

Harold F. Scott Elementary School
833 Centerville Road
Warwick, RI 02886
734-3585

PARENT - STUDENT
HANDBOOK

2011 - 2012

Warwick Public Schools
Superintendent
Dr. Peter Horoschak

Harold F. Scott School
Principal
Mrs. Virginia Bolano

Harold F. Scott School
Secretary
Ms. Nancy Ricci

Preface: This handbook is designed to give you and your children some helpful information regarding Scott School. We hope you will read it carefully. Place it in a convenient location for quick and easy reference.

Principal's Message: On behalf of the staff and administration of Scott Elementary School I would like to welcome the students and parents to our school. Education at Scott School will be geared to meet the needs of all students; however, children are more likely to achieve at maximum potential when they work to their maximum effort. To increase the degree of educational success, it is imperative that teachers, parents, and administrators communicate openly and frequently as "partners" in the educational progress of students.

Scott School will make a special effort to create and promote a good relationship between the home and school. Newsletters, regular conferences, and direct contact with parents will be a part of these efforts. Parents are encouraged to initiate their own contacts whenever necessary.

Let's work together. Our school has a tremendous potential for academic excellence; and with your help, I'm sure the upcoming year will be one of the school's best.

School Mission Statement/Vision and Improvement Goals:

The mission of Scott School is to challenge and motivate students, K-6, and provide them with the opportunities necessary to achieve their individual academic and social potential in a safe, secure, nurturing environment.

Our vision is that children will come to Scott School ready and eager to learn. During their years at Scott School, children will be respectful of each other and form positive relations with peers. They will achieve their potential, in accordance with the Performance Standards' guidelines. In addition, acquisition of higher level thinking skills will be stressed. All children will leave Scott School as self-confident, independent learners.

Our School Improvement Goals:

1. To continue to improve student performance and achievement in Reading.
2. To continue to improve student performance and achievement in Writing.
3. To continue to improve student performance and achievement in Mathematics.

School Report Night: An informational meeting will be held during the year to go over our School Improvement goals and to review and discuss state assessment results.

School Hours:

8:40A.M. - 2:50 P.M.

Children should arrive at school no earlier than 8:25A.M., fifteen minutes before classes begin. Children should not arrive before this time for safety reasons. Please make a note of this and cooperate with the school in protecting your child.

Building Security: For safety and security reasons all external doors are locked at all times, with the exception of the main door. The side entrance to the playground is only opened during recess. **All visitors must enter the building through the main door and report to the main office. All visitors and volunteers must sign in at the main office and wear a school visitor badge. For safety reasons this policy will be strictly enforced.**

Parking Lot - Drop Off and Pick Up Procedure: Please stay to the right and follow the circle around the center courtyard area. Treat the parking area as a one way. Also, please drive slowly up and around the circle.

- On good weather days drop children off at the corner nearest to the playground. Students are not to be let out of the vehicle to cross the parking lot or walk behind or between parked cars to go to the playground.
- During inclement weather drop children off at the front door of the school building. Again, do not drop off children at any other location.
- For everyone's safety and convenience, please drop children off quickly at the drop off location allowing the line to flow smoothly.

***Never pass the school buses, even when they are parked.**

- Students must be picked up at the front of the school. Students are not permitted to cross the parking lot unattended. Please park your vehicle and come up to the front of the building to receive your child. Children must cross the parking area with you at all times.
- Parents are asked to meet their child(ren) outside of the school, unless picking up before the 2:50 dismissal bell. The main office hallway becomes very congested at dismissal time and for the safety of the children we ask that you remain outside the building to receive your child. We greatly appreciate your cooperation with this request.
- Buses arrive at approximately 2:45P.M. The buses will pick children up from the back gym door exit of the school building.

Students Living Within Walking Distance to School: No roller blades, scooters, or skateboards are allowed for travel to and from school.

Elementary Attendance:

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 arrive to school.
3. Students are 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: Students are considered late to school if they arrive after the 8:40 bell. When students are late for school they are to report to the office for a late pass, and present a written excuse to the classroom teacher. Under no circumstance are parents to bring their children directly to the classroom.

