

Dear West Kingston School Family,

Welcome to West Kingston School. This handbook will provide you with most of the information you need to make informed decisions about your student's school experience. Please read it over carefully.

West Kingston School sends home a weekly newsletter on most Wednesdays. You may also sign up for the West Kingston electronic mailing list and receive other school and district communication via e-mail. Send an email to jelliott@skschools.net or nnettik@skschools.net requesting to be added to the WK electronic mailing list. We encourage you to read the newsletters carefully as many special activities and meetings will be noted. The district and school websites are also an excellent source of information. Go to www.skschools.net to access both sites.

If you have any questions or concerns during the school year, please feel comfortable in calling me or coming in to see me. We can do the best job for your child if we all work together as a team.

Please consider getting involved in our school. You can be an active member of our PTO, School Improvement Team, classroom volunteer, or share a talent, career, or skill with West Kingston School students.

Encourage your child to be the best he/she can be. No one can ask any more or less.

*Nancy Nettik, Principal
West Kingston Elementary School*

MISSION STATEMENT

West Kingston Elementary School provides an environment where individual life experiences and talents are discovered and appreciated. It is our mission to challenge and support children to maximize their individual learning capacities. To succeed, we need the entire school community to participate in this mission.

West Kingston Elementary School
3119 Ministerial Road
West Kingston, RI 02892-2012
Phone: 360-1130 FAX: 360-1131
e-mail: nnettik@skschools.net

THE SCHOOL DAY

- 8:25 Supervision begins, 1st-5th students may proceed to the blacktop
Kindergarten students go directly into gym upon arriving**
- 8:35 First bell, students may enter the school.**
- 8:40 Official start of day: Students who arrive after this time are marked tardy.**
- 11:45-12:10 Lunch/12:10-12:35 Recess – 1st**
- 12:00-12:30 Lunch -- Kindergarten**
- 12:35-12:50 Lunch/12:50-1:25 Recess – 2nd & 3rd**
- 12:35-1:00 Recess/ 1:00-1:25 Lunch – 4th & 5th**
- 3:05 Parent pick up of students in the gym**
- 3:08 Bus Dismissal**

Our school day is slightly longer this year. And on Mondays, school will officially end at 2:28, however the school buses will run at the same time every day. If you wish to pick up your child at 2:28 on Monday you may do so, however, we are planning enriching community based presentations and activities for this time each week. The teachers will be involved in Common Planning Time during this time block while teacher assistants, volunteers and the principal will be overseeing student activities. (Please send a note if you will be picking your child up at 2:28 on a Monday so that we can have them in a location for pickup.)

WEST KINGSTON SCHOOL DISCIPLINE

West Kingston School is a PBIS (Positive Behavioral Interventions Support) School

This is our third year as a PBIS school. School-Wide Positive Behavioral Interventions Support (PBIS) is a research-based model for teaching and recognizing expected behaviors. For more information on this philosophy, please visit www.pbis.org and www.ripbis.org. This system enables all students and staff to clearly understand the behavioral expectations in our school. We will provide positive behavioral support and reasonable consequences.

Staff and students refer to the WK Hawks matrix in all areas of the school. We will recognize students who “follow the WK Hawks Rules” and we will notify parents of positive behaviors that are used by students. Parents of students who have repeated infractions will be informed of problems and consequences.

It is our goal to teach students positive behaviors which will become life skills. A copy of the WK Hawks Matrix is included in this handbook.

More information explaining PBIS at West Kingston School will be going home as the year progresses.

Breakfast, Lunch, Milk Prices

Breakfast \$1.25, Lunch \$2.45, Milk \$.50, Reduced Lunch \$.40, Reduced Breakfast \$.30

Please purchase lunches in groups of 5 or more.

Please pay for multiple lunches if possible. This can be done by sending a check or cash to school (check payable to "SK Schools") or electronically at (**www.pay4lunch.com**). This will speed up the lunch line process considerably and allow children more time to eat.

Absence From School

Please call the school by 10:00 A.M. if your child will be absent from school. A written note is required the first day back. Your home will be called if the school is not notified by 10:00.

Tardy To School

Please call the school by 9:30 A.M. if you know that your child will be late to school and you want to order a lunch. Students arriving after the lunch order is called in will not be able to order lunch.

