

**EAST PROVIDENCE SCHOOL DEPARTMENT**  
**ELEMENTARY SCHOOL HANDBOOK**

**2011-2012 SCHOOL YEAR**

## SCHOOL COMMITTEE

Chairperson	Mr. Charles Tsonas
Vice-Chairperson	Mrs. Chrissy Rossi
Clerk	Mr. Steven Furtado
Member	Mrs. Luisa Abatecola
Member	Mr. Ryan Tellier

## ADMINISTRATION

Interim Superintendent	Edward M. Daft.
Assistant Superintendent	Caroline J. Caswell, Ph. D.
Interim Director, Pupil Personnel	Ms. Cheryl Ursillo
Facilities Manager	Edward Catelli
Supervisor of Transportation	Mr. Raymond Linneman
Curriculum Director	Mrs. Beth Salzillo
ESL Coordinator	Mrs. Maria Mansella

Administration Offices are located at 80 Burnside Avenue, Riverside, R.I. 02915  
Hours: 8:00 AM to 4:00 PM Telephone: 433-6200

## ELEMENTARY SCHOOLS

SCHOOL	ADDRESS	PRINCIPAL	TELEPHONE
<b>Myron J. Francis</b>	64 Bourne Avenue 02916	Mrs. Lloydanne Leddy	435-7829
e-mail	lleddy@epschoolsri.com	Fax	435-7853
<b>Agnes B. Hennessey</b>	75 Fort Street 02914	Mr. David Britto	435-7831
e-mail	dbritto@epschoolsri.com	Fax	435-7835
<b>Kent Heights</b>	2680 Pawtucket Ave. 02914	Mrs. Fatima Avila	435-7824
e-mail	favila@epschoolsri.com	Fax	435-7824
<b>Meadowcrest Early Childhood Family Center</b>	Bart Drive 02915	Ms. Jane Sylvia, Supervisor	433-6209
e-mail	jsylvia@epschoolsri.com	Fax	433-6247
<b>James R. D. Oldham</b>	640 Bullocks Pt. Ave. 02915	Mrs. Kathy Caffrey	433-6250
e-mail	kcaffrey@epschoolsri.com	Fax	433-6234
<b>Orlo Avenue</b>	27 Orlo Avenue 02914	Ms. Cheryl Gibbs	435-7834
e-mail	cgibbs@epschoolsri.com	Fax	435-7861
<b>Silver Spring</b>	120 Silver Spring Ave. 02915	Mrs. Nancy Cullion	435-7836
e-mail	ncullion@epschoolsri.com	Fax	435-7826
<b>Waddington</b>	101 Legion Way 02915	Mrs. Patricia Barlow	433-6235
e-mail	pbarlow@epschoolsri.com	Fax	433-6207
<b>Emma G. Whiteknact</b>	261 Grosvenor Ave. 02914	Dr. Nadine Lima	435-7828
e-mail	nlima@epschoolsri.com	Fax	435-7862

# EAST PROVIDENCE SCHOOL DEPARTMENT

## MISSION STATEMENT

**The East Providence School Department, in partnership with families and the community, is committed to provide a comprehensive inclusive program of academic excellence in a safe, nurturing environment preparing all students to become responsible, life-long learners able to meet the challenges of the 21<sup>st</sup> century.**

### **DISTRICT OBJECTIVES**

1. By 2014, all subgroups of elementary, middle, and high school students will achieve proficiency in English/Language Arts on the New England Common Assessment Program (NECAP).
2. By 2014, all subgroups of elementary, middle, and high school students will achieve proficiency in mathematics on the New England Common Assessment Program (NECAP).
3. By 2014, all subgroups of elementary, middle, and high school students will achieve proficiency in science on the New England Common Assessment Program (NECAP).
4. By 2015, all students will demonstrate proficiency in each of the content areas, the arts, and technology through Applied Learning demonstrating college and career readiness.

