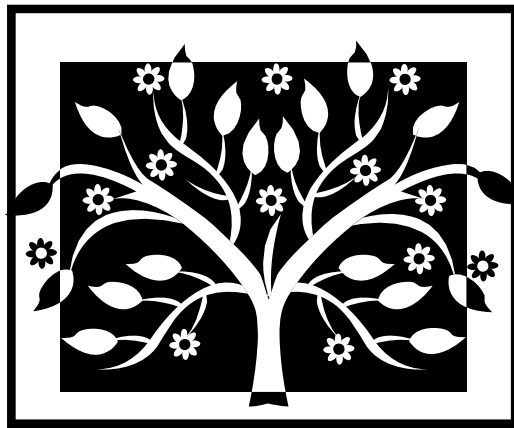


GREENWOOD ELEMENTARY SCHOOL
93 SHARON STREET
WARWICK, RI 02886
734-3290



STUDENT HANDBOOK
2011 – 2012

BE RESPONSIBLE

BE RESPECTFUL

BE READY

VISION

The vision of Greenwood School is to collaborate with families and community to prepare all students for success both academically and as 21st century citizens.

DAILY SCHEDULE

Students will arrive no earlier than ten (10) minutes before the opening of school.

8:30 a.m. - First bell rings - students line up
8:35 a.m. - Second bell rings - school begins
11:30 a.m. – First lunch Grades 1 – 3
12:15 p.m. – Second lunch Grades 4 – 6
2:40 p.m. – Bus students dismissed
2:45 p.m. – Walkers dismissed

Morning Kindergarten:

8:35 a.m. – 11:20 a.m.

Afternoon Kindergarten:

12:00 p.m. – 2:45 p.m.

BREAKFAST/LUNCH PROGRAM

All children will be given an application for free and reduced breakfast and lunch. Students may purchase lunch or bring one from home. Milk may be purchased. Breakfast is served 15 minutes prior to the start of school.

Students may pay for meals in advance with cash or a check made out to Warwick Public Schools.

VISITORS

Parents/guardians must enter the building at the front entrance, sign in and get a visitor's badge. Parents/guardians are asked not to go to your child's classroom without permission from the office. If it is necessary for you to speak to your child, we will call him/her to the office.

GREENWOOD SCHOOL 3 R'S

1. BE RESPECTFUL
2. BE RESPONSIBLE
3. BE READY

Students are expected to be respectful, responsible, and ready in all manners of behavior wherever they may be including the classroom, lunchroom, playground, halls, bathrooms, and buses.

1. They are to *be respectful* toward all adults, peers, and school property.
2. They are to *be responsible* about their work and their play.
3. They are to *be ready* for all situations before, during, and after school.

These 3 R's will be taught and explained in more detail at the beginning of the school year and reinforced throughout the year to encourage positive behavior school-wide.

HOMEWORK GUIDELINES

The following general guidelines are provided to make you aware of the average amount of homework students experience from one grade level to the next. Homework assignments should increase gradually in difficulty and frequency throughout the grades.

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

Grade 1 An average of 10 - 15 minutes

Grade 2 An average of 15 – 20 minutes

Grade 3 An average of 20 – 25 minutes

Grade 4 An average of 30 – 45 minutes

Grade 5 An average of 40 – 50 minutes

Grade 6 An average of 45 – 60 minutes

HOMEWORK FOR VACATIONS

Because teachers adjust the pace of their instruction to meet the needs of their respective classes, and much learning takes

place as a result of class discussions and activities, it is impossible to prepare materials for students in advance that will replace adequately the teaching and learning time students will miss when out of the classroom on vacation.

CONFERENCES

Parents are asked to schedule conferences in advance at times that are convenient for both teacher and parent. During the conference do not hesitate to ask questions such as:

- What is my child's achievement level? Is my child working to his/her level?
- Are there any discipline problems?
- How is he/she doing in math, reading, science, social studies and language?
- Is my child following through on homework assignments?