Student Dismissal

Students are expected to follow their normal routine at dismissal time. **Bus students must ride the bus unless the office has been notified in writing of any change. Students will not be allowed to ride a different bus home with a friend without written permission from parents.**

Parents must sign out their children when they pick them up. If your child will be picked up on a daily basis, please notify your child's teacher of this in writing. In this case, you would need to notify the school in writing if you wish your child to ride the bus home. If students are to ride home with someone else, we must have this information in writing. **Students are only allowed to leave the school grounds with persons identified on their information card.** These procedures are to protect your child's safety.

Please be prepared to show identification to school personnel when dismissing a child from school.

South Kingstown School's General Information

General Information and School Policies are available at www.skschools.net. School Committee Agendas are published in the local newspapers and on the Secretary of State website. www.ri.gov

Legal Custody:

Anyone (parent, relative, friend) having a court order granting custody of a child must file a copy of said order with the Principal of any school that the child attends. Permission to release children to others must be in writing to the building principal and signed by the person having custody. No child may be released without this written permission.

(Please refer to Policy #5111 for additional information.)

Procedures for Reporting Child Abuse:

School Committee Policy requires that parents of all children be informed of the following requirement concerning child abuse or neglect: In compliance with Chapter 11 of Title 40 of the General Laws of the State of Rhode Island, employees of the school department are required to report knowledge or suspicion of child abuse or neglect to the Rhode Island Department of Children and Their Families no later than 24 hours after such knowledge is learned or suspicion is raised.

Visitors to the School:

Parents and friends of West Kingston School are welcome to visit our school. However, for the safety of students and staff, **all visitors must sign in at the office and obtain a VISITOR'S PASS.**

(Please refer to Policy #1250 for additional information.)

Meeting with Teachers:

Please make an appointment with the teacher to discuss concerns you may have about your child's progress. When you make an appointment, the teacher can meet and discuss your concerns without interruption and without leaving the class unsupervised.

Lost and Found

Please put your child's name on **every item** he/she brings to school. Quarterly, we will donate unclaimed, unmarked items to a charity such as Jonnycake Center. Check the Lost and Found frequently for any items which your child may have lost. Sometimes the items do not appear in the Lost and Found immediately, but surface at a later date.

Student Plan Books:

Students in grades three, four and five will each be issued a Student Plan Book at the start of the year. If they are lost or destroyed, it will be the responsibility of the student to replace them.

SCHOOL CANCELLATION ANNOUNCEMENTS

The Superintendent of Schools will make the decision to close schools. The following radio and television stations will be notified of school changes:

WPRI TV 12 WJAR TV 10
WSNE 93.3 FM WPRO 630 AM
WPJB 102.7 FM

The district's automated School Messenger system will be used to call students' primary phone numbers to notify families of school cancellations, delays, early dismissals or emergencies.

Please do not call the school to determine if school has been canceled or delayed. Please listen to the radio or television for information regarding cancellations or delays and respond accordingly. If school is dismissed early because of inclement weather, any activity planned in the school that evening is canceled. When an after-school program is canceled due to inclement weather or other factors, the sponsoring organization is responsible for notifying parents of the cancellation.

Medication

Parents/guardians are requested, whenever possible, to schedule administration of medication outside of the normal school day. Students needing medication during the school day are required to take the medication to the school nurse with a signed authorization/waiver form. Non-prescription medications need only have the parent authorization section of the waiver form completed.

The medication must be in a pharmacy labeled and/or prescription container and/or manufacturer's container. **Please do not send medication in plastic baggies, envelopes, etc..**

At the time the prescription is filled, the parent/guardian shall have the pharmacist dispense an extra labeled container for use at school. No student shall have in his/her possession any medication while on school property. All medication shall be dispensed by a School Nurse -Teacher. When the School Nurse -Teacher is unavailable and the dispensing of the medication cannot be delayed, then non-prescription medication may be dispensed under the supervision of the principal. No medication shall be dispensed without following this procedure.

(Please see policy #5141.5 for additional information.)

Emergency Procedures

During the school year we will be practicing procedures for **Lockdown, Shelter-in-Place** and **Emergency Evacuations** as well as **regular fire drills**.

BUS TRANSPORTATION

The South Kingstown School Committee Policy regarding students eligible for bus transportation indicates that all students are eligible to ride a school bus.

