

# **WAWALOAM AND LINEHAM SCHOOL HANDBOOK**



**2009 – 2010**

*Together We Can Reach Great Heights*

**Melissa A. Marino  
Principal**



**EXETER-WEST GREENWICH**

**SCHOOL COMMITTEE MEMBERS**

Susan DeSack, Chairperson (295-4324)  
Teri Maia-Cicero, Vice Chairperson (392-3516)  
Gregory Coutcher, Clerk (397-7582)  
Robert E. Bollengier (739-6070)  
Mark Rafanelli (226-7577)  
Mary Walsh (295-9819)  
Valerie Zuercher (294-3034)

**ADMINISTRATION**

**Superintendent of Schools Thomas J. Geismar, Ed.D –397-5125**  
Director of Administration – Robert Ross, 397-5125  
District Treasurer – Kathleen L. LaCroix, 397-5125  
Director of Special Education – Carmella Farrar 397-7420  
Director of Maintenance & Custodians – William Plumley, 397-3587

**WAWALOAM ELEMENTARY SCHOOL**

100 Victory Highway  
Exeter, RI 02822  
Phone: 401-295-8808 - Fax: 401-295-5340  
Web page – [www.ewg.k12.ri.us/wawaloam](http://www.ewg.k12.ri.us/wawaloam)  
Wawaloam Office Hours - 8:00 a.m. - 4:00 p.m.

**LINEHAM SCHOOL**

859 Nooseneck Hill Rd.  
West Greenwich, RI 02817  
Phone: 397-3771 Fax: 392-0101  
Web page – [www.ewg.k12.ri.us/lineham](http://www.ewg.k12.ri.us/lineham)  
Lineham Office Hours 7:30 a.m.- 11:30a.m. 12:30 p.m. - 3:30 p.m.  
**Principal – Melissa A. Marino**  
**[Melissa\\_marino@ewg.k12.ri.us](mailto:Melissa_marino@ewg.k12.ri.us)**

School Hours - 8:45 a.m. - 3:00 p.m.

**\*Please note for your child's safety that adult supervision is available only after 8:35 a.m.**

## **LINEHAM SCHOOL STAFF ROSTER**

**Principal – Melissa Marino**

**Secretary – Karen Briggs**

### **Kindergarten**

Tammie Cash

Sarah Civic

Christine Petrarca

Lisa Piermattei

### **School Psychologist**

Susan Curry

### **Health/PE**

Karen Breene

Linda Cornell

### **Occupational Therapist**

Lisa Loiselle

### **Library**

Pamela Watts

### **Teacher Assistants**

Carol Belanger

Eileen Dunford

Gail Siniscalchi

### **Preschool**

Pamela Chaves

Lisa Piermattei

### **Speech**

Tracy Angell

### **Nurse/Teacher**

Debra Larkin

### **Resource**

### **Music**

Carrie Scheff

### **School Counselor**

Catherine Murray

### **Health Clerk**

Bernadette Bruneau

### **Custodian**

Carmine Petrarca

## WAWALOAM SCHOOL STAFF ROSTER

**Principal-Melissa Marino**

**Secretary –Karen Briggs**

**Building Clerk –Patricia SanAntonio**

**Beverly Babcock**

### **Grade 1**

Carin Corcoran

Cynthia Donnelly

Kimberly Grossman

Thomas Mastroianni

Steven McGrane

Diana Rotelli

LisaMarie Titus

### **Grade 2**

Sharon Callanan

Donna Gagner

Linda Gaulin

Cheryl Lavoie

Kathleen Levett

Josephine Millard

Sue Varga

### **Special Education**

Emily Wilson

Abby Coppa – Occ. Therapist

Deb Bannon – Speech

Lori Geyer

Patricia Rheinberger

Morgan Main

### **Teacher Assistants**

Sharon Bonner

Ann Dean

Dolleen Lacombe

Caroline Moriarty

Sue Searle

Deb Zannelli

**ELL** Leslie Round

### **School Nurse /Teacher**

Deb Larkin

### **Psychologist**

Sue Curry

### **Reading Recovery Teachers**

Jayne Ward

Deb Blake

Sarah Civic

### **Guidance**

Catherine Murray

### **Custodians:**

Joanne Kenyon

Donna O'Connell

### **Specialists**

Karen Breene – Health/PE

Linda Cornell – Health/ PE

Amie Ray – Art

Carrie Scheff - Music

Pamela Watts – Librarian

## ABOUT WAWALOAM SCHOOL

Wawaloam School is home to approximately 275 First and Second Grade students. In the Spring of 1999, retired art teacher, Lenore Dorson, created the publication, **Watching Wawaloam Grow**. This book, supported by a School to Career Grant, chronicled the construction of the new addition while linking the school to the roots of its history. This is Lenore's preface as it is significant to all that is Wawaloam School.

In order for children to be successful in school, they need to have a positive self-image. A school helps foster this image by providing a supportive environment where children acquire a sense of belonging. There is an oak tree, which sits outside the entrance that was used since the school's opening. The tree adds the nurturing element that the students experience from the Wawaloam staff. The rock, positioned next to the tree, is symbolic of all that is consistent in their daily lives at school.

