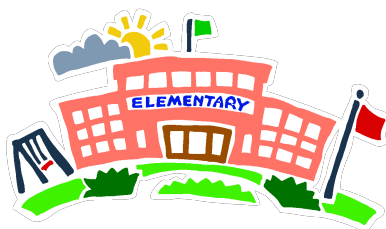


# JOHNSTON PUBLIC SCHOOLS

10 Memorial Avenue  
Johnston, RI 02919-3222  
(401) 233-1900



## Elementary

# Student-Parent/Guardian Handbook

2017-2018

### JOHNSTON SCHOOL COMMITTEE

Janice D. Mele  
Gena Bianco-Robbins  
Lauren Garzone  
Robert A. LaFazia  
Joseph W. Rotella

The Johnston Public School System is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, disability, age, marital/parental status, political affiliation, or sexual orientation of an individual.

Adopted: Johnston School Committee 2005  
Revised: August 2015

# TABLE OF CONTENTS

Directory of Elementary Schools.....	
Administration.....	
Welcome Letter.....	
<b>I. Opportunities for Parent/Guardian Involvement.....</b>	<b>7</b>
<b>II. Student Expectations.....</b>	<b>8-19</b>
Student Behavior and Conduct.....	8
Code of Conduct for Elementary Students.....	8
Bathroom Behavior.....	8
Cafeteria Behavior.....	8
Hallway Behavior.....	8
Recess Behavior.....	9
Consequences for Inappropriate Behavior.....	9
Serious Matters of Misconduct.....	10
Johnston Public Schools Discipline Policies and Procedures.....	11
Bullying Policy.....	11-14
Johnston Zero-Tolerance Policy.....	15
Discipline Safeguards for Students with Disabilities.....	15-16
Due Process-Procedural Safeguards.....	16-17
Harassment Policy.....	18
Non-Discrimination on the Basis of Handicap Policy.....	19
Special Education Exception.....	19
Suspension Make-Up Policy.....	19
<b>III. Building Information.....</b>	<b>20-23</b>
Building Security.....	20
Visitors.....	20
BCI Check.....	20
School Hours.....	20
Cancelation of School.....	20
One-Hour Delay for Opening of School.....	20
Emergency Closing/Early Dismissal of School.....	21
Dismissal Policy.....	21-22
Elementary Student Building Assignment Policy.....	22
Registration Office.....	23
Registration Procedure.....	23
Student Placement.....	23

<b>IV.</b>	<b>Student Attendance Procedures and Policies.....</b>	<b>24-25</b>
	Attendance Policy.....	24
	Truancy Policy.....	
	Make-Up Work Policy.....	
	Tardiness.....	
<b>V.</b>	<b>Transportation.....</b>	
	Busing.....	
	Pupil Code of Conduct on School Buses.....	
<b>VI.</b>	<b>Health and Safety.....</b>	
	Health Records.....	
	Health Examination Requirements.....	
	Immunization Requirements.....	
	Health Screenings.....	
	Health Issues.....	
	Guidelines for Judging Illness at Home.....	
	Medication Administration.....	
	Peanut/Tree Nut Allergy Law.....	
	Peanut/Tree Nut Free Classroom Procedures.....	
	Pupil Emergency Contact Cards.....	
	Wellness Policy.....	
	Student Records (FERPA).....	
	Fire/Evacuation/Lockdown Drills.....	
	Custody Restraining Orders.....	
	Community Relations/Fundraising Policy.....	
<b>VII.</b>	<b>Academics</b>	
	Program and Curriculum Information.....	
	Report Cards.....	
	Promotion/Retention .....	
	Parent - Teacher Conferences .....	
	Homework Assignments .....	
	Instructional Materials and School Property .....	
	Internet Use .....	
	Educational Trip with Parent Guardian .....	
	Field Trips .....	
	Special Education Services .....	
	Special Education Parent Advisory .....	
	English as a Second Language (ELL) .....	
	School Breakfast/Lunch Program .....	
	School Lunch Policy .....	

Continued on next page.....

**VIII. Appropriate Clothing for School .....**

**POLICIES**

- Tobacco-Free School Policy .....
- Zero Tolerance for Weapons and Violence Policy .....
- Cell Phone and Paging Devices Policy .....
- Internet Policy .....
- Volunteers in School Policy .....

**HANDBOOK AFFIRMATION PAGES**

**FORMS TO SIGN AND RETURN TO SCHOOL .....**

- Affirmation Page (Must be signed and returned) .....
- News/Media Contact (Must be signed and returned).....
- Internet Policy Page (Must be signed and returned) .....
- Volunteer Disclosure Statement (BCI Check) .....
- (Filled out, signed, copy of driver's license, and  
cash or check made out to: )
- Affidavit Affirming Residency (Must be signed and notarized).....

**CONTACT INFORMATION**

**JOHNSTON PUBLIC SCHOOLS**

10 Memorial Avenue  
Johnston, Rhode Island 02919-3222  
Tel: (401) 233-1900  
Fax: (401) 233-1907

## **ELEMENTARY SCHOOLS**

### **Early Childhood Center**

Principal: Julie-ann Zarella  
10 Memorial Avenue  
Johnston, RI 02919  
Secretary: Tina

(401) 233-0054  
(401) 233-0081 - Fax

### **Graniteville School/ECC Annex**

Principal: Mrs. Maria Petronio-McAfee  
6 Collins Avenue  
Johnston, RO 02919  
Secretary: Cheryl Ricci

(401) 231-8790  
(401) 232-2060 - Fax

### **Sarah Dyer Barnes School**

Principal: Ms. Jill Souza  
24 Barnes Avenue  
Johnston, RI 02919  
Secretary: Nicole DiSano

(401) 231-8710  
(401) 231-7470 - Fax

### **Brown Avenue School**

Principal: Ms. Helina Dlugon  
14 Brown Avenue  
Johnston, RI 02919  
Secretary: Gina Murray

(401) 934-0270  
(401) 934-2115 - Fax

### **Thornton School**

Principal: Mrs. Louise Denham  
4 School Street  
Johnston, RI 02919  
Secretary: Cheryl Arnold

(401) 943-7369  
(401) 943-6940 - Fax

### **Winsor Hill School**

Principal: Ms. Michele Zarcaro  
100 Theresa Street  
Johnston, RI 02919  
Secretary: Audrey Ianotti

(401) 831-4619  
(401) 421-5660 - Fax

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### **Print Center**

7 Waveland Street  
Johnston, RI 02919

(401) 831-2653

**Office of the Superintendent of Schools**

Dr. Bernard DiLullo, Superintendent  
Dr. Arthur-Paul Petrosinelli, Assistant Superintendent  
Angela Brasil, Confidential Administrative Assistant

(401) 233-1900  
(401) 233-1910 - Fax  
  
(401) 233-1900 ext. 2402

**Business Manager**

Fred Azar CPA  
Betty Ann DeMeo, Payroll  
Judy Kawa, Accounts Payable  
Linda Bock, Accounting Clerk  
Barbara Beal, Accounting Clerk

(401) 233-1900  
(401) 233-1910 - Fax

**Human Resources**

Brenda Lee Troia, Director  
Lori Fowler, Secretary

(401) 233-1900  
(401) 233-1910 - Fax

**Special Education Office**

Dr. Sally Mitchell, Director  
Laura Blecharczyk, Assistant Director  
Claire Cote, Secretary  
Maureen McMahon, Secretary

(401) 233-1900  
(401) 233-1907

**Facilities and Transportation**

David Cournoyer, Supervisor  
Terri Cantone, Secretary

(401) 233-1900  
(401) 233-1907 - Fax

**Technology**

George Paquette, Director  
Paul Bzowski, Supervisor/ Senior Network Technician  
Linda Bock, Technology Clerk

(401) 233-1900 ext. 2450  
(401) 233-1907 - Fax

**First Student Transportation Services**

(401) 944-5880  
(401) 621-9748 -Fax

**School Committee Office**

Martha Taylor, Secretary

(401) 233-1900  
(401) 233-1910 - Fax

**Truant Officer/Registrar**

Donna Vallarine

(401) 831-2653 ext. 2300

## **WELCOME**

**Dear Elementary Students and Parents/Guardians,**

**It is with great enthusiasm that we welcome each and every one of you back to a new school year or perhaps to a brand new school.**

**It is our collective goal to provide all students with the best education possible so that you are prepared for Ferri Middle School and beyond. Students are expected to come to school each day prepared, ready to learn, and complete school assignments with care and your best effort.**

**If you have specific questions regarding behavior, policies and procedures at the elementary schools, please refer to our handbook. Once you have finished reading the handbook with your children, please complete the "Elementary Student/Parent Handbook Affirmation Form". This signed form should be returned to your classroom teacher by September 15, 2017.**

**Have a wonderful, successful and happy school year!**

**Elementary School Principals and Staff**

## **I. OPPORTUNITIES FOR PARENT/GUARDIAN INVOLVEMENT**

Each elementary school has active Parent Teacher Organizations.

**You** are the necessary people. You are the “P” in the P.T.O. Your input and support are crucial to success of the School-Home connection. Our **School Improvement Teams** need your ideas! Parental involvement in school improvement teams is vital in improving our schools. Please contact your school principal if you are interested in being involved in your child’s school. No contribution is too small. We need you!



### SUGGESTED WAYS PARENTS/GUARDIANS CAN HELP THEIR CHILDREN SUCCEED IN SCHOOL:

1. Provide a secure, loving environment at home. Let your child know he or she is loved and respected.
2. Please have a notebook and backpack for your child. Check the contents of the backpack **each day**. Set aside a place for important work and papers from school.
3. Provide your child with a study area that is as distraction-free as possible. Most children require a specific time each day to complete school assignments. Routine is very important to success!
4. Take an interest in your child's school assignments and activities. Talk with your child daily about school.
5. Read to your child daily and encourage your child to read to you.
6. Communicate with your child's teacher.
7. Post a classroom/school calendar in a highly visible spot so that long-term projects and events are available for a constant reminder.
8. Participate in school-sponsored activities whenever possible. Provide a secure, loving environment at home.

## **II. STUDENT EXPECTATIONS**



## **STUDENT BEHAVIOR AND CONDUCT**

Every student and every staff member has a right to be in a school where he/she feels safe, respected and protected. We have developed school rules that will support an environment of kindness and mutual respect that is essential to learning.

### **CODE OF CONDUCT FOR ELEMENTARY STUDENTS**

1. Be respectful
2. Be responsible
3. Keep hands and feet to yourself
4. Follow directions
5. Be kind and fair

### **BATHROOM BEHAVIOR**

Students will:

- Have a bathroom pass
- Use a quiet voice
- Use bathroom facilities for intended purposes and flush after each use
- Respect the privacy of others
- Wash hands with soap and water and put trash in garbage can
- Use the sinks and water correctly

### **CAFETERIA BEHAVIOR**

Students will:

- Walk quietly into the cafeteria
- Wait in line patiently
- Use indoor voices
- Use your best table manners
- Clean your own area
- Listen quietly to announcements

### **HALLWAY BEHAVIOR**

Students will:

- Have a hall pass
- Walk quietly in the hall
- Keep hands, feet and objects to themselves
- Use assigned entrances and exits
- Walk on the right side of the hall

### **RECESS BEHAVIOR**

Students will:

- Keep hands, feet and objects to themselves
- Use respectful language
- Play fair and not roughly with others
- Leave area by asking teacher aide
- When whistle blows line up quietly
- Wait quietly in line until teacher arrives

## **CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR**

Inappropriate behaviors will be addressed in accordance with the Johnston Public Schools Elementary Student Discipline Code. This Discipline Code is available online at: [www.johnstonschools.org](http://www.johnstonschools.org).