The policy governing suspension of bus privileges is published in the **District Calendar & Handbook**, briefly:

First Offense: Verbal reprimand, letter to parents

Second Offense: Warning letter to parents

Third Offense: Suspension of five (5) school days from bus privileges, conference with parent, bus driver, student, and principal

Fourth Offense: Suspension of bus privileges for remainder of year

Bus students must see that books and personal belongings are kept out of the aisles. Special permission must be granted by school authorities and the bus driver to transport large items. Band instruments that cannot be kept on the student's lap may not be permitted on the bus. School projects which cannot be kept on the student's lap are not permitted. **Students must ride their assigned buses, getting on and off at their assigned stops.**

Suspensions and Expulsions:

Suspension means an exclusion of a student from attendance at school, school property, and all school-sponsored activities for disciplinary reasons, by an authorized member of the administrative staff, for not more than ten consecutive days, provided such suspension shall not extend beyond the end of the school year in which it is imposed.

Listed are some examples of breaches of conduct that may lead to suspension/expulsion:

- threats
- striking or assaulting a student or member of the staff
- use of obscene or profane language
- deliberate refusal to obey a member of the school staff
- truancy and unauthorized leave from school property
- blackmailing, threatening, intimidating staff or students
- possession of a weapon or alcohol, or dangerous drugs or narcotics
- destruction of school property
- disruption of school day by bomb threats or false alarms

There is a more complete list of examples of behavior which could lead to suspension/expulsion in the policy manual. Policy states that other situations may develop. The policy states that building administrators will forward to the police information of a violation of the law, involving a felony, taking place on school property.

(Please refer to policy #5114 for additional information.)

Arriving at school in the morning:

No students should arrive before 8:25 A.M. unless they are involved in a before-school program. Teacher assistants will supervise the blacktop and bus delivery areas beginning at 8:25 and open the doors to allow students into the building at 8:35. On inclement weather days students are to go to the cafeteria or gym until it is time to release them to the classrooms. Between 8:25 and 8:35 A.M., a light breakfast will be served to those students who wish to purchase it. Students who are having breakfast at school will eat during this time. Students who arrive late due to buses will be allowed to purchase breakfast and eat regardless of the time the bus arrives.

*It is important for students to arrive on time **(In classroom by 8:40)** since many significant and meaningful discussions and classroom directions are given at the beginning of the day. Whenever your child will be absent or tardy, please call the school by 9:30. If you do not call the school a school official will contact you to be certain the child is safely at home with you or a designee. Continued excessive tardiness or absenteeism may be brought to the attention of the district truant officer.*

Forgotten Items

Forgotten items from home including homework, lunches, band instruments, etc., may be left at the office for delivery at a time which will not disrupt classroom routine. Unless the item is absolutely necessary for the day, we suggest helping your child become more responsible by allowing her/him to suffer the appropriate consequences for forgetting the item(s), i.e., if your child forgets her/his homework and the penalty is a lost recess, don't rush to school with the homework. This will not help the student to develop a sense of responsibility and self-reliance.

Celebration Treats

In keeping with the District's Wellness Policy 7751, **we do not allow candy or home prepared products to be shared or served to the whole class.** Some **alternative options** might be to purchase a book for the class, stickers, pencils, bookmarks, etc. If you have any questions, contact the school nurse. You can access the complete policy at www.skschools.net. Thank you for your consideration.

Peanut Free

Several classrooms at West Kingston School are peanut free due to severe nut allergies of students in the classroom. If your child is in one of these classrooms, they will not be allowed to eat any food containing nuts in the classroom at anytime.

Recess

Recess is part of the daily routine for all children, it is important to their social and physical development. All children are expected to go outside unless we have a written notice from a parent. To miss recess more than three days in a row, due to illness, a doctor's note is required. Teachers and staff members may, on occasion, rescind the privilege for disciplinary reasons.

Dismissal Routines:

Students not riding the bus, must wait in the gym until their ride arrives to sign them out **in the Gym**. Please do not ask students to meet you outside, as this will not be allowed. Please do not loiter in the gym or lobby area after checking out your child, as it causes congestion in this area.

Parent Pick-ups:

Parents who pick up their children at the end of the day must sign them out in the gym. Children will not be released to a person who is not listed on the Emergency Card (this includes the older siblings). Please be sure to update your information card in the office.

Bus Students:

Students who ride the bus are expected to do so unless we receive a **SIGNED WRITTEN NOTICE** from a parent. Telephone calls are not sufficient since we cannot always discern who the caller may be. Bus students must ride the bus to which they are assigned and sit in their assigned seats. They are required to disembark at their assigned bus stop only. Any changes require a written request from parents and are subject to the approval of the principal and the bus company.

