERATIONS & TRANSPORTATION

Stephen P. Gormley, Director of Operations.....792-9430

Derek DePalo, Transportation Supervisor.....792-9440

Food Services Administrator..... 792-9425

## ELEMENTARY SCHOOL TELEPHONE NUMBERS

Main Office.....792-9420 (press 0)

FAX Number ....792-9424

*The Narragansett School System does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. We provide equal access to all sponsored programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:*

Title II ADA Coordinator: **Human Resource and Payroll Coordinator**

Title IX Coordinator: **Director of Finance and Administration**

Section 504 Coordinator: **Director of Student Services**

*All inquiries may also be directed to:*

*Office of the Superintendent:*

25 Fifth Ave.

Narragansett, R.I., 02882

(401) 792-9450

For further information on notice of non-discrimination, visit:

1. United States Department of Education

<http://www2.ed.gov/about/offices/list/ocr/docs/nondisc.html>

2. OCR New England Region - (Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont)

Susan Rhodes, Regional Manager

Office for Civil Rights

U.S. Department of Health and Human Services

Government Center

J.F. Kennedy Federal Building - Room 1875

Boston, MA 02203

Customer Response Center: (800) 368-1019

Fax: (202) 619-3818 TDD: (800) 537-7697 [ocrmail@hhs.gov](mailto:ocrmail@hhs.gov)



**Lisa Wilson, M. Ed.**  
**Principal**

Dear Narragansett Elementary Families,

Welcome to the 2019-2020 school year! It is with great excitement and enthusiasm that I begin this year as the Principal of Narragansett Elementary School! While I am very familiar with the school, most of the staff and the community from my previous years as Assistant Principal, I look forward to getting to know and work with this generation, as a partner in educating your child(ren). I am committed to providing all children with a quality education, safe building and a caring community.

It is my hope that this year is as exciting and educational for you, as it will be for your children and myself. I am a lifelong learner, and wish to instill a love of learning in the students, staff and families as we enter this school year. The staff at Narragansett Elementary is committed to providing all children with a wonderful learning experience, preparing them for their future in school and life experiences to come. I believe Narragansett Elementary School will offer this to each and every student PreK- Grade 4!

We have had some staff changes at NES, as you can see from the staff listing. We have added several PreK classrooms this year, welcoming even more 3 and 4 year olds! We welcome new teachers, April Potter, Kristin Marsella and Patty Carosotto. Some work has been done to upgrade some classrooms with air conditioning, roof upgrades and some fencing around the playground. We are always looking to improve the physical structure of the school. To meet the needs of the social, emotional well-being of students, staff and parents we will be integrating Conscious Discipline strategies and philosophy. To help with this work, Karen Festa will be coordinating lessons, models and events for students, families and staff as the Social Emotional Learning Coordinator.

Please read through this handbook as a reference of all NES has to offer. I will be sending you signature sign off sheets for Appendix C, D and E. I ask that you return them via your child's backpack as an acknowledgement of you and your child's understanding NES and the expectations, support and opportunities at the school.

Thank you in advance for your attention. I am so happy to return to Narragansett!

Sincerely,  
Lisa Wilson

## **NARRAGANSETT ELEMENTARY SCHOOL MISSION**

### **“We Care, We Share, We Dare”**

Narragansett Elementary School, in partnership with parents and the community, prepares students for their future by:

- ❖ Setting high standards
- ❖ Focusing on rigorous learning for all students
- ❖ Challenging students to become self-directed learners
- ❖ Fostering creative and critical thinking
- ❖ Providing safe, healthy, nurturing environment
- ❖ Celebrating diversity

### **CORE VALUES/BELIEFS**

At Narragansett Elementary School, we believe that all adults and students can learn and reach their potential in a school environment where:

- ❖ Instruction is focused on essential concepts that are taught over an extended period of time with the opportunity to apply learning in a wide variety of texts and contexts
- ❖ All children and adults behave respectfully and responsibly
- ❖ Teachers create safe classrooms where teaching the whole child is differentiated and inclusive and habits of mind are encouraged
- ❖ Adults collaborate and employ best teaching practices to foster lifelong learning
- ❖ Assessment data is used to guide developmentally appropriate instruction
- ❖ The unified arts are valued and integrated throughout the curriculum

### **CHARACTERISTICS OF OUR SCHOOL**

- ❖ Clear and shared focus
- ❖ High standards and expectations for all
- ❖ Effective school leadership
- ❖ High levels of collaboration and communication
- ❖ Curriculum, instruction and assessment are aligned with standards
- ❖ Frequent monitoring of learning and teaching
- ❖ Focused professional development
- ❖ Supportive learning environment
- ❖ High level of family and community involvement

## FACULTY AND STAFF

### Administration

Lisa Wilson..... Principal

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### Faculty

Amanda Augustinsen.....	Grade 3
Hilary Black.....	Grade 3
MaryBeth Bennett.....	Preschool
Kristen Bryce.....	Art
Emma Catanzaro.....	Foreign Language
Teacher	
Patty Carosotto.....	Preschool
Peggy Carter.....	Grade 2
Debra Choiniere.....	Reading Specialist
Jenine Clarke.....	Grade 4
Mary Ann Cook.....	Grade 3
Lauren Corbeil.....	Kindergarten
Katie Degnan.....	Special Education
Marnie DeLuca.....	Special Education
Beth DePrete.....	Grade 1
Karen Festa.....	Social Emotional Learner Educator
Kristin Gerard.....	Kindergarten
Meghann Gerrish.....	Preschool
Molly Hammell.....	Music Instructor
Michelle Haskell.....	Grade 1
Tonia Hassell.....	Grade 4
Tanya Hubert.....	Kindergarten
Holly Hummel.....	Physical Education
Amy Hunt.....	Kindergarten
Lisa Iafrate Ruscito.....	School Nurse
Jennifer Ibsen.....	Grade 4
Christina Izzi.....	ELL Instructor
Brien Jennings.....	Library-Media
Jillian Lemke.....	Preschool
Jen Lubic.....	Reading Specialist
Mary Beth Marcotte.....	Physical Education
Whitney McGinn.....	Preschool
Kristin Marsella.....	Preschool
Leah Mitchell.....	Grade 2
Sue Moniz.....	Grade 2
Joanne Morrissey.....	Grade 3
Kim Mulvey.....	Grade 1
Kim O'Donnell.....	Grade 1
Sue Pezza.....	Grade 4

April Potter.....	Preschool
Michelle Souchette.....	Grade 2
Nicole Tavarozzi.....	Special Education
Kayla Tobin.....	Special Education

**Professional Staff**

Rebecca Angell .....	Social Worker
Tara Reddington .....	School Psychologist
Jane Flood .....	Speech Therapist
Gloria Fontaine .....	Occupational Therapist
Linda Jordan .....	Occupational Therapist
Nancy McGonagle .....	Math Interventionist
Mary Patty .....	Speech Therapist
Michael Robenhymer .....	Technology Specialist
Donna Wallace .....	Physical Therapist

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**Narragansett Elementary School receives Title 1 funds. Parents of children attending NES may request the professional qualifications of their child’s teachers. Parents may request information related to state certification, highly qualified status, emergency certification, and degrees as well as information about the qualifications of paraprofessionals. This information is available by calling the main office at 792-9420 and speak to the principal.**

**Office Staff**

Nancy Kenyon.....	Office Secretary
CJ Tudino .....	Office Secretary

**Teacher Assistants**

Corinne Adams	Amy Lamb
Peg Anderson	Jeannine Marsh
Rebecca Ansaldi	Christine McQuiggan
Donna Burgess	Jackie Pellegrino
Cynthia Day	Michaela Skerry
Diann Cote	Katie Sullivan
Beth Dorich	Dianna Whalen
Sida Hyde	Robin Whalen
	Jennifer Yee

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**Maintenance/Custodial Staff**

Joe Burgess	Samantha McCrave-Harvey
Al Cesario	Steve Walsh

## School & Family Compact

It is important that families and schools work together to help students achieve high academic standards. Through a process that included teachers, families, students and community representatives, the following are agreed upon roles and responsibilities that we as partners will carry out to support student success in school and in life.