Learning to accept responsibility for one's action is one lesson that schools hope to achieve. We will work with students to show them, which types of behaviors are respectful and which are inappropriate or show disrespect.

### 1st Offense:

- Verbal reminder
- Re-teach action using correct behavior

### 2nd Offense:

- Verbal reminder
- Re-teach action using the correct behavior
- Notification to parent of incident

### 3rd Offense:

- Telephone call to parents
- Disciplinary action taken will be one of the following:  
Loss or Delay of Privileges of an activity, using objects and/or equipment, or access to areas in the school.  
After/Before School Detention for up to an hour duration. (Parents will be notified 24 hours in advance of detention assignment). Teachers and administration can assign students to detention. Detention is designed to help students think and reflect about their behavior. Parent/guardian will be contacted and will need to pick up their child at the conclusion of detention.

As previously stated, in some instances, the 3-step sequence is bypassed at the discretion of the principal since some negative behaviors are not accepted as common knowledge, and consequences are immediate. A few examples are: *throwing food, fighting, extreme disrespect to an adult (such as swearing), theft, or vandalism*. A student could be subject to suspension as a result of such offenses.

### Repeat Offenses

- Students who receive a 3rd Discipline Report will require a conference to complete a Behavior Contract with the principal and their parents/guardians.

Learning to ***accept responsibility for one's action*** is one lesson that schools hope to achieve. We will work with the students to show them which types of behaviors are respectful and which are inappropriate or show disrespect. However, in the Johnston Elementary Schools, ***inappropriate behavior will always have a consequence.***

## **SERIOUS MATTERS OF MISCONDUCT**

Students who are suspended must make up all class assignments upon returning to school within the time equal to the day(s) suspended. Students suspended may have homework picked up by parents/guardians, if requested. Make-up tests will be scheduled within five (5) school days after student has been reinstated.

Serious matters of misconduct, which involve dangerous or highly offensive acts, may require a suspension. **Student suspensions are temporary dismissals from school for one (1) to three (3) days for the offenses listed below** or others as may be determined by the building principal for good cause. The school principal may suspend a student if the student, while on school grounds or during a school activity off grounds, commits any of the following:

- a. Intentionally causes or attempts to cause substantial damage to school property or steals or attempts to steal school property;
- b. Intentionally causes or attempts to cause damage to private property or steals private property;
- c. Intentionally causes or attempts to cause physical injury to another person;
- d. Knowingly possesses, transmits or uses any firearm, explosives, weapons or other dangerous object;
- e. Possesses, uses, or is under the influence of narcotics, alcoholic beverages and/or like substances on the school grounds or at school sponsored events;
- f. Continually and intentionally defies the valid authority of supervisors, teachers and/or administrators;
- g. Commits any act that places the staff or student body in potentially dangerous situations (*i.e.*, reporting a bomb scare, pulling a fire alarm);
- h. Commits any other serious act that has a negative effect on the operation of the school.

*Any problem involving violations of civil law will be referred to the proper authorities.*

## **JOHNSTON PUBLIC SCHOOLS DISCIPLINE POLICIES & PROCEDURES**

### **BULLYING POLICY**

Bullying disrupts a school's ability to educate students and threatens public safety by creating an atmosphere in which such behavior can escalate into violence. All students have a right to work and study in a safe, supportive environment that is free from harassment, intimidation, and bullying.

1. **Prohibition Against Bullying:** Bullying is prohibited in the public schools of Johnston, RI [RIGL §16-21-26]. The prevention of bullying is a part of Johnston school district's Strategic Plan [RIGL §16-7.1-2(e)] and school safety plan [RIGL §16-21-24].

It is the policy of Johnston Public Schools that all students be treated with respect. Neither sexual harassment nor harassment on the basis of race, religion, national origin, gender, ancestry, age, handicap, sexual orientation, or color will be tolerated and may also be punishable under our harassment policy, and that the victim also has the option of proceeding under that harassment policy.

The Equal Employment Opportunity Commission (EEOC) has issued regulations under Title VII of the Civil Rights Act of 1964 entitled Sexual Harassment and Title IX of the Education Act of 1972, Anti-discrimination Laws

2. **General Definitions:** Harassment, intimidation, or bullying means an intentional written, verbal, or physical act or threat of an act or threat of a physical act that a reasonable person should know will have the effect of physically harming a student, damaging a student's property, placing a student in reasonable fear of harm to his or her person or property or is sufficiently severe, persistent, or pervasive that creates an intimidating, threatening, or abusive educational environment for a student.

Bullying occurs when a student, while at school, intentionally assaults, batters, threatens, harasses, stalks, menaces, intimidates, extorts, humiliates, or taunts another person. Bullying also occurs when a student or group of students organizes a campaign of shunning against another student or when a student or group of students maliciously spreads rumors about another student. It can also include any act to incite or encourage another to engage in bullying. In most circumstances, bullying does not include a mutual fight between students of roughly equal strength who are angry with each other. Such fights are subject to discipline as a violation of school rules prohibiting fighting.

3. **At School:** In the context of these regulations the phrase *at school* includes the following

places and situations:

- ◆ In any location at the school (classroom, lavatory, locker room, gymnasium, etc.)
- ◆ Anywhere on school property
- ◆ Immediately adjacent to school property
- ◆ On a school bus or other school vehicle
- ◆ At school bus stops
- ◆ While students are walking to and/or from school
- ◆ At any school-sponsored activity or event, whether or not held on school premises

4. **Disciplinary Sanctions:** As a school community, we believe in progressive discipline to educate our students. Repeated offenses will result in more severe consequences. Disciplinary consequences will be determined on a case-by-case basis and reflect the number and severity of disciplinary issues. Parents/guardians are important partners in the disciplinary process. Communication will be open and frequent as we work together to solve disciplinary issues for the safety and well being of our students.

Disciplinary sanctions for bullying may include:

- ◆ Warnings, and counseling
- ◆ Loss of the opportunity to participate in extracurricular activities
- ◆ Loss of the opportunity to participate in school social activities
- ◆ Loss of the opportunity to participate in graduation exercises
- ◆ Loss of school bus transportation
- ◆ Transfer to another school
- ◆ Assignment of community/school service
- ◆ Classroom exclusion
- ◆ Short term school suspension (10 or fewer days of suspension) or long term suspension (suspension of more than 10 days)

5. **Reporting Bullying:** Johnston Public Schools shall establish a procedure for reporting, filing, and acting upon reports of incidents of bullying. It will be publicized to staff, parents/guardians, students, and volunteers. The person(s) responsible for reporting bullying are:

- ◆ The victim of the bullying;
- ◆ Anyone who witnessed the bullying; and/or
- ◆ Anyone who has credible information that an act of bullying is taking place.

6. **Responsibility of Staff:** School staff shall take all reasonable measures to prevent bullying and shall report all aspects of bullying that may come to their attention. All reports should be made to the principal. Such reporting should be documented. In this context, the staff includes volunteers working in the school. A school employee who promptly reports the incident of harassment, intimidation, or bullying to the appropriate school official designated

by the school district's policy, and who makes this report in compliance with the procedures in the policy prohibiting harassment, intimidation, or bullying is not liable for damages arising from any failure to remedy the reported incident [RIGL §16-21-26 (8)].

7. **Instruction in the Prevention of Bullying:** Students and staff shall be given instruction in the District's Policy and Regulations against bullying. This instruction shall include discouraging and preventing bullying, how to file a complaint, and how to take disciplinary actions against those who commit acts of bullying.
8. **Responsibility of Students:** Students who observe the act of bullying or who have reasonable grounds to believe that bullying is taking place are obligated to report the bullying to school authorities. Failure to do so may result in disciplinary action. The victim of the bullying shall, however, not be subject to discipline for failure to report the bullying.
9. **Investigation of Bullying:** The principal or his/her designee shall investigate all allegations of bullying. If the allegation is found to be credible, appropriate disciplinary sanctions, subject to appropriate due process procedures, will be imposed. The investigation will include an assessment of the effect the bullying has had on the victim.
10. **Help for the Victim of the Bullying:** If the assessment determines the victim's mental health has been placed at risk, appropriate referrals will be made. If the bullying included a violent criminal offense, the victim will be informed of any school transfer rights he or she may have under the *Federal No Child Left Behind Act*.
11. **Prohibiting Against Retaliation:** Retaliation or threats of retaliation in any form designed to intimidate the victim of bullying, those who are witnesses to bullying, or those investigating the incident of bullying shall not be tolerated. In most cases retaliation or threat of retaliation will result in imposition of a short or long-term school suspension, and in appropriate cases, referrals to the police [RIGL §11-42-2. Extortion and Blackmail] [RIGL §-59-2 Stalking Prohibited].
12. **Prohibiting Against False Reporting of Bullying:** False reports concerning bullying will be subject to appropriate school discipline, including short and long term suspension from school.
13. **Individualized School Safety Plan:** If a student is the victim of serious or persistent bullying, the principal of the school will prepare a written school safety plan outlining what steps will be taken to provide the student with a safe educational environment. This plan will be developed, if possible, with input from the parents of the student. Staff members who are to implement the plan will help formulate it.
14. **Police Notification:** When the bullying involves conduct that involves criminal law, the police will be notified.

15. **Mediation Board:** The principal of each school in the district of Johnston may establish a Mediation Board to resolve complaints of bullying in circumstances where mediation may provide an appropriate remedy. The Mediation Board may, when appropriate, include students.
16. **Voluntary Participation in Mediation:** No student who is the victim of bullying shall be required to participate in mediation or to accept any apology tendered by the bullying student. The decision of a victim of bullying not to participate in a mediation program shall not diminish the obligation of the school to impose discipline against the student who has committed the act of bullying.
17. **Bullying Prevention Task Force:** The principal in each school in this district shall establish a Bullying Prevention Task Force. This Task Force may include parents/guardians, school staff, and law enforcement officers, as well as community members and, if age allows, students. The purpose of this Task Force will be to develop policies and programs to educate students and staff about the harm caused by bullying. The Task Force may also create programs to prevent or diminish bullying. The program recommendations of the Task Force shall be subject to review by the School Committee before programs are implemented. The duties of the Bullying Prevention Task Force may be assigned to the school's student intervention team [RIGL §16-7.1-2] or the school's School Improvement Team [RIGL §16-53.1-2].
18. **School Atmosphere:** School staff, at all times, should model correct and courteous behavior to each other, to students, and to visitors to the school. Abusive or humiliating language or demeanor will not be accepted. An effort will be made to ensure that each student is well known by at least one certified teacher so that the student will have someone to turn to if a bullying situation develops. To the extent possible the influence of cliques and other exclusive school groupings will be diminished by the creation of a range of inclusive school activities in which students will be encouraged to participate [RIGL §16-38-4. Exclusive clubs].
19. **Social Skills Training:** The school health program and school counseling services will include appropriate social skills training to help students avoid isolation and to help them interact in a healthy manner.

