

WARREN A.SHERMAN SCHOOL STAFF

Mrs. Michelle Paton, Principal

Mrs. Kathryn Wickham, Secretary

Kindergarten

Mrs. Cheryl Hoyle

Art: Mrs. Kim Gallman

Music: Mrs. Jacqueline Soares

Instrumental: Mr. Dinarte Ferro

Library: Mrs. Donna Winn

Grade 1

Mrs. Elena Habershaw

Mrs. Lynne Seidenberg

Mrs. Holliane Read-Slaughter

Science: Mrs. Lori O'Neil

Physical Education: Mrs. Kim Sullivan

Adaptive PE: Ms. Callen

Guidance: Mrs. Kristin Murray

Speech Therapist: Mrs. Carole Asher

Social Worker: Mrs. Kerri Brown

Psychologist: Mrs. Paula DeCollibus

Grade 2

Mrs. Neysa Gervais

Mrs. Julie Pezzullo

Mrs. Christine Laramee

Special Educators:

Mrs. Susan Sylvester

Mrs. Charlene Williams

Mrs. Kaitlyn Wallace

Mrs. Erin Taylor

Mrs. Christine Hardin

Grade 3

Mrs. Claudia Gandelman

Mrs. Charlee McElroy

Mrs. Karen Calabro

Grade 4

Mrs. Kathy Sullivan

Mrs. Ann Oakley

Ms. Carolyn Jussila

Literacy

Mrs. Michelle Holt

Ms. Christine O'Brien

Grade 5

Mrs. Nancy Connors

Mrs. Patricia Nigri

Mrs. Melissa Devine

Nurse: Mrs. Donna Rainone

O.T.: Mrs. Ellen Herrmann

P.T.: Mrs. Vicki Winter

ALAP: Mr. Tom Hornstein

Grade 6

Mr. Michael Mackillop

Mrs. Stacey Bastia

Mr. David Monte

TEACHER ASSISTANTS

Mrs. Amy Harnedy, Ms. Patricia Wood, Mrs. Janis Reis, Mrs. Lee Cannon, Mrs. Eleanor Nardolillo, Mrs. Kathy Fielder

CUSTODIANS

Mr. John Rigney- Head Custodian



SCHOOL SESSIONS:

Opening and closing times – 8:35 A.M. and 2:45 P.M.

Morning Kindergarten - 8:35A.M. to 11:20 A.M.

Afternoon Kindergarten - 12:00 P.M. to 2:45 P.M.

STARTING TIME: For our students' safety and well being, no one should arrive at school earlier than 8:20 A.M. since there is no adult supervision until then. In good weather, students should walk to the playground in the back of the school, where staff is on duty. They should go to breakfast first if they plan to do so through the front door. In inclement weather the students enter the blue doors by the auditorium. Students in grades 4-6 will enter the auditorium. Students in grades 1-3 will proceed to the all purpose room.

DISMISSAL TIME: Parents (and older siblings) are kindly asked to wait outside of the building for their children so teachers can quickly dismiss their students in an orderly manner. Students in grades three through six will exit by the main door at the front of the school and grades kindergarten through two will exit by the front door near the flagpole.

EARLY DISMISSAL: In recognition of our responsibility to provide effective safeguards to ensure the safety and well being of all students entrusted to our care and to guard against the release of pupils to unauthorized persons, Sherman School will excuse a child from school in accordance with the following guidelines:

Parents wishing to have their children excused before dismissal are requested to submit a written request specifying the date and time for early dismissal. Students are to give the note to their teacher so it can be forwarded to our office. Students will be called to the office when the authorized person arrives at school and then the parent must sign the student out before leaving. It is difficult when parents call in without prior notice, as it disrupts both the classroom and the office. Unless absolutely necessary, please try to schedule routine appointments after the school day, so as not to interrupt your child's education. In an emergency when a note has not been provided, telephone requests for early dismissals will be verified by the principal. Parents who are not personally able to pick their children up at school are requested to designate a responsible adult by name to which we may release a student. Positive photo identification (i.e. driver's license) will be required upon arrival at school.

Please list all designated adults on our school Emergency Card at the beginning of the school year. Parents/guardians may add, remove, or change names during the school year by coming to our office. In cases of divorce or separation, the school will release a child only at the request of the individual legally entrusted with the care of the child or to persons designated by the custodial parent. Copies of most current legal documents should be on file in our office, if applicable.