### **As a teacher, I will:**

- ❖ Consistently provide high-quality curriculum and instruction to help each student achieve the school's high academic standards
- ❖ Motivate my students to learn
- ❖ Have high expectations and help every child develop a love of learning
- ❖ Communicate with families about student progress on an ongoing basis
- ❖ Provide a warm, safe, caring learning environment and make the school accessible and welcoming for families
- ❖ Provide meaningful daily homework assignments to reinforce and extend learning (10 minutes per grade)
- ❖ Participate in professional development opportunities that improve teaching and learning
- ❖ Work to support the formation of partnerships with families and the community
- ❖ Respect the school, students, staff and families

### **As a student, I will:**

- ❖ Come to school ready to learn and work hard
- ❖ Bring necessary materials, completed assignments and homework
- ❖ Know and follow school and class rules
- ❖ Ask for help when I need it
- ❖ Communicate regularly with my parents and teachers about school experiences so that they can help me to be successful in school
- ❖ Limit my TV watching, video gaming and computer time and remember to study or read every day after school
- ❖ Respect the school, classmates, staff and families

### **As a parent/guardian or family member I will:**

- ❖ Provide a quiet time and place for homework and monitor TV viewing, video gaming and computer time
- ❖ Read to my child or encourage my child to read every day (10-30 minutes)
- ❖ Communicate with the teacher or the school when I have a concern
- ❖ Take an active interest in my child's academic progress
- ❖ Ensure that my child attends school every day, gets adequate sleep, regular medical attention and proper nutrition
- ❖ Regularly monitor my child's progress in school through report cards, parent/teacher conferences and test results
- ❖ Develop a sense of belonging to the school community through an active participation in the life of the school
- ❖ Consider the opportunity to participate in the volunteer activities at the school, pending a passed background check
- ❖ Communicate the importance of education and learning to my child
- ❖ Respect the school, staff, students, and families



## NARRAGANSETT PARENT INVOLVEMENT POLICY

**The administration, staff and parents of this school believe that the improved academic achievement of each student is a responsibility shared by the entire school community to prepare students for a lifelong love of learning.**

### Visitation

Parents and/or guardian are welcome in Narragansett Elementary School. We also welcome prospective students, transferring students and new families.

- Please contact your child's teacher or building administrator to make an appointment to visit the classroom or tour the school.
- On the day of your visit please report to the main office to be welcomed. You will be asked to sign in.
- If you are visiting a specific classroom for an extended period of time you will be asked to sign a confidentiality agreement

### Volunteering

There are many opportunities to volunteer at NES. Parents can volunteer in several capacities: on a regular basis or during classroom or school wide events. **To ensure safety, all volunteers and chaperones MUST have a background check.**

This process is done through our school district and takes approximately one week.

If you are interested:

- Sign up for school wide events with the PTO during Grade Level Open House Meetings
- Speak to your child's teacher (classroom help, chaperones, etc...)
- Inquire at the office if you do not have a child in the school and wish to offer your services or if prefer to be a volunteer in an non-classroom capacities (library, art, cafeteria etc...)

Resources and Information:

- BCI (background check) forms can be found in office and online at [Narragansett Elementary School: Forms](#)
- volunteer handbook can be found in the office
- chaperoning guidelines are located in front office
- training is available through the classroom teacher or other assigned personnel

Please Note:

- Volunteering is at the discretion of the teacher and classroom schedule. If there are no opportunities in your child's classroom, other opportunities are available.
- Change of information-if you have any personal information change it is the parents' responsibility to update/change background check information

### Events

There are many school sponsored events for parents and families throughout the school year. Families are encouraged to attend as it is an important part of school experience and a way to show the importance of a school/home connection to children.

We are proud to offer academic information events (Literacy and Math Nights), family events (Pizza Pig Out, Bingo Night, School Concerts), and classroom sponsored activities.

- If financial barriers keep you from attending, extra support is available (contact principal for details).
- Volunteers are needed to run events. An opportunity to sign up to volunteer for specific tasks will be at open house in September

## **Communication**

There are a variety of ways that NES staff communicates with parents.

If a parent requires translation services, we will accommodate this request.

### **Daily Communications:**

- Backpack Notices- please check your child's backpack regularly
- Newsletters: PTO, Classroom, Parent Connection, Feinstein, flyers for community and school opportunities, teacher/parent communication
- Phone and e-mail communication: each teacher has school email and phone extensions which can be located on the school website: [Narragansett Elementary School Staff Directory](#)

### **Web Based Communication**

- Alert Now phone message system
- School website: [Narragansett Elementary School Website](#)
- Principal and teacher blogs
- Listserv- sign up to receive school notifications .This can be done online or through the student handbook form

### **Ongoing:**

- School sign
- Parent corner in main office
- PTO bulletin board near front office

### **Monthly:**

- PTO meetings
- School Committee Meetings

### **Annually:**

- Parent Night/Parent-Student Event
- Parent /Teacher Conferences happen in the fall each school year
- Report Cards- students in preschool and kindergarten students will receive 2 report cards each year. Students in Grade 1-4 will receive 3 report cards each year. Progress reports are given in the middle of the first and second trimester and second and third trimester.

## **Education**

Academics, teaching and learning are at the forefront of what we share with parents. The curriculum and Grade Level Expectations can be located on the district website: [Narragansett School System: Curriculum](#)

If your child is having academic issues, please contact your teacher to discuss supports that are in place and available for each student.

### **Testing:**

Each school year, we screen and assess students with a combination of school, district and state assessments. We provide assessment information through the mail, with report cards or during parent/teacher conferences.

### **Report Cards and Progress Reports**

At NES, we have a standards based report card. Each reporting period, the classroom teacher indicates your child's progress aligned to what the child is expected to know and be able to do at their grade level for that time of year. Students are expected to meet Common Core State Standards as their standard requirement. Parents are asked to acknowledge that they have received the report card and review it with their child. In addition, mid-trimester, your child will receive a progress report indicating their academic progression.

## **Educational Terms:**

RTI - Response to Intervention is an academic and behavioral intervention process which uses research based assessments and methods to help students identified at risk and gives them early support

PLP -Personal Literacy Plan is a plan for students who are reading below grade level

IEP - Individual Education Plan is an individual plan for students who need special education services

## **Questions and Concerns**

If you have questions or concerns regarding your child's learning, the following protocol is asked to be followed:

- ❖ Contact your child's teacher by email, note or phone.
- ❖ If your concern is not resolved, then make an appointment with your child's teacher to discuss your concern.
- ❖ If further help is needed, then contact the principal
- ❖

NES has a behavior specialist and a school psychologist that are available to discuss concerns, as well.

## **Leadership**

We welcome parents to become involved in a leadership role. The following are options for this:

- PTO-Parent Teacher Organization, [Narragansett Elementary School: PTO](#)
- SIT- School Improvement Team- a team including administration, teachers, parents and community members who meet monthly to develop and monitor a goals- based plan for each academic school year
- PAC-Parent Advisory Council- special education parent committee meets monthly, [Narragansett School System: Student Services](#)
- Systems Design/Strategic Planning Committee- district educational plan that the superintendent, building administrators, community members and parents develop and review annually

## **Teachers/Staff Professional Development**

With regard to professional development, the school will provide training to school staff to strengthen parent involvement efforts relating to:

- the value and utility of contributions of parents,
- how to reach out to, communicate with, and work with parents as equal partners,
- implementing and coordinating parent programs,
- building ties between parents and the school,
- parental participation in homework and teacher communication.

## **Title I**

Title I federal funds come to the school based on the number of students who qualify for free and reduced lunch. These funds pay for educational supports to help all students reach their academic potential.

- Parents will be notified if their child is a Title I student.
- The school will host a Title I event:
  - open to all Title I parents, regarding Title I regulations, parent involvement policy, services child will receive, the rights of parents to be involved and parent information sessions.
- Title I families will receive notification and invitation to the event through the school flyers and mail.
- Childcare will be provided at Title I event.

- Parents and students will be asked to provide feedback regarding Title 1 programs (parent workshops, student intervention programs during the school day, after school and summer) in order to plan future programs.
- Annually-Title I parents will be involved in reviewing and planning the Title I plan.

### **Parent Involvement Policy**

This policy was written by parents, teachers, and administrators from the School Improvement Team, Title I parents in collaboration with the Rhode Island Parent Information Network. This policy will be reviewed and revised annually as our school community changes each spring with the School Improvement Team (including Title I Parents)> Parents, teachers, and administrators will be involved in all revision of this policy and this policy is to be posted in the school handbook and on the school website.

### **School Rules and Student Responsibilities**

One goal of the Narragansett Elementary School is that each child will become a responsible member of the school community. Students are expected to learn to be responsible members of the school community. Students are expected to be responsible for their learning, their behavior, and they are expected to follow these school-wide rules. All students will show courtesy and respect to every individual within the school community.