**JOHNSTON PUBLIC SCHOOLS**  
**DISTRICT-WIDE ZERO-TOLERANCE POLICY**

UNDER NO CIRCUMSTANCES SHOULD YOUR CHILD EVER BE SUBJECTED TO ANY FORM OF BULLY BEHAVIOR, NO MATTER HOW GREAT OR SMALL.

*If you have any questions regarding incidents that occur at school, contact your school principal immediately.*

## **DISCIPLINE SAFEGUARDS FOR STUDENTS WITH DISABILITIES**

1. Students identified as disabled or in the process of being identified disabled under the Individuals with Disabilities Education Act (20 U.S.C. Section 1415) or Section 504 of the Rehabilitation Services Act of 1973 are subject to the provisions of this policy, except as noted below. These regulations and procedures are further defined on pages 12 and 13 of the Regulations of the Board of Regents for Elementary and Secondary Education governing the special education of students with disabilities to ensure that they are provided a Free Appropriate Public Education free from discrimination based on their disability.
2. The Individualized Education Program (IEP) or Section 504 Plan will address any special accommodation that must be made to the disciplinary code based on the needs identified through the IEP or 504 processes.
  - A student with a disability may be suspended for a period of ten (10) or fewer days for disciplinary infractions unless the student's IEP specifies alternative disciplinary procedures other than suspension. If the parent/guardian, teacher, or other individual believes that the behavior for which the suspension is being imposed is related to the student's disability, the IEP Team must meet within five (5) days of the request.
  - If a student is to be suspended for longer than ten (10) days or the cumulative number of days suspended is going to exceed the ten (10) days, the IEP Team must convene prior to the suspension and determine whether the disciplinary infraction is a manifestation of the student's disability.
    - If the IEP Team determines that the disciplinary infraction is a manifestation of the disability, the provision of the IEP, including placement, must be re-evaluated and the student cannot be suspended.
    - If the infraction is not related to the disability, the normal disciplinary procedures set forth by the Johnston School Committee shall be imposed. However, the parent/guardian must be provided with prior notice and given a copy of the procedural safeguards.
    - Any student with a disability, who is excluded from school, whether or not the reason for the exclusion is related to the student's disability, must continue to be provided with a free, appropriate education.



- If a student with a disability is substantially likely to cause injury to himself/herself or to others in his/her placement, the Superintendent may suspend the student for ten (10) or fewer days in order to seek a court order or Interim Alternative Educational placement for not more than 45 days. This placement must be selected to enable the child to continue to progress in the general curriculum, including services and modifications to meet the goals in the IEP or 504 Plan, and include services or modifications designed to prevent the behavior from reoccurring.

★ *The Individuals with Disabilities Education Act (IDEA)* is in the process of reauthorization; therefore, the above safeguards may be amended at a later date.

## **"DUE PROCESS" - PROCEDURAL SAFEGUARDS**

### ***Civil and Legal Rights and Responsibilities, R.I. Statute 5145(a)***

All suspensions follow reasonable due process proceedings and parental notification. Students "Due Process":

- Level 1** - Dismissal of student from class
- Level 2** - Dismissal of student from building
- Level 3** - Suspension of student from school
- Level 4** - Hearing with the Superintendent

#### **A. Informal "Due Process" - Levels 1, 2, and 3**

In cases involving Levels 1, 2, and 3, the Principal or his/her designee shall conduct an informal "due process" hearing. The informal "due process" hearing shall contain the following steps:

1. The student and his/her parent/guardian shall be informed of the reasons for removal.
2. The student and his/her parent/guardian shall be given an opportunity to present his/her or their point(s) of view.
3. The student and his/her parent/guardian shall have the right to appeal to the Superintendent or a designated representative.
4. In cases of Level 3, the student and his/her parent/guardian shall be informed by written notice, in their dominant language.

#### **B. Formal "Due Process" - Level 4**

1. Clear written notice of the charges against a student will be provided to the student and his/her parent/guardian in their dominant language.

2. The parent/guardian will be allowed to be present at the hearing.
3. All parties involved may be represented by legal counsel.
4. All parties will be given an opportunity to present their version of the facts and their implications. All parties should be allowed to offer the testimony of other witnesses and other evidence relative to the issue.
5. All parties involved will be allowed to examine all evidence offered against them. In addition, all persons will be allowed to question any witness.
6. The hearing will be conducted by the Superintendent or a designated representative who shall make a determination solely upon the evidence presented at the hearing.
7. A record shall be kept of each hearing. The record shall be preserved for transmission to the Commissioner of Education as soon as possible in the event of an appeal.
8. The Superintendent will render, within a reasonable time after the hearing, a written decision as to whether the student is guilty of the charges brought against him/her.
9. The findings of the Superintendent or his/her designee will be translated into the dominant language of the parent/guardian and sent to the parent/guardian.
10. Parent/guardian may appeal to the Chair of the School Committee if the decision of the Superintendent is not acceptable.
11. Such appeal will be submitted in writing within ten (10) school days to the Chair of the School Committee. A copy of the record of the hearing with the Superintendent and the decision shall be forwarded to the Chair of the School Committee.
12. A hearing will be held by the School Committee or its designated hearing officer. A stenographic record of such hearing will be maintained. A decision will be given to the parent/guardian no later than 30 days after the appeal.
13. If the decision of the completed hearing is not satisfactory to the parent/guardian, they will have the right to appeal to the Commissioner of Education at the Rhode Island Department of Education.
14. In cases of appeal, a copy of the record of the hearing involving the School Committee and their decision shall be forwarded to the Commissioner of Education.

## **HARASSMENT POLICY**

### **STATEMENT OF PHILOSOPHY**

**The Johnston School Department is committed to maintaining an educational atmosphere in which each and every individual can pursue scholastic achievement and personal fulfillment.**

## HARASSMENT DEFINED

Offensive behavior may include but is not limited to the following when related to a person's race, color, creed, religion, sex (gender), disability, or age:

1. Name calling, teasing, jokes, or rumors
2. Unwelcome touching of a person or their clothing
3. Graffiti
4. Notes, cartoons, posters, pictures, or book-covers that are offensive or graphic
5. Words or actions that make people uncomfortable, embarrassed, or hurt their feelings

If you feel you have been harassed, make it clear to the offender to **STOP** their behavior immediately and take steps to prevent the person from repeating the behavior. ***If the person does not stop, tell them that you will report them to your principal or your teacher.***

***If the person does not listen to you***, you must report the offense to the school principal and then fill out a report form located in the principal's office. If the complaint involves the principal, you must report it to the Superintendent. The Human Rights Coordinator will investigate the report and appropriate action will be taken. The Johnston School Department will respect the privacy of everyone involved in the harassment.

**The Town of Johnston does not condone any form of harassment whether it is sexual, verbal, or racial of any individual affiliated with the school department (i.e., student, personnel, bus driver/monitor, and teacher/teacher aide).**

## **NON-DISCRIMINATION ON THE BASIS OF HANDICAP POLICY**

The Johnston Public School System does not discriminate on the basis of disability in admissions, treatment or access to educational programs and activities. Individuals with disabilities shall be provided equal access and opportunity in accordance with Section 504 of the Rehabilitation Act of 1973 and the American Disabilities Act of 1991. Inquiries or grievances regarding this policy may be directed to the Assistant Superintendent's office or the below-listed agencies:

Coordinator for Civil Rights in Education  
Rhode Island Department of Education  
Affirmative Action Officer  
22 Hayes Street  
Providence, RI 02908  
(401) 277-6890

U.S. Department of Education  
J.W. McCormick Building  
Post Office Square  
Boston, MA 02203  
(607) 223-4640

### **SPECIAL EDUCATION EXCEPTION**

No child specified as handicapped by Regulations of the State of Rhode Island shall be excluded, suspended, or withdrawn from any school based education program for reasons deriving only from the student's handicapping condition. The sole exception to this regulation shall be whenever the Superintendent of Schools, upon substantial evidence, determines that the child will be an immediate danger to self or others. If a child with disabilities engages in behavior subject to discipline, the student may be suspended up to ten (10) days. If student's conduct is not a manifestation of disability, school may initiate change in placement. If student's conduct is not a manifestation of disability, student may be expelled or suspended longer, but services will not be provided. In the situation that a student with disabilities brings a firearm to school, the student can be suspended up to ten (10) school days; however, an IEP team will be convened to determine an interim placement and the student may be placed in an interim setting for up to forty-five (45) days. A manifestation determination meeting will be held to determine if student's conduct is a manifestation of student's disability.

A complete record of each such exclusion, including the recommendation of the Superintendent of Schools, shall be filed with the Commissioner of Education within thirty (30) days of each such exclusion. Handicapped students excluded for disciplinary reasons must be accorded all the safeguards provided in the Regents Regulations for Governing Exclusions of Students from School.

### **SUSPENSION MAKE-UP POLICY**

Those students who have been suspended must make up all class assignments upon returning to school within the time equal to the day(s) suspended. Students suspended may have homework picked up by parents/guardians, if requested. Make-up tests must be scheduled within five (5) school days after student has been reinstated.

## **III. BUILDING INFORMATION**

### **BUILDING SECURITY**

Our first concern is the health and safety of our students and staff. Therefore, students are asked to enter the building through the designated doors between 8:45 and 9:00a.m. For ECC the doors will open between 8:00 and 8:10. Students cannot leave the building without permission.

All classroom doors are locked while school is in session.

## **VISITORS**

All visitors with appointments are asked to enter the building through the front door with the security buzzer. All visitors must report to the front office for a visitor's ID. Student visitors are not allowed without the principal's approval. Parents/Guardians are asked to contact the classroom teacher to arrange appointments.

\*Visitors are asked to conduct themselves in an appropriate manner.

## **BCI CHECKS**

Any parent/guardian who would like to volunteer their services must complete a "VOLUNTEER DISCLOSURE STATEMENT" and provide a current, approved BCI Check no later than October 1st of each academic year, and must comply with any and all requirements set forth in the Johnston Public Schools Volunteer in Schools Policy. An electronic copy of this Policy is available online at: [www.johnstonschools.org](http://www.johnstonschools.org).

## **SCHOOL HOURS**

The hours for Sarah Dyer Barnes, Brown Avenue, Thornton and Winsor Hill Elementary Schools are **9:10 AM to 3:25 PM**. ECC's hours are **8:25 AM-2:40 PM**

Children are NOT to be dropped off prior to fifteen (15) minutes before the start of school. Teacher Aides will provide supervision [outside] from 8:50-9:10AM at Barnes, Brown Avenue, Thornton and Winsor Hill. Daycare arrangements prior to these times may be arranged through Tri-Town Community Action Agency. During inclement weather, elementary students will go to the cafeteria.

## **CANCELLATION OF SCHOOL**

When weather conditions or other emergency events cause a regularly scheduled school day to be cancelled, a public service announcement will be made via the major radio and television stations. Additionally, "**RAPID NOTIFY**" may be used by an automated phone call.

## **ONE-HOUR DELAY FOR OPENING OF SCHOOL**

Buses will pick-up students in grades K-5 one-hours after their regularly scheduled time.

## **EMERGENCY CLOSING/EARLY DISMISSAL OF SCHOOL**

In the event that schools must be closed because of inclement weather or other emergencies, announcements will be made using the "RAPID NOTIFY" automated calling system and on radio and television stations. PLEASE DO NOT CALL THE SCHOOL.

