Be Responsible  Be Respectful  Be Safe

The Mission of Springbrook School is to provide a safe learning environment, fostering and encouraging each child to become a productive citizen, taking responsibility for self, others, and supporting community.
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Important Phone Numbers

Springbrook School            348-2295
                                348-2305 (Fax)
ELL Direct Line                348-2311
Springbrook School Nurse’s Office 348-2306
Superintendent’s Office        315-1516
Director of Pupil Personnel    315-1533
Transportation Office          348-9430
Community/Adult Education      315-1525
Early Childhood District Coordinator 315-1538
Aramark Site Manager’s Office  315-1543
Student Registration Office    348-2792
Director of Community Relations/Building Operations 315-2790

Central Administration

Superintendent of Schools     Dr. Roy Sietsinger
Assistant Superintendent     Alicia Storey
Director of Pupil Personnel   Melissa Denton
Coordinator of Transportation Susan Guarino
ELL Coordinator               Christine Byrne
Aramark Custodial Site Manager Michael Needleman
Director of Community Relations/Building Operations Joan Serra
Student Registrar              Christine Miller
# Springbrook School
## Faculty/Staff List
### 2015-16

<table>
<thead>
<tr>
<th>Kindergarten</th>
<th>Room</th>
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<tbody>
<tr>
<td>Maria Raimondo</td>
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<td>Beth Gunning</td>
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<td>Faye Joost</td>
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<tr>
<td>Mary Ann Rose (TA)</td>
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<td>Caryn Malaghan (TA)</td>
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<td>Rebecca Mason</td>
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<td>Camille Sidoli</td>
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<td>Marie Hoffmann</td>
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<td>Debbie Wright</td>
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<td>Julie Baldini</td>
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<td>Brooke Arnold</td>
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<td>Suzanne Machinski</td>
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<td>Lynn Moody</td>
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<td>Sue Heist</td>
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<td>Nick Pendola</td>
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<tr>
<td>Kelsey DeJesus</td>
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<td>Nicole Mikaelian</td>
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<th>ELL</th>
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<tr>
<td>Beth Melillio (Coordinator)</td>
<td>17 &amp; Main Office</td>
</tr>
<tr>
<td>Sue Henley</td>
<td>17</td>
</tr>
<tr>
<td>Moira McCool</td>
<td>17</td>
</tr>
<tr>
<td>Jie Wong</td>
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<td>Graciela Fontana</td>
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<table>
<thead>
<tr>
<th>Special Needs Educators</th>
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<tr>
<td>Rebecca Jones</td>
<td>14</td>
</tr>
<tr>
<td>Diane Joss</td>
<td>14</td>
</tr>
<tr>
<td>Susan Michel</td>
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Special Needs Teacher Assistants
   Sue Morrone
   Sandra Stewart
   Laura Tierney
   Robin Turano

Reading Specialist
   Carolyn Gencarelli
   Anita Guarnieri

   Room 15

Social Worker - Alexis Schonrog

   Office Suite 1

School Nurse-Teacher – Kimberly Plante

   Clinic

Specialists

   Art – Meghan Riley

   Librarian – Lisa Kenyon

   Music – Deb Wagner

Physical Education – Adam DeCoste, Eric Collins

   School Psychologist – Patricia Kalen
   Special Needs LEA – Ann Caron
   Speech – D’Ann Masseur

   Office Suite 5
   Office Suite
   Office Suite 4

   Curriculum Leader – Leslie Orr

   Office Suite 3

   Literacy - Renee Burbine

   Room 7

   Building Aide – Marty Champlin

   Main Office/Copy

Custodians – Nino Travato- Day
   Will Labrecque – Evening

Recess Aides- Kristen Daniewicz, Paula DePerry, Dayna Gingerella,
   Gina Marchand, Jessica Myers,

   Executive Secretary- Laura Locke

   School Principal – Ms. Susan Martin
1. **School Times**
   The official school day is 8:45-3:15. Students should not arrive any earlier than 8:25 am since adult supervision is present at this time. By 8:45 the children dismissed from the Bus Room and report to their classrooms for attendance, counts, other classroom business, and morning meeting. Students who arrive 8:45 are considered tardy. All tardy students must report to the office for an Office Pass.