**INSERT SCHOOL MISSION STATEMENT AND OBJECTIVES HERE**

### **ANTI-BULLYING POLICY**

The East Providence School Department has a policy in place to prohibit bullying which is defined in the following manner:

- Bullying occurs when a student intentionally assaults, betters, threatens, harasses, stalks, menaces, intimidates, extorts, humiliates, or taunts other students
- Verbal abuse to include teasing, name-calling, and harmful gossip

- Emotional abuse to include humiliation, shunning, and exclusion
- Cyber bullying/harassment through any means or electronic communications. “Electronic” communications shall include any verbal, textual or graphic communication of any kind effected, created or transmitted by the use of any electronic device, including, but not limited to, a computer, telephone, cellular telephone, text-messaging device and/or personal data assistance device.

The principal shall publicize to students, staff, volunteers, and parents how to report bullying. The prevention of bullying is part of the school district’s strategic plan and each school safety plan

## **ATTENDANCE**

All children are expected to be in attendance each day unless they are ill, a family emergency arises, or there is a religious holiday. Absence and tardiness interrupt instruction and detract from the learning process, which inhibits academic success. If your child is absent from school or is going to be tardy, please call the school office. State Law requires that a written excuse from a parent for a child who has been absent from school must accompany your child upon his/her return.

Students are expected to make up missed assignments due to absence or dismissal. Family vacations should be scheduled in conjunction with school vacations. This will ensure that students will not miss work planned as part of their educational experience.

## **BUS RULES**

The health and safety of all bus students are jeopardized by disruptive behavior. Therefore, the following procedures will be used in cases of disciplinary problems on the bus:

FIRST OFFENSE – warning or loss of recess.

SECOND OFFENSE – 1 to 3 day period of detention depending on the severity of the incident.

THIRD OFFENSE – 3 to 5 day period of detention depending on the severity of the incident.

FOURTH OFFENSE – transportation privileges suspended for a period of 1 to 5 days.

A review of one’s bus privileges will be conducted for any offense thereafter.

## **CHANGE OF ADDRESS/TELEPHONE**

Notify the school office immediately if you have a change of address or telephone number.

## **COMMUNICATIONS**

Parent-Teacher Conferences invariably enhance student performance. Both the home and the school should work cooperatively to complement students in their effort to progress. Send a note to your child’s teacher or call the office to schedule a conference should the need arise and/or to review your child’s portfolio of progress:

The following hints are helpful in preparing for a conference:

1. Prepare a list for characteristics that will help the teacher better understand your child.
2. Make a list of questions for the teacher. You may wish to know about programs, schedules, grading, homework, etc.
3. Be sure to find out from the teacher what you can do at home to help your child.
4. Help create a climate of partnership with the teacher and the school.

## **CONDUCT CODE**

The purpose of a conduct code is to foster a positive learning environment. The classroom teacher has the first responsibility for maintaining discipline in his/her classroom. The teacher shall be respected as an individual and shall be treated with respect by the students. In turn, the student shall be respected as an individual and shall be treated with respect by the teachers.

The student is expected to:

- a. Participate in the learning process.
- b. Respect the rights and properties of others.
- c. Meet classroom and school standards.
- d. Accept constructive criticism.

- e. Seek additional help when needed.
- f. Carry out reasonable requests of the staff.
- g. Accept responsibility for getting communications home.
- h. Obey the safety rules of the school.

In cases where an individual is unwilling or unable to exercise self-control and does not meet the responsibilities of good citizenship that interferes with the learning process, the matter will be referred to the principal. The principal will review the case and act accordingly. Usually, positive or constructive disciplinary measures will be undertaken.

Occasionally, further consideration may be necessary in the following offenses.

Serious offenses not necessarily warranting suspension

1. Class disruption
2. Fighting
3. Rude or disruptive behavior
4. Refusal to follow reasonable requests
5. Continual tardiness
6. Throwing rocks, snow, ice or other items considered dangerous
7. Lack of respect for the rights and properties of others
8. Threatening or intimidating students or staff
9. The use of electronic devices (cell phones, radios, I-pods, MP3 players, hand held games, etc...)
10. REPEATED VIOLATIONS OF THE SPECIFIC OFFENSES OR CONTINUOUS Violations OF VARIOUS OFFENSES MAY WARRANT SUSPENSION.