In anticipation of an emergency school closing or early dismissal, your children must know where to go if you are not at home. Please be certain the person(s) responsible are aware of the procedures and arrangements for such emergencies.

1. Each parent/guardian should have a plan with his/her child explaining to them where they are to go in the event that school dismisses early.
2. Kindergarten children will be placed on the school bus. The bus will go door-to-door. If no one is home, the child will be returned to the Administration Office and the parent/guardian will be called.
3. If the dismissal is for any reason other than inclement weather, the school will attempt to call the parent/guardian of the child. If a parent/guardian cannot be reached, an emergency number for the person(s) authorized to pick-up the child will be called. If the school cannot reach anyone, the child will be instructed to follow the early dismissal plan referred to in #1. Please try to insure that someone will be available in such situations.
4. In the event of inclement weather, parents/guardians are asked to listen to the radio or watch TV. If at all possible, please do not tie up the phone lines by calling the school.

## **VITAL INFORMATION**

### **DISMISSAL POLICY**

The safety of the children is of utmost importance. With this in mind, the following policy regarding the dismissal of elementary school children will be implemented.

1. At the beginning of the school year, a parent/guardian must notify the principal (school office) and the child's teacher if his/her child will be picked up every day rather than walk or ride the bus. The school must be informed as to who will be picking up the child.
2. Every parent/guardian must complete an Emergency Contact Card, which contains a list of three (3) persons, other than themselves, who are authorized to pick up their child. The parent/guardian must list the person's name, ID/license number, phone number, and relationship to the child.
3. Every parent/guardian may, **in writing**, update the list at anytime.
4. If the child will be riding in a car pool, the parent/guardian must provide the building principal with the details.
5. At no time will the child be released to anyone who is not on the list.
6. Requests for individual dismissal changes will **not** be honored thirty (30) minutes prior to dismissal.
7. In order for a person on the list to pick up a child, the following procedure must be followed:
  - (a) The parent/guardian **must send a note** to the classroom teacher in the morning.
  - (b) The person picking up the child must report to the principal's office.
  - (c) The person must provide proper identification (*i.e.*, driver's license).
  - (d) The person must sign the child out of the building.

- (e) The child must identify the person who is picking him/her up.
8. The school **will not** honor phone calls at dismissal time. (Must be in writing)
  9. If for any reason the principal or his/her designee is uncomfortable about the dismissal of a child, he/she will keep the child in school until a parent can be reached.
  10. A note must be provided each time a child is going home a different way this includes a different bus or pick-up.
  11. Restraining orders must be on file in the office and updated when changes occur.

## **ELEMENTARY STUDENT BUILDING ASSIGNMENT POLICY**

All students are required to attend their "designated" district school. The Johnston School Department may grant exceptions according to the following guidelines:

1. Exceptions are granted **on a yearly basis only** and decisions are made on or about August 15<sup>th</sup> of the school year.
2. Parents/guardians must make their request in writing to the Superintendent.
3. It is the responsibility of the parent/guardian to provide transportation to and from an "out of district" school. Such is the case for transportation of Kindergarten students whose parent/guardian requests a change from morning to afternoon session *or* from afternoon to morning session.
4. Exceptions will only be made on a space available basis. Principals set targets for enrollment around July 30<sup>th</sup>.
5. Final decisions for any exceptions are at the discretion of the **building principal**.

All students **must be five (5) years of age on or before September 1<sup>st</sup>** of the year in which they start Kindergarten. For 1<sup>st</sup> Grade, the child must be six (6) on or before September 1<sup>st</sup> of the school year in accordance with Rhode Island Law.

Children who have been enrolled in any grade in another school system will be allowed to enter the Johnston School System provided the transfer was not made to avoid Johnston School System entrance requirements.

In a case of "shared custody" where the parents/guardians cannot decide at which school to enroll their child, the child will attend the "designated" district school where he/she sleeps, pursuant to RI General Law § 16-64-1.

## **REGISTRATION OFFICE**

The *Truant Officer/Registrar* processes registrations for grades 1-12 and student transfers

from other schools/districts. Students will be registered only with the necessary transfer records, including immunization records, the child's birth certificate and **documented** proof of residency (*i.e.*, recent utility bill indicating place of residence). Information may be found on the Johnston Schools website.

### **REGISTRATION PROCEDURES**

Kindergarten registration and Child Outreach Screening takes place mid-February/early March at the Early Childhood Center. Dates and times appear in the local newspapers. This information is also available at the Early Childhood Center. Parents/guardians of all children entering Kindergarten must present copies of their child's birth certificate, immunization records according to Rhode Island Department of Education regulations and state law, and **documented** proof of residency, such as a rent receipt or utility bill stating place of residence. Graniteville (Pre-School/Pre-K) registration is a rolling admission.

### **STUDENT PLACEMENT**

It is the policy of the Johnston School Department to place elementary students in heterogeneous classes. Placement decisions are made at the school site by a team consisting of the principal, current grade level teacher, literacy coach/reading specialist, and special education personnel when appropriate. The principal will be responsible for making the final decision on placement. In making placement decisions, the team will take into consideration the child's gender, social/emotional development, academic level, developmental level, cognitive abilities, learning style, work habits, individual needs, and school behaviors. Other factors, such as peer relationships, class size and cultural diversity will also impact placement in order to create a balanced class.

Parents/guardians will have every opportunity to inform the school of their child's special learning needs. Notification of a student's classroom placement will occur on the first day of school. Unanticipated personnel changes may occur during the summer that could affect teacher assignments.

## **IV. STUDENT ATTENDANCE PROCEDURES AND POLICIES**

### **ATTENDANCE POLICY**

The following procedures and practices are to be utilized in implementing the Attendance Policy adopted by the Johnston School Committee.

When a student is absent, a written excuse from the parent/guardian is required upon the student's return to school. This excuse must include the date(s) of reason for the absence(s). It must be noted that parental/guardian permission in and of itself is not recognized as a legitimate reason for absence.



- Written excuses must be presented to the student's classroom teacher.
- In order for an absence to be considered an "excused absence" the office must receive a note from a medical provider showing date and proof of services.
- Students who are absent from school for any reason may not participate in any school activity during the afternoon or evening of the day(s) of their absence.

Parents/guardians of students are asked to call in their child's absence or tardiness. If verification of a child's absence is not received, the administrator or their designee will call to verify the absence.

## **TRUANCY**

Truancy as defined in this policy is absence from school without an excuse acceptable to the administration.

After ten (10) unexcused absences, tardiness or early dismissals, the parent/guardian will receive notification of these absences. At day fifteen (15), the Truant Officer will be notified.

**Excessive absences, tardiness, early dismissals throughout the school year without official medical documentation will result in a Truancy Court warning letter to parent/guardian.**

Excused absences may be granted by the school administration for any of the following reasons:

- Illness - after absences due to illness, a doctor's note will be required upon return to school
- Medical appointments - A doctor's note is required when scheduling appointments during school hours
- Death in the family
- Required court appearance - legal documentation required
- Religious holidays

Examples of unacceptable absences include, but are not limited to the following:

- Unsanctioned outings
- Completion of homework
- Lack of transportation
- Vacations

**NOTE:** As stated in the attendance policy, time lost from class is irretrievable. Therefore, any vacations that would require students to be absent from school are strongly discouraged.

- Vacations, other than regularly scheduled school vacations, will be considered unexcused absences from school.
- Where appropriate, make-up work will be provided upon the student's return.
- If a student is taken out of school for a vacation, the school must be notified in writing before the vacation.

## **MAKE-UP WORK**

All make-up work is the responsibility of the student. The make-up work policy is as follows:

- For each day of absence, the student will have that number of days to return make-up work.
- Parent/guardian may request work for their child who is absent three (3) or more consecutive days. Requested work will be provided within 24 hours. Make-up work can be picked up in the office. **All make-up work may be requested through the classroom teacher.**

## **TARDINESS**

Any student entering school after 9:05 is considered late.

- Parents/Guardians must sign-in their child when they arrive late to school.
- When your child accrues excessive absenteeism, tardiness or early dismissals, you may be called to RI Truancy Court

## **V. TRANSPORTATION INFORMATION**

### **BUSING**

Bus transportation is available for all students to and from school **who live beyond a  $\frac{1}{2}$  mile radius of the school.** School buses will pick up/drop off students at designated times/locations. Pre-Kindergarten and Kindergarten students are "house stops"; that is, they are picked up/dropped off at home **so long as there is sufficient accessibility for a school bus.**

In the event that no one is at home to accept a child, he/she will be transported to the Administration Office, which is located on the lower level at NA Ferri Middle School. **Repeat offenders may be referred to DCYF.**

Information on bus stops is published in the *SunRise/Johnston Schools website* prior to the start of each school year.

**School bus transportation should be treated as a privilege, not a right. It is an extension of the school system. A student's misconduct at a bus stop or on a bus could lead to his/her transportation being withdrawn, in cases of persistent disruptive behavior. Proper conduct on buses is most important if health and safety for all students are to be protected. Any student found guilty of smoking, vandalism, or unacceptable behavior will be subject to disciplinary action and may lose his/her bus privileges. Parents/guardians and students are encouraged to report any dangerous or hazardous situations, which they may observe at the bus stop or on the bus.**

### **PUPIL CODE OF BEHAVIOR ON SCHOOL BUSES**

1. The driver is in full charge of the bus and pupils. Students must obey the bus driver, bus monitor and/or aide promptly, willfully, and respectfully.
2. Fighting or other misconduct on a bus will be sufficient reason to discontinue providing bus transportation for the student.
3. Students shall ride their regularly assigned bus at all times, unless school authorities have granted permission to the contrary.
4. Students arriving by bus are not to leave school grounds and are to report directly into school upon arrival.
5. Students may be assigned a seat, in which he/she will be seated at all times, unless permission to change is granted by the school administration and/or the bus driver.
6. Outside of ordinary conversation, classroom conduct must be observed. Standing, yelling, use of improper language, harassment of others, etc. will **NOT** be tolerated and will result in disciplinary action by school administration.
7. Throwing any item out of bus windows creates litter and could be hazardous to adjacent vehicles. No food or drink is allowed on school busses.
8. No pupil shall at any time extend his/her head or arms out the windows, regardless of whether the school bus is in motion or standing still.
9. Any object that might constitute a weapon such as sticks, rocks, breakable containers, any straps, pins extending from their clothing are not acceptable on a school bus and violate the JPS Zero-Tolerance Policy.
10. Students should treat the school bus as carefully as they would their own property. Students causing damage will be responsible for paying for damages.
11. Student should keep books and personal belongings out of the aisle. Special permission must be granted by the principal to transport any large item(s).
12. Students should not distract the bus driver.
13. Students are to remain seated while the bus is in motion, and they are not to get off the bus until it has come to a complete stop.
14. Students should leave the bus in an orderly manner. They are to obey the orders of the bus monitor as well as the bus driver. Students should not cross the road without the given consent of the school bus driver and/or monitor. When entering or exiting the bus, students should be in view of the driver at all times.