Early Pick Up Of Children: Please be advised that your child will be released only to the people you have designated on the Emergency Form/Consent to Release Form. **You must send in written notification of a change in your child's dismissal routine.** When picking your child up early from school, please go directly to the main office and sign the early dismissal register. We will notify your child's homeroom teacher to send your child to the main office to meet you. **It is imperative that you check into the main office when picking up your child for early dismissal.**

Emergency Telephone Numbers: Please keep your current telephone number and emergency numbers up-to-date. In case your child becomes ill, we try not to disturb parents at their place of employment and do so only when it is unavoidable.

Changes in Telephone Numbers and/or Addresses: If there should be a change in a telephone number, new address, or change of employment, please make sure to notify the school. It is essential that our records are kept up-to-date and this information will enable us to handle emergencies quickly.

Cancellation of School: During an emergency (example) - heating failures, power failure, water problems, unpredictable snow storms, etc., the early closing plan of our school is as follows: Children who walk to school will be dismissed to go home immediately. Parents should give each child instructions on what to do in the event that no one is home. If your child is a bus student, the emergency form filled out in the beginning of the year should indicate the names and procedure you would like them to follow for emergency dismissals.

Medical/Health:

Medical issues should be brought to the attention of the school nurse teacher as soon as possible.

Illness in School: If a child complains of not feeling well in school, the nurse or administrator shall determine if parents need to be notified. If a child has an elevated temperature, we automatically call the parent and the child is released from school. The school does not transport ill children home. Parents must provide transportation.

Accidents at School: If a child suffers a serious injury while in school, the school nurse or administrator will notify the parent of the child. If a parent is not able to be contacted it may be necessary to transport the child directly to the hospital based on the circumstances of the problem at hand. However, for all serious injuries, every attempt will be made to reach the parents of the child. All head injuries require a call to the parent from the principal or school nurse.

Dispensing of Medication in School: No medications may be dispensed in school unless prescribed by a physician. We must have evidence of a prescription and permission in writing signed by a doctor and a parent giving the school permission to dispense. No over-the-counter type medicines, ointments, etc., are to be dispensed in school such as aspirin, Tylenol, cough syrups, cough drops, etc. Any exception requires a written doctors order even for over the counter type medicines. Only the school nurse is allowed to dispense medication. Students are not allowed to carry medication to or from school. Parents must deliver to, and pick up medications from, the main office/Nurse's office. Any exception for emergency medicine such as an inhaler or epi-pen must be approved by the school nurse and principal.

Immunizations and Vaccinations: All students before attending public schools must show evidence of documented vaccination information. Students transferring to Scott must show the same evidence before the transfer can occur.

Health Screening: (In school yearly/per Health Education Regulations, R16-21 School.
(1) Vision screening: Required by doctor for kindergarten entrance.
(2) Color vision screening upon entry to school.
(3) Hearing screening for grades K, 1, 2, and 3. Also, any student suspected by school personnel of hearing loss shall be tested or required.
(4) Scoliosis screening for grade 6 students.

Health Education: Students in grades 5 and 6 will have health education lessons including information regarding puberty/growth and development and infectious diseases (including HIV and AIDS). Information may be taught at any time during the school year. All information shared will be taught per the Health Education curriculum.

Breakfast Program: All public schools are required to offer a school breakfast program. The program is offered Monday through Friday between 8:25 and 8:40AM. Breakfast items include; cold cereal, milk, juice, muffins and bagels. The menu is published with the school lunch menu each month. The breakfast cost is \$1.85. If your child qualifies for a reduced lunch they will also qualify for a reduced priced breakfast. The reduced price breakfast is \$.30.

Students who plan on having breakfast at school must go directly into the lunchroom upon arrival to school each day. This will allow the children ample time to eat breakfast and not be late to class. If time is available after they have finished their breakfast, they may join the children on the recess yard (or inside on bad weather days).