## **DISMISSAL**

The dismissal of any student before 2:30PM will occur at the school office. The following procedural guidelines established by the East Providence School Committee will be strictly adhered to:

A. To Custodial Parent:

1. The parent should send a NOTE to school.
2. If no note is sent in, the parent may still pick up the child, but a picture ID (driver's license or RI ID) must be shown.
3. Child is released to parent who must SIGN the dismissal log.

B. To a Person other than a Custodial Parent:

No student will be released unless all of the following conditions have been met:

1. A note must be sent in naming the person who will pick up the child.
2. The person must be listed on the school emergency form.
3. Secretary must call the custodial parent and verify the dismissal.
4. Person must show pictured Driver's License or RI ID.
5. Child is then released to the person who must SIGN the dismissal log.

## **EMERGENCY DISMISSALS, SCHOOL CANCELLATION & DELAYED OPENING PROCEDURES**

In the event of stormy weather, school cancellations and delayed opening will be announced on both radio and television by 6:00 AM. Connect-Ed phone messages will be made to parents.

The following radio stations will carry information about these procedures. WPRO (630AM), WHJJ (920AM), WLKW (790AM) and television channels 6, 10, and 12. Please tune in to one of the radio or television stations for information.

We ask that you refrain from calling the Administration Building or the police for specific information about the delayed opening or cancellation.

Should a severe storm develop while school is in session and it is determined that in the best interest of safety, that it is necessary to dismiss students early, announcements will also be given to the radio and television stations listed above.

Parents should make arrangements to receive students at home on early dismissal days. One or more of the following would be helpful:

- a. Arrange to be home early for your child's arrival
- b. Arrange for another adult to be at home for your child's early arrival, and/or
- c. Arrange for a relative or neighbor to provide adult supervision in their homes.

## **FAMILY INVOLVEMENT**

The East Providence School Department is committed to strengthening partnerships between schools, students, and their families. In order to do so, the schools will:

- Involve families as partners in decisions that affect their children's education
- Encourage parents to serve on School Improvement Teams and the district's Family Involvement Team
- Establish two-way communications with all families, respecting the diversity in culture and differing needs of families
- Develop strategies and programs to enable families to participate actively in their children's education
- Create an environment where families are welcome in the schools

## **FOOD ALLERGIES**

Food allergies can be life threatening. Parents please notify the school nurse/teacher of your child's allergies and work with the school to develop a plan that accommodates the child's needs at school, in after-care programs, and during school-sponsored activities. Parents are asked to instruct their children not to trade food with others, eat anything with unknown ingredients, and notify an adult immediately if they eat something they believe may contain the food to which they are allergic.

## **HIV INFECTED STUDENTS/EMPLOYEES POLICY**

HIV (Human Immunodeficiency Virus) cannot be spread by casual contact (e.g. sitting together, sneezing or coughing on each other or eating together). Rhode Island law prohibits discrimination against individuals who are infected with HIV. Being HIV positive is **not** grounds for dismissal from employment or enrollment in school.

## **HOMEWORK**

Homework is an opportunity for students to develop good study habits and to reinforce skills. Since homework is an important part of your child's educational program, it is important you and your child be aware of the following guidelines:

1. Assignments are an outgrowth of class work.
2. Homework assignments emphasize good study habits.
3. Homework will be assigned a ratio of at least 10 minutes per grade level. Example: Grade 1 will have 10 minutes; Grade 3 – 30 minutes; Grade 5 – 50 minutes.
4. Children should:
  - A. KNOW THE ASSIGNMENT – a small note pad to record the assignments is recommended.
  - B. HAVE A PLACE TO WORK – most children need the discipline of having a regular place, free of distractions, where they may complete homework.
  - C. SET A TIME FOR HOMEWORK – most parents find that is best to establish a particular time each day, which is set aside for the completion of homework.
  - D. HELP WITH HOMEWORK – Homework is the responsibility of the **child** and should be completed independently. However, if a child lacks sufficient knowledge and seeks parental help, the parent should try to explain the concept or give an example similar to the problem with which your child is having difficulty. If the difficulty persists, you are advised to send a note to your child's teacher explaining the problem.
5. Parents are asked to read daily to their children, review the child's day, practice math facts, spelling and/or handwriting. If homework becomes too challenging or if issues arise, contact the teacher.