YMCA Daycare Students:

Students who attend YMCA Daycare will go directly to the cafetorium at dismissal and remain under the care of the YMCA staff until parents arrive and sign them out. Please contact the YMCA for more information (783-3900, 782-6768). Please notify your child's teacher if after-school care plans are changed.

Early Dismissal From School:

Please send a note to your child's teacher if you plan to pick up your child early from school. Teachers will forward the note to the office for recording. When you arrive at the school, your child will be called to the office for dismissal. We cannot accept phone calls as sufficient notice for early dismissal because we may not be able to discern the caller. **Please be prepared to show identification when you arrive to pick up your child. Children will not be released to a person not listed on the Emergency Card.** For this reason, we suggest you list several persons whom you would trust to pick up your child in an emergency or in case the child becomes ill and you cannot be reached. Please come to the school office and add additional names if it becomes necessary.

There are many important routines followed at the end of the day in the classrooms which should not be interrupted, therefore, **do not ask for children to be dismissed before 3:00.**

Routines and procedures for dismissing students are put into place for the safety and protection of your children. Please assist us by abiding by them and not asking us to make an exception. Thank you.

Bicycles

We ask students not to ride bicycles to West Kingston School due to the dangerous condition of nearby roads. **A form, to be signed by the parent, may be requested from the school office and must be on file before any student may ride their bike to school. Protective helmets are mandatory for all children under the age of 15. (Rhode Island Law approved this requirement in 1998.)**

Parking

Please park only in designated areas. When delivering children to school, please use the outside lane and allow children to cross only at the marked crosswalk. Please remind them to always watch for cars in the parking lot. Do not park along the sidewalk. This is for school bus and emergency vehicles only. Do not drive or park in the bus lanes. Drive slowly at all times in the school parking lot.

School Supplies and Materials

The school provides many school supplies and materials for student use. We expect that proper care and attention be given to these materials. The student or parent must replace lost or destroyed textbooks and library books, supplies, and materials. Students may be ineligible to participate in some school activities if they have not returned overdue library books or made restitution for lost or damaged books and/or materials.

Dress Code

Children should dress appropriately for school and the weather. Clothing should conform to reasonable standards of modesty and cleanliness. Tee shirts and other clothing with messages should be appropriate for elementary school children. Children should wear appropriate clothing and footwear on the days they have physical education.

Personal Property Brought to School

Children are not to bring toys to school. Please encourage your child to bring other items for classroom sharing activities. Any toys brought to school will be taken by the teacher or other school authority and returned to the child at the end of the day. If the child continues to bring toys to school, the toy will be sent to the office for later pick up by a parent.

We do not allow children to buy or trade personal items with other children and we will not mediate differences of opinion about ownership of items brought to school that are not labeled with a child's name. PLEASE IDENTIFY CLOTHING, LUNCH BOXES, AND OTHER PERSONAL BELONGINGS WITH YOUR CHILD'S NAME!

Cell Phones

We understand that parents may want their child to have a cell phone for safety at the bus stop before and after school. If this is the case, the phone is to be turned off and remain in the backpack from the time the child gets on the bus until they return at the end of the day. If a phone rings or is seen during the day, the child will be asked to put it away. If it is seen a second time, the phone will be kept in the office until the end of the school day.

School Calendar and Special Notices

Included in this handbook is a district calendar. A weekly newsletter will be sent home on Wednesdays with your child. We make every effort to include all special activities communications and to send all notices home on Wednesday.

Field Trips

Many field trips, which enhance classroom learning, are planned throughout the year. **STUDENTS MUST HAVE A SIGNED PERMISSION SLIP TO ATTEND A FIELD TRIP. TELEPHONE CALLS ARE NOT ACCEPTED FOR PERMISSION IN LIEU OF A SIGNED PERMISSION SLIP.** Students who fail to bring a signed permission slip will be assigned to another classroom while the class is on the trip.

Parents who volunteer as chaperones for a field trip **may not** bring other children for obvious safety and supervision reasons.

Teachers are not permitted to administer medication to a student on a field trip. Please make arrangements with the School Nurse/Teacher prior to the field trip for the dispensing of medication.

Special Area Teachers

All students in grades one through five have Art, Music, and Library once a week and Physical Education twice a week. The teachers will provide a schedule to students the first week of school.