The rock and the tree have a long history. Before Wawaloam School was constructed in 1951-1952, the Metcalf family donated the land to the town of Exeter for the building of a school. Former superintendent of Exeter Schools, John Eldridge, recalls the story of Helen Metcalf Danforth, Chairwoman of the building committee. She requested that the large rock on the site never be moved. Legend has it that Princess Wawaloam is buried beneath the rock and tree. To this day, the rock sits embedded firmly in the ground near the southwest side of the school with a stately oak tree by its side.

For nearly fifty years, busses have circled the rock and the tree to drop off and pick up students. Daily schedules have flowed into months, and seasons have evolved into years. Students, teachers, and administrators have come and gone. The rock and the tree have remained.

***Watching Wawaloam Grow*** is dedicated to all the students of Wawaloam Elementary School. They, like the oak tree, are rooted in Wawaloam's fertile soil, grow in a sage and nurturing environment, and branch out in many directions as the cycle of seasons continue. May the journey continue...

## **TEACHING AND LEARNING :A CURRICULUM OVERVIEW**

### **EARLY LITERACY/ENGLISH LANGUAGE ARTS**

Our primary goal is to provide a comprehensive foundation in literacy to enable all students to become proficient readers, writers, listeners and communicators. Using the Four Blocks Literacy framework developed by Patricia Cunningham, students receive a daily 40 minute block of reading and writing instruction. The components of Four Blocks include Working With Words, Guided Reading, Self-Selected Reading, and Writing. This model represents and addresses the different ways in which children learn to read. Other “best practice” literacy models are also employed to enhance learning such as 6-Trait Writing, Cast-A-Spell Spelling, Framing Your Thoughts, and Telian “Lively Letters”.

### **MATHEMATICS**

The Everyday Math Program encompasses the following components:

Number Sense/Number Systems	Measurement
Statistics and Probability	Computation/Estimation
Patters, Relationships and Algebra	Geometry

For more information on our math curriculum, check out the following website:

<http://everydaymath.uchicago.edu/>

### **SCIENCE**

Students of each grade level engage in “hands-on, minds-on” science, emphasizing knowledge of science content as well as the processes of scientific inquiry. Topics are taught through the use of GEMS-NET (Guiding Education in Mathematics and Science Network) science kits. All kits are aligned with Rhode Island Science Frameworks Curriculum Grade Level Expectations.

**Kindergarten Kits:**      Balls and Ramps

**Grade 1 Kits:**              Pebbles, Sand and Silt  
New Plants  
Balance and Motion

**Grade 2 Kits:** Simple Machines  
Solids and Liquids

### **SOCIAL STUDIES**

Social Studies instruction is integrated into all subject areas. At the primary level, the focus is on awareness of self, family and community.

### **LIBRARY/MEDIA**

**K-2** Literacy development is enhanced through the explicit teaching of library skills, appropriate book selection, literature appreciation, print & story concepts, author studies, thematic units, information literacy and technology. A vast array of children's literature, non-fiction titles and reference materials support student learning. All students receive a half year of library once a week.

### **ART**

**Wawaloam** School offers a sequential visual arts program promoting art appreciation, production and analysis. Student creativity, originality, and independence are stimulated through a variety of exploratory experiences with various art media. All students receive art for a half year.

### **MUSIC**

**K-2** students are provided the opportunity to gain a life-long appreciation of music through participation in a vibrant and comprehensive program that includes listening, creating and performing. All students receive music for a half year.

### **HEALTH AND PHYSICAL EDUCATION**

Our standards-based health and physical education programs address the cognitive, psychomotor and affective areas of a child's development. At the primary level, general health topics are explored and students routinely engage in exercise, games, creative movement and good sportsmanship to promote healthy minds and bodies. **Students are expected to come with proper dress and sneakers that tie to participate in the program.**

## **Wawaloam School Mission Statement**

Wawaloam School is a Professional Learning Community committed to challenging and motivating each child. Children acquire skills and strategies needed for continuous learning in a safe and nurturing environment where personal connections are critical and encouraged. We value vital partnerships with families and the community. We celebrate children and this precious time called childhood.

### **My School Pledge**

Today I will do my best to be the best.

I will listen.

I will follow directions.

I will be honest.

I will respect the rights of others.

I can learn.

I will learn.

You see, I know it is all up to me.

### **TIPS FOR A SUCCESSFUL SCHOOL YEAR**

Make a routine out of asking your child to tell you about his or her day at school.  
Read, Read, Read together daily~ to enhance your child's vocabulary, comprehension and reading readiness.

Talk together, count together, enjoy exploring places and things together!

Set limits for television, computer and video game use.

Select age appropriate television programming.

Provide all of the tools at home children need to explore their creativity: pencils, pens, markers, scissors, paint, glue.

Help children be patient listeners and positive contributors.

Develop routines for age appropriate chores together.

Make a spot for homework that is free from distraction and clutter.

Celebrate accomplishments together!