## **LOST and FOUND**

Many students misplace or lose articles of clothing and personal property over the course of the school year. Labeling your child's personal belongings will greatly assist us in returning lost items. Lost items are kept in the school office. Bringing personal property that is not school-related is discouraged.

## **LUNCH PROGRAM**

1. Lunches may be purchased daily. The cost is \$2.25. Menus are posted in the classroom. Free and reduced lunch applications will be sent out and should be returned only if you are interested in applying for this program. PLEASE BE AWARE THAT APPLICATIONS MUST BE RENEWED EACH YEAR BY OCTOBER 1<sup>ST</sup> OR BENEFITS WILL BE DISCONTINUED AND PARENTS WILL BE RESPONSIBLE FOR PAYMENT.
2. Milk money is collected daily. The cost is fifty cents (\$.50).
3. Beverages in glass containers are not allowed in school to insure the safety of all students.

## **MEDICATIONS**

The East Providence School Department Medication Policy requires signed permission for the use of medications by students during school hours. The school nurse can administer medications prescribed by a doctor generally in the middle of the school day. Medications must be brought into school by parents/guardians in their original prescription-labeled container. Please contact the school nurse if you have any questions.

## **PARENTAL RIGHTS**

Rhode Island Law (R.I.G.L. 16-22-17 "AIDS education program" and R.I.G.L. 16-22-18 "Health and Family Life courses) permits a parent or guardian to exempt his/her student from certain aspects of health education instruction. Similarly, a parent or guardian may exempt his/her student from the corollary health education assessment.

Under federal (Family Educational Rights and privacy Act) and state (Educational Records Bill of Rights Act) law, school districts must annually notify all parents and students 18 years of age and older of their rights regarding education records.

Parents of students and students 18 years of age and older have the right to inspect and review the student's education records upon request. The annual notice given to parents and students must specify the procedure by which parents and eligible students may exercise the right to inspect and review education records. Rhode Island law requires that parents and eligible students be allowed to inspect the student's education records within 10 days of the request. Parents and students also have the right to a reasonable explanation and interpretation of the records, and the right to copies of the records.

## **PREPARATION FOR THE SCHOOL DAY**

Children who are tired do not learn well in school. We encourage all families to set consistent bedtimes and stick to them. Children need a minimum of eight hours of sleep and some children require more.

## **PRINCIPAL'S ADVISORY COUNCIL**

The Principal's Advisory Council meets monthly to consider issues, concerns, and/or suggestions brought before the Council via a representative of the Council or in person. The Council appreciates prior notification in writing of any business to be brought forth for consideration. Such business can be directed to the Chairperson, Principal, or other representatives.

## **PROPER SCHOOL ATTIRE**

To promote a safe and nurturing elementary school environment, students are expected to wear appropriate clothing.

- Clothing with suggestive or inappropriate logos or words is not to be worn or displayed in any way.
- Students are not to wear hats, wavecaps and/or any other articles of clothing on their heads during school hours.
- Tank tops, strapless dresses, short-shorts, bare midriffs, and bare feet are not acceptable.
- Clothing worn to school should be appropriate to the activity involved. 3/4 length shorts may be worn during 1<sup>st</sup> and 4th quarters of the school year.

- Sneakers are to be worn on the day of physical education for full program participation. For safety reasons, sandals with an ankle strap are recommended instead of “flip flops”.
- During the winter months, warm clothing (e.g. hat, mittens, and coat) is needed for outdoor recess.
- Make-up is not appropriate.

The parents of students who are dressed in violation of the above will be called for an appropriate change of clothing. The principal has final authority in the school for deciding what constitutes compliance with appropriate dress.

Student uniforms are encouraged and information is available in the school office.

## **REPORT CARDS**

Communicating to parents about student progress is a priority. Report cards are issued (4) four times a year: November, January, April and June. Kindergarten report cards are issued (2) two times a year in January and June. They should be signed and returned to school as soon as possible.