CHANGE OF ADDRESS AND/OR TELEPHONE NUMBERS: Please report any changes of address, telephone numbers, employment information and/or emergency contact persons to the school office as soon as possible. It is very important that we know how to be able to reach you if there was an emergency Please be sure that your child knows your address and telephone number.

TARDINESS: Any student arriving at school after 8:35 A.M. is considered late and a note is required from a Parent/Guardian stating the reason for the lateness. Please help your child develop a sense of personal responsibility for being on time for school. Only two tardies are allowed per quarter as stated in the new attendance policy. Your child will lose their recess or she/he will have to stay for Friday afternoon detention if he/she has more than two tardies in that week.

ABSENCES: School policy requires a **WRITTEN NOTE FOR ALL ABSENCES**. In addition, parents are asked to call the school every day between 6:30 AM and 9:00 AM at 734-3565 to report an absence. If we do not receive a call, the school secretary or school representative will attempt to contact parents/guardians either at home or at work to verify the absence. However, if a note or telephone call is not received **EVERY** day your child is absent, indicating the reason for the absence, it will be recorded as an unexcused absence. This is extremely important. Students **MUST** attend school for 165 days in order to be able to be promoted to the next grade. Please see the attached attendance policy that was approved by the School Committee for the 2008-2009 school year.

ACCIDENT/EMERGENCY FORMS: Due to possible illness or injury to your child, it is important that we can contact you as quickly as possible. **PLEASE MAKE SURE YOUR CHILD KNOWS YOUR DAILY PLANS. EMERGENCY NUMBERS FOR YOU, YOUR FRIENDS AND/OR YOUR RELATIVES SHOULD BE WRITTEN ON THE EMERGENCY CARDS. PLEASE BE SURE TO INCLUDE WORK NUMBERS IF APPLICABLE. ALL INFORMATION SHOULD BE UPDATED AS OFTEN AS NECESSARY.** In the event of a serious injury, your child will be transported by ambulance to Kent County Hospital.

WITHDRAWAL OF STUDENTS: If you are moving and withdrawing your child from school, please call or come by our office a few days prior to the withdrawal date. This will allow sufficient time to complete the necessary paperwork.

VACATIONS AND APPOINTMENTS: Enclosed you will find the 2009-2010 School Year calendar. Please refer to this calendar when scheduling routine doctor's appointments or other necessary activities. We would like your child to miss as few days as possible. It is very important that no appointments are scheduled in October, as the NECAP testing is given this month. Remember all trips are unexcused absences according to the new attendance policy and should be scheduled during school vacations.



BUS CONDUCT: All students are expected to comply with the Warwick Public Schools Code of Ethics (section on bus conduct) that every student receives at the beginning of the school year. Buses will enter the third entrance to the Sherman School campus and will exit from the fourth one. **NO ONE** should be walking across these driveways and exits.

TRAFFIC PATTERNS: The traffic patterns for Sherman School are as follows: In the morning parents will enter the parking lot at the parent entrance, proceed along the designated route and drop children off at the Sherman sign. A staff member will be standing there to cross children to the sidewalk. The students will then proceed to the playground and parents will exit out the next driveway. If parents wish to park, they should use the parking slots in the larger parking lot, walking their children across the lot. Parents may proceed to the corner of the school building and watch their child enter the playground. After the first week of school **NO** parents will be allowed on the playground. This is for all of the children's safety.

In the afternoon, parents may use the parking lot and wait for their children on the front lawn. **NO** parents or siblings are allowed into the school building. This is again for your children's safety. Parents need to accompany students across the parking lot. Parents who park along the road should walk on the grassy area between the parent and bus entrances when coming into the school grounds and with their children on the way out. No one should be walking on the designated bus routes. Please leave dogs at home.



BREAKFAST/LUNCH PROGRAM: Students may bring lunch from home or purchase lunch at school. They may pay for lunch on a daily or weekly basis. The students receive monthly lunch menus and also have the option of buying milk only each day. Breakfast is also available each morning at 8:15 A.M. During the first week of school, each child will receive an application for free or reduced breakfast/lunch. The applications are also available in our school office during the year as needed. A new lunch form needs to be completed each year even if your child had free or reduced lunch last year.

LUNCH ROOM RULES- This year students will only be able to charge one lunch or breakfast per week and after that they will be allowed to call home one time. Please spend some time with your children to remind them that if you send a lunch with them they are not to charge a lunch. Parents are welcome to pay by check each week or each month if this would help to keep lunch money organized. There is no soda or carbonated beverages allowed in the school. We are **NOT** allowed to heat up any lunches brought from home.