2. **Weather Related Cancellations and Delays**
   Should weather conditions or other problems necessitate the closing or late opening of school, information is available on our district website: [www.westerly.k12.ri.us](http://www.westerly.k12.ri.us)
or by calling 348-2747. In addition, cancellation announcements are made on local television stations: WLNE-6, WJAR-10, and WPRI-12; and radio stations: WHJJ-920 AM, Q105 FM, WBLQ-88.1 FM, WCTD-1620 AM and WSNE-93.3 FM.

   When school is dismissed early due to inclement weather or other emergencies, an announcement is made over local radio and television stations as soon as possible. Our web based Alert-Now will also automatically call those phone numbers on file with our school. The early dismissal will also be added to the district website. Middle and High School students are bused home first. All students will be expected to follow their usual routines when an early dismissal occurs (bus students on buses, walkers walk, etc). If early dismissal requires a change of the normal routine, parents/guardians must inform the school of the change in advance so the school can assist when an early dismissal arises; without such a plan, the normal dismissal routine will be followed by school personnel.

3. **Absences, Tardies, and Dismissals**
   If your children will be absent, tardy, or dismissed early, there are several ways to notify us.
   1. E-mail the teacher and/or the office at [locke@westerly.k12.ri.us](mailto:locke@westerly.k12.ri.us)
   2. Phone the school by 8:45 and leave a message
   3. Send in a note prior to the absence or tardy. Send in a note the morning of the dismissal.

   Students should miss school only for illness or serious personal responsibilities which cannot be rescheduled. Even though a student may be able to do written make-up work, the classroom learning environment cannot be duplicated and often the student’s skill development is negatively impacted. When a student reaches 7 days absent/tardy, a meeting may be scheduled with school personnel to define the problem and explain the consequences to the student and parent/guardian. Appropriate referral MAY be made on/or before this time to the Support Services Team, and/or appropriate municipal agencies.

4. **Arrivals**
   **Walkers:** Walkers are asked to use the Gym Door. Please do not arrive before 8:20 because adult supervision is not present.
   **Bus Students:** Buses usually arrive between 8:25 and 8:45. The front driveway must be kept clear of all private vehicles during the arrival and dismissal times. Students will enter via the Gym Door.
Parent Drop Offs: Please use the Student Drop Off Area on your right as you enter. PLEASE-Under No Circumstances proceed past the Student Drop Off Area and the Crossing Guard.

Bicycles: Students may ride their bikes to school with written parental permission. Any motorized bikes or scooters are not allowed. The written permission will stay in the student’s file for the remainder of the school year. Students are reminded to ride safely on the side of the roads. RI Law requires that helmets be worn when riding a bicycle.

5. Early Dismissals

Upon notification of the early dismissal students are dismissed only from the Main Office until 2:55 pm. After 2:55 pm, you child will be dismissed from the Parent Pick-Up Door. Parents, guardians, or other family members and designated individuals will be asked to sign the dismissal roster. Please note however, individuals signing out a student must be 18 years old or above and listed on the Emergency card as the custodial parent(s) relative or friend. Please do not become alarmed or irritated if the Office Staff asks for identification. This will occur if we do not know you yet or an unfamiliar relative, neighbor, or friend is sent to pick up your child. We, on occasion, may even call the parent for verification. Please complete the Golden-Rod Dismissal form or write a note the morning of the dismissal. Include child’s name, teacher, time and the name of the person who will pick up the student. Phone calls will not be permitted to change dismissal unless it’s an emergency.

6. Regular Dismissal

Students depart the school in the customary three methods:

1. Walkers are dismissed via the rear entrance door. Please be very careful of the walkers leaving the school grounds.
2. Bus Students. At this time, buses are scheduled to arrive at 3:15-3:25 pm. The students will leave their classrooms and will be escorted to the buses. If the bus arrival is delayed, the students will wait in the Gym under adult supervision until the buses arrive. Again, they will be escorted to the buses.
3. Parent Pick-Up students wait in the Kindergarten/Grade 1 wing until the parent, guardian, or designated individual signs him or her out; and are supervised by faculty members. Parents are asked to arrive by 3:15 and wait in the line outside the door.