## SCHOOL NURSE



### WHAT HEALTH SERVICES ARE AVAILABLE AT SCHOOL?

A RI Certified School Nurse-Teacher is available at school to provide both population-based and individualized health services to students in accordance with the Department of Health and the Department of Elementary and Secondary Education Rules and Regulations for School Health Programs. Medications in school are administered only by the nurse and must be ordered for school by a physician. Please refer to the current medication policy #8701 for specific information. In the case of an emergency, the school nurse will be contacted and the parent notified. For your child's health and safety, it is important to keep the school nurse notified of any medical concerns or issues that may impact your child's learning or functioning in the school setting. In addition, please keep the health office informed of emergency numbers available at all times, so that the school can reach parents in the event of an emergency or unexpected illness at school.

Annual Screenings: RI Law requires that students be screened for vision, hearing, dental, and scoliosis (older students). Parents/guardians will be contacted if follow up with a physician is indicated.

Deciding when a child is too sick to attend school can be difficult. Please know that while it is very important that your child attends school on a daily basis, good health is more important than a perfect attendance record. When to keep your child home: In general, for a child to feel well enough to learn and to prevent the spread of disease, a child with the following symptoms must remain home from school: fever over 100 degrees (despite drinking adequate fluids), vomiting, diarrhea, persistent and disruptive cough, ear pain, unknown rash, drainage from eyes, etc. Please contact the nurse if you have any question, 295-8802. Further information to assist you in determining if your child is well enough for school is available on the Wawaloam web site under the Health Office web page.

**If your child is ill and will not be attending school, please notify the main office, Wawaloam 295-8808 and Lineham 397-3771.**

## MEDICATION

### Physician and parent

**Responsibility for prescribing medication to meet the needs of the student shall rest with the student's physician and parent or guardian. Whenever possible, medication should be arranged to be taken outside of school hours**

Except as provided in this policy, no student will be allowed to possess medication in school or on the bus. It is the parent or guardian's responsibility to bring medication to the school in the original container with the appropriate label intact. If the medication is not properly labeled, it shall not be administered.

### School nurse-teacher

The administering of student medication in school shall be the responsibility of the school nurse-teacher and only that medication under her or his direction or authorization shall be administered.

When it is necessary to give medication at school, it shall be in the original container with the proper labeling of content, dose, and directions from the pharmacist, physician, and parent. Non-prescription drugs shall require a physician order. The school nurse-teacher shall not administer alternatives such as herbal remedies.

The single dose **auto injector** shall be the only acceptable type of Epi Pen to administer epinephrine to a student suffering from anaphylactic shock. The school nurse-teacher, at each school, shall instruct school administrators, teachers, teacher aides and purchased-service employees who work directly with students in the proper use of an Epi Pen. The nurse-teachers' instruction shall be extended to school bus drivers and school bus monitors, if requested. Rhode Island General Law 16-21-22(d) provides that school personnel shall not be liable for civil damages from their acts or omissions in the use of an EPI - PEN or a prescription inhaler on behalf of a student.

Aspirin-free substances may be administered upon the authorization of parents, with the school district physician's order and at the discretion of the school nurse-teacher. If a student requires frequent non-aspirin medication, a written [physician] authorization shall be required from the student's private physician.

All student medications, except as provided in the Self-Carry and Self Administered Student Medication section of this policy, shall be kept locked in a location provided by the building administrator, preferably located in the school health office.

## **Student**

Every student receiving medication is responsible for knowing her or his medication schedule. The school nurse-teacher shall not be held responsible for failure of a student to appear to receive medication. The parent must inform the school nurse-teacher if a student is not capable of knowing the medication schedule.

## **Parent Authorizations and Physician Orders**

A completed parent authorization form and physician order shall be on file in the school health office before a school nurse-teacher will administer student medication. Authorization forms are available from each school health office.

Completed forms and physician orders shall be renewed annually or in the event there are prescription, dosage or medication schedule changes.

A written physician's order, written parental authorization and authorization from the school nurse-teacher shall be required for a student to self-carry or self-administer any emergency or specific medications.

Parents or guardians must identify their children, who have been diagnosed with asthma and/or anaphylactic allergies, to the school health office. They must also provide the school health office with an asthma and/or allergy history form, parental permission form and physician's order for medical intervention. These forms must be completed and provided annually prior to the first day of school.

## **Self-Carry and Self-Administered Student Medication**

Students possessing and using an inhaler or Epi Pen shall be as follows:

Students who have asthma must carry their inhaler on their person at all times or have an inhaler available in the school health office.

Students requiring inhalers prior to exercise must indicate to the physical education teacher that they have taken their medication or have their inhalers available.

Students who are identified by their physician as having anaphylactic allergies and requiring an Epi Pen must carry their Epi Pen on their person at all times or have an Epi Pen available in the school health office. The Epi\_Pen type possessed or carried by students shall be the single dose **auto injector**.

The district maintains a self-administer policy for fourth grade and above students who carry their Epi-Pens. Deviation from this self-administering policy may be permitted for an individual student provided that the student's physician so orders and the district physician confirms such order in a second opinion.