USE OF THE TELEPHONE

Students will not be allowed to use the phone. In an emergency situation, a staff member will make any necessary calls to parents. Forgotten homework, after-school arrangements, etc. are not considered emergencies and students will not be permitted to use the telephone for these purposes.

ELECTRONIC DEVICES AND TOYS

In order to maintain an appropriate learning environment students are not allowed to bring items such as electronic games, portable CD players, toys, and cell phones to school. These items can be distracting and if lost or damaged the school cannot be held responsible.

BICYCLE POLICY

Children in grades 4 – 6 may be granted the privilege to ride bicycles to school. Permission forms are available in the office.

They must be signed by a parent/guardian and returned to school. The school does not assume liability or responsibility for stolen or damaged bicycles or injuries that may occur. Failure to follow the policy will result in the loss of bicycle privileges. For safety reasons, children are required to wear the necessary safety equipment, i.e. bicycle helmets.

Please note: Skateboards, scooters, and “wheelies” are not allowed at school.

DROPPING OFF STUDENTS

To ensure the safety of our children and help alleviate traffic congestion before and after school, parents are asked to observe a one-way direction around the school block when dropping off or picking up children. Children should always get out of the car on the sidewalk side so that they do not have to cross the street. When the weather is inclement, parents may drop off children at the All Purpose Room entrance on Greenwood Avenue. For safety reasons, do not allow children to exit vehicles unless the drop-off area is cleared of buses.

Note: The Main entrance should not be used unless a student is tardy, in which case a parent must accompany his/her child to the Office.

DISMISSAL PROCEDURES

When the dismissal bell at 2:45 p.m. rings, walkers will be dismissed as follows:

Kindergarten – exit out the classroom door onto the paved area behind the school.

Mrs. Rogers' and Mrs. Bentley's classrooms will exit onto the paved area behind the school.

Mrs. Walker's and Mrs. Almagno's classrooms will exit onto the sidewalk on the Potters Avenue side of the school.

Mrs. Bissonette's and Mrs. Petit's classrooms will exit through the double

doors adjacent to the All Purpose Room onto the paved area behind the school.

Students in grades 4, 5, and 6 will exit from the front doors on the Sharon Street side of the school.

NOTE: As needed, arrangements may be made through the Office to allow primary and intermediate siblings in different classes to have a common exit.

MEDICATION

Medication can only be administered by the school nurse at a designated time during the school day. The nurse is not assigned to Greenwood full time. Students who need to take prescribed medication at a designated time must have the appropriate form signed by the physician and parent before the medication can be brought to school. The medication must be left with the nurse. State law and school department policy governs the dispensing of medication. The school nurse is the only person authorized to dispense medication and may do so only when the following conditions are met:

1. The nurse may dispense prescribed medication only. The medication must be in the original container with the prescription label, instructions, and child's name clearly indicated. A form available from the office, signed by a physician must accompany the medication.
2. The nurse may not dispense aspirin, cough syrup, or other patent medicines unless accompanied by a written doctor's note.

EARLY DISMISSAL

When snow is in the forecast parents are strongly urged to monitor television and radio stations for early dismissals, delays, and cancellations. You may also sign up on Turn To 10 to receive an email at home or

work. Because of the large number of students, the Office is unable to respond to a deluge of last minute individual requests. Parents are asked to discuss an "Early Dismissal" plan with their children so that the children will know what to do in such a situation. Please complete and return the form designated for that purpose included in the opening of school packet that was sent home on the first day of school. If for any reason you need to change your instructions for early dismissal, please send your child's teacher a note indicating the new instructions.

STUDENT CODE OF ETHICS

The Greenwood School follows the Warwick Public Schools Student Code of Ethics. This code covers the following areas.

- District Philosophy
- Attendance
- Transit to School
- Dress Code
- Electronic Devices
- Behavior, including "Bullying"
- Other Items

The Student Code of Ethics Handbook is sent home on the first day of school. Copies are available in the school office or may found on line at www.warwickschools.org/PDF/Files/CODEOFETHICS2009-10final.pdf