7. Regular Dismissal Notification

Parents are asked to notify us in writing of your dismissal plans. If your child is an everyday walker or bus student, then one note to the teacher during the first few days of school is sufficient. Please use the pre-printed goldenrod Springbrook School Pick-Up/Dismissal Notes for either daily or long term notification.

Next year, it will be helpful if you e-mail the teacher and/or Mrs. Locke in the office before the first day of school and inform us of your child’s first day dismissal plans. It is quite hectic on the first day and having the information earlier will help us plan an efficient dismissal on the first day.

8. Visitors

All visitors must report to the office, sign in, thereby reporting you are present in the building. The office staff will then use the intercom to contact the appropriate personnel in the building for you. Once issued a Visitor’s pass, you are authorized to proceed only to the designated area. Please do not take it upon yourself to walk by or visit any other areas of the building. Learning takes priority over everything else in our school. As such, unannounced visits to the classroom are not allowed because
they are considered interruptions to learning. If you wish to observe your child’s classroom, or if you
wish to volunteer in our school, we require 24 hours notice. We ask that cell phones are turned off,
refreshments are not consumed in the building, and that gentlemen remove their hats (we do expect our
students and faculty to remove their hats also).

If you are visiting during your child’s lunch time, please note that the lunch period is just 20
minutes. An appropriate lunch portion is suggested. Please remember that sharing of lunches among
students is not permitted. You will not be permitted on the playground at recess.

9. Health & Illness

A School Nurse/Teacher is assigned to our building full time and is the primary person to
handle all health and illness situations. Parents are contacted when a student becomes ill or injured during the day. The nurse may refer concerns to you that need a
doctor’s attention.

The school nurse is the only person in the building authorized to administer medication to children.

Medication cannot be administered without the necessary authorization from the child’s physician. In the absence of an authorization form, a
parent/guardian may come in to the school to administer the medication. Please note that students are
not allowed to possess at any time any medication (including “over the counter” medication).

Finally, in the event of a serious accident, or if the school nurse is not present during a serious health issue, the 911 EMS system will be initiated. Parents will be immediately notified if this occurs.

Student Verification Forms

All parents must provide emergency information for their children by completing a Student Verification
Form each school year. It is very important that the school has access to current information. If you have a
change of address and/or telephone number during the year, please notify the office so that the changes can be
noted.

It is critical that parents/guardians have up-to-date emergency illness forms on file at Springbrook School at all
times, so that we can contact you in the event of an emergency.

10. Lunch

Your child may bring or buy a breakfast and lunch. If your child brings a lunch, please pack it
in a lunch bag or box. Please do not send in breakable glass containers. Hot lunch price is $2.45 and
milk is .50 cents. You may send routinely send in money ($10.00 or $20.00 per child is suggested) or
login into https://www.mynutrikids.com so that a lunch account is created avoiding the need for daily lunch money.

Should a child forget their lunch or money, the lunch program will provide a lunch.

Repayment is expected the next day.

Families who qualify may receive free or reduced lunches for their children. Guidelines and
applications are available in the office. A new application for each family must be filled annually.

Free/Reduced lunch applications should be completed and returned as soon as possible. You
may also request an application at any time throughout the school year. The form is also available on-
line at http://www.fns.usda.gov/cnd/Lunch/default.htm

Click on applications, located on the left hand side of website.
Schedule for the 2016-17 school year:

<table>
<thead>
<tr>
<th>Time</th>
<th>Grade</th>
<th>Time</th>
<th>Grade</th>
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<tbody>
<tr>
<td>11:10-11:50</td>
<td>Grade 2</td>
<td>11:30-12:10</td>
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<td>11:50-12:30</td>
<td>Grade 3</td>
<td>12:10-12:50</td>
<td>Grade 1</td>
</tr>
<tr>
<td>12:30-1:10</td>
<td>Grades K</td>
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<td></td>
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</tbody>
</table>

A recess of 20 minutes precedes each lunch period.

12. **Recess**

Unless there is inclement weather and/or dangerous playground conditions, the students usually go out for recess daily. Please insure that your child(ren) is dressed properly for the weather. Sneakers, and/or shoes are necessary for the outdoor games that the students usually play. Flip flops, sandals, or other open toed footwear are not conductive to the classroom, recess yard, bus, etc…

13. **Appropriate Dress**

Please see the Student Expectation Handbook for the formal policy on student dress. However, please remember that a typical elementary school day is comprised on many various activities; Classroom activities(including rug time), Physical Education classes and recess including the playground structure all require safe, comfortable, and appropriate attire.