Students in grades four and five may participate in the school chorus and/or orchestra, which present programs during the year. Also, students in grades four and five may participate in band. Instruction on several instruments, including strings, is available in school at no cost to the students. The band teacher will send home announcements in early September notifying students and parents of their options. **According to bus transportation regulations, instruments that cannot be accommodated on a child's lap may not be taken on the bus.** (Please

see bus transportation policy for additional information.)

Internet Use/ Media Permission Slips

Please be sure to sign and return the Internet/Media permission slips which will be sent home with your child. Students will not be allowed to use the Internet until this form is returned. Technology is used as a tool for instruction at West Kingston School.

School Insurance

School insurance is available at the beginning of the year. Notices are sent home to inform you of your options. You are not obligated to purchase this insurance.

Invitations for Classmates

We allow invitations to be distributed in the classroom **ONLY IF ALL CLASSMATES ARE INVITED.** For obvious confidentiality issues, we are not allowed to provide names or addresses of students and families without parent permission. The PTO does publish a directory of class phone numbers which includes numbers for those families who give permission.

School Photographs

A professional photographer takes photographs of **all students** in the autumn (September 24). Notices are sent home in advance to let you plan appropriately. You are not obligated to purchase any photos. The school keeps one photo on file in the school in the student's cumulative folder and a digital file of pictures to be used by the principal for awards and teacher communication throughout the school year. Spring pictures are taken on a pre-order basis.

NECAP State Testing

The NECAP State Testing will take place during the period from October 1-22 for all students in grades 3-5. Please do not schedule vacations or appointments for your children during this time, as it is very important that all students are present for the testing.

Communicating with School Personnel

To contact your child's teacher, you may call the school at 360-1130. Later in the year voice mail will also be available for each teacher. All school personnel can be reached by e-mail using their first initial and last name followed by @skschools.net. For example: Principal Nancy Nettik is nnettik@skschools.net. The school website lists all of the staff and their e-mail addresses. Go to SKSchools.net and click on West Kingston School.

We are looking forward to a great year of teaching and learning with you and your child. Please become an active part of our school community. Opportunities are available through volunteering in classrooms, helping with after school programs, PTO activities, the School Improvement Team, and sharing your talents or interests.

**West Kingston School
2009-2010
Staff**

Kindergarten

Denise Colombino (Lisa Winkler)
Mary Cowger (Charlene Pettigrew)
Melanie Petrichko (Lynne Sickinger)

First Grade

Jane Stafford
Jan Webb
1st Grade TA (Jill Wainwright)

Second Grade

Louise Barney
Jen Rollins
2nd Grade TA (Mike Reeder)

Second/Third Split

Tracy Amalfetano
Support Teacher: Molly Therrien

Third Grade

Nancy Hays
Cynthia MacNeil
3rd Grade TA (Nancy Santucci)

Fourth Grade

Sherril Whaley
Sue Carr

Fourth/Fifth Split

Cammy Campanale
Support Teacher: Molly Therrien

Fifth Grade

Fran McGrath
Leslie Nolan
4th and 5th Grade TA (Pat McConnell)

Office

Principal -Nancy Nettik
Administrative Specialist - Jeanne Elliott
Attendance, Hot Lunch, Special Education-
Barbara Bridges, Clerk
Nurse - Debi Vannoy

Itinerants

Art - Caroline Law
Library Karen Patrick
Library Clerk (Jill Misto)
Music Karen Toy - General, Band, Chorus
Rozanne Fuller - Orchestra
PE Kris Shumate - 1-5
Cindy Azza - K

ELL - Kim Levi

Speech - Nancy Cordy
OT - Kathy Takata & Kathleen Giles

PT - Anne Veins

SPED

Nancy Lenoce-Walsh
Karin Campbell

Lisa Alves

Laura Iverson

Program Teacher Assistants

Stephanie Foster
Ann Jennings
Karen Lazauski
Lisa Topa
Amy Weinreich

One on One TAs

AnnMarie Coppola
Susan DiPalma

Literacy

Celeste Ferguson
Melissa Berenberg
Carol Reppucci (Literacy Coach)

Reading Recovery

Seana Edwards

Math Coach

Kim Mather

School Psychologist

Paul Trickett

Social Worker

Lynne Pierce

Custodians

John Gould - Head Custodian
Dave Cook - Library and Primary
Rick Taylor- Office and Fifth Grade wing
YMCA Child Care - Mary Corr