## **Student Medication on Field Trips Away From School**

Students may self-administer medications while on a day field trip provided there is prior authorization from a parent or guardian and the approval of the school nurse-teacher. When there is no school nurse-teacher available to administer medication, the field trip advisor shall carry the student medication and monitor its self-administration.

Students on overnight field trips are permitted to self-carry and self-administer medications. Such medication shall be supplied by the parent with a written authorization for use of the medication during the overnight field trip and the medication shall be stored in its original prescription-labeled and sealed container (in the case of prescription medication) or its manufacturer-labeled and sealed container (in the case of nonprescription). Students are prohibited from sharing, transferring, or in any way diverting their medication to any other persons.

**Please refer to Medication Policy #8701 on district website:**

**[www.ewg.k12.ri.us](http://www.ewg.k12.ri.us)**

## **SPECIAL SUPPORT PROGRAMS**

### **READING RECOVERY PROGRAM/ READING SPECIALIST SUPPORT**

Reading Recovery is a short-term accelerated (approximately 20 weeks) individual intervention program provided for identified **Grade 1** children. Students who might benefit from this program are identified based on Marie Clay's Observation Survey assessment and teacher recommendations. A personalized program is then created based upon the child's strengths and is implemented by a reading specialist to accelerate a strong foundation in literacy. The goal is a self-extending system in which the child learns to employ a balanced system of reading and writing strategies independently. Students in need of additional support who are not involved in the Reading Recovery Program may be provided extra assistance through the combined efforts of the classroom and reading teachers.

### **RESOURCE SUPPORT**

Students who are identified through formal assessment with learning difficulties are provided additional help through consultative and/or direct instruction from specialists such as the Occupational Therapist, Speech and Language Therapist, School Psychologist and Special Education Resource Teachers.

### **GUIDANCE**

The elementary school counselor works closely with parents, teachers, school administrators, and other professionals to help make a successful experience for children. She is available to work with students and/or parents on an individual basis or in a group setting. Some frequently discussed issues are friendship, school adjustment, study skills, and family issues: such as divorce, loss, bereavement, sibling rivalry, and behavior.

For an appointment, please contact the counselor, Catherine Murray at Wawaloam School.

## **PTA: PARENT TEACHER ASSOCIATION**

The PTA provides tremendous support to our schools through a variety of volunteer activities. Monthly meetings are held throughout the school year. Please contact the school secretary for the name of the PTA President and for more information on how you can become involved.

## **EWG ENRICHMENT FUND-SCRIP PROGRAM**

\$crip is a store gift card or paper gift certificate that is sold to us by vendors at a discount and then sold to parents, teachers, staff, etc. at face value. Our schools get the difference! Many popular retailers participate in our \$crip program including Stop & Shop, Blockbuster, CVS, Home Depot, Waldenbooks, Wendy's and many, many others. **These merchants want to support non-profit organizations and, in return, ask us to support them by shopping with \$crip at their stores. Please join in to benefit our schools!**

## **SCHOOL VOLUNTEERS**

Parent volunteers are welcomed and sought to participate in the life of our school. Many activities are offered to all parents, including those who work. Please look for the sign up sheet early in the school year or during our Open House with a list of opportunities! **All volunteer are required to complete a background check prior to volunteering.**

## **SPECIAL ANNUAL EVENTS**

Open House	Cultural Arts Programs
Scholastic Book Fair	Reading Week
School Pictures by Lifetouch	PTA Sponsored Events
Back to School Picnic	

## **SPECIAL PROGRAMS**

**Wawaloam** READ Program  
**Wawaloam** Popcorn Day!  
K-Step Up day visit to Wawaloam  
Grade 2 Step Up Day visit to Metcalf  
School Spirit Events

## **THE READ PROGRAM AT WAWALOAM SCHOOL**

- ☺ **Read for**
- ☺ **Excitement**
- ☺ **Adventure and**
- ☺ **Delight**

The **READ** Program is a Literacy Incentive Program designed to motivate our student population to engage in self-selected reading outside of the school day.

### **READ GOALS**

- To increase student reading of self-selected books outside of the school day.
- To increase student reading comprehension and strategy development through reading practice.
- To increase expressive competency through book conferences by trained volunteers.

### **READ PROGRAM GUIDELINES**

- ♥As your child reads 10 books he/she will record the 10 books on the READ validation form. (For chapter book readers, 35 pages of a chapter book = one book read.)
- ♥After completing the entire form he/she brings the form to his/her teacher along with one book listed on the form to “book conference” with a trained volunteer.
- ♥Volunteers will keep the READ validation form and maintain the student’s yearly total of books read.
- ♥After conferencing with a trained volunteer, the student will receive either a new book or a writing journal and pencil.

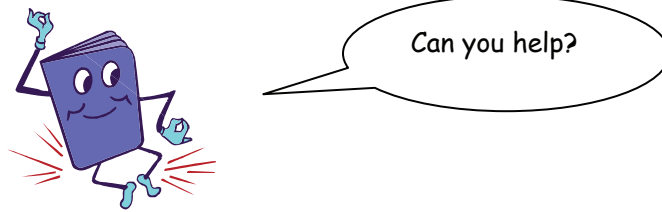
## **READ Program at Wawaloam School**

The vital READ program continues to thrive due to the generous support of local businesses and our tremendous school community volunteers.