### **Code of Behavior**

Life at Narragansett Elementary School is guided by the principles of mutual respect and responsibility between and among the adults and students who comprise our school community. We encourage self-discipline and we acknowledge that students are responsible for their own behavior, and we organize our classrooms 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. At such times, we must assist the student in establishing self-control through a combination of efforts. At times, we need psychologists, administrators, and parents to be called together to help the student seek a solution to the problem.

At the Narragansett Elementary School, students may be spoken to by the teachers or assistants about an inappropriate behavior. Students may also be spoken to by the principal or assistant principal or the behavior specialist. In some cases, a student may be given a “time out” for inappropriate behavior. For more severe behaviors, an in-school suspension may also be given. In extreme cases, suspension or expulsion may be instituted. All significant behaviors require the student do a behavior plan.

### **Conscious Discipline**

The Narragansett School System will continue to implement and provide professional development opportunities around Conscious Discipline for staff and parents. Dr. Becky Bailey developed this program to support and build intrinsic motivation to support the School Family.

Conscious Discipline is a way of organizing schools and classrooms around the concept of a School Family. Each member of the family—both adult and child—learns the skills needed to successfully manage life tasks such as learning, forming relationships, communicating effectively, being sensitive to others’ needs and getting along with others. We look forward to building the Narragansett family and sharing the Conscious Discipline practices with all of our families and students.

### **P.B.I.S.**

We are a P.B.I.S. (Positive Behavioral Intervention Supports) school. This behavior process ensures that staff and students acknowledge the positive behavior school-wide expectations. Safety first, Expect Respect, and Act Responsibly (SEA) are the recognized expectations for all of the domains of school.

School-wide rules are posted in the school and are to be followed throughout the school at all times. \*See PBIS Matrix in Appendix.

### **Caught Ya Program (Part of P.B.I.S.)**

Students are issued a Caught Ya slip for following school rules. A weekly drawing is done on Friday mornings. Classroom and school wide acknowledgements are also part of the program.

### **Yellow Cards**

If a student is sent to the office or behavior room, a yellow discipline card is filled out reporting inappropriate student behavior. Cards are kept throughout the year to document student behavior.

### **Suspension**

Exclusion from attendance at school, school property, and all school sponsored activities for no more than 10 consecutive days. Students may not attend or participate in **any** school activities during the suspension period. Because of the nature of the elementary school class work, an in-school suspension will be instituted whenever possible.

### **Expulsion**

Exclusion of a pupil from school, school property, and all school sponsored activities for more than 10 consecutive school days by the school committee. When a student is expelled from school, it will be for a definite period of time. The school committee may expel a student from school if, after a full hearing, the committee finds that his/her conduct endangers persons or property or is seriously disruptive of the educational process.

### **Actions Leading to Suspension or Expulsion:**

The following breaches of conduct on school property, school transportation, or any school sponsored activity may lead to consideration of suspension or expulsion:

- ❖ Willfully striking or assaulting a student or any member of the school staff
- ❖ Theft
- ❖ The use of obscene or profane language or gestures
- ❖ Deliberate refusal to obey a member of the school staff
- ❖ Truancy and unauthorized leave from school property during the school day
- ❖ Blackmailing, threatening, or intimidating school staff or other students
- ❖ Possession in the school or on school grounds any kind of weapon
- ❖ Unauthorized possession, selling, or consumption of dangerous drugs, narcotics, or alcoholic beverages
- ❖ The willful destruction of school property
- ❖ Disruption of the school day by bomb threats or false alarms
- ❖ Bringing onto school premises a firearm or replica of a firearm

This list is not meant to be all inclusive, and other situations may develop which will lead to suspension or expulsion. All possible attempts shall be made to notify parents or guardians about the suspension and state the causes leading to the suspension. Students and parents have the right to request textbooks and homework for the duration of the suspension period. Specifics about the suspension/expulsion process are located in the district policy book.

### **Playground Rules**

- ❖ Leave footballs, hardballs, bats, baseballs, collector cards, radios, iPods, or handheld electronic games/devices at home.
- ❖ In order to prevent injuries, stay away from the road, cars, windows, and the doors to the school to prevent injuries. Do not climb trees or go into the woods.
- ❖ Play safely and keep hands to yourself.
- ❖ Stay on the playground.
- ❖ Get permission before going into the building for any reason.
- ❖ Report all injuries on the playground to an assistant.
- ❖ Follow all directions given by the assistants – at all times.

### **Manner of Dress**

**Appropriate dress for elementary school is expected.** Hats or outside jackets are not to be worn in the building. Each child is expected to be prepared for outdoor recess or unexpected walks outside of school. Clothing choice should reflect these possibilities. Please be sure your child dresses appropriately for Physical Education classes: **sneakers and clothes appropriate for the temperature outside.**

### **Lockers/Cubbies**

All students are provided with one locker or cubby for clothing, books, school supplies, etc. These lockers and cubbies are and remain the property of the Town of Narragansett and are in the care, custody and control of the Narragansett School Committee. No illegal, controlled substances such as alcohol or non-prescribed drugs, and no prohibited articles such as weapons of any kind may be stored in school lockers or cubbies. The school administration has the right and responsibility to search lockers and cubbies when there are reasonable grounds to believe that prohibited articles may be contained therein and to confiscate such articles. Every effort will be made to have the student present except in circumstances where either (a) the student is unavailable; or (b) having the student present might jeopardize the safety or welfare to those present in the school building; then the student will be notified by the following day. **The school department will not assume responsibility for the loss or theft of any personal belongings kept in a student's locker/cubby.**

## **Policies and Mandates**

### **Anti-Bullying Policy**

Everyone at Narragansett Elementary School is committed to making our school a safe and caring place for all students. We will treat each other with respect, and we will refuse to tolerate bullying in any form at our school. The full policy can be located [nssk12.org/bullying\\_policy\\_reporting](http://nssk12.org/bullying_policy_reporting)

### **Anti-Bullying Procedures and Consequences**

1. All incidents of bullying must be reported to the principal.
2. All incidents of bullying must be written up on the NES Yellow Card – Discipline Office Form as well as bullying investigation forms.
3. Students who are found to have engaged in bullying will be subject to disciplinary action in accordance with school rules.
4. Parents will be notified of bullying investigations.

The administration reserves the right to modify the sequence of consequences depending upon the severity of the incident.

### **Cell Phone/Electronic Equipment**

Students' personal electronic devices, such as iPods, iPads or cell phones are not permitted to be used anywhere in the school without the permission of an adult in their presence. Cell phones may be confiscated if students use them in school without permission. Confiscated cell phones are subject to review by school administration

and may be returned to the student at the end of the school day (first and minor offense) or must be picked up by a parent/guardian (major and/or subsequent offenses). The school will not be responsible for any loss or damage pertaining to a cell phone or other electronic devices brought in to school.

**Any student who refuses to hand a cell phone over to a faculty member will be sent to the Assistant Principal for disciplinary action.**

### **Narragansett School System Computer/Technology Responsible Use Policy**

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, students or others.

Internet access and technology is widely available to students and teachers in the school system. Before access may be obtained, see Appendix C, as it 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 resource sharing, innovation, communication, and collaboration thus augmenting the existing curriculum resources. The signature(s) at the end of the 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:**

- ❖ 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.
- ❖ The use of the Narragansett School System computers is a privilege which shall be revoked at any time for inappropriate conduct.
- ❖ 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.
- ❖ All users must behave in a legal and ethical manner at all times.
- ❖ Each user must abide by such rules and regulations of system usage as may be announced from time to time by school personnel.
- ❖ 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 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.
- ❖ 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.

- ❖ 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.
- ❖ 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.
- ❖ 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.
- ❖ 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.
- ❖ 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.

### **Crisis Intervention & Physical Restraint**

Narragansett Elementary School has authorized and trained staff to administer crisis intervention and/or physical restraint in necessary situations. The full policy can be located [Narragansett School System: School Committee Policy Book](#) :

#### **Policy and Procedures:**

1. It is the policy of the Narragansett School Department that physical restraint/crisis intervention is used only in the following circumstances:
  - ❖ Non-physical interventions were not or would not be effective or appropriate
  - ❖ The student's behavior poses a threat of imminent, serious physical harm to self and/or others
  - ❖ In circumstances where a behavioral intervention plan is already developed for the student, the plan has been fully implemented as specified

The Narragansett School Department limits the use of such force to the amount and duration necessary and reasonable to protect a student or another member of the school community from assault or imminent, serious physical harm.