Peanuts and Tree Nuts: We follow all state policies regarding students with allergies to peanuts and tree nuts. A peanut and tree nut free table is available to students with this allergy. Friends of the child are allowed to sit with him/her providing they bring peanut and tree nut free lunches to this table.

Lunch Period: Grades 1-6 are scheduled for a forty, minute lunch/recess period. This time period is divided between lunch and recess. Children who bring a bagged lunch from home can buy milk on a daily basis for \$.60. A balanced hot meal is available daily for \$2.50. A monthly school lunch menu will be sent home at the end of each month for the upcoming month.

Lunch Application Forms: Lunch application forms must be fully completed and turned in to the office as soon as possible. A notification letter will be sent home to let you know we have received the application and the status of the application. If changes occur during the course of the school year, a new form can be completed and turned into the office. You can complete one form for all of you children attending Scott School. The lunch application form only needs to be completed and returned for those who wish to have their children considered for free or reduced lunch prices. A reduced priced lunch will cost \$.40 this year.

Lunch/Recess Times

1st Lunch	11:20 – 11:40 Lunch	11:40 – 12:00 Recess
2nd Lunch	11:50 - 12:10 Lunch	12:10 - 12:30 Recess
3rd Lunch	12:20 – 12:40 Lunch	12:40 – 1:00 Recess

Insurance: Accident insurance is offered through a private company on an at-school and 24-hour coverage, basis. This policy is offered as a convenience for the parents of school age children and is optional.

School Telephone Lines: Calling home for routine matters is discouraged because of the large number of students at our school and the continual usage and demand on our telephone lines. We will allow youngsters the use of our phones for emergencies only.

Bus Transportation: For safety measures, it is advisable to discuss with children all the bus rules and make them aware of the consequences of inappropriate bus behavior-suspension of riding privileges. A Code of Bus Behavior document is sent home the first week of school. **Children are not allowed to ride buses other than their own.**

PTA: All parents are urged to become members and to actively participate in our PTA. Meetings will be scheduled during the year and are usually announced weeks in advance in the monthly newsletter. With the help of parents, PTA projects have been very successful in funding many important activities for our school. The PTA Cultural Arts committee sponsors educational programs for the children each year. I am sure you will enjoy this outstanding school organization.

Parent Volunteers (VOWS): The Volunteers of Warwick Schools Program is an active organization at Scott Elementary School. Parents are considered a very special resource and are encouraged to assist in classrooms, programs, and extracurricular activities. Please call the office if you can spare some time for this worthwhile purpose. You can help us make our school a better place for students to learn and grow. If interested, call the school and we will put you in touch with the VOWS school coordinator.

Parent Involvement Policy: The Warwick Public Schools recognizes the importance of parents/guardians and their important role as educators. At a minimum, the school department involves parents/guardians in the following manner:

1. Notifies each parent of the parent involvement policy on an annual basis.
2. Notifies each student's parents/guardians when their attending school has been identified as in need of improvement. If applicable, subsequent to notification of school improvement status, student's parent/guardian will be notified regarding school choice, supplemental education services.
3. Notifies each student's parents/guardians when a student is recommended for supplementary programs including Personal Literacy Plans.
4. Reports student progress to parents:
 - a. progress and comments are sent home three times a year in kindergarten and at least four times a year in grades 1-12 in a report of grades;
 - b. conferences;
 - c. reports are issued at least quarterly to secondary students who are deficient in their studies; and
 - d. progress reports may be requested by parents/guardians at any time.
5. Solicits parental information through a needs assessment as identified on the Parent/School/Student Compact. The District Strategic Planning Team will include, at minimum, one parent representing the Title I schools.
6. Conducts a parental informational meeting at open house or school report night held each fall. Each Title I school will conduct a designated meeting for parents of students involved in the Title I program.
7. All parents at District Title I participating schools will receive notice of teacher qualifications. Specific notice will be provided to parents of a student who is taught for 4 weeks or more by a teacher who is not "highly qualified" as defined by the Rhode Island Department of Education.
8. The Parental Involvement policy will be reviewed annually by parents through the Title I Program Evaluation system and changes will be made in response to parent evaluation results, legal requirements, and district needs.