15. Students must cross the road at least 10 feet in front of the school bus and **never behind the bus**.
16. Students must not stand or play in the roadway while waiting for the bus. Students should leave home early enough to arrive at the bus stop before the bus is due.
17. Self-discipline should be exercised by students at the bus-loading area. Students should refrain from pushing and shoving other students.
18. Students, who have to walk some distance along the highway to the bus-loading zone, where practical, must walk on the left-hand side of the road facing the oncoming traffic. This will also apply to students leaving the bus-loading zone in the afternoon.
19. A written request must be submitted to the school office in the morning in order for your child to ride a different bus home.

**\*\*Any student not taking his/her regular bus home must present a signed note from parent/guardian to classroom teacher stating who they are going home with and how they are to be transported.**

20. In the event of a bus emergency, emergency exit procedures will be followed.
22. Students must follow any guidelines set forth by bus company and/or designated personnel

## **VI. HEALTH AND SAFETY**

### **HEALTH RECORDS**

A complete, cumulative school health record shall be maintained for each student. Periodically, it may be necessary to request medical information from the parent/guardian to update these records. Whenever a student transfers to another school building or school system, the school health record will be transferred to the health personnel of the school building or school system to which the student is transferring.

### **HEALTH EXAMINATION REQUIREMENTS**

A Health examination is required of all students upon school entry and before entering grades

4, 7, and 12. Please have your family health care provider complete the School Physical Form and return it to the school nurse-teacher. Copies of the school physical forms are available online at: [www.johnstonschools.org](http://www.johnstonschools.org)

### **IMMUNIZATION REQUIREMENTS**

The immunization regulations of the Rhode Island State Department of Health in accordance with the provisions of Title 16 of the General Laws of Rhode Island shall prevail.

In cases of non-compliance, parents/guardians will be notified in writing that their child will be excluded from school until they provide proof of appropriate immunization. **No child shall be registered without proof of immunization prior to the 1<sup>st</sup> day of school.**

### **HEALTH SCREENINGS**

RI General Law and the rules and regulations for school health programs require that annual screening be conducted for vision, dental and hearing.

It is the district goal to conduct vision and hearing screenings as early in the year as possible in order to identify potential problems. We begin in the fall and continue throughout the year until all screenings are complete.

To avoid duplication of services, if your child has any of these screenings completed by his/her primary health care provider (doctor or dentist), please have the health care provider forward the results to the school. If we do not have this information for your child, we will include your child for the particular screening according to RI General Law §§16-21, 35-4 and 23-1-18 (4). School nurse/teachers and school medical personnel conduct all screenings.

### **HEALTH ISSUES**

It is expected that parents will notify the school nurse-teacher of any medical condition or health problem that a student may have. The school nurse-teacher should be made aware by parents of a child that has specific allergies and food reactions. Students with these specific allergies (*i.e.*, bee stings, nuts, and latex) should have their medication, if necessary, available at school. **Classroom and cafeteria accommodations for students with food allergies will be made in accordance with RI legislation related to peanut/tree nut allergies in school.**

Students with fever, diarrhea, or vomiting should remain at home. Temperatures should be normal without the use of fever-reducing medications for 24 hours before a student returns to school. In cases of communicable illnesses such as conjunctivitis (pink eye), strep throat, or pediculosis (head lice), the student may not return to school until treatment is sought and the

student has been on medication to control the health problem. Students who are prescribed antibiotics for an infectious illness may not return to school until they have been treated for at least 24 hours.

**PLEASE NOTE PER THE RI DEPARTMENT OF HEALTH:** In order to protect students and staff, public health guidelines to reduce the spread of influenza-like illness may vary and **will be adhered to.** Students with fever and influenza-like illness must be kept home. Parents will be contacted to pick up students who are sent to school ill. The guidelines set forth by the RI Department of Health for exclusion and readmission will be enforced.

### **GUIDELINES FOR JUDGING ILLNESS AT HOME**

Students with the following symptoms should not be sent to school:

- Temperature greater than 100.5 degrees within the past 24 hours
- Vomiting or diarrhea within the past 24 hours
- Pain or any other condition severe enough to interfere with ability to focus
- Infectious condition (*i.e.*, strep throat, pink eye) that has not been treated for at least 24 hours
- Unidentified, untreated rash (***medical clearance required***)
- Any child diagnosed with flu-like symptoms and a fever should remain home for 7 days
- Red eye with drainage or crusting (***medical clearance required***)
- Viral illness with excessive coughing and sneezing

### **MEDICATION ADMINISTRATION**

Except for emergency medication, only school nurse-teachers may administer medication in school. Medication will be administered in compliance with the *Johnston Public Schools Health Services Policy and Procedure for Medication Administration*. **Before medication may be given to a student in school, the following criteria must be met:**

1. The licensed health care prescriber must complete the Medication Consent Form or submit a written request with the same information. Both prescription and non-prescription medication to be given in school must be ordered by a health care provider. **This includes any order for headache or pain relievers such as but not limited to Tylenol, Advil, Aleve or their generic equivalents.**
2. Parent/guardian must sign a Medication Consent Form.
3. Medication must be in the original labeled container. Prescription labels must include the patient's name, prescription number, name of medication, dosage, physician's name and date.
4. Except for emergency medication, medication shall be stored in a locked area.
5. Standing orders written by the School Physician allow for Acetaminophen (Tylenol), Ibuprofen (Motrin or Advil), and Tums to be administered to students. These medications will be administered with the **written** consent of a parent/guardian and at the discretion of the school nurse-teacher. A parent/guardian will be contacted by the school nurse-teacher if student requests excessive amounts of these medications.

6. Students may self-carry and self-administer medication only with the written order of the prescribing physician, written parent consent, and notification to the school nurse-teacher.
7. Controlled medication (Ritalin, Adderall, etc.... must be transported by a parent/guardian and shall be counted and documented by the school-nurse teacher in the presence of the parent/guardian.

## **PEANUT / TREE NUT ALLERGY LAW**

The state of Rhode Island has enacted a new law to address peanut and tree nut allergies of students in grades Pre-K to 8. The new law requires schools to eliminate the sale of peanut/tree nut products and to designate a table or tables in every cafeteria as "peanut/tree nut free" table(s) so that students with allergies who **choose to sit there** will be provided a safer environment, free from peanuts and peanut oils that can trigger allergic reactions.

## **"PEANUT/TREE NUT FREE" CLASSROOM PROCEDURES**

1. Parents must provide notice to the school nurse for any child medically diagnosed as having a peanut or tree nut allergy. Medical documentation is required. A plan of action should be in place.
2. "Peanut/tree nut free" classrooms will be defined as classrooms following a set of practices which reduce or eliminate the possibility of exposure of peanut-sensitive students to peanuts, peanut products, or peanut oils in the following ways:
  - a. Families of all students assigned to a "peanut/tree nut free" classroom will be notified of the requirements for a classroom to be designed as a "peanut/tree nut free" classroom. This notification will explain that parents of students in this classroom will be asked to limit the use of peanuts and/or peanut products to non-school days.
  - b. Students will wash hands (20 seconds) each day upon entering the classroom.
  - c. Students will wash hands after lunch/recess prior to entering the classroom.
  - d. Students will store lunches in a designated area, to limit any possible peanut exposure. Peanut-free lunches can be stored in a separate area if student/parent wishes.
  - e. Teachers will carefully consider activities that can result in close contact/interaction during the school day.
  - f. "Peanut/tree nut free" classrooms will be cleaned after school daily with a cleanser to further reduce exposure to any peanut or tree nut residue.

Despite the school department's efforts to establish "peanut/tree nut free" practices and procedures, **no one** can assure parents that a child may or may not have peanut/tree

nut products, or may or may not have items made with peanut oils, or that a child on a bus or on the playground may or may not have had peanut/tree nut products.

## **WELLNESS POLICY (See Johnston Public Schools Website)**

### **PUPIL EMERGENCY CONTACT CARDS**

At the beginning of each year, a color-coded emergency medical card is sent home requesting phone numbers of designated persons that the school may notify if/when circumstances warrant.

Should your telephone number(s) change or your telephone service be disconnected during the school year, ***please notify the school office of the change immediately.*** In the event of an emergency, the schools **MUST ALWAYS** have a means of contacting a parent/guardian.

### **STUDENT RECORDS**

"In accordance with the Family Educational Rights and Privacy Act (FERPA and the Rhode Island Educational Records Bill of Rights, any parent or guardian of a student under eighteen years of age has the certain rights with respect to their child's education records. These rights transfer to the student when he or she reaches the age of eighteen or attends a school beyond the high school level. Students wot whom the rights have transferred are "eligible students". Parents, guardians or eligible students have the following rights:

1. The right to personally inspect and review the student's education records maintained by the school within ten days of the receipt of the request. Any request to inspect/review student records shall be made to the School Principal.
2. The right to a reasonable explanation and interpretation of the records.
3. The right to have the records preserved as long as the request to inspect is outstanding.
4. The right to have copies of the records. The Johnston Public Schools may charge a fee for the cost of the copies of the records.
5. The right to request an amendment and/or expungement of the student's record if the parent, guardian or eligible student believes that the information contained in the records is inaccurate, misleading, or in violation of the student's right to privacy. Any request for an amendment and/or expungement shall be made in writing and shall be addressed to the School Principal.
6. If the Johnston Public Schools decides not to amend and/or expunge the records, the parent, guardian or eligible student may request a formal hearing. Any request for a formal hearing sham be made in writing and shall be addressed to the School Principal.
7. If, after the formal hearing, the Johnston Public Schools affirms the decision not to amend and/or expunge the records, the parent, guardian, or eligible student has the right to place a statement with the record setting forth his or her view about the contested information. This statement shall be maintained with the contested part of the record for as long as the record is maintained and it shall be disclosed when the portion of the record to which it relates id disclosed.



8. The right to have the records kept confidential and not released to another individual, agency or organization without prior written consent of the parent, guardian, or eligible student, except as permitted or required by law.
  - These exceptions include the release of information to:
    - School officials with legitimate educational interests
    - Other school officials to which the student is transferring
    - Specified officials for audit or evaluation purposes
    - Appropriate parties in connection with financial aid to a student
    - Organizations conducting certain studies for or on behalf of the school
    - Accrediting organizations
    - Comply with a judicial order or lawfully issued subpoena
    - Appropriate officials in case of health and safety emergencies, and
    - State and local authorities within a juvenile justice system pursuant to specific State law.

A school official is a person employed by the Johnston Public Schools as an administrator, supervisor, instructor, or support staff member (including health or medical staff, and law enforcement personnel); a School Committee member or a person or company with whom the Johnston Public Schools has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist). A school official is deemed to have legitimate educational interest in inspecting a student's record if the information requested is necessary for that official to perform appropriate tasks that are specified in his or her position description or by a contract agreement.

9. The right to file a complaint with the US Department of Education concerning any alleged failures by the Johnston Public Schools to comply with the requirements of FERPA. Any such complaint shall be in writing and addressed to: Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue, SW; Washington, DC; 20202.

The Johnston Public Schools considers the following information to be directory information and will disclose it without the prior consent of the parent or eligible student:

Student's name, address, telephone number, date and place of birth, electronic email address, photograph, beginning and ending dates of attendance at the school, grade, parents'/guardians' names, extracurricular participation, weight and height of members of certain athletic teams, achievement awards or honors and previous schools attended by the student.

Any parent, guardian, or eligible student who does not wish to have this directory information released must advise the School Principal, in writing, and within two (2) weeks of the publication of this notice, of any item that they refuse to allow the Johnston Public Schools to release.