You will be called or notifies if situations exist that place your child in a hazardous situation or if the educational atmosphere is disrupted by a student’s appearance.

14. **School Environment**

A goal of the Westerly School Department is to provide a safe, healthy, and structured educational environment. To accomplish this goal, all members of the school community; parents, students, teachers, and other adults must treat each other fairly and respectfully. Aggressive or abusive behaviors will not be tolerated.

Harmful constant teasing or bullying are examples of behaviors that hurt another’s feelings. Often words are just as harmful as physical actions. Threatening comments, even made in a joking manner, must be taken seriously. Parents, students, or staffs who become aware of any threat made to a person or to the school must report it to the appropriate officials.

Please refer to the Westerly Public School’s Expectation Handbook for more specific policy regarding Bullying.

15. **Parent Parking**

Parking for staff, parents, and visitors are limited to the front of the building. We ask that regulation spaces be used and that all vehicular rules be obeyed. Leaving school grounds, we ask that our neighbor’s property be respected at all times. Please note that the front driveway near the main and gym doors are reserved for the buses at any arrival or dismissal time. No vehicles standing or parking are allowed in these areas. Please do not enter the driveway between the school and the playground.

16. **Buses**

School bus transportation is a privilege provided to students eligible for bus transportation. The bus eligibility guidelines are available at the office.

Any student’s privilege to ride the bus may be withdrawn for a designated period of time with or without parent notice. This serious action is only done when students misbehave causing potential
or real safety issues on the bus. Proper conduct is expected at the bus stop, on the bus, or when the bus arrives at school.

Please also note that eating and drinking on the bus is not allowed and that the entire policy on buses is contained in the Student Expectation Handbook.

Students are allowed to ride a different bus home provided the following criteria are met:
1. The bus must have space available,
2. A note from a parent/guardian requesting the bus change is brought to the school office,
3. The note and bus availability are verified.

The office will sign the note and return it to the student. The student will hand deliver the note to the bus driver.

On field trips, all students are expected to ride the field trip bus to and from the site. Parent chaperones may take their car to the field trip site but again all students are expected to ride the bus to and from on the field trip.

17. **Money, Valuables, Electronic Equipment**

   Please make sure your child does not bring to school any large amounts of money, valuable toys, or electronic equipment such as cell-phones, I-pods, Gameboys, etc…

   The school or classmates cannot be responsible for the loss, damage, or theft of these valuable personal items.

18. **Prohibited Items**

   Certain items are not allowed on school grounds at anytime. As you know, any type of weapon is strictly prohibited by law but you must also think about certain toys or objects with a sharp point, or a toy weapon are also prohibited. For example, a student cannot bring in a toy or model rifle as part of his social studies project or as part of his cowboy outfit at the Halloween Party after school.

   Presentation lasers are not allowed nor are “Wheelies” (the sneakers with wheels in the heels).

   **Food Items**: Most schools have students with allergies and procedures exist in classrooms, lunch rooms, and large group areas. For example, Springbrook School has children with peanut or nut allergies and “Peanut and Nut Free” areas have been established.

   The district has a nutrition and wellness policy; due to this policy and the existence of allergy-free zones, faculty members customarily only drink coffee, soda, etc. in the Teachers’ room, their offices, or in their classrooms. We ask our parents and visitors to also refrain from drinking or eating while visiting a classroom or attending a school function (unless food and drink are part of the festivity).

19. **Parent Cell Phones**

   It is requested that all parent cell phones are turned off or set to silence/vibrate and not used in the corridors, classrooms, large groups, or meeting spaces.

20. **Emergency Procedures**

   We have developed the following procedures in case of an emergency. Please read carefully and understand that there are differences in procedure depending on the type of emergency. These procedures have been discussed with our Civil Defense Department.

   If it is determined that an Evacuation is needed, the fire alarm will be pulled and the staff and students will exit the building as practiced. They will then move to the playground behind the school. If we need to transport students home, the buses will pick children up in the rear playground or another
designated safe area. Staff will have all student and parent emergency information to make cell phone
calls in order to contact parents or their emergency designees.