#### **2. Advanced Training For Authorized Staff:**

Training Requirements: In addition to the basic training provided for all staff regarding these procedures, advanced training is required for staff considered by the Narragansett School Department to be qualified to administer physical restraint/crisis intervention procedures with student: as well as serve as staff trainers.

#### **3. Restraint Safety Procedures**

The following safety procedures are in effect, consistent with Rhode Island Physical Restraint Regulations effective September 1, 2002:

- a) Restraint is administered in such a way so as to prevent or minimize physical harm. If, at any time during a physical restraint/crisis intervention the student demonstrated significant physical distress, the student is released from the restraint immediately and school staff are directed to take steps to seek medical assistance.
- b) Program staff must review and consider any known medical or psychological limitations and/or behavioral intervention plans regarding the use of physical restraint/crisis intervention on an individual student.

#### **4. Reporting and Notification**

On the day the restraint took place, the student's parent(s) or guardian(s) will be notified by the building principal of the restraint incident. Records of parent notification are maintained in the school and a record will be forwarded to the Director of Student Services. Parents of the student restrained may request a copy of restraint report.



## **Drug Free Schools Policy**

Narragansett Elementary School supports a drug free and alcohol free environment. The full policy can be located [Narragansett School System: School Committee Policy Book](#) :

## **Mandatory Safety Drills**

As mandated by the state we are required to have the following drills during the school year: fire, evacuation and lockdown

## **A.L.I.C.E. Training/ School Security**

The Narragansett School System has school safety as a top priority. NES will conduct A.L.I.C.E. training, which is a nationwide school safety protocol. The trainings are focused on how to educate the students, teachers and staff on what to do and how to act in the occasion an unwanted intruder gains access to the building. Additionally, doors to the building are locked and alarmed during the school day. Cameras are also installed to help monitor the safety of all in the building. on drills, and lockdown drills.

## **Sexual Harassment Policy**

It is the policy of the Narragansett School System to maintain learning and working environments that are free from sexual harassment. It is a violation of this policy for any member of the Narragansett School System staff to harass another staff member or student through conduct or communication of a sexual nature as defined in Section II. The full policy can be located [Narragansett School System: School Committee Policy Book](#) :

## **Zero Tolerance Policy**

**This policy states that no child will be allowed to possess in school, on the bus, or on school grounds, any kind of weapon, such as a pistol, knife, pocket knife, or even a facsimile of a weapon (toy) that could be mistaken as one.** The policy mandates immediate disciplinary action that may lead to suspension or expulsion. Any information regarding the violation of this policy would be forwarded to the Narragansett Police. The full policy can be located [Narragansett School System: School Committee Policy Book](#) :

## **Attendance**

It is the policy of the Narragansett School System to expect regular and consistent attendance in school. Consistent attendance is essential to the learning process and cannot be overemphasized. Absences from school disrupt the continuity of the learning process. Parents are expected to assist the school by supporting the attendance policy. Family trips should be planned for school vacation periods. As much as possible, doctor's appointments should be scheduled for after school hours.

## **School Hours**

**Pre-School 9:00 am – 3:15 pm**  
**Kindergarten – 4<sup>th</sup> Grade 9:00 am -3:30 pm**  
(Students are considered tardy after 9:10 am)

## **Absences**

If a child is going to be absent, please call the office at 792-9420 between 8:00 a.m. and 9:30 a.m. If we do not receive a call, and your child is not present at the beginning of the school day, we will call the home. If we are unable to speak directly to you on the phone, a dated written excuse on the day he/she returns to school is required.

Students shall be excused from school for the following reasons:

- ❖ Personal illness
- ❖ Medical appointments
- ❖ Serious family matters

- ❖ Religious holidays
- ❖ Court appearances
- ❖ Any circumstance deemed extenuating by the administration

It is understood that discipline consequences may be applied for unexcused absences. Furthermore, excused or unexcused absences disrupt the continuity of the learning process and may affect your child's class promotion.

### **Tardiness**

Tardiness is also a deterrent to school achievement. In order for tardiness to be excused, the reason for the tardiness must be communicated by the parent that day. Valid reasons for tardiness are the same as those for excused absences. If your child had a doctor/dentist appointment, please provide a medical excuse note from the doctor's office. If your child arrives after 9:10 a.m., he/she must report to the office before going to the classroom. A tardy slip will be given to the student to bring to the classroom teacher.

### **Truancy Diversion Program**

The Narragansett School System is a part of the statewide Truancy Program. The purpose of this program is to reduce the truancy rate in our schools while emphasizing the importance of our students attending school regularly and on time. NES students and their parents may be referred to RI Family Court Truancy Diversion Program when students have accumulated 10% of the school year at any time and /or are habitually late to school without proper medical documentation. A complaint against an adult(s) under Rhode Island General Laws (RIGL) 16-19-1 may be filed in elementary grades (1-5) cases, Students who are determined to have excessive absences and tardiness will be referred to the Attendance Officer.

## **Arrival and Dismissal Procedures**

### **Student Drop-Off**

**Teacher supervision of students in the school does not begin until 9:00 am. A teacher assistant is available in the cafeteria at 8:50am. Please do not drop off your child prior to this time.**

### **Car drop-off**

Drop off is available for parents who drive their child to school to drop off at the designated car spot located in the parking lot. Please stop the car, let your child exit out of the right side. A Narragansett Elementary School staff person is assigned to monitor the drop-off for safety reasons. **For the safety of all, students may not be dropped off in the traffic circle in front of the school.** At no time should students walk unsupervised across the parking lot. If you walk your child in, please park only in designated spaces in the parking lot.

### **Walkers and Bikers**

If your child is to walk or ride a bike to and from school, you must send in a note. If you feel you must walk your child into school, we ask you to leave her/him at the school foyer.

### **Parking**

Parking is very limited. Please be careful entering and leaving the campus as children may be walking through the area.

**The traffic circle in front of the school is a designated fire lane. *Only school buses may use the circle to park or drive through with students.* No one else is allowed in the circle during the day or night for the safety of all people who use this building. This allows access for emergency vehicles.**

**There is handicapped parking available for those vehicles/visitors needing this accommodation. If you park in the fire lane, you take the risk of your car being ticketed or towed by fire/police department.**

## Dismissal Procedures

**NOTE: THE FOLLOWING PROCEDURES ARE INTENDED TO ENSURE THE SAFETY OF OUR STUDENTS. PLEASE COOPERATE AND FOLLOW THEM.**

Parents that choose to avoid this process will assume responsibility for their children's safety.

- ❖ It is very important that the EMERGENCY CONTACT is updated in PowerSchool by the parent. Children will only be released to those individuals identified on the Emergency Contact list in PowerSchool. It is the parents responsibility to update any changes of information.
- ❖ Photo Identification Requirement – Any adult picking a child up from school must be prepared to show photo identification.

## Early Pick-up Procedures

If a child is to be dismissed before 3:10p.m., a note naming the adult who will pick up the child and the time they expect to arrive must be sent to the office at the beginning of the school day. This school year, we have created a pick-up note form available online you may use. Please date these notes. The child will be dismissed to the main office upon your arrival. There are no parent pick-ups in the office after 3:10pm. Parents or the adult names on the note must sign the child out before the child will be allowed to leave the office.

## Dismissal Procedures at 3:30 p.m.

Children are expected to ride the bus home each day unless they are walkers and do not ride the bus. **A bus student must have a note signed by a parent giving him/her permission to walk or ride a bicycle home.** Without such a note, the child will be required to ride the bus.

If a parent or another trusted adult (coach, scout leader, or CCD) will be picking up a student after school, the parent **must** send in a dated, signed note authorizing the responsible adult. **NO CHILD WILL BE DISMISSED ON HIS/HER OWN.**

Coaches, scout leaders, etc. picking up groups of children must provide the office with the list of students they will be picking up. This only needs to be done once if the activity is scheduled at the same time each week with the same person in charge. In the case of large groups, each child must have a note. Otherwise, they will be dismissed according to the daily routine schedule.

If a parent does not send a note in the morning, he/she may go to the office prior to dismissal to sign the child out. For adults other than the child's parents or legal guardians, the parent must send a dated note or call the office prior to dismissal. Please try to finalize at least one hour prior to the end of the day so that appropriate personnel can be notified.