We look forward to continuing our partnership with them and welcome any new possible partnerships.

We continue to seek support; any suggestions as to possible companies are welcome!

**VOLUNTEERS AND BUSINESS PARTNERS  
NEEDED**



1-2 volunteers to coordinate the program

10 – 18 volunteers to be trained in the program

### **Questions / Contact:**

Deborah Blake, Reading Specialist

### **WAWALOAM SCHOOL**

100 Victory Highway

Exeter, RI 02822

Tel: (401) 295-8808

Fax: (401) 295-5340

**What do you do if you have  
questions, concerns or suggestions?**

**Let's be problem-solvers together!**

Please call the school to speak with your child's teacher at 295-8808 for Wawaloam and 397-3771 for Lineham. We will make every effort to get back to you within 24 hours.

Brainstorm potential solutions together and put them into action.

If the solutions didn't quite work out as planned, perhaps the school principal can help. Please call or ask your child's teacher to invite Mrs. Marino to your next meeting.

Put the new solutions into action!

We will continue to work together in the best interest of your child. We may need to try several tactics, but we will not give up!

**Together we can!**

Thank you for working together in the best interest of our children!!!

## SCHOOL POLICIES

### STUDENT ABSENCE

Daily attendance is essential for a child's academic and social success in school. Our students are expected to be in school except in cases of personal illness, bereavement and religious holidays. **The scheduling of vacations when school is in session is strongly discouraged. These days are considered unexcused absences.** Ten absent days without any communication with the school is cause for concern. Should a student reach ten days of absence, the school administration will contact parents. The educational implication of any avoidable absences is significant. We seek a partnership with parents to avoid unnecessary absences that can negatively impact a child's school success. We also understand the importance of a sick child staying home. Let us work together through communication.

\*A student dismissed before **9:30 a.m.** or arriving after **11:00 a.m.** shall be considered absent for the purpose of annual school attendance.

### TARDINESS

Students reporting to school after **8:45 a.m.** must report to the office with a parent to sign the child in. Students are not considered tardy because of bus delays. A significant number of tardy arrivals warrants concern and families will be contacted.

### SCHOOL CANCELLATIONS

When school must be closed or dismissed early due to poor weather conditions or other emergency, notification will be made on radio stations WPRO – AM & FM, WHJJ, WKFD, and television stations 6, 10, 12. **Please be sure your child has a clear understanding in advance of what to do and where to go if school is dismissed early.** Please tune in to your local stations when weather becomes threatening.

### LINEHAM SCHOOL:

**All drop-offs and pick-ups at Lineham must be walked into the building with a parent at all times, no exceptions.**

### **ARRIVAL at Wawaloam**

Please be reminded that the driveway in front of the school is for **BUSSES ONLY** between 8:30 – 9:00 a.m. and also between 2:30 – 3:15 p.m. This plan is in place to assure a proper flow of traffic and a safe loading and unloading of students from busses. Parking along the walk (yellow lined areas) in front of the school is not permitted, even for short periods. **This is a fire route and must remain clear by state law. If you are dropping your child off for school, please enter the side parking lot area and pull up to one of the two drop-off spots between 8:35-8:45 ONLY. Once your car is in one of these spots, your child may exit the vehicle. Please watch your child exit the vehicle and make eye contact with the person monitoring drop-offs. Once you have checked for any children in your proximity, you may pull away and turn left to EXIT.** The following procedures are intended to ensure the safety of our students. We appreciate your full cooperation.

### **DISMISSAL at Wawaloam**

#### **Early Dismissal:**

Although the release of students prior to 3:05 p.m. is discouraged, we realize that occasionally early dismissal is necessary. To release a child before regular dismissal time, a parent must send in a dated note naming the adult picking up the child and the time of expected dismissal. Students will be called to the office when the parent or adult arrives to sign the student out. Identification in the form of a driver's license may be requested from the adult. No one under the age of eighteen may sign out or transport a Wawaloam Student. With the exception of an immediate emergency, please avoid calling the school for early dismissal under any circumstances. This uncertainty can pose a hardship on your child.

**EXETER-WEST GREENWICH SCHOOLS  
K-2 EARLY SCHOOL DISMISSAL PROCEDURE  
LINEHAM & WAWALOAM SCHOOLS**

As we all know, schools are compelled on occasion to dismiss early due to inclement weather and unexpected emergencies. On these special days, it is important for us to collaborate together to ensure the safety of our children. Thanks to everyone in our school community, we have been very successful thus far, yet each year we seek to ensure that *Alternate Destination Plans, Lineham and Wawaloam Email ListSers* for instantaneous announcements, and *Classroom Telephone Trees for Unexpected Emergencies* (i.e. those unrelated to weather) are established.