SCHOOL CANCELLATIONS: At times Sherman School alone may be forced to close. The procedures listed below will be followed. If possible, information will be broadcasted on the following stations:

Radio

WPRO 630 AM

WHJJ 920 AM

WSNE 93.3 FM

WWRX 103.7 FM

Television

WLNE Channel 6

WJAR Channel 10

WPRI Channel 12

WWLI 105.1 FM

If school is cancelled before the opening of school, the radio and television stations will carry the announcement. If school is cancelled after the opening of school, the following procedures will be followed:

Besides the radio and television, cancellations will be relayed to all households with the automatic caller for the Warwick Schools. Please be sure to have the correct information included for ALL places that you would need the automatic caller to contact (include home, work, cell, email as needed). Parents who will not be home should make arrangements with their children and be sure they know where they are to go in case of an emergency. This is very important!

Telephone calls to the school should be limited to emergency calls to allow us to receive incoming calls from the Warwick School Department, Bus Company, Police or Civil Defense that may affect your child's safety. Close attention should be paid to local stations for detailed information regarding early dismissals. Students will be delivered to their assigned bus stops as usual if such an emergency occurs.

HEALTH SERVICES: A registered nurse is in the school on a full time basis and will contact parents/guardians in case of illness or emergency. If your children show any signs of illness before leaving for school, it would be advisable to make arrangements to keep them at home for their comfort.

ADMINISTRATION OF MEDICATION: For both prescribed medication and over-the-counter medications (i.e. Advil, aspirin, cough medicine, cough drops, etc.) to be administered at school, the medication must be delivered to school by an adult and be accompanied by: A completed physician authorization form and a completed parental request for administration. The above-mentioned forms may be obtained from the school nurse. Please contact our nurse to discuss directions for delivery of the medication to school and any other health related concerns.



VISITORS/SECURITY: You are always welcome at our school. However, for the safety and comfort of our students and to strengthen school security, all visitors are required to report to the school office upon entering the building. After signing in, they will receive a visitor's badge, which should be returned to the office at the end of the visit. Thank you for your cooperation.

VOLUNTEERS: Parents, guardians, grandparents and interested community members are MOST welcome to assist in our school programs by helping as classroom assistants, library assistants, field trip chaperones, etc. We respectfully encourage you to share your time and talents with our students.

PTO: The Sherman School Parent-Teacher Organization is an active group of parents and teachers who plan and organize various student activities throughout the year which support and provide enrichment experiences for all students. We invite you to become actively involved in the monthly meetings and many school functions sponsored by our P.T.O.

REPORT CARDS/PARENT CONFERENCES: Students receive report cards four times a year (three times for students in kindergarten). Parents are encouraged to schedule an appointment each quarter with their child's teacher as well as any other time during the school year by writing a note to the classroom teacher or by calling the school. Teachers may also be contacted through their email at the Warwick School web site.

NECAP TESTING-Students in grades 3-6 at Sherman School will be participating in the New England Common Assessment program in October. It is very important that all students get a good night's sleep and eat breakfast every day. The results will be available in February following the testing and will be discussed at a Parent Report Night after they are received.

MAKE-UP WORK: Make-up work may be provided for absent students by contacting individual teachers. If a student is absent for a short period (one to two days), please call our office to make arrangements to pick the assignments up at the end of the day. In cases of longer or planned extended absences, please call or write a note to the teacher to allow sufficient time for the preparation of assignments.

HOMEWORK POLICY: Homework is assigned to students in grades 1 to 6 to establish habits of self-discipline, to reinforce learned skills and research skills, and to foster creativity. Teachers at each grade level have an understanding of adequate and appropriate homework assignments. Students are responsible for the prompt completion and return of all assignments. The homework guidelines are to multiply your child's grade by 10 minutes to see how many minutes of homework they should have. Agendas are an important part of school. All students have access to an agenda and should be using it daily. If your child is experiencing a significant amount of time spent on

homework beyond the average listed above, please contact his/her teacher to discuss ways to make homework a more manageable and meaningful experience. You and your child can also participate in our “Check In- Check Out” program for help with this, if it’s needed. If your child is not completing their homework daily, they will need to stay for detention on Friday afternoons. Many teachers use schoolnotes.com to post homework and we hope to have classroom web sites up and running soon.