In addition to the quarterly report cards, teachers may distribute a formal mid-term warning or deficiency report to parents about four weeks into each term. The information will be shared with parents of students who are in danger of failing a subject or if the student’s recent work is of concern to the teacher. Please respond to this information as quickly as possible, in an effort to aid in the success and achievement of your child. Teachers are available for individual parent conferences.

## **SCHOOL DAY**

The official school day for the students in the elementary schools shall begin at 8:55 a.m. and conclude at 3:00 p.m.

Students shall be allowed to enter their classrooms at 8:50 a.m. for preparatory activities under teacher supervision.

During inclement weather, students shall be allowed to enter their classrooms at 8:45 a.m.

## **SCHOOL PUBLICITY**

The school uses candid photographs and videotaping of students as they participate in school events or classroom activities. These photos may be submitted to the local newspapers for publication and also displayed in the school department buildings. **If you have any objections, please respond to the school office in a written communication.**

## **SEXUAL HARRASMENT POLICY**

It is the policy of the East Providence School Department to maintain an educational and working environment free of sexual harassment in any form. Supervisors, administrators and all other employees, as well as students, are absolutely prohibited from engaging in sexual harassment of school department employees, students, and visitors. Any act or pattern of sexual harassment in the East Providence School Department is unacceptable misconduct and may be the basis for discipline up to and including expulsion.

## **SMOKING POLICY**

Please be aware of the State Law that prohibits smoking tobacco products on or within twenty-five feet of public school property.

## **ACCEPTABLE USE POLICY**

To revoke implied consent to have your child appear in school publications and media, submit the Publicity Consent Revocation Form to your child's school.

## **Student Appropriate Use Policy of Information Technology Resources**

### **Services Provided to Students:**

- The East Providence Public School District provides all students with a network account and password for the purpose of facilitating education.
- Students may access printers and print when given permission by the local authority.
- Students may have access to Google for Education accounts including Gmail and Google Docs.
- Students have access to online course resources (if currently deployed by his/her teachers).

Note these services and resources are not the same as a private home Internet and e-mail accounts and therefore all actions including information stored, accessed, viewed, written, or actions performed are logged, and accessible by the Administration. These actions are also legally discoverable and could be subpoenaed by a court of law. Therefore, the East Providence Public School District has the right to monitor, quarantine, backup, move, archive and/or delete, and access all electronic files, local or remote, on systems managed by the East Providence Public Schools. Students should have no expectation of privacy.

In accordance with law, the East Providence Public School District filter Internet content to prevent access to pornography and material that is otherwise inappropriate for minors. However, it is recognized that this and any filter alone is no guarantee that users will not be able to access Internet resources which are profane, offensive, obscene, or otherwise objectionable. Students should report accidental or inappropriate sites to a teacher or administrator for blocking.

Each member of the East Providence Public School District community is expected to adhere to policies for appropriate use.

Students of the East Providence Public School District shall:

### ***Respect and protect the integrity, availability, and security of all electronic resources.***

- Our network systems provide important access to educational resources. The destruction, vandalism, hacking, or damaging of data, networks, hardware, software, backend systems, or disruption of this or other resources used by the East Providence Public School District is prohibited and may result in disciplinary and/or legal actions.
- Network and account security is the responsibility of all members of the East Providence School community. Any security risks should be reported to a teacher or network administrator.
- Resources shall be used in a manner consistent with the mission of the East Providence Public School District.
- Computers, electronic resources, and network bandwidth are shared limited resources and should be conserved and protected, as such.
- Devices not owned and managed by the East Providence Public School District may not be connected to the East Providence Public Schools network without specific permission. Devices that disrupt the educational process or operation of the EPSD are prohibited, will be removed, may be held and searched, and may result in disciplinary and/or legal actions.
- Students or guests may use the "Open" wireless network unless otherwise instructed. Please note, any device deemed as directly or indirectly disrupting the educational processes of the school or students may be held and searched until such time that the disruption is discovered, understood, and resolved.