*\*We ask all parents to review the following collaborative plan of responsibility for early dismissal events, and to complete the attached forms as desired. Thank you!*

<b>SCHOOL &amp; DISTRICT</b>	<b>HOME</b>
<p>School closing information will be announced:</p> <p>On local television channels 6, 10 &amp; 12.</p> <p>Ch. 10 website: <a href="http://www.turnto10.com">www.turnto10.com</a></p> <p>On local radio stations WPRO, WHJJ, WKFD</p> <p>On Lineham and Wawaloam's email ListSers</p>	<p>Parents and guardians will check for school closing information on local television and radio stations.</p> <p>Parents participating in the Listserv announcement program will check on computer.</p> <p>Parents may sign up for a closing notification service on Ch. 10's website <a href="http://www.turnto10.com">www.turnto10.com</a>: they will email or text-message cell phones.</p>

<p>K-2 schools will maintain Alternate Destination Plans in each child's classroom in order to assure a child who may be uncertain as to where to go.</p> <p>Schools will ensure that no child be released without proper identification of the person picking up. This person must be designated by parents and listed on the School Emergency Card.</p> <p>The YMCA After School Program will contact their students' families directly.</p>	<p>Parents will set and discuss a plan with their child as to where he or she is to go in the event that they will not be home. This location must be on the same bus route.</p> <p>Parents will notify the child if a designated person is assigned to pick him or her up. This person must present proper identification and be listed by parents on the child's School Emergency Card.</p> <p>Parents will submit an Alternate Destination Plan form to their child's teacher for safekeeping.</p>
<p>In cooperation with Ocean State Transit, K-2 children will not be dropped off unless greeted by an adult. Any such child will be safely returned to the bus company to await pick up by parents at Black Plain Road, Exeter.</p>	<p>Parents will notify their child that they may need to await pick up at Ocean State Transit in the event that there is no one available to greet them at the bus stop. They may call the bus company at 397-7415 to make arrangements. Proper identification will be presented at that time.</p>

**Due to limited capacity to do so, parents will not be contacted directly for early school dismissal due to snow events. Public announcements as mentioned above are assured.**

## **Regular Dismissal for Wawaloam School:**

**Gymnasium doors, which face the back parking lot will be unlocked at 2:45. Parents may then enter, show identification, sign the log and begin a line one behind the other.**

Children will be lining up in the hallway; entering into the gym by the inside hallway door. Children are not to run to their parents upon entering the gym, but will remain in line until their name is called.

Once a child's name is called, parent/guardian and the child will be matched up and asked to exit out the back door of the gym to the parking lot.

In order to further insure the safety of your child, **NO UNAUTHORIZED** persons may pick up a student and all authorized persons are **over 18 years** of age. A list of authorized persons is kept in the school office. Bus dismissal begins at 3:05 p.m. Thank you in advance for your assistance in this matter.

Parents should send in a note for dismissal that contains the following information:

Date of pickup – Student's full name – Parent's full name – Teacher's name

## **SAFE SCHOOLS**

Each student, staff member, teacher, and administrator has a right to attend and/or work at a school which is safe, secure, and peaceful, which is conducive to learning, and which is free from the threat, actual or implied, of physical harm by a disruptive student.

## **SCHOOL SECURITY**

The safety of your child is a top priority. To ensure a safe environment, all doors, except for the main entrance, will be locked. Visitors are required to stop in the school office, sign in, and obtain a visitors pass. When leaving the building, visitors must return to the office, sign out, return visitor's pass, and exit through the main door.



## **VISITS TO SCHOOL**

Visitors are welcome at the school once a background check has been completed. Please come to the office to sign in and receive a visitor badge. Please sign out at the end of your visit. ALL Visitors and volunteers must complete a background check prior to entering any classroom or participating in any field trip. This process may be initiated in the main office at each school. Thank you for understanding this important safety precaution.

**Teachers are involved with students during the day and cannot leave the class unattended to speak with parents. If you wish to speak with your child's teacher, please make an appointment in advance.**

## **FIRE DRILLS**

Fire drills are held routinely during the school year as an important activity and safety precaution. It is essential that when the signal is given, everyone obey orders promptly. Exiting procedures are posted in each classroom. All students are to move away from the building and remain in class groups to give the teacher an opportunity to take attendance. Students must never re-enter the building except by verbal order from the principal or teacher.

Evacuation Drill and Lockdown Shelter in Place procedures will be followed.

## **EMERGENCY CARDS**

An emergency card is on file for each child. It is sent home on the first day of school; and must be completed carefully and completely.

This card is important when your child is ill or when there are parental restrictions concerning custody or visitation rights. The card also identifies individuals to whom your child may be released. No child will be released to a person who is not identified on the

## **BUS TRANSPORTATION**

**Ocean State Transit Company** provides the transportation for the district students. Please notify them in advance if there is to be a change in transportation for your child. The district manager may be reached at 397-7415.

Proper conduct is required of all students riding the bus. Wawaloam/Lineham students are expected to obey all rules and respect the drivers and monitors.

## Bus Rules

Be at the bus stop five minutes early.

Be considerate, show respect to others.

Stay in your seat at all times. Do not change seats without permission.

Use a quiet voice.

Keep hands and objects to yourself.

Keep the aisle clear at all times.

What you bring on the bus must fit at your feet or on your lap.