## **FIRE DRILL/EVACUATION/LOCKDOWN DRILLS**

In accordance with RI State Law, fire drills/lockdowns/evacuations are conducted at regular intervals during the school year. It is essential that when the first signal is given, everyone obeys promptly and clears the building by the designated route as quickly as possible. Students are not permitted to talk during drills and are to remain outside the building with their teacher until a signal is given to return inside. Evacuation plans are posted in each classroom. Students will be informed of fire/lockdown drills and evacuation procedures and are to follow these procedures should a drill or real fire occur. To ensure the safety of all students, it is vital to have an orderly, quiet, and quick exit from the building. There will be 15 fire drills, 2 of which will be lockdowns and 2 will be evacuations as stated by law.

### **CUSTODY / RESTRAINING ORDERS**

Only official court-issued custody documents are recognized by the school. The school principal must be notified immediately about custody matters, including restraining orders. Please provide the school with a copy of all pertinent documents.

### **COMMUNITY RELATIONS / FUND RAISING POLICY**

*Adopted: Johnston School Committee, January 14, 1998*

The Rhode Island General Assembly in 1992 introduced a law, which was designed to protect school children. This law forbids door-to-door fundraising activities by students. This law does not specifically forbid all fundraising activities by school children.

Per the Johnston School Committee, pupils *may not* participate in the sale or distribution of non-school materials in the community or the soliciting funds or participate in sales campaigns to finance extra-curricular activities. Pursuant to the RI General Laws, which regulates fundraising activities, it is the policy of the Johnston School Committee that pupils may engage in raising funds, under the strict control of the schools, for certain pupil activities subject to the following conditions:

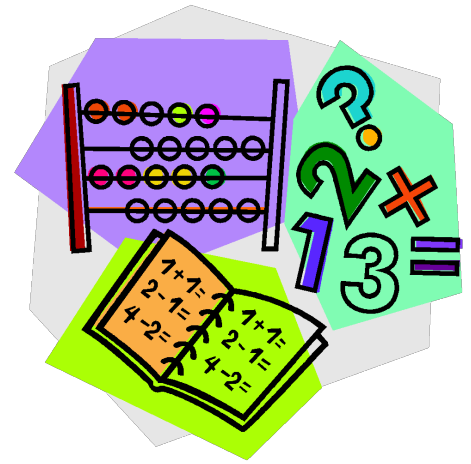
1. Fundraising activities in the community by students is especially discouraged when the primary beneficiary is the company that produced the product. Any fundraising activity for school purposes that utilizes children for solicitation of funds through door-to-door sales is prohibited.
2. Where the return to the school or parent organizations is not at least 30% of the sales price, permission will not be granted, excepting by express agreement of the Superintendent, for such specific fundraising. Johnston Public Schools will not participate in non-approved fundraising campaigns.
3. All fundraising activities conducted by recognized groups or organizations within the schools must:
  - Be requested on a Fundraising Request Form by the fundraising group through the principal.
  - The principal must review the Fund raising Request Form for a description of the fundraising activity. The principal may approve or reject the fundraising activity.
  - The project, once approved by the principal, must then be sent to the Superintendent of Schools for his/her approval.

- A copy of this policy must be provided to parents/guardians of participating students.

## VII. ACADEMICS

### PROGRAM AND CURRICULUM INFORMATION

As the school year progresses, questions may arise about curriculum and instruction. Any questions you have should be directed first to your child's classroom teacher. If you feel further information is necessary, contact your building principal. Any additional concerns may be addressed to the Superintendent.



### REPORT CARDS

Report cards now reflect a standards-based curriculum. Grading is now reported on a 4 scale. The educational achievement for this scale is represented as follows:

1-

4	Exceeding the Standard
3	Meeting the Standard
2	Approaching the Standard
1	Not Meeting the Standard

### PROMOTION / RETENTION POLICY

Based on the assumption that each student at the elementary school level is appropriately placed at the level where he/she is capable of completing the required work, the following applies:

- Any student who fails two (2) or more core subjects may repeat the grade.
- Failing: Indicative of a score of 2 or below
- Core subjects include: English Language Arts (reading and writing), Mathematics, Science and Social Studies.
- Parent notification that promotion may be in danger will be notified by the second trimester

**Criteria** (may include the following):

- Response to Intervention (RTI) documentation
- Personal Literacy Plan (PLP) documentation
- Standardized Testing
- District Assessments
- Classroom Data/Testing
- Truancy will be considered

### **Trimester Expectations:**

**First Trimester:** If the student does not demonstrate any academic gains, the teacher should initiate further evaluations.

**Second Trimester:** Interventions are in place and evaluated.

**Third Trimester:** Final decision for promotion / retention will be determined.

***PLEASE NOTE:*** If there are any circumstances that warrant additional consideration, the principal shall make the final decision about placement, after consulting with the student's teachers.

### **Appeal Process:**

If a parent disagrees with the recommendation of a teacher regarding the retention of their child, the appeal process is as follows:

1. A hearing will be held with the building principal.
2. The next level of appeal is at the Superintendent's level. Parents must put this request in writing to the Superintendent **by June 30<sup>th</sup>**.
3. Should the Superintendent uphold the principal's decision, the parent has the right to appeal to the School Committee. Parents must put this request in writing to the School Committee.
4. **All appeals to the School Committee must take place prior to the last Friday in July.**

### **PARENT/GUARDIAN-TEACHER CONFERENCES**

Parent/guardian/teacher communication grows as both sides work together. It is very important for parents/guardians to attend all conferences with teachers. Conferences regarding all children are held two times per year, and as needed. Other conferences are encouraged and may be arranged with your child's teacher or through your building principal.

### **HOMEWORK ASSIGNMENTS**

It is the policy of the Johnston Public School System to require some directed assignments for

completion beyond the normal school day.

These are time guidelines:

**Grade 1** ~ 15 to 20 minutes daily

**Grade 4** ~ 30 to 60 minutes daily

**Grade 2** ~ 20 to 30 minutes daily

**Grade 5** ~ 30 to 60 minutes daily

**Grade 3** ~ 30 to 40 minutes daily

The guidelines for homework are approximate and will vary among students and classes. Friday and/or Holiday assignments are at the discretion of the child's teacher. Out-of-school assignments reinforce lessons taught, provide remedial and enrichment activities, and help students in the application of skills and subject matter.

The parent/guardian is a partner by participating with the child in compiling materials for projects and homework in general. Monitor the progress of your child's schoolwork. It is essential that parents provide a good atmosphere for completing out-of-school assignments. Parents/guardians should offer guidance as the need arises. Support your child as he/she strives to become an independent learner, one of the major goals of out-of-school assignments.

## **INSTRUCTIONAL MATERIALS & SCHOOL PROPERTY**

Each student is responsible for any school property he/she uses. Damaged or lost property (*books, computers, etc.*) should be reported immediately to your child's teacher or to the building principal. It is the responsibility of the parent/guardian to replace lost or damaged items. Please guide your child in the thoughtful use of books and other educational materials.

## **INTERNET USE**

The Internet is available to students at school. It is a requirement, by law, that students have parent permission to use the Internet. The use of the Internet is a privilege that is available only to those who comply with the policy about its use. You will find a form with that information at the end of this handbook.

## **MISCELLANEOUS ITEMS**

Please keep the following items at home: iPods, CD players, radios, electronic devices, and other toys. Cell phones and pagers will be confiscated by the principal and may be retrieved **ONLY** by a parent/guardian. ***Cell phones and pagers are illegal on school premises, as per RI General Law §16-21.2-11.***

## **EDUCATIONAL TRIP WITH A PARENT/GUARDIAN**

An educational trip away from school is chosen for the exceptional educational value for the child. The parent/guardian must submit to the building principal, for approval, a written description of the proposed experience and the educational goals to be achieved. Both the principal and the child's primary teacher will review the request and suggest any modifications. The principal must approve the request. Requests are to be in the hands of the principal at least ten (10) school days prior to the commencement of the trip.

Depending on the child's age, ability level, and the scope of the experience, an oral and/or written report, pictorial representation, and/or daily log, submitted to the teacher or presented to the class, is required.

If the above requirements are not met, an unexcused absence will be recorded on the child's record for the day(s) absent from school. Unexcused absences fall in the realm of the state truancy regulations.

## **FIELD TRIPS**

Field trips are a valuable extension of any school program. However, a field trip is a privilege, not a right. The administration reserves the right to exclude any child whose participation may cause a disproportionate amount of supervision or may interfere with the enjoyment or learning of other students. No student will be allowed to participate in a non-academic field trip if he/she has been placed on either academic or behavior probation.

Field trips offered to enhance the curriculum are available without regard to disability. Appropriate steps will be taken to provide disabled students the opportunity to participate in and benefit from field trips. Parents/guardians will be provided space on the Field Trip Permission Form to identify for the school auxiliary aides and services that may improve their child's participation in a field trip. All children participating in a field trip must ride the bus with the rest of the class, to and from the trip.

**Field Trip Consent Forms signed by the parent/guardian are required in order for a student to participate on a field trip.**

**NOTE: PARENT/GUARDIAN CHAPERONES ARE REQUIRED TO HAVE A BACKGROUND CHECK (BCI) COMPLETED BY October 1<sup>st</sup> OF EACH SCHOOL YEAR.**

## **SPECIAL EDUCATION SERVICES**

Federal and state regulations that require the district to provide a free and appropriate public education in the least restrictive environment for students with disabilities govern the Johnston Public School System.

The Special Education Department has in place a referral and evaluation process that addresses each child who might be in need of Special Education Services.

When a determination is made that a child qualifies for Special Education Services, there are a range of services and programs to meet the unique needs of each child.

## **SPECIAL EDUCATION PARENT ADVISORY**

The Johnston Special Education Advisory Committee is a group of parents/guardians, professionals, and concerned citizens who have come together to advocate for all children in the Town of Johnston who have special education needs. One of the committee's most important functions is that of providing advice and support to parents whose children are either in a special education program or are being evaluated for special services.

## **ENGLISH AS A SECOND LANGUAGE (ELL) PROGRAM**

The Johnston Public School System offers a range of services to children whose first language is one other than English. Home language assessments, parent/guardian referrals, and observations combine to determine each child's eligibility for services.

## **SCHOOL BREAKFAST / LUNCH PROGRAM**

The lunch program in Johnston is operated by the school system, which participates in the National School Lunch and School Breakfast Programs. Nutritious breakfasts, lunches and milk are available at all schools. Breakfast is served twenty (20) minutes prior to the start of school. Once school begins, breakfast is no longer served unless a school bus arrives late. Should school be delayed in inclement weather, breakfast will not be served. Prices will be determined on a yearly basis.

### **VERY IMPORTANT INFORMATION:**

Applications for free or reduced price breakfast/lunch are sent home at the beginning of the school year and are available at the school anytime during the year. These forms are extremely important for determining a school's allotment of Federal funds. Please be sure to complete the form and return it to your school office, even if you think your children may not qualify for free or reduced lunches. Menus are printed weekly in local newspapers.



## VIII. APPROPRIATE CLOTHING FOR SCHOOL

Students should dress in a way that is appropriate for an educational environment. Appropriate school attire should not be a distraction to education within the classroom. The intent of the student dress policy is to set the expectation of, and the standard for order within the school community. The dress code policy should not infringe upon the individuality of the students.