### ***Respect and protect the intellectual property of others.***

- Do not infringe copyrights. You may not make illegal copies of music, games, movies, software, or other materials under copyright.
- Do not plagiarize other people's work.
- Do not audio or video record lectures or school activities without permission from the faculty and/or students involved.
- Do not post pictures, audio, or video of lectures or school activities to the Internet without the permission of faculty and the parents of all students involved.

### ***Respect and protect the privacy of yourself and others.***

- Only use the network account assigned to you and do not give your EPSD network credentials to anyone

other than your parents.

- Do not view, use, copy passwords, data, or access networks to which you are not authorized.
- Protect your privacy when using the Internet; do not distribute private information about yourself, or others, without your teachers or parents' knowledge and approval.
- Be authentic; do not pretend to be someone else online. Respect and practice the principles of community.
- Communicate only in ways that are kind and respectful. Remember that anything you write online may be discoverable forever.
- Report threatening or discomfoting communication or materials to a teacher and/or parent.
- Do not intentionally access, transmit, copy, or create material that violates the school's respectful climate such as messages that are threatening, rude, discriminatory, or meant to harass, as these may result in disciplinary and/or legal action.
- Do not intentionally transmit or implant computer viruses, macros, or any type of malicious code within the EPSD network or hardware. Do not use any type of hardware device, network device, or software application designed to covertly capture data
- Do not intentionally access, transmit, copy, or create material that is illegal, such as obscenity, pornography, stolen materials, illegal copies of copyrighted works, or use School resources to further other acts that are criminal, as these may result in disciplinary and/or legal action.
- Do not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

Consequences for Violation. Violation of any portion of this policy may result in disciplinary measures up to and including suspension and/or legal actions.

## **SPECIAL PROGRAMS & SERVICES**

### **ESL**

Students who speak English as a Second Language are entitled to support services provided by ESL teachers in either a collaborative or individualized format. The purpose of this program is to provide linguistic, literacy, and cultural support to students as they become more literate and more successful in English.

### **Kindergarten Screening (Child Outreach)**

Child outreach screening will be conducted during the first few weeks of school for those students entering Kindergarten who did not participate in the screenings during the prior year either at their pre-school setting or at the open screening. The screening will take place during school hours.

### **PERSONALIZED LITERACY PLAN**

According to RI General Law 16.1-7, schools are required to develop personal literacy plans for all students K-5 who are at risk of reading failure. If your child is not reading at grade level, contact your teacher and/or principal and assist in the development of PLP for your child.

### **TITLE I**

Certain elementary schools in district qualify for Title I funding. Those schools receive additional funding above and beyond what the district may provide. As part of Title I Accountability parents have the right to request information regarding the professional qualifications of their child's teacher.

If your child also receives services from a Title I paraprofessional, you have the right to request information regarding his or her professional qualifications.

If you request this information, our district office will provide you with the following:

- a.) Whether or not the teacher has met Rhode Island's licensing requirements for the grade level(s) and core academic subject(s) taught by the teacher;

- b.) If the teacher is teaching without meeting state licensing requirements which have been waived by the state for special circumstances;
- c.) The education level and subject area (field of discipline) of the teacher's college degree major and any graduate degrees or certificates in what subjects;
- d.) And, if your child is receiving Title I services from paraprofessionals his or her qualifications.

Please contact the office of Assistant Superintendent at 433-6212 to request the above information.

## **READING PROGRAM**

Small group instruction is provided for identified students in grades K-1 in a combination pull-out and in-class model. Students are chosen based on: teacher recommendation, current reading level, and parental permission. Students in grades 2-5 receive consultation services through the school's reading teacher and TST.

## **SCHOOL IMPROVEMENT TEAM**

The School Improvement Team in each school is made up of the building administrator, teachers, parents and community members. The team oversees the school improvement planning process that seeks to improve student performance through learning, teaching, and the school community.

## **SECTION 504 PLANS**

Temporarily handicapped youngsters not eligible for special services can have an individualized classroom accommodation plan developed by the principal, parent/guardian, and the school Section 504 Team.