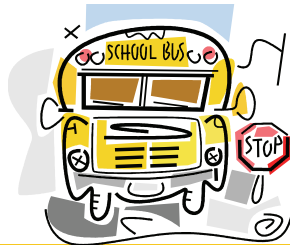
No unsafe objects are allowed on the bus. Examples include: animals, stereos, glass and skateboards.

No eating, drinking, or chewing gum on the bus.

The use of foul language and gestures is not allowed.

All school behavior rules apply on the bus.

*Please be sure that parents and students are familiar with these bus rules. They will be strictly enforced with consequences that can include removal from the bus.*



## Birthday Celebrations and Holidays

In an effort to adhere to the District's Wellness Policy 8705 and as a result of our School Improvement Team, we are no longer allowing food items to be sent in to share or serve to the whole class. There are many other options for these special days. A book could be purchased for the class library. Stickers, pencils, book-marks or even a special craft project are some wonderful alternatives. Thank you in advance for your cooperation and understanding.

Due to the importance of providing a supportive environment where healthy eating habits are practiced and endorsed, the following policies will apply for all celebrations. No candy is permitted. Food served in the classroom should be healthy, nutritious and have an educational connection to the curriculum. **PLEASE NOTE: Any food sent in not meeting this criteria will be sent home. To avoid upsetting your child, refrain from sending items that are not approved.**

## Toys

Please do not send your child to school with toys. Electronic Games, MP3 players, IPODS and or trading cards are not appropriate at any time. These items can be lost easily and will cause distress to your child. Items will be taken away from children if seen and will be held in the office for a parent to pickup, again causing a great deal of stress to a child.

The exception to this is outdoor play equipment to be used at recess. These items should be left in an area away from instruction until the appropriate time.

*Thank you for helping to put  
Children and Learning First!*

## SCHOOL RECORDS

Certain types of information may be released without consent unless parents object within ten (10) days of receipt of notice. Notice shall include a listing of what information may be released without consent and directions on how to object. Inclusion of this information in a student handbook constitutes notice. Information that may be released without consent is limited to:

Non-confidential, or directory, information, limited to name, grade, dates of attendance, participation in school-sponsored sports and activities, awards received, and height and weight for members of athletic teams.

Names, addresses and telephone numbers to military recruiters or institutions of higher education.

### **Policy 8901: Student Records**

Non-confidential, or directory, information may be released without consent providing notice of what constitutes non-confidential, or directory, information is provided to parents along with an opportunity to object within a specified timeline to the release. Directory information shall be released only if there is no objection and shall be limited to name and grade. Inclusion of this information in the student handbook constitutes notice.

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### **Policy 8905: Publication of Student Images**

The school district operates a local access television studio that includes material created within the district. The district also has an Internet web site that includes information created within the district. Material relating to the district communicated to the public through these and other media often contains student images and/or identification. This policy describes the manner in which student images and/or identification may be presented to the public.

1. Identified images of students shall not be made public without the written consent of the student's parent(s) or guardian(s), with the exception of the specific instances included in this policy.
2. Unidentified featured images of students shall not be made public without the written consent of the student, parent(s), or guardian(s), with the exception of the specific instances included in this policy. Featured images are those that are in the forefront and/or remain visible for more than a moment, as opposed to incidental images, which are momentary and in the background.
3. Exception: In the case of school-sponsored programs or courses of study that create material for either the television studio or the web site, parents shall be notified in writing prior to the start of the program that their child's image may be published. Inclusion of this information in the student handbook or program

4. Exception: Students who participate in school-sponsored programs that include public performances or events may have their image and/or name published. Musical performances, plays, athletic events, graduations and other ceremonies are often recorded for public presentation. Participation in such a performance or event shall be regarded as consent. Inclusion of this information in the student handbook or program information constitutes notice of this exception.
5. Exception: Images may be released if they are incidental and unidentified. Incidental images are momentary and in the background.

### **Parental Pickup**

With more than a thousand young children being simultaneously dismissed at the elementary schools, student safety and security becomes the paramount concern that requires full cooperation among students, parents, school personnel, and bus operators.

### **Proclamation**

The Exeter-West Greenwich School Committee seriously regards the school district's responsibilities during dismissal time. To assure that the dismissal process in the district elementary schools goes smoothly and that all students arrive home safely, the school committee herein promulgates rules and procedures that shall be enforced during the dismissal process and the homebound busing of district elementary school children.

### **Scope Of Policy**

This policy sets for the school committees rules for parental pickup of their children at the end of school and the rules for supervision and controlling of elementary school children during dismissal and bus transit.