## Delays or Emergency Closing of School

- ❖ It is the policy of the Narragansett Schools to remain open every day, leaving attendance of children to their parents and the state law. Should the closing of school become necessary, however, an announcement will be given over the following radio stations: WBLQ (93.3 FM), WSNE (93.3), and WHJJ (920); and television stations: Channels 6, 10 and 12. The Narragansett School Department has chosen to use an automated message system to enhance parental communication. This service will allow us to send a voice and/or email message to all of our student's parents on all of the contact lists using **Automated Phone System** for emergency notifications, inclement weather cancellations or delays, early dismissals due to inclement weather.
- ❖ When an emergency occurs during the day requiring the school to close, announcements will be made over the same radio stations, televisions and Automated Phone System.

- ❖ Please discuss with your child your family's plan should there be an emergency closing of school. **This is very important so that your child feels comfortable should there be an early dismissal. Should you have specific change of plans for your child on an early dismissal – it is up to the parent to call on that day**

## **Transportation and Bus Safety Code**

Students must understand that school bus transportation is a privilege. This privilege may be withdrawn if the student's behavior warrants it. Because the safety and wellbeing of all students is our primary concern, students who break the bus rules and regulations will be referred to the principal or assistant principal. A copy of the Bus Conduct Report will be mailed to parents. Three referrals may warrant suspension of bus privileges.

**The following is a summary of the major rules.**

- ❖ Use Classroom Behavior. The bus is part of school.
- ❖ Be courteous, use appropriate language, and be respectful.
- ❖ Treat others with respect. Do not fight, push or shove. NO teasing, making fun of, threatening or hurting others.
- ❖ Do not eat or drink on the bus. This helps avoid choking.
- ❖ Keep the bus clean. Do not litter. Do not throw papers etc. No trash on the floor. Take your trash with you.
- ❖ Cooperate with the bus driver. Please do what he/she asks. Do not distract him/her while he/she drives.
- ❖ Respect property. Do not damage bus or equipment.
- ❖ Please stay seated.
- ❖ Keep your head, hands, and feet inside the bus.
- ❖ NES students take your backpack off after you sit down.
- ❖ Keep backpack on your laps.
- ❖ Do not touch bus equipment. This could be very dangerous.
- ❖ No pets allowed on the bus.
- ❖ Do not bring flammable objects on the bus.
- ❖ The driver is authorized to assign seats.
- ❖ Have a safe trip.

\*Please refer to School Committee Policy Book at [Narragansett School System : School Committee Policy Handbook](#).

## **Student Nutrition & Physical Activity**

### **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:

- ❖ Provide a comprehensive learning environment for developing and practicing lifelong wellness behaviors.
- ❖ Support and promote proper dietary habits contributing to students' health status and academic performance.
- ❖ Support and promote efforts that communicate correct food safety practices.
- ❖ Support opportunities for students to engage in physical activity.
- ❖ Include programs to support the positive emotional and mental health of our students and staff.
- ❖ 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.

## **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 a 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 encouraged

### **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 multicultural, 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.

Please see District Policy for more details regarding the following topics from our website at [Narragansett School System: School Committee Policy Book](#) :

### **Lunches/Recess**

Your child will eat at one of the following lunches:

Lunch/Recess	11:25am – 12:15pm	Kindergarten
Recess/Lunch	11:20am – 12:05pm	Grade One
Lunch/Recess	12:10pm – 12:50pm	Grade Four
Lunch/Recess	12:50pm – 1:30pm	Grade Three
Recess/Lunch	12:50pm - 1:30pm	Pre-Kindergarten
Lunch/Recess	1:15pm – 1:55pm	Grade Two

Menus are prepared monthly. The menu for the month is sent home with students at the beginning of the month and also available on the district website. Free and reduced price lunches are given to children whose families meet criteria based on income as established by Federal Law. Applications for free or reduced lunches will be provided to students at the beginning of each year and are also available on-line at <http://nssk12.org/> under the “Forms” tab.

***Families that were eligible in prior years must reapply at the beginning of each new school year to verify that they are still eligible with their current income. If an application is not received by October 5,2019, the student's status as free or reduced will expire until a new application is received.*** Families are encouraged to apply at any point in the school year, especially if changes in income occur.

### **Breakfast and Lunch Prices**

Breakfast and lunch may be purchased daily, or can be purchased through a pre-paid account. You can set up a pre-paid lunch account by going to the NES webpage, click the link for PTO & Parents and follow directions for [Account Setup and Access](#) from [myschoolbucks.com](http://myschoolbucks.com) . Please make checks out to NARRAGANSETT SCHOOL FOOD SERVICE.

**Grab and Go Breakfast** is available daily for \$1.25, \$.30 for reduced price and free to eligible students. The price for student

**Lunch** including milk will be \$2.75, \$.40 for reduced lunch and free to eligible students. Milk can be purchased separately for \$.60.

### **Snacks**

Teachers may allow time for a snack at some time during the day. Children are encouraged to bring nutritious snacks and drinks (no soda or glass containers) and to save these items for snack time. In an effort to maximize instructional time this may be a working snack or a time when the teacher reads aloud. Safe snack rooms are established for children with severe food allergies.

## **Health Office and Procedures**

### **Medication**

With rare exceptions, including emergency life-threatening situations, only certified school nurse teachers or parents are authorized to dispense medications to students while at school or school-sponsored activities.

Written authorization from a physician and signed by the parent is required before any prescription or over-the counter medication can be administered by the school nurse-teacher.

All medication must be transported to and from school by the parent or another adult in the original labeled container.

### **School Admission Requirements**

In accordance with state regulations, *Rules and Regulations for School Health Programs (R16-21-SCHO)* every student entering a school in Rhode Island for the first time must have a complete immunization record and physical examination. Students that do not provide proof of having all required immunizations may be excluded from school according to RI Regulations.

Every student in Grades K-4 must also have an annual dental examination. Any student that does not return the RI Department of Education Dental Form each year will receive a dental screening by our school dentist.

### **General Health Information**

A full time certified school nurse teacher is on staff. If your child is injured or becomes ill at school and you need to be notified but you are not available, a person designated on the Emergency Student Data Form provided at the beginning of the school year will be called. Be sure to keep the school informed of any changes in telephone numbers and emergency contacts.



If your child has sustained an injury that limits participation in physical education, a physician's note should be given to the school nurse indicating the type of injury and length of time for the physical activity restriction. A physician's note is also needed once the child is cleared to resume full participation.

Each child has a permanent Health Record on which pertinent health information is recorded. It is important for you to notify the school nurse teacher of any health problems. This information is kept confidential. However, certain information may be shared with staff as allergies, asthma, diabetes, heart conditions, etc. If you have any questions or concerns about this, please speak to the school nurse-teacher.

### **Communicable Conditions**

For the health and safety of all children, the certified school nurse-teacher must be informed if your child has a communicable disease and/or condition. Examples include strep throat or scarlet fever, head lice, chicken pox, ringworm, pinworms, impetigo, pink-eye, and scabies. Please consult with the certified school nurse teacher with questions regarding when a child may return to school after a communicable condition. RI Department of Health Regulations will be used to qualify matters of exclusion and readmission. When necessary, our school physician will be consulted for a determination.

As a general rule of thumb, children with a temperature of 100 or above should not attend school until the temperature is below 100 for 24 hours without the use of temperature-lowering medication such as acetaminophen (Tylenol) or ibuprofen (Advil). Students that are vomiting or have diarrhea should stay home until symptoms have subsided for 24 hours.

In the case of head lice, it is important to remember that although they can be a nuisance, they have not been shown to spread disease. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice. Head lice detection is best done through routine screenings by parents/caregivers. If a child at school is found to have live lice the child's family will be called. Information will be sent home with the child at the end of the school day, the child may return to class. The child will be allowed to return to school once treatment has been completed. The child will be re-examined before returning to the classroom. If there are multiple confirmed cases in a classroom, a note will be sent from the school nurse to notify parents in that class. More information about head lice can be found at: <http://www.cdc.gov/parasites/lice/head/parents.html>

### **Automated External Defibrillators (AED)**

Automated external defibrillators are located within Narragansett Elementary School. The intent is that they will be used by trained school and community members to promptly treat sudden cardiac arrest. Two AEDs are housed in our easily accessible and well-marked cabinets in the hallway outside the Gym, across from room 400 and in the grade 2 hallway. Opening the cabinet will immediately sound an audible alarm and activate police, fire and rescue to the school. Tampering with the cabinets or AEDs for any other reason than intended is a serious offense.

