



**RANDALL HOLDEN
ELEMENTARY
SCHOOL**

STUDENT HANDBOOK

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PRINCIPAL

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This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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PRINCIPAL'S MESSAGE

Welcome to Randall Holden School. I hope that you had a restful and enjoyable summer. I am looking forward to another school year that promises to be exciting and academically rewarding for all. It is my belief that all children should have the opportunity to develop to their fullest potential so they may become responsible members of our society. Therefore, it is important that we all actively participate in the children's educational experience. When we provide encouragement, nurturing, and praise, our children are certain to achieve success. As principal of Holden School, I will make every effort to ensure that your child has a safe, stable, and educationally stimulating environment in which to play and learn. Your cooperation and support will be greatly appreciated. I look forward to joining with you in supporting your child's educational experience.

MISSION STATEMENT

The mission of Randall Holden Elementary School is to create a community that shares the responsibility for developing life-long learners.

ATTENDANCE

Attendance at school is mandated by the Rhode Island General Law 16-19-1 and School Committee Policies JEA and JEDA for those students who have not reached their sixteenth birthday. After that date, students are in school on a voluntary basis and submit to the state mandate and School Committee policy as a condition of enrollment. Maintaining regular school attendance is necessary in order to achieve the goal of an educated citizenry. Consistent with research and national standards, the Warwick Public Schools asserts that the minimum of 165 days per school year. The only exception to the attendance policy shall be the enumerated extenuating circumstances that are verified by school personnel.

Extenuating Circumstances:

- Extended/chronic personal, physical, or emotional illness as verified by a physician or dentist
- Extended hospital stay as verified by a physician or dentist
- Extended recuperation from an accident as verified by a physician or dentist
- Extended contagious disease within a family as verified by a physician or dentist

- For any other extenuating circumstances, the student's parents or legal guardian must make a formal appeal to the principal or his/her designee.

For purposes of this policy, extended shall be defined as "more than ten consecutive school days."

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

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

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

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

Elementary:

1. A parent or guardian must call the school to notify the appropriate person of a student's absence.
2. Parents are required to submit a written excuse for each period of absence or late arrival to school.
3. Students shall be allowed two (2) tardies per quarter.
4. Five (5) or more consecutive absences during any marking period will be brought to the attention of the school nurse for review.
5. Excessive absences and late arrivals which are not the result of a clearly defined medical reason will be brought to the attention of the school attendance administrator.
6. Family vacations during school time are **strongly discouraged**. When it is absolutely necessary to remove a student from school for this purpose, students will be responsible for all assigned work while they were absent. These will be counted as unexcused absences.
7. Parents are encouraged to schedule appointments outside of the school day whenever possible.
8. Chronic truancy or tardiness will be referred to the school attendance administrator which may result in a referral to the Rhode Island Truancy Court.

TARDINESS

A parent must sign in students arriving to school after 8:45 a.m. If you fail to sign your child in and/or your child is late to school more than 10 times in a school year (once a month) the truant officer will be notified immediately.

ILLNESS IN SCHOOL

A child who does not feel well should not be sent to school. If a child gets sick or has an accident during the school day, the following will be done:

- If the nurse is available, the child will be sent to her
- If the nurse is not in the building, the principal will attend to the child
- If a child is too ill to stay in school, the parents will be notified.

ACCIDENTS IN SCHOOL

If there is an accident in school, the child shall immediately inform the teacher in charge of the class or activity. The procedure for pupil illness will then be followed. If an accident occurs on the bus, the student must tell the driver. To avoid accidents, we ask students to avoid running, careless playing, or behavior which may put the students or others in danger. Fighting is prohibited.

ACCIDENTS CARDS

Every child is required to have an accident card on file in the office. ONLY those people listed on the card will be allowed to pick your child up. PLEASE be sure ALL information on the card is up-to-date at all times. It is imperative that we have your telephone number at home and work, in case of an emergency.

MEDICATION

Medication can be administered only by the school nurse. 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 and form must be left in the office. ALL medication must be dropped off in the office.

APPOINTMENTS

There are times when students will need to be dismissed from school for doctor, dentist, or other appointments. Please send a note with your child explaining the reason for early release. A child cannot be dismissed from school unless a parent or person designated by the parent comes to the school office to pick her/him up. The parent or designee must sign the child out of school before he/she can be released. A sign-out book is kept in the secretary's office.

VISITORS

All parents and visitors to our school MUST come in the front door and check in at the school's office. Visitors are required to wear a pass while they are on the school premises. This is a school department policy to protect all students and staff.

ARRIVAL

If you drop your child off in the morning, do not drop him/her off at the front door entrance. Please drop them off at the crossing guards' post near the playground. Do not enter the school's driveways. **Students should not arrive at school before 8:20 a.m.** This will be strictly enforced.

DISMISSAL

Students who walk or are being picked up will be dismissed at 2:45 p.m. If you are picking up your child, do so at the designated area. Make sure your child knows where to meet you. No child should remain on school property.

MAKE UP WORK

A day's absence does not excuse a child from being responsible for work missed. It is the responsibility of the student to find out what work was missed and what is due on the day of his/her return to class. This can be done by asking a friend or relative to bring home assignments. Upon returning to class after a long absence, a student shall arrange with the teacher to make up work and tests. Should a parent wish to pick up work, please contact the office before 10:00 a.m. so that your child's teacher will have time to get the work ready.

CALENDAR

A Warwick School calendar will be provided to all parents. Parents will be notified of any changes due to unexpected school closings.