## **SPECIAL EDUCATION PROGRAM**

The East Providence School Department provides a number of special education programs designed to meet the unique needs of students between the ages of 3 and 21 who have been identified through a process outlined in the Rhode Island Regulations Governing the Education of Children With Disabilities.

The evaluation team at each school makes decisions concerning the special education needs including: the need for testing, eligibility and the Individual Education Plan for eligible students. The evaluation team is comprised of the student's parent, a special education teacher, a classroom teacher and a school administrator or designee. The team may also include a school psychologist, school social worker, speech and language therapist or occupational therapist.

## **Special Education Advisory Committee**

The majority of this committee is made up of parents of children with disabilities along with administrators, teachers, and others with a concern for our children. The committee is designed to provide valuable feedback about what is working well and what needs to be improved. The committee meets the last Thursday of the month August to May at East Providence City Hall 7:00 to 8:30 PM. Information is available at the schools or by calling the special education office at 433-6212.

## **RTI (Response to Intervention) Team**

The RTI Team is a system that provides support to teachers as they develop alternatives for students experiencing learning difficulties in the classroom. The support consists of a team of colleagues within the building available to join in the problem-solving efforts of the classroom teacher requesting assistance for students having difficulties academically and/or socially.

## **TELEPHONE**

The school telephone is available to students only in the event of an emergency.

## **TEXTBOOKS**

Textbooks are loaned to students for their use during the school year. They should be properly cared for and covered at all times. Destruction of books or other school property will require compensation. Report cards will not be issued until all borrowed books are returned.

## **TRUENCY COURT**

The goal of the Truancy Court in East Providence is to reduce the district's truancy rate. It is the strong desire of the Family Truancy Court at East Providence Career and Technical Center to dramatically reduce the truancy rate in our elementary and secondary schools by using collaborative efforts to identify and assess for services. The authority of the Court to hold truants and their families accountable for the violation of state statutes will assist in the goal of early intervention and treatment. While sanctions are possible, they will only be used as a last resort. A school social worker typically is assigned to the program for counseling and guidance for both the truant and parents.

## **SHELTER IN PLACE**

The East Providence School Department, in conjunction with the Rhode Island Emergency Management Agency and the City of East Providence has developed *Shelter-in Place* procedures. In the event that RIEMA declares a *Shelter-in-Place situation*, all public schools will shelter students within the school setting, lock all doors, close all windows, and turn off the ventilation systems.

1. Parents should not come to school to pick up students as the schools will be locked and sealed.
2. This will be considered a serious event and parents should seek shelter as well.
3. Please do not call the schools. Lines must stay open for emergency communication.
4. Emergency officials indicate that sheltering should last no more than a matter of hours. Natural air movement should clear threat from area.

Students will be transported home at dismissal time or as soon as possible after the ALL CLEAR, if that is later than dismissal. Parents can pick up students as soon as the ALL CLEAR is given.

## **CODE RED**

Indicates a very serious or dangerous situation exists. Selected personnel are to report to the office and all teachers are to secure their classrooms. All equipment is to be turned off. All doors are to be locked. Students are instructed to stay away from windows and doors and to sit quietly on the floor. A code "RED" takes precedence over a fire alarm. The crisis is not over until the principal or known official announces the end of the crisis by intercom or courier.

**East Providence School Department  
Attendance Office  
80 Burnside Ave.  
East Providence, RI 02915**

**Release of Information**

Should a question regarding the residency of those persons listed on school registration forms and/or affidavits arise, the East Providence School Department will conduct an investigation. By signing this form, I/we acknowledge that this form will authorize the agency/person from whom the information is sought, to release to the East Providence School Department, any/all information regarding addresses listed with them, including addresses, dates of occupancy, and any other information available that will help establish residency of students enrolled in the East Providence School system.

I/we further understand that the use of this form will be limited to the request of information regarding residency only and all information obtained by the East Providence School Department will be kept confidential and used only in relation to such investigation and any resulting proceedings conducted pursuant to Title 16 of the Rhode Island General laws.

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

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

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

\_\_\_\_\_

\_\_\_\_\_