## **Curriculum Summary**

Our educational program reflects the requirements of the Rhode Island Department of Education and is in alignment with the RIELDS (Rhode Island Early Learning and Development Standards for preschool) CCSS (Common Core State Standards) for grades k-4. Details are available at the [Rhode Island Department of Education](http://www.doe.state.rhodeisland.gov). We practice developmentally appropriate instruction, utilizing teaching and learning strategies that are both age and individually appropriate.

### **Preschool**



The Narragansett Integrated Preschool program supports the whole child and the diverse community we service. We maintain high expectations for all students. We intentionally plan for student's individual needs and support students at their developmental level. Our high quality program is based on the belief that preschool students learn through play and exploration of their environment. The classroom environment is structured to provide opportunities for all students to experience learning. Narragansett supports all students as learners embracing research based teaching practices that utilize universal design for learning and differentiation.

## **Grades Kindergarten through Fourth Grade**

**English Language Arts** instruction is integrated into all subject areas. The English Language Arts Program is a comprehensive balanced literacy approach that incorporates phonics instruction. The materials include Lucy Calkins Reading and Writing Workshops and Foundations. The use of literature and informational text is integrated at each grade level, K – 4. Teachers use various texts for direct instruction each trimester.

All children have the daily opportunity to write in meaningful ways. Writing instruction, using the writer's workshop approach, begins in Kindergarten. Direct instruction in the writing process is mandated K – 4. Students are writing in journals, working on a draft of a story or writing their observation of a science experiment. They are taught to consider the purpose for writing, as well as the audience.

Phonics and word study instruction occurs in grades K-4. Spelling instruction may be integrated with other curriculum areas, but should focus on the grade level spelling sequence indicating how letters and words fit together and spelling patterns.

**Mathematics** instruction is hands-on, concrete, and keyed to the Common Core State Standards of the RI Department of Education, which outlines what children should know and be able to do in mathematics.

The curriculum is supplemented with online math programs such as Origo ,Zearn and Dreambox. A parent letter will go home with each student for each unit of study, outlining the Common Core State Standards addressed in the unit and other resources.

Through the use of manipulatives (pattern blocks, colored chips), children build concrete concepts of number, classification, pattern, number identification and value, place value, addition, subtraction, multiplication, and division. As students build these concrete concepts, they move to more symbolic levels. The problem solving approach is emphasized and integrated through all areas of the curriculum. Instruction is differentiated to meet the academic needs of students of all abilities.

**Science** instruction is hands-on whenever possible and aligned to content for science. Science Notebooks are used to insure scientific writing occurs within each unit. We also use the Gems Net Science kits which provide a variety of hands on inquiry based lessons in science.

**Social Studies** is curriculum driven and hands on. For example, students learning about the Town of Narragansett may take walking field trips after looking through maps, reading or listening to stories about “the old days”, and then perhaps write journal entries, newspaper articles, or stories about what they learned.

**Foreign Language** - Students in grades Pre-Kindergarten– 4 will receive instruction in Spanish once a week throughout the year.

**Technology** is available in all classrooms to reinforce and enhance the integrated curriculum. Grades 3 and 4 will receive a chrome book computer to be used in the classroom. Grade 4, on occasion, can bring their chrome

book home to be used for educational purposes. Computers are used for a variety of purposes including: word processing, creative writing, problem solving, multimedia presentations, and skill reinforcement. All computers at NES have access to the Internet, which offers a wide variety of educational resources and research opportunities. Parents need to sign a form at the start of the year about appropriate computer use in school.

**Media Center** - The library program for grades K – 4 is centered on student and teacher need. The kindergarten classes visit once per week to share a story and borrow a book. Grades one through four are scheduled into the library for a library-skill lesson for a 6 week rotation. These grades also visit, as needed, in small groups or individually to borrow books, use library materials, or media production. The library hosts a Promethean Board for access to all classroom teachers to use with students.

The children are responsible for the books they borrow. They are taught about book care during their visits to the library and are encouraged to return them when due. Books are loaned for a two-week period with grades K– 2 borrowing one book at a time, grade 3 borrowing two books at a time and grade 4 borrowing a maximum of four books at a time. Overdue notices are sent out monthly, as are bill notices for books long overdue. Books lost or destroyed should be paid for to allow the school to maintain suitable selections.

**Physical Education** is held twice a week. Students need to dress weather appropriately for outdoor PE classes since the classes do go outside at times. Your child is required to wear sneakers in order to participate in class. It is also advisable for girls to wear shorts or pants. Parents need to sign the permission slip in this handbook for walking activities throughout the year that may be slightly off school property.

**Health Education** provided to students in grades 1 through 4 for half the year.

**Music and Art** classes once a week. On those days, it is advisable for students to wear comfortable clothing that allows for easy movement and the involvement with messy art materials.

**English Language Learners (ELL)** – service available to children who have a language background other than English. Children are taught how to listen, speak, read, and write English. Children are placed in the program based on formal and informal testing, along with observations made by the ELL teacher, the classroom teacher, and parents.

### **Homework Policy**

Generally work not completed in class may be sent home to be finished. Parents can be supportive by providing a quiet place and a time for a student to do homework. Each teacher assigns homework as appropriate to the child and what is going on in the classroom. Time requirements are approximately 10 minutes per grade. Many teachers feel that the most important “homework” is when the student reads or is read to, on a daily basis.

### **Field Trips**

Trips to cultural activities, museums, or other nearby activities are an extension of our curriculum and valuable experiences for students. If students do not qualify for field trip participation based on behavioral or disciplinary actions, alternative educational opportunities will be made available to them at the school during regular school days.

Parents are often requested to chaperone/help on field trips. At the conclusion of the trip, students leaving school with parents must be signed out in the office. For security reasons, the school must have parent signatures as proof that students were released to them. In addition, it is the expectation of the administration that all students travel to and from field trips on the bus provided. Exceptions must be approved by the principal. **Field trip chaperones must also have passed an up-to-date background check. The background checks do take at least a week or two and should be obtained in ample time before the field trip date.**

**Please keep in mind that background checks expire. Be sure yours is up to date a few weeks before the trip.**

## **Definition of Education Terms Used at NES**

**Differentiated Instruction** – a philosophy of instruction that is practiced at Narragansett Elementary School. It is a way of teaching based on adapting instruction to student differences, thereby providing maximum growth and individual success for all students. All classrooms practice differentiated instruction to address the varying needs of students.

**RTI** - Response to Intervention is an academic and behavioral intervention process which uses research based assessments and methods to help students identified at risk and gives them early support

**PLP** -Personal Literacy Plan is a plan for students who are reading below grade level

**IEP** - Individual Education Plan is an individual plan for students who need special education services

**Inclusion Model** as opposed to a Pull-Out Model – a model for providing additional instruction to students within the regular classroom. Such models may be used for remedial or enrichment instruction.

**Integrated Language Arts** – Listening, speaking, reading, and writing (including spelling and grammar) are taught as related rather than separate subjects. For example, after reading an article, children might discuss it, and then write a response to it.

**Math Manipulative** hands-on-objects such as blocks, beans, bingo markers, etc., that children use to count with or arrange into patterns to help expand their understanding of math concepts.

**Outcomes** – goals or objectives that a student might be expected to achieve.

**Problem Solving** – is a primary goal in all curriculum areas. It is a process in which children share their thinking and approaches to problems with teachers and other students. Students are encouraged to learn different ways of representing problems and to consider several strategies for finding solutions to problems. We hope students will learn to value the process of solving problems as well as they value the solutions. A model for solving problems is utilized in all classrooms.

**Reading/Writing Workshop**– consists of a mini-lesson where the teacher teaches the students a skill or strategy through demonstration and direct instruction. Then the students engage in work time when they are reading and writing and directly applying the lesson they just learned. This is also when teachers conduct small groups and individual conferences with students.

## **Student Evaluation Process**

In addition to standardized assessments, all students are evaluated regularly by the classroom teacher and/or reading specialists. In the fall, winter, and spring benchmark testing in reading and mathematics helps teachers plan instruction, measures a child's progress and is used to select students for supplemental academic support.

Students receiving Title I reading support are monitored frequently to ensure progress. Other formal and informal assessments and observations are done by the classroom teacher to measure a child's social, emotional, motor and academic development.