The monthly Holden School calendar is sent home through the students. This is sent on or before the first of each month. In the events of changes from the calendar, a written notice will be sent home.

BREAKFAST

Randall Holden now offers breakfast each morning. Students are allowed to arrive at school at 8:20 a.m. Breakfast menus are on the reverse side of the monthly lunch menus.

LUNCH AND RECESS

During the first week of school, all children will be given an application for free or reduced lunches to take home to their parents/guardians. Only those who wish to apply need to return the forms. Please keep in mind we are required to provide every parent with the opportunity to apply. Should you need assistance with any of the applications please contact the school's secretary. Forms may be picked up at any time in the school office. Students may pay for their lunches on a daily basis.

Lunch has been scheduled from 11:35 a.m. to 12:15 p.m. and 12:20 p.m. to 1:00 p.m. The primary and intermediate levels alternate schedules. Children have forty minutes for lunch and recess.

Kindergarten students may bring a HEALTHY snack everyday.

CAFETERIA

The principal, teacher assistants and school department lunch aides supervise the cafeteria. Students are responsible for cleaning their places at the table and behaving in an acceptable manner. Boisterous behavior, throwing food, papers, etc. is unacceptable. The sharing of food is not allowed.

DISCIPLINE

Discipline is an important element in the education of all children. In school the good of the whole must be considered as well as the good of the individual. For this reason, rules must exist in the classroom, schoolyard, cafeteria, etc. When a student has been corrected for violating some aspect of the behavior code, it is done for the student's benefit. If a student constantly breaks

school rules, the matter is brought to the attention of the principal who will determine if further action should be taken. In most cases this will involve meeting with parents. Again, cooperation of all is necessary for the good of the child.

In general we enforce the following:

- Respect for each other
- Respect for all adults who work in the school
- Respect for school property, including materials, and equipment
- Being prepared for class by completing assigned work

BUSES

Students utilizing the bus to and from school and on field trips must realize that the driver is in complete charge. Parents are responsible for assuring that their children adhere to the policies set by the school department. School bus transportation is a privilege that may be withdrawn at any time due to inappropriate behavior.

Students using the bus for transportation to and from school must have a bus pass. Passes are approved by the school department.

A student must ride the bus to which he/she is assigned. Any emergency request to ride a bus or a different bus must be requested in writing by the parent/guardian and submitted to the office. Students will be allowed off the bus only at school, home, and locations requested in writing by the parents.

TESTING

Each Fall and Spring we participate in the Rhode Island Department of Education State assessment in the areas of Math, Writing, English/Language Arts, and Health. If you choose not to have your child participate in the Health Assessment, please notify the school office in writing.

BICYCLES

Intermediate age children (grades 4-6) may be granted permission to bring bicycles to school. Children desiring permission forms may get them from the office. The school will not assume liability or responsibility for stolen or damaged bicycles or injuries, which occur on non-school property. Failure to follow the rules will result in loss of bicycle privileges. All students MUST wear a helmet per order of State Law.

PERSONAL ITEMS

Students are prohibited from carrying, possessing or using a paging device of any kind or a laser pointer of any kind within the building during school hours. Students are prohibited from use of a cellular phone on school property during school hours. Students are also prohibited from wearing or using “walkman” type electronic gear within the building during school hours. Radios, tape recorders, headsets, computer games and/or other valuables shall not be brought to school unless the teacher has given permission for special reasons. The school will not accept responsibility for loss or damage. Violation of this policy will result in confiscation of the device.

TEXTBOOKS

Every child is responsible for the care of his/her books. All hard covered books MUST BE neatly covered.

SCHOOL SUPPLIES

Each student is responsible for coming to class prepared. This includes having the proper supplies with which to work. The school department supplies one pencil per student per quarter.

SCHOOL DRESS CODE

When the weather is warm, whether it is September or April, please make sure your child is dressed appropriately for school. Short shorts, short skirts, “pajama” bottoms, boxer shorts and shirts that expose the upper body or midriff are not allowed. T-shirts with printing on them that can be construed offensive or inappropriate are not allowed. During the winter months “down” vests and jackets are not allowed to be worn in the classroom.

Sneakers are to be worn on gym day(s). If your child does not have sneakers on, they will not participate. Flip flops and “wheelie” sneakers are not allowed at anytime.

HOMEWORK POLICY

The Warwick School Department has a Homework Policy that applies to all students. 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

If your child is spending a significant amount of time beyond the average listed above, feel free to contact the teacher and set up a conference.

ACKNOWLEDGEMENT

This year we are once again using school agendas. Every child in the school was given a school agenda today. This book helps to keep the students organized. It has proven to increase homework completion rates, manage their time better, determine their priorities and stay on-task, and facilitate communication between parents and teachers.

Each student has been given an agenda at no cost to you. The generosity of the P.T. A. has paid for it. However, if it is lost, you will be required to pay \$6.75 for a replacement. These agendas are an absolute requirement of each student at Holden School, so we would appreciate it if you could speak to your child about how important it is to take care of them and not lose them. If lost, you will be required to purchase another one.

This year we have included the Randall Holden Parent-Student Handbook in the front of the agenda. Please sign the acknowledgement form below and return the bottom of this page to school with your child.

_____ I have reviewed the Randall Holden Handbook with my child and will cooperate with the school to ensure that all guidelines and policies will be followed.

_____ I have seen my child's new "assignment book" and have spoken to my child about the importance of it.

Parent Signature: _____

Student Signature: _____