Therefore, the minimum dress guidelines for a proper learning environment are as follows:

1. Attire that does not interfere with normal school work.
2. Attire that does not create classroom and/or school distractions.
3. Attire that is appropriate. (A teacher will refer the issue of appropriateness to an administrator who will then make the final decision.)

### **The following articles of clothing are deemed inappropriate for school:**

- *NO hats/hoodies indoors*
- *Clothing with designs or wording that is offensive and inappropriate for a school setting. (For example: clothing with designs or wording referring to alcohol, drugs, violence or tobacco products)*
- *Tank tops, sleeveless undershirts, strapless dresses, tube tops, see-through clothing and midriff tops*
- *Short shorts/skirts (greater than 6 inches above the middle of the knee or deemed appropriate by the administration) and beach attire are not allowed.*
- *No flip-flops; only sandals with sturdy straps*
- *Dress that presents a safety or health hazard (which may include but not limited to: pocket chain, wallet chains, sharp-edged jewelry, bracelets, necklaces, earrings and shoes)*
- *Accessories that are unsafe and a distraction to the educational environment*

### **Consequences for Inappropriate Dress**

A parent/guardian will be contacted by the administration and parents/guardians will have the option of providing their child with a change of appropriate clothing. In the event a parent/guardian can not be reached or are unable to provide an appropriate change of clothing, students will be provided with proper temporary attire.

1. Children should also dress appropriately for the weather.
2. Sneakers should be worn on Physical Education days.
3. Sneakers with retractable wheels or spikes are not permitted
4. Please label clothing, lunch boxes, and all personal property with your child's full name.

Wheeled backpacks are not allowed for safety reasons. However, permission may be granted at the discretion of the building principal on the basis of individual special needs.

## **TOBACCO-FREE SCHOOL POLICY**

### **Background and Purpose**

It has been determined that smoking is the leading cause of preventable death and disease in this country. In addition, the U.S. Environmental Protection Agency (EPA) has classified environmental tobacco smoke (ETS) as a Group a (known human) carcinogen. The EPA has concluded that exposure to ETS presents a serious and substantial public health risk. Therefore, in light of this scientific evidence and in compliance with Rhode Island Public Laws Chapter 92-230, the Johnston Public School System is committed to protecting the health and welfare of both employees and students from the known hazard of exposure to tobacco-free school environment within the Johnston Public Schools.

### **Policy Statement**

Smoking and the use of tobacco products is prohibited in all Johnston Public Schools facilities and on school system property. This includes school playgrounds, school administration buildings, indoor and outdoor school athletic facilities, school gymnasiums, parking areas, school locker rooms, school buses, and other school vehicles.

- *Students violating this policy will be disciplined.*
- *Citizens in violation of the school district policy will be requested to stop smoking or to stop the use of other tobacco products on the school district site.*
- *As necessary, referral to local law enforcement officials will be made.*

## **ZERO TOLERANCE FOR WEAPONS & VIOLENCE POLICY**

Rhode Island law prohibits students or adults from bringing guns, knives, weapons, firecrackers, and other such contraband to school. This law also applies to illegal drugs. Legal medication is governed by the school health regulations. The policy provides that immediate and appropriate action be taken by the designated school official and provides for due process provisions. Rhode Island Law requires mandatory notification to law enforcement and to parents/guardians when a weapon is found on school grounds.

## JOHNSTON PUBLIC SCHOOLS

### CELLULAR TELEPHONES AND PAGING DEVICES

The Johnston School Department recognizes that cellular telephones hold no educational value and are disruptive to the learning environment. Therefore, students are prohibited from operating cellular telephones, including, but not limited to the use of the text messaging, video recording, and photographing functions, on school property during school hours. Cellular phones must be concealed and powered completely off during school hours. This prohibition on the use of cellular phones shall also apply while students are passengers on the school buses going to and from school, and while participating in field trips. Communication with parents and/or guardians must be facilitated through the school's main office.

Additionally, pursuant to Rhode Island General Laws Section 16-21.2.11, any student enrolled in any secondary or elementary school shall be prohibited from carrying, possessing, or using a paging device of any kind, or a laser pointer of any kind, while on school property, unless the student has the written consent of the principal.

Failure to adhere to these regulations will result in confiscation of the device. For a student's first offense, the device will be confiscated by an administrator and returned at the end of the day. For the second and each subsequent offense, the device will be confiscated by an administrator and returned only to a parent, after a scheduled parent conference has occurred.

The Johnston School Department is not responsible for theft, loss, or damage of any cellular telephone or paging device, nor will the Department be held responsible for the unauthorized use of any cellular phone.

***Adopted: June 10, 2008  
Johnston School Committee***

**ELEMENTARY STUDENT/PARENT HANDBOOK AFFIRMATION**

**2017-2018**

We, the undersigned, hereby acknowledge that we have read and are in accord with the contents of the handbook and the important policies and procedures enumerated therein. We agree to abide by these school policies and procedures.

**Signatures:**

Father/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Mother/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

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

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

Our child (children) attend (circle each school that applies):

**BARNES      BROWN AVENUE      THORNTON**  
**WINSOR HILL      EARLY CHILDHOOD CENTER**

**PLEASE COMPLETE THIS PAGE AND RETURN IT TO  
YOUR YOUNGEST CHILD'S CLASSROOM TEACHER!**

**PARENTAL CONSENT FORM - PRESS/NEWS MEDIA**

Dear Parent/Guardian:

From time to time, the Johnston Public Schools invites the press and the news media into our schools for newsworthy events, announcements, and other stories that highlight student achievement and other noteworthy happenings. Often, the press and the media would like to photograph or film our students to be included in their reporting. *It is the policy of the Johnston Public Schools not to allow any students to be photographed and/or recorded in any way by the press or the media without the expressed, written consent of the student's parents or legal guardian.*

With that in mind, below is a form for you to fill out, telling us of your intentions to allow or not to allow your son or daughter to be photographed or filmed by the press or the media for stories related to the Johnston Public Schools.

Please fill out the form below and return it to your son or daughter's teacher or principal. A copy of the form will be kept on file in the student's school.

Should you have any questions regarding this matter, please contact your child's principal.

Sincerely,

**Dr. Bernard DiLullo**  
Superintendent of Schools

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**PLEASE CHECK (✓) ONE OF THE FOLLOWING:**

\_\_\_\_\_ ***PERMISSION IS GRANTED***

\_\_\_\_\_ ***PERMISSION IS NOT GRANTED***

for my child \_\_\_\_\_ to be photographed and/or filmed by the press and news media for news articles and other news stories pertaining to the Johnston Public Schools.

Child's School: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE COMPLETE THIS PAGE, AND RETURN IT TO  
YOUR YOUNGEST CHILD'S CLASSROOM TEACHER!**

# *Johnston Public Schools*

*10 Memorial Avenue*

*Johnston, Rhode Island 02919-3222*

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## *Internet Use Policy*

Johnston Public Schools is pleased to offer all students in our district access to Internet services. Access to the Internet will enable our students, faculty, and staff to explore thousands of libraries, databases, and educational sites throughout the world. Families should be warned that some materials accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. While our intent is to make Internet access available to support educational goals and objectives, students may access other materials as well. Johnston Public Schools will make every effort to monitor student use of the Internet, which includes the district's investment in a school-based filtering system, which we implemented in January 2000. This filtering system includes a daily live update from Cyber Patrol, one of the pioneering filtering software in the country. We believe the benefits to our students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Parents and guardians of minors are responsible for setting and conveying the standards their children should follow when using media and information services. Johnston Public School Department supports and respects each family's right to decide whether or not to apply for access in our schools.

Students will be given the privilege to use the Internet along with the responsibility of using it properly by returning a completed "**Internet Use Agreement**" including a signature by a parent or guardian to his/her school principal. Access will be made available only during the hours that the school is open.

Internet access is coordinated through a complex association of government agencies, as well as regional and state networks. The smooth operation of the network relies upon the proper conduct of those who use it. In general, this requires efficient, ethical, and legal utilization of the network resources, as well as adherence to school and county codes of conduct. If a user violates any of these provisions, his or her privilege to use the Internet will be terminated and future access could possibly be denied. In a case where codes of conduct or laws are broken, further consequences may follow. Johnston Public Schools will cooperate fully with local, state,

or federal officials in any investigation concerning or relating to illegal activities conducted through Johnston Public Schools' Network.

The signature(s) at the end of this document are legally binding and indicate that the parties who signed have read the terms and conditions carefully and understand their content.

### **Responsibilities of Students**

- Learn and follow the guidelines set forth in this Internet Use Policy.
- Return permission form signed by the student and a parent/guardian stating that they agree that student will adhere to all guidelines and assume responsibility for their own actions.
- Report any Internet or network contacts that are defamatory, obscene, racially or sexually oriented or which may contain illegal materials, to your teacher or principal.

### **Responsibilities of Staff Members**

It is expected that staff and faculty members in Johnston Public Schools will use the Internet for research and/or instructional purposes. Staff and faculty members should maintain the highest ethical behavior in using the Internet and faculty members should promote that behavior among students. Employee violations of the Internet Use Policy will be handled in accordance with law, school policy, or collective bargaining agreements, as applicable.

- Learn and follow the guidelines set forth in this Internet Use Policy.
- Make every attempt to maintain the curricular focus of Internet use by locating and directing students toward educational sites on the Internet.
- Supervise student use.
- Ensure that all student users have signed permission slips from a parent/guardian.
- Model and provide instruction in the ethical and appropriate use of the Internet in a proper school setting as provided in the following guidelines.
- Agree not to share access codes, accounts or passwords with any student.
- Report incidences of computer network misuse and abuse to the Information Services Office.

### **Guidelines for Internet Use**

Johnston Public Schools' networks are to be used in a responsible, efficient, and legal manner and must be in support of the educational goals and objectives of Johnston Public Schools and the State of Rhode Island. Transmission of any material in violation of any federal or state regulation is prohibited.

***All rules of the Johnston Public Schools' Student Code of Conduct apply, but are not limited to, the following:***

- Violating copyright laws.
- Sending or displaying offensive messages or pictures.

- Sending threatening, harassing, or obscene materials.
- Distributing materials for commercial purposes.
- Providing political or campaign information.
- Trespassing in another's folders, works or files.
- Damaging computers, computer systems or computer networks.

**Netiquette Rules.** Users must abide by network etiquette rules:

- Be polite.
  - Use appropriate language. Swearing, using vulgarities or any other abusive language is inappropriate.
  - Never reveal your personal address or telephone number or those of anyone else.
  - Never agree to meet with anyone with whom you have contacted over the Internet without the express written consent of your parent/guardian.
  - Never reveal credit or checking account information or social security number across the Internet.
  - Do not disrupt the use of the network.
  - Do not attempt to gain unauthorized access to system programs or computer equipment.
- **Privileges.** The use of the Internet at Johnston Public Schools is a privilege, not a right. Inappropriate use will result in limitation or cancellation of user privileges and possible school disciplinary action.
  - **Vandalism.** Vandalism will result in cancellation of user privileges and school disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy equipment programs, and or data of anyone connected to the servers and/or the Internet. This includes, but is not limited to, uploading, creating, or transmitting computer viruses.
  - **Security.** Security on any computer system is a high priority, especially when the system involves many users. Attempts to login to the system as any other user or to share a password will result in cancellation of user privileges. If a security problem is identified by you, notify the system administrator at your school. Do not demonstrate the problem to other users.
  - **Privacy.** System administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly.
  - **Disclaimer.** Johnston Public Schools will not be responsible for any damages suffered, including loss of data resulting from delays, non-deliveries, service interruptions, or inaccurate information.