Narragansett Elementary School provides a student progress report to parents (grades 1-4) on a trimester basis in December, March and June using student report cards (Pre-K and kindergarten are on a semester basis). In addition, a report card is provided midway between the first and second and second and third trimester. A yearly parent conference will be held in December. Teachers or parents may request a conference at any time during the school year to discuss a child's progress. Kindergarten students are screened in the fall with ESI-R, a developmental assessment used to identify students who may need a referral for further testing and/or early intervention support. In addition, all kindergarteners' academic needs are assessed in late fall and spring with the Phonological Awareness Literacy Screening (PALS).

Elementary students will be assessed throughout the school year. The following assessments may be given:

**PALS-** Phonological Awareness Literacy Screening

**Running Records-** reading miscue analysis

**CBMs-** curriculum based measures for mathematics

**Add+Vantage-** math concepts screening.

**NWEA MAP-** a screening assessment of reading and math skills grade 2-4

**RICAS-** Rhode Island Comprehensive Assessment System assessing literacy and math skills for students in grade 3 and 4.

**Looking at Student Work** - On a continuous basis all teachers are involved in "Looking at Student Work". This work allows the entire faculty to engage in reflective discourse and teacher inquiry. It also allows teachers to understand the type of expectations community of learners emerges, enabling our students to meet and exceed academic standards.

**Intervention-**If a student is struggling academically and/or behaviorally there is time set aside within the school schedule for staff to address such issues. Staff members may work individually or with a small group in order to provide support.

**Title I Program** is designed to help students become successful in the regular classroom. Students are identified through formal and informal testing and teacher observation of their performance in the regular reading and/or math program. The Title 1 teachers work closely with the classroom teachers to coordinate additional direct instruction to remedial students. Group size ranges from one to five students at a time. Depending on the needs of the student, the supplemental instruction may take place within the classroom or in another area.

**Enrichment-**Enrichment opportunities are available to students before, during and after school as well as during class time and "lunch bunch" opportunities. Notifications are sent home regularly throughout the school year to notify parents of enrichment opportunities.

**The State Assessment Program-**In the Spring, Narragansett Elementary School participates in the Rhode Island Comprehensive Assessment System (RICAS) assessment. Our third and fourth grade students will be given the English language arts/ literacy and math components designed to measure student performance on Common Core State Standards (CCSSs). NAEP testing takes place every few years for grade 4 students only.

## Special Education

**Special Education** services are provided for those students with disabilities Pre-K through Grade 4. If a child qualifies for Special Education, services are provided according to the child's need. Parents, special and regular education staff, and consultants develop the Individual Education Program (IEP) cooperatively. These services may include, but are not limited to pre-school, resources, intensive resources, and self-contained classes; adaptive physical education; occupational and/or physical therapy; speech and/or language resources; and counseling.

**Narragansett Special Education Advisory Committee (NSEAC)** is a committee where parents and teachers are involved with the education of students with disabilities. The NSEAC sponsors a variety of workshops dealing with the educational needs of all students. The NSEAC meets 5 times a year at 7:30 p.m. to parents of students receiving special education services, teachers, administrators, and other concerned individuals.

### **American with Disabilities Act/ Section 504**

The Narragansett School System does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to all sponsored programs and activities.

The Narragansett School System has taken action to comply with Section 504 of the Rehabilitation Act of 1973, a national law that protects *qualified* individuals from discrimination based on their disabilities. Under this law, *individuals with disabilities* are defined as persons with a physical or mental impairment which substantially limits one or more major life activities. Such individuals shall not, solely by reason of handicap be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any school program or activity receiving federal financial assistance. In some cases, plans may be written to guide actions by school staff to ensure that the individual has access to school programs and activities. The Narragansett School System has written a handbook for Section 504 procedures. The designated Section 504 Coordinator is responsible for updating these procedures on an annual basis.

Inquiries of any discrimination relating to this Act should be made to the designated Section 504 Coordinator, c/o Director of Student Services, Narragansett School System, 25 Fifth Avenue, Narragansett, RI 02882 (telephone 792-9450).

For more details regarding protocol and procedures surrounding AMERICANS WITH DISABILITIES ACT - SECTION 504 policy, please check our district website at [Narragansett School System: Student Services](#)

## Parent Information

### **Parent – Teacher Organization**

The Parent-Teacher Organization (PTO) is an important part of the PK – 4 school community in Narragansett. The PTO sponsors a variety of activities at all three schools in the district. Membership applications and volunteer sheets will be sent home in the fall. The PTO will also solicit members and volunteers at Open House in the fall. Parent involvement in the PTO can be a rewarding experience for you and your child. Please note that a passed background check is required to assist with PTO events.

### **Open House/Parent Presentations**

Children are proud to escort their parents to classrooms and to introduce their teachers. Please stay with your children at this event for the safety of all. We have split the Open House nights to avoid overcrowding and parking issues. Grade levels will also be having a Parent Presentation morning or evening meeting to discuss specific grade level programs. The grade levels will send out the Parent Presentation meeting dates.

## **Parent Notices**

Copies of notices, lunch menus, etc, are in the main office if you need anything you may have missed.

## **Educational Records**

Parents of students and students 18 years of age and older have rights under federal (Family Educational Rights and Privacy Act) and state (Educational Records Bill of Rights Act) law pertaining to education records. Those rights include the following:

- ❖ The right to inspect and review the student's education records within ten days of making the request. The request must be in writing and submitted to the principal.
- ❖ The right to a reasonable explanation and interpretation of the records, along with copies of the records.
- ❖ The right to request that student's education records be amended if the information contained in them is inaccurate, misleading, or otherwise in violation of the student's privacy rights.
- ❖ The right to confidentiality of personally identifiable information contained in the student's records unless the student's parents have given written consent to release it.
- ❖ When seeking consent to disclose information contained in a student's records, the school must specify the records that will be disclosed, the purpose of the disclosure, and the parties seeking the information. Upon written request, the school must also provide the parent and the student with a copy of the records that have been disclosed. The school may release information contained in the student's records without parental consent.
- ❖ When the information is designated as "directory information." Directory information may include, but is not limited to, the following: student's name, address, telephone number, date and place of birth, dates of attendance, participation in officially recognized sports and activities, height and weight (for members of athletic teams), awards received. The school may disclose directory information if it has notified the student's parents of the types of personally identifiable information the school has designated as directory information. Parents have the right to object to the school's release of any or all types of information designated directory information if the objection is put in writing within 10 days of the student's enrollment. If there is no objection within 10 days, the school may release directory information regarding the student without parental consent.
- ❖ To school officials who have a legitimate educational interest in the information or to officials of a school in which the student intends or seeks to enroll, information may be released in connection with a student's request for or receipt of financial aid. Information may be released for the purposes of school accreditation, the auditing or evaluating of certain state or federally supported educational programs, or for the purpose of conducting certain studies on behalf of the school district. The school may also release information to state and local juvenile justice officials and authorities and to appropriate parties in the event of a health or safety emergency. The school must also release information requested by a judicial order or subpoena.

## **Regarding Release of Educational Records**

Under federal law (the Family Educational Rights and Privacy Act) and in accordance with the "No Child Left Behind" (NCLB) with regard to military recruiters and institutions of higher education, this school district must obtain your written consent before we disclose personally identifiable information from your child's education records. This school district, however, may release some information, known as "directory information," such as playbills, yearbooks, honor rolls or recognition lists, graduation, programs, and sports-activity sheets:

- ❖ Student's name
- ❖ Participation in officially recognized activities/sports

- ❖ Address
- ❖ Telephone listing
- ❖ Weight and height of members of athletic teams
- ❖ E-mail address
- ❖ Photograph
- ❖ Degrees, honors, awards
- ❖ Date and place of birth
- ❖ Dates of attendance and grade levels

If you do not want this school to release any or all of this information without your prior written consent, please use the attached form on the last page of the handbook to notify us to which information should not be released without your prior written consent. (Some items do not refer to all schools but are written for consistency).

### **Student Birthdays**

All families must adhere to the nutrition snack guidelines. Birthday Invitations-We ask that invitations for outside school parties and celebrations be mailed, via US mail or given to all students in the class. If not all students, at least all boys or all girls in a class. This is to avoid hurt feelings.

### **School Insurance**

School Insurance is available in September.

### **Lost and Found**

A lost and found box is located in the cafeteria. In July of each year, the box is cleaned out and all unclaimed items are donated to a local charity.