If it is necessary to do a Lockdown because of an intruder in the building, staff will lock
their classroom doors and students will be directed to move to a section of the room where they are not
visible from the hallway. No one will be allowed outside of the classrooms until the Principal gives
the all-clear signal. This procedure will be done without the students being aware so that confusion
and worry is at a minimum.

A Sheltered Lockdown would only be necessary if we needed to keep all of our building
occupants sheltered from the outside air. We would all move to the designated "safe areas" of the
building that have the least exposure to the outside atmosphere. We would have all necessary medical
equipment, medications, and our nurse with us. We also will have cell phones. The important part
to remember is, if this procedure becomes necessary, no one will be allowed in or out of the
building until we have been notified by our Civil Defense and police contacts.

21. Report Cards

Report Cards are distributed three times per year. Parent/Guardian signatures are required prior
to the return of the report cards.

Parent conferences occur in November and as needed throughout the year. If parents have a
concern about their child’s academic progress then a conference with the classroom teacher should be
requested.

In June, report cards are issued on the last day of classes at dismissal time. Requests for the
early issuance of the reports cards due to school absence or vacation plans will not be honored. They
will be held in the school’s office until requested. If a parent provides a self-addressed postage paid
envelope the report card will be mailed after the last day of classes.

22. Art, Library, Music, & Physical Education

Students at the elementary level participate in weekly art, library, music, and
physical education classes taught by a certified teacher. Students in grades 4 participate in a “Select Chorus”.

Our library is located just off the lobby of our building. We regard this as our
information hub. We are always working to expand our technology and collection of print
and media resources. In addition to borrowing books for personal reading, children are
couraged to use the many resources of the library for school and personal investigations.

Care must be taken with all materials borrowed from the library. Parents will receive notice
when a book or material has been lost.

To safely participate in Physical Education classes, sneakers and proper clothing are required.
All Rhode Island School students are required to participate in physical education classes. A child
may be excused from P.E. for one day upon written request of a parent/guardian and/or
recommendation from the school nurse. A written authorization from a doctor is required if it is
necessary for a P.E. excuse to extend beyond one day.

23. Wellness and Nutrition Policy, Birthday Celebrations/Invitations

Please refer to the Student Expectation Handbook for the entire “Student Nutrition and Physical
Activity Policy”. However, following is a list of important notes:
• The entire school environment, not just the classroom, shall be aligned with healthy school goals to positively influence a student’s understanding, beliefs and habits as they relate to good nutrition and regular physical activity.
• All foods available on school grounds and at school-sponsored activities during the day should meet or exceed the district nutrition standards.
• All fund-raising projects for sale and consumption within and prior to the instructional day will follow the District’s Nutrition Standards when determining the items being sold.
• The use of food items as part of a student incentive program is strongly discouraged. Should teachers feel compelled to utilize food items as an incentive, they are required to adhere to the District Nutrition Standard.
• Nutrition education will be provided to parents beginning at the elementary level.
• Encourage the consumption of whole grains, fresh fruits, vegetables, skim and low-fat milks, bottled water and sports drinks with no sugar or without added sugar.
• Vending sales of candy is not permitted and non-vending sales of candy during the instructional day.
• Any given food item for sale prior to the start of the school day and throughout the instructional day will have **no more than 30% of its total calories derived from fat**.
• Any given food item for sale prior to the start of the school day and throughout the instructional day will have **no more than 10% of its calories derived from saturated fat**.

**Policy Ramifications**

1. No Candy incentives or consumption of candy used in instructional opportunities.
2. Any Classroom celebrations featuring food must consist of **whole grain, fruits, vegetables, and dairy products**. Unfortunately, this means that birthday celebrations which include **any treats such as cakes or cupcakes are no longer permitted**. Our school’s staff values the milestones in our lives and in the lives of our students and want to recognize these important events. In celebrating our student’s birthdays, classroom teachers may do the following:
   • Wish each student a happy birthday
   • Class may sing “Happy Birthday”.
   • Child’s name may be written or posted in a prominent area of the classroom or school.
   • Special practices/privileges may be