LOST/DAMAGED BOOKS: It is the school district’s policy that lost or damaged textbooks and library books must be paid for by the user.

COMPUTER AND INTERNET USE: Sherman School provides Internet access to our students and faculty. While our students conduct their Internet work in a supervised environment, access to the Internet also has the potential to expose students to inappropriate material. Resources are filtered in the Warwick Schools in an attempt to diminish this possibility. We encourage parents to discuss the ethical and moral responsibilities in using technology both in school and at home with your children. Be sure that you have signed your child’s acceptable use policy form.

ELECTRONICS: No cell phones or electronic devices are allowed in school. If your child needs a device for after school that said device should not ever be seen in school. If a child has any kind of device out of their backpack and seen in school, a parent will have to pick it up at school. Electronic devices are a distraction and we are not responsible for their loss. We realize that parents wish for students to have cell phones for their walk home. The phones should be kept in their backpacks and under no circumstances should a student call their parent without permission. They may use the office telephone as needed.

BICYCLES/SKATEBOARDS/ROLLER BLADES: Students in intermediate grades (4, 5, 6) may ride their bicycles to school with written permission from their parents/guardians. Forms are available in our school office. We do not assume liability or responsibility for stolen or damaged bicycles, or injuries, which occur on non-school property. State law requires that all students wear a safety helmet while riding their bicycles. For safety reasons, students may not take skateboards or roller blades to school.

DRESS CODE: We strive to maintain a learning environment that is both safe and without undue distractions. Accordingly, we request that students come to school properly attired. They are discouraged from wearing flip-flops, open-toed sandals, backless, and/or platform shoes that may cause them to injure themselves while on the playground and during other play situations. We also discourage tank top shirts, spaghetti strap tops, shirts that expose your child’s midriff, miniskirts, “short” shorts and tight fitting shorts. Thank you for your cooperation.

LOST AND FOUND: It is inevitable that children lose clothing, etc. With the rising cost of clothing and school related items, please make sure that your child’s name is on all of their belongings. Ask your child to check the Lost and Found area near the cafeteria.



STUDENT CODE OF ETHICS/DISCIPLINE: While we adhere to the Warwick Public School's Code of Ethics, our expectations for all student behavior are governed by a spirit of mutual respect, honesty, and doing our best in everything we do.

In cases where there is a serious violation of the Code of Ethics, the principal may suspend a student from school. Parents will be notified prior to the suspension and will be requested to meet with the principal to discuss the nature of the student's action, the duration of the suspension, and will receive a copy of the district's suspension policy, which includes their right to appeal the principal's decision if they choose to do so. We hope that you will spend time with your children to discuss the importance of appropriate behavior and personal responsibility.

PBIS-Sherman School participates in a program called "School Wide Positive Behavior Intervention and Support Program". This is a school-wide program to encourage appropriate behavior based on the 3 Rs of Respect, Responsibility and Readiness. Students know the rules for all areas of the school and are able to earn "GOTCHA" tickets for good behavior. The philosophy of PBIS is that most behavior problems in schools can be avoided by creating an environment that supports positive behavior. It establishes a climate in which appropriate behavior is the norm. The use of these strategies result in reductions in the number of students sent to the office for discipline. The PBIS information is included in this handbook. This way you can reinforce the 3 Rs that we use at school. It will be beneficial to your children if we are all using the same terms at school and at home.

RECESS BEHAVIOR: Recess behavior needs to be appropriate at all times. We do not want anyone to be hurt, nor should anyone ever be excluded from a recess game. There is an absolute no physical contact rule during all activities. No bullying or teasing is allowed. If these procedures are not followed the students will lose recess. Repeated offences will result in after school detention on Fridays. Recess is very important for students to get exercise and learn social skills. Please remember also to tell your students to dress appropriately for the weather. We will go outside as much as possible.

BULLYING POLICY: This year we will begin using bullying report forms for students to take home and complete with their parents. The form is to be returned to the office the next morning to be dealt with. No complaints will be taken during class time or on the telephone from parents until the form is completed. This process will eliminate missing instructional time and the "he said-she said" nature of complaints. This will also document incidents so that there is a record of all information. Sherman School is a safe place. This procedure is to help keep it that way. A copy of the report form is included.

"Let us think of education as the means of developing our greatest abilities, because in each of us there is a private hope and dream which fulfilled, can be translated into benefit for everyone and greater strength for our nation." John F. Kennedy