### **Special Offerings**

- ❖ The South County YMCA here provides Before-School and After-School Daycare at the Elementary School. An information flyer is available in the office or by calling the YMCA directly at 783-3900.
- ❖ An After School Enrichment Program is offered by the PTO in the fall and spring. Flyers go home to describe offerings. Sign-up is done by the PTO.
- ❖ Before school band is offered a few days a week by our music teacher. This program is for 3<sup>rd</sup> and 4<sup>th</sup> graders.
- ❖ Before school art is offered one to two days a week by our art teacher.

## **FACILITIES AND MAINTENANCE UPDATES**

### **Annual Notification of Asbestos Management**

The Asbestos Hazard Emergency Response Act (AHERA), signed into law on October 22, 1986, requires all local education agencies to identify asbestos containing materials in their buildings and take appropriate action to control the possible release of asbestos fibers. We are required to inform all personnel and occupants at least once a year about inspections, response actions, and post response activities including periodic re-inspection and surveillance activities, which are planned, or in progress.

In September 2017 a three-year AHERA inspection of Narragansett Elementary School was conducted. Bi-annual re-inspections of all schools were conducted in February 2019 and August 2019. All our asbestos related information, including the results of any inspection and corresponding recommendations have been compiled in the asbestos management plan, which is available for review. A copy of the management plan is located in the Division of Operations Office and is available for inspection during normal hours.

Please contact Steve Gormley at (401)792-9416 to make arrangements to inspect the management plan.

### **Integrated Pest Management Plan 2019**

The Narragansett Schools follow a pest management plan whereas control is achieved using progressive steps including:

- Selection of the least hazardous method and/or materials that will provide effective for control of targeted pests.
- Non-chemical prevention of pests using methods such as sanitation, exclusion, and cultural methods.
- Application of pesticides only, “as-needed” to correct verified problems.
- Precision targeting of applied pesticides to areas not contacted or accessible to the children and staff.

Notifications will normally be made to registered staff and parents/guardians at any building **before** any pesticide application. Staff, parents/guardians are reminded that they can request “pre-notification” of any pesticide application. Written “pre-notification” request should be submitted to the principal at each building. These requests must be resubmitted at the beginning of each school year, or when you, or in the case of a parent/guardian your child enters the school building. The request must include your name, complete address including telephone and e-mail when possible.

Emergency pesticide applications may occur, when a sudden need to mitigate or eliminate a pest which threatens the health & safety of a student or staff member. In the event that a, “emergency” application of a pesticide occurs, notifications will be forwarded no later than the day of the application.

All notifications will include:

- The affected building and the applications location.
- The common trade name of the pesticide.
- The EPA registration number and date of application
- The targeted pest.
- A School Administrator’s contact information to call if you have any further questions.

Since our last, “annual” notification:

- No pesticide application occurred at Narragansett Elementary School.  
Please refer to [Narragansett School System: School Committee Book](#) for more details outlining District Policy as it pertains to Pests and Pest Maintenance within Narragansett Schools.

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**APPENDIX**

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**Narragansett School System  
2019-20 SCHOOL CALENDAR**

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

(180)

8/28	^ Convocation Day - all staff	2/14	Winter Recess (long weekend)
8/29	^ Professional Dev. Day	2/17	President's Day
9/2	Labor Day	3/16	No School - Teacher PD Day
9/3	<b>School Opens K-12</b>	4/10	Good Friday
10/14	Columbus Day	4/20-4/24	Spring Recess
11/11	Veterans' Day	5/25	Memorial Day
11/27-11/29	Thanksgiving Recess	6/11	Seniors' Graduation
12/23-12/31	Christmas Recess	6/12	<b>180th School Day</b>
1/1	New Years Day	6/15-06/19	*Make-up Days (if needed)
1/20	Martin Luther King, Jr. Day		

Revised 1/16/19

**NES SCHOOL EXPECTATIONS MATRIX**

Expectations	School Wide	Assemblies	Classroom	Halls	Cafeteria	Bathroom	Bus	Playground
Safety First	Listen to adults	Walk slowly and carefully up and down the bleachers	Walk	Walk	Stay seated	Wash hands	Stay seated	Use equipment properly
	Stop and think	Sit still while watching the performance Keep your hands and feet to yourself	Keep hands, feet and objects to yourself	Keep clean	Eat your own food Sign out for bathroom	1	Remove backpack Keep hands and feet to yourself	Use safe hands and feet
Expect Respect	Treat others the way you want to be treated	Be quiet while the performance is going on Show your appreciation by applauding quietly	Be cooperative and kind Take care of property: school, personal others'	Use a quiet voice	Use an indoor voice Listen for all announcements	Push Quiet voices	Use an indoor voice Use kind words	Share equipment Include others Use kind words
	Act Responsibly	Give your best effort Use words to solve problems	Choose a responsible seat Pay attention to the performance	Active listening Complete tasks-activities Have materials ready	Go directly to class	Clean up after yourself Throw trash away	Safety first please Use properly appropriately	Be on time Follow directions
<b>SEA</b> Expect respect Act responsibly								

## **Narragansett School System Computer/Technology 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, students, or others.

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 resource 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.
2. The use of the Narragansett School System computers is a privilege which shall be revoked at any time for inappropriate conduct.
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.
4. All users must behave in a legal and ethical manner at all times.
5. Each user must abide by such rules and regulations of system usage as may be announced from time to time by school personnel.
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.
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.
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.
13. 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.

#### Narragansett School System Responsible Use Policy

**Student:** I will follow the Narragansett School System Responsible Use Policy by being a responsible computer network user in my school.

Student Name: (please print) \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Parent or Guardian**

I recognize that it is impossible for the Narragansett School System to restrict access to all controversial materials, and I will not hold the school system responsible for materials acquired on the computer network. I hereby give permission for my child to use school operated computer networks, including the Internet. I accept legal responsibility for my child and acknowledge the principles and rules of access to such a resource, as outlined in this policy. I agree to bind my child to such terms of access.

Parent or Guardian Name: (please print) \_\_\_\_\_

Parent or Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Narragansett School System  
Notice to Parents (and students 18 years or older)  
Regarding Release of Educational Records**

*This form must be submitted to the school office by October 5th, and it will be in effect until the beginning of the next school year*

Please do not release directory information without prior written consent to:

\_\_\_\_\_ School Publications ( online website, NES facebook, social media sites)

\_\_\_\_\_ Military Recruiters ( not necessary for NES)

\_\_\_\_\_ Institutions of Higher Education

Name of student(s)

Parent/Legal Guardian:  
(or student 18 or older)

Signature & Date:

**Narragansett Elementary School  
Student/Parent Official Sign-Off Sheet 2019-2020**

Dear Parent(s)/Guardian(s):

Please read with your child, check the appropriate boxes, sign and return this page from your handbook. This page signifies that you have reviewed the contents of our handbook.

Thank you for your support.

Reviewed  
and  
Agree

**Student/Parent Handbook Sign Off:** We have read and understand the Narragansett Elementary School Student and Parent Handbook.

**Transportation and Bus Safety Code:** We have read and understand the Narragansett Elementary School Transportation and Bus Safety Code

**Walking Permission Slip:** Throughout the school year physical education, health classes, and classrooms utilize community resources such as Sprague Park, Sprague Pond, and Bike and Walking Path. I give my permission for my child to participate on Walking Field Trips. If there are any questions please contact the NES Physical Education Staff.

**Photo and Digital Agreement:** I give my permission to the Narragansett Public Schools to use all images, sound, and videography of my child recorded during school activities for educational and promotional purposes. I understand and agree to allow The Narragansett Public Schools to use all photography, videography, and audio recordings of my child in any present or future media, including television and internet broadcast. These publications may include social media sites and other internet sources for purposes of highlighting our work as a district. As a guardian you reserve the right to revoke permission at any time.

**Library Use Contract:** We recognize that it is neither possible nor desirable for the Narragansett School System and the Narragansett Elementary School Library Media Center to restrict access to any material that a family may determine to be controversial. We will not hold the system responsible for materials acquired in the library. As a parent/guardian, I accept responsibility for informing my child that it is his or her responsibility to properly care for and choose books that are appropriate both in reading level and subject matter.

**PBIS Permission Slip:** Throughout the school year PBIS offers opportunities for students to participate in activities to demonstrate positive role-model behaviors. Permission will be needed for your child to participate in these events. I give permission for my child to participate in a PBIS activity as a positive role model.

Student Name (please print)	Student Signature	Grade	Teacher
Parent/Guardian (Please Print)	Date	Parent Signature	