***Application & Signature:***

**\*\*\* PLEASE RETURN THIS PAGE TO SCHOOL \*\*\***

- ❖ **User:** I understand and will abide by Johnston Public Schools' Internet Use Policy. I further understand that any violation of this policy may constitute disciplinary action or criminal offense.

User's Full Name (Please Print) \_\_\_\_\_

Home Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Home Phone \_\_\_\_\_

User's Signature \_\_\_\_\_ Date \_\_\_\_\_

- ❖ **Parent/Guardian:** If you are under the age of 18, a parent/guardian must also read and sign this agreement:

As the parent/guardian of this student, I have read the Internet Use Policy for Johnston Public Schools. I understand that this access is designed for educational purposes only. I also recognize that it is impossible to restrict access to all inappropriate materials and I will not hold Johnston Public Schools responsible for materials acquired on the network. I accept full responsibility for my child's compliance with the Internet Use Policy and hereby give my permission for his/her use of Johnston Public Schools Network.

Parent/Guardian Full Name (Please Print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

## JOHNSTON PUBLIC SCHOOLS

10 Memorial Avenue  
Johnston, Rhode Island 02919

### VOLUNTEERS IN SCHOOLS

Resolution 07-04-05  
School Committee Approved April 10, 2007

#### STATEMENT POLICY

The Johnston Public Schools appreciates volunteer efforts in our schools. Parents, college students, senior citizens, politicians, business representatives, and community members are important sources of support and expertise that enrich the instructional program, assist teachers, and connect the student body with the community.

#### DESCRIPTION

A volunteer shall have the meaning of any person who interacts with and is in the "care, custody and control" of students or serving in an auxiliary capacity assisting under the direction of the Superintendent or designee in a school or during a school sponsored function.

A volunteer is a non-compensated person functioning as a guest for the day.

Volunteers may be requested to assist in special events such as reading day, class activities, and before/after-school programs.

Volunteers shall also include, but not limited to, teacher assistants, parents who observe classrooms, chaperones, college students, student teachers, parent group participants who perform auxiliary functions such as office assistants and outside agencies who interact with students, parent coaches, members of school committee, those associated with after school programs, cafeteria volunteers, members of parent teacher organizations, parents as office assistants-mailings, stuffers, copying and book fairs.

Volunteers must receive permission by the Superintendent or designee (*i.e.*, Principal, Director, Program Coordinator) in advance to volunteer. At the discretion of the Superintendent or designee a request for volunteering may be denied as deemed appropriate.

Volunteers must adhere to all Johnston Public Schools policies and regulations including but not limited to Code of Conduct, Confidentiality, etc.

Volunteers shall not discipline a student.

## **REQUIREMENT**

Volunteers shall be required to complete an Information and Disclosure Statement.

Volunteers may be required to participate in an orientation and/or training established by the Johnston Public Schools.

## **AGE REQUIREMENT**

Volunteers must be a minimum of 18 years of age.

## **ASSIGNMENT**

Volunteers will not be guaranteed they will be in a specific classroom as may be requested.

## **CONFIDENTIALITY**

Volunteers must adhere to the confidentiality of what is observed and not shared outside the classroom.

Volunteers shall not have access to confidential information/files/records.

## **SAFETY AND SECURITY**

Upon initial application, all volunteers shall be required to obtain a local (Rhode Island) BCI and National *fingerprint* BCI.

Each subsequent year Rhode Island residents who volunteer shall only be required to obtain a local (Rhode Island) BCI that will remain current commencing from the time that person applies for volunteering until the first day of the next school as determined by the school calendar.

Applicant may obtain a local BCI from Police Department of the City/Town in which he/she resides.

The cost of the local background check, if any, is to be the responsibility of the applicant.

Volunteers who reside outside the state of Rhode Island shall be required to obtain an annual National *fingerprint* BCI.

Volunteers shall not escort or be with children without a classroom teacher present.

Volunteers must provide identification and sign in/out at the school's main office.

Volunteers shall wear the "Visitor" badge or other means of identification as may be required

## **HEALTH**

Volunteers **may** be required to provide verification that they have and passed a Mantoux (TB) skin test. This judgment shall be made by the Health Services Coordinator of the school department based upon the rate of incidence in the community.

## **VOLUNTEER LIABILITY AND INDEMNIFICATION**

The Johnston Public Schools shall not be held liable for any volunteer for claims or demands whether groundless or otherwise, arising out of an alleged act or omission occurring within the scope of the act of volunteer service.

## **EXCLUSION**

This Policy may not apply to guest speakers, performers, student mentors who are enrolled in the Johnston Public Schools, college student observers, truancy court personnel, newspaper reporters, vendors for school related items such as rings, yearbooks, delivery vendors, and the like.

## **RECORDS RETENTION**

The building level Principal shall maintain an accurate file of signed Volunteer Disclosure Statements, criminal background checks and verifications of health information as required by Policy.

**PLEASE NOTE: All background checks must be submitted *prior to November 1<sup>st</sup> of EACH school year.* For new registrations (taken after November 1<sup>st</sup>), background checks may be submitted at the time of student registration.**

**JOHNSTON PUBLIC SCHOOLS**  
10 Memorial Avenue  
Johnston, Rhode Island 02919

**VOLUNTEER DISCLOSURE STATEMENT**

It is the Policy of the Johnston Public Schools to make every reasonable effort to provide a safe learning environment for students and staff working with volunteers.

Therefore, the Johnston Public Schools requires the following information from all volunteers.

SCHOOL NAME \_\_\_\_\_

VOLUNTEER NAME \_\_\_\_\_  
First Middle Last

MAIDEN NAME \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

ADDRESS \_\_\_\_\_

TOWN/CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

IDENTIFICATION-DRIVER'S LICENSE # \_\_\_\_\_

Have you ever been convicted of a felony? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you ever been convicted, or had an administrative finding, of violating any law involving child abuse, physical abuse, sexual harassment or exploitation, or any other crime related to children?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

Have you lived outside of Rhode Island in the past year? \_\_\_\_\_ Yes \_\_\_\_\_ No

I have read the above pre-requisite and agree to abide by the Terms and Conditions as required.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

SCHOOL PRINCIPAL \_\_\_\_\_ DATE \_\_\_\_\_

**COPY OF APPLICANT'S DRIVER LICENSE MUST BE ATTACHED TO THIS FORM**

**SCHOOLS:** FORWARD THIS FORM ALONG WITH THE CRIMINAL IDENTIFICATION WAIVER AUTHORIZATION to Brenda-Lee Troia in the Superintendent's Office.

After the background check is processed by the Johnston Police Department, it will be returned by Brenda-Lee to the requesting school.

**CRIMINAL IDENTIFICATION RECORDS POLICY**  
Policy Number 4112.1A (Adopted December 14, 1992)

Any and all persons hereinafter seeking VOLUNTEERING with the Johnston Public Schools shall include with his/her application, a NCIC criminal identification report with the Division of Criminal Identification, Department of Attorney General, State of Rhode Island, or in the alternate, a duly executed Waiver authorizing the Johnston Public Schools to obtain such a report on his/her behalf.

1. Any applicant who refuses to comply with this Policy shall be ineligible for VOLUNTEERING by the Johnston Public Schools.
2. Any information so obtained shall not be given to any other person, firm or corporation without first obtaining the applicant's written consent; provided, however, that such consent may be withdrawn at any time, in writing, by the applicant.
3. Any information so obtained shall be marked "CONFIDENTIAL" and may not be used for any purpose other than the application for VOLUNTEERING or any manner in connection with the denial thereof.
4. No applicant possessing a criminal record which bears directly or indirectly upon performance of the VOLUNTEERING duties shall be allowed to volunteer, at the sole and absolute discretion of the School Department, whose determination shall be final and binding.
5. A copy of this Policy shall be shown to each applicant at the time application for VOLUNTEERING made.
6. The Waiver Authorization required by this Policy shall be in the form annexed hereto, or as amended from time to time.

**CRIMINAL IDENTIFICATION WAIVER AUTHORIZATION**

I AM INTERESTED IN VOLUNTEERING IN THE JOHNSTON PUBLIC SCHOOLS.

This Waiver Authorization expressly authorizes the Division of Criminal Identification, Department of Attorney General, State of Rhode Island, to furnish the Johnston Public Schools, any and all criminal information it may have concerning me. The release of the requested information is necessary for the purpose of VOLUNTEERING. The authorized information is not to be given to any other person, firm or corporation not specified herein without first obtaining the undersigned's additional written consent. The undersigned may withdraw this consent at any future time, in writing.

\_\_\_\_\_  
Print Full Name \_\_\_\_\_  
Maiden Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address City/Town State

Zip Code \_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_

Social Security Number \_\_\_\_\_

Witness \_\_\_\_\_ Date \_\_\_\_\_

**THE INFORMATION OF THE BACKGROUND CHECK IS TO BE FORWARDED TO THE SCHOOLS LISTED:**

\_\_\_\_\_  
School Name Address

\_\_\_\_\_  
School Name Address

\_\_\_\_\_  
School Name Address

## AFFIDAVIT AFFIRMING RESIDENCY

*POLICY AVAILABLE ONLINE:*

*(Please complete #1 and #2 below)*

1. \_\_\_\_\_ I am the owner of the residential property at: \_\_\_\_\_  
*(\*copy of Johnston property tax bill attached)*

The following names persons re residing with me.

**NAME & RELATIONSHIP:** \_\_\_\_\_

along with the following child(ren) of whom they are either the natural parents, legal guardians, or, if neither, have documented physical custody. *(\*copy of legal document attached)*

**NAME(S), INCLUDING RELATIONSHIP AND DATE OF BIRTH:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_ I own the residential property at: \_\_\_\_\_

and rent/lease to: \_\_\_\_\_  
*(\*copy of Johnston property tax bill attached and rent receipt/lease agreement attached)*

along with the following child(ren) of whom they are either the natural parents, legal guardians, or, if neither, have documented physical custody. *(\*copy of legal document attached)*

**NAME(S), INCLUDING RELATIONSHIP AND DATE OF BIRTH:**



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**Affirmation of Residency (continued page 2)**

**All parties attest that the residence of these children has not been established solely for the purpose of making them eligible for attendance in Johnston Public Schools.**

We acknowledge that if we submit a false affidavit for the purpose of these children to attend Johnston Public Schools, it will result in appropriate civil and/or criminal proceedings seeking money damages and other such penalties as prescribed by law.

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SIGNATURE OF PROPERTY OWNER(S)

TELEPHONE NUMBER

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SIGNATURE OF PARENT/GUARDIAN OF ABOVE-NAMED CHILD(REN)

TELEPHONE NUMBER

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ in the year 20\_\_\_\_\_.

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Notary Public

My Commission Expires: \_\_\_\_\_

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***ADOPTED: Johnston School Committee  
August 12, 2008***