Parent - Teacher Conferences: It is the joint responsibility of both teacher and parents to keep the communication lines open regarding each student's progress. Call the office or write a note to the teacher requesting a conference whenever necessary.

Open House Night: This evening is designed to give parents an opportunity to visit the school and to gain an overview of "classroom life". The teachers will discuss their classroom routine and the educational standards and benchmarks the children will work on during the year. They will also share classroom expectations, discipline, homework, scoring rubrics, etc. This evening is for parents only. We request that children not attend. There are many other special events and activities that are geared for the entire family. Open House Night is scheduled for September 22, 2011 beginning at 6:30 PM. Additional information will come home with students prior to Open House Night.

Notices and Newsletters: Notices will often be sent home with your child. Please encourage your child to bring them home to you. School notices will take on more meaning for the students if parents openly support our school policies and inquire about what is happening in school on a daily basis.

School Newsletters are sent home on a monthly basis and are filled with information and updates on activities and events sponsored by the school and PTA. This year the newsletters will be available on line for those who sign up. This will help us to help our environment by only printing newsletters for those who are unable to receive them on line.

Homework: Will be assigned in grades 1-6 to extend and reinforce the lessons taught at school. It is the responsibility of the parent to designate a time and place where the child may do his or her homework. Developing a disciplined schedule, good study habits will be advantageous to any child. Students are expected to follow given directions, do work that is neat and turned in on time. Each teacher will discuss the expectations for amount of time spent on homework and procedures for the class at Open House. If your child has difficulty with homework, send the teacher a note so that a plan of action may be developed to help your child.

Toys, Trading Cards, Electronic Equipment and Money: We encourage children at Scott to use equipment and supplies available at school. We strongly recommend that students not bring expensive games, electronic equipment and trading cards to school. Electronic reading devices are permitted in order for the children to read during independent reading times. However, they must be labeled and students are responsible for them at all times. The school is not responsible for lost, broken or stolen items.

Dress: Students should dress according to the weather. Further, students must wear articles of clothing that are non-disruptive in the classroom and do not promote alcohol, drugs, violence or profanity. There is an approved length of shorts (must be equal to the length of their arms and fingertips) shirts must cover their mid-section. No spaghetti straps or low, revealing blouses. If boys wish to wear basketball jerseys, they must add a t-shirt so their chests are not bared. Please review your child's attire before they leave in

the morning. Your cooperation regarding proper dress will be greatly appreciated and will go a long way in helping to prevent an embarrassing situation.

Failure to adhere to the dress code will result in removal from class in order to correct the infraction.

Celebration of Birthdays and Holidays:

The Warwick Public Schools are committed to following the RI Nutritional Guidelines, the district Health and Wellness Policy and the State’s peanut/tree nut allergy law. In an effort to adhere to these requirements, all elementary schools have established uniform guidelines regarding the celebration of birthdays and holidays. To be in compliance with the above laws, homemade and store-bought cakes, cupcakes, candies and/or finger foods will no longer be allowed in our classrooms for individual celebrations and special events. We will attempt to make the events special in other ways that do not include peanut or nut products, high fat or high sugar content foods. Several suggestions for in school healthy party snacks:

Fruit	Veggies	Crackers and cheese	Yogurt
Pretzels	Mandarin oranges	Raisins/craisins	
Cheese sticks	Packaged fruit-diced		Pears/peaches

Several suggestions for in school non-food parties:

Board games	Crafts	Treasure Hunts
Birthday pencils	Donating a book to the classroom library or school library	

Please contact your child’s teacher regarding the planning of classroom birthday and/or holiday celebrations.

Birthday Party Invitation Distribution at School: Birthday invitations can only be distributed at school when all classmates are invited to the celebration. If you choose to ask a select group of children you need to take care of distributing the invitations from home. You can use the student directory to help with address and telephone numbers. The directory is distributed to families who wish to participate by the end of September or early October.

Lost and Found: Lost articles are turned in to the office and placed in the lost box located in the all purpose room. If an article is labeled, the child will be called to pick it up. If the article is unlabeled and not claimed, it will be turned over to a welfare agency after a period of time. When parents visit the school please check the lost and found container.