## PARENTAL PICKUP

1. Parents must pick up their child at the designated area within 15 minutes after school is let out. Parents shall not be permitted to go to classrooms or wait in hallways to pick up their child.
2. Parents may pre-approve other adults to pick up their child. School administrators shall require parents to provide the names of pre-approved adults to be listed on the Student Emergency Card.
3. Additionally, parents may from time-to-time authorize other adults to pick up their child provided there is a written note of authorization from the parent. The authorization note must be dated and received at the school on or before the authorized pickup. Telephone notification shall be denied. Pre-approved and all other authorized adults picking up the child must be age 18 or older and present photo identification.'
4. School administrators may issue coded identification cards to expedite daily identification of parents or pre-approved adults who regularly pick up students. A coded identification card or photo identification shall be required for release of any child to any adult.
5. School administrators shall require a written request note to change a student's dismissal process. The Request note must be dated and received at school on or before the day of the request. Except in the case of an emergency, telephone requests shall be denied.
6. Parents may pre-arrange early pickup of their child via a written request note. Such request note must be dated and received on or before the day of the request. Except in an emergency, a telephone request for early dismissal shall be denied. Parents must come to the school office to pick up their child and shall not be admitted to classrooms. At all elementary schools office personnel shall call for the student to come to the office.
7. Each school principal shall assure that during dismissal all school children are under supervision and control by school employees until they are safely onto their assigned buses.
8. Parents who want their child bused to a location other than home must get the approval of administration. Such alternate busing shall be on a permanent or semi-permanent basis.

9. Students shall remain in the custody of the school district during all phases of bus transit. Homeward bound bus transit shall begin when the student enters the bus and shall continue until the student leaves the bus at the home designation. Bus transit shall also include any such time at a bus transfer station, during which the student leaves an intermediate bus to board their homeward bound bus. During bus transit, parents shall not be permitted to enter the bus, retrieve their child from the bus or intercept their child at a bus transfer station.

10. Kindergarten students shall not be permitted to leave the bus at their home designation unless there is an adult present to receive them.

### **Retention of Parental Notes**

All notes written by parents regarding dismissal of students shall be held in the school office for at least 30 days.

### **Policy Dissemination**

This policy shall be disseminated in elementary school offices and appropriate portions of the policy shall be incorporated into elementary school handbooks along with any additional dismissal rules in effect at the school.

### **Effective Date**

The revised policy shall be come effective on the date of adoption.

**Revision adopted: April 11, 2006**

### **8505: Family Responsibilities**

The district recognizes the integral role that families play in supporting learning. Parents can help insure their children's school success in the following ways:

- ♥communicating with teachers, counselors, and principals;
- ♥supporting all school policies;
- ♥providing a distraction-free area for student;
- ♥maintaining active interest in daily work;
- ♥insuring a healthy and safe home environment;
- ♥attending school-sponsored activities;
- ♥encouraging a positive attitude toward learning and schools.

**Adopted: January 26, 1993**

♥The Exeter-West Greenwich School Committee is committed to the safety and health of district students and employees. The committee has adopted policies that restrict the stocking of school vending machines to only healthy snacks and drinks. The committee is now ready for early compliance with the 2005 Rhode Island General imitative requiring a comprehensive health and wellness program in each of the state's school districts.

### **Health and Wellness Program**

The district's health and wellness program shall promote the general health and well-being of employees and students, with emphasis on reducing obesity among students, through increased physical activity and learned healthy eating habits.

Parental involvement will be encouraged. The program shall be structured within new policies and strategies that strengthen and increase the K-12 health and physical education curriculums and instruction. The school health and wellness subcommittee shall develop such policies and strategies.

#### **Subcommittee's Responsibilities**

The health and wellness sub committee shall be responsible for, but not limited to, the development of policies, strategies and implementation plans that meet the requirements of the 'child nutrition and WIC reauthorization act of 2004'.

During the development of its recommendations, the subcommittee shall call on the resources of the R.I. Departments of Health and Education for technical assistance and support on best practice, professional development on coordinated school health issues, suggested initiatives, and the sharing of information on the activities of other district subcommittees.

The subcommittee shall forward its recommendations regarding the district's health education and physical education and instruction, nutrition policies, and physical activities policies to the full school committee.

**Adopted:                      October 25, 2005**

**\*The restriction of sugary treats for birthday celebrations is supported by this policy and the initiatives of our School Improvement Team.**

**Please notify the school office immediately if you request that your child's identified photograph, name or work not be made public on the district's website or in local newspapers.**

**STUDENT/PARENT AWARENESS FORM  
2009-2010**

**We have received the Student Handbook of Wawaloam and Lineham School. We have read it and understand all of the information contained within it.**

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**(Student's Signature)**

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**(Parent/Guardian's Signature)**

*Please return this completed form to your child's teacher within three school days after receiving the handbook.*

*Thank you for helping us strengthen our home/school connection.*

## 10 WAYS TO BE A GREAT PARENT

Be a good role model.

Your child learns from the example you set.

Show respect for your child's feelings, thoughts, and suggestions. Build your child's self-esteem by showing appreciation for all genuine efforts.

Stay involved. Know what's going on in your child's life, both at school and with friends.

Discipline your child fairly, firmly, and with love. Focus on the behavior, not the child.

Establish family traditions and make time to do fun things together.

Think positively. By expecting the best, you empower yourself and your child to solve problems and achieve goals.

Make your child feel loved with your words of praise, and your hugs and kisses.

Keep your word. If you must break it, apologize and make it up to your child.

Encourage your child's creativity. Ask questions to stimulate curiosity and imagination.