Attendance Periods:

1st Period	8/31 - 11/4	2nd Period	11/7 - 1/20
3rd Period	1/23 – 3/30	4th Period	4/2 – 6/13

Report Card Dates:

1st Period	11/7	*2nd Period	1/23
*3rd Period	4/2	*4th Period	6/13

***Progress Reports will be issued to Kindergarten children on these dates**

Split Grades: Occasionally, it may become necessary to schedule one or several split grade classrooms due to increases or decreases in student enrollment at a particular grade level. When this occurs, the teacher “splits” his or her time between the students in the class at each grade level. For example: In a 3/4 split, the third grade students work with grade 3 math materials while the fourth graders follow the grade 4 math program. The same is true with most other academic subject areas such as social studies and reading.

During the last 33 years, it has been demonstrated that students assigned to a split grade do as well or better than students who have participated in straight classrooms. It is felt split grades maintain the integrity of the neighborhood school and eliminates the need to bus children out of the neighborhood.

If your child is assigned to a split grade, the principal and teacher will be happy to meet with you to answer any questions you may have.

State Academic Testing: To assess student achievement, the State has instituted The New England Common Assessment Program (NECAP) Exams for elementary students in grade 3, 4, 5 and 6. The students will be assessed in the areas of Language Arts and Mathematics. Students in grade 5 will also take the NECAP Writing Assessment. The tests are given in October. Students in Grade 4 will also take the NECAP Science Assessment in May.

Expectations for Student Behavior:

- 1. Respect yourself, others and your school.**
- 2. Be prepared.**
- 3. Be on time.**

Behavior Notes: Behavior notes will be sent home with students who break any of the school rules. Notes include information pertaining to the incident and punishment. The note needs to be reviewed and discussed with the child and signed by a parent or guardian. The note must be returned to school the next day. If the note is not returned, I will call the parent or guardian to see if the note was received. The notes are kept on file for the current school year. This allows me to see patterns of behavior and spot repetitious behavior. Days of punishment will depend on severity of the infraction and with the number of previous occurrences.

Suspension: Suspension from school is uncommon and generally not an accepted practice. However, when a student jeopardizes the health, safety, or welfare of him/herself, other students, or school staff it may be necessary. Additionally, when students become so uncooperative that they completely upset the educational process, suspension will be considered necessary. Please refer to the Code of Ethics booklet sent home the first week of school.

Harold F. Scott School
Tentative Faculty and Staff List
2011 – 2012

Principal: Virginia Bolano

Secretary: Nancy Ricci

Kindergarten

Arlene Carmosino
Bernie Elliott, Teacher Assistant

Grade One

Barbara Pellegrino
Jill Petrarca

Grade Two

Lesley McDonnell
Debbie Johnson
Kim Kane

Grade Three

Debbie Miller
Alyson Bailey

Grade Four

Tracy Nelson
Patricia Mercurio

Grade Five

Kathy Acciaioli
David O'Hara

Grade Six

Karen Livsey
Jennifer Macari

Special Education Inclusion Teachers

Janice Marshall
Karen Thomas
Stephanie Pitassi
Christopher Gamache
Sue Lang, Teacher Assistant
Edward Ferrieira, Teacher Assistant
, Teacher Assistant
Lucy Harlowe, Teaching Assistant
Leslie Brugnoli, Teaching Assistant

ITINERANTS:

Visual Arts: Susan Paoella

Music Lindsay Wood

Science: Lori O'Neil/Sue Almonte

P.E. Matthew Kampper/Dawn Romans

Librarian: Beth Anne Goncalves

Nurse Nancy Revens

Social Worker: Teresa Swift

School Psychologist: Tanya Latzman

Instrumental Music: Mark Golec

ALAP: Thomas Hornstein

Reading Teacher: Christine O'Brien

Guidance: Deb Saletin

Speech/Language: Jill Luvara

Custodians : Head Custodian: Jack Murphy

Night Custodian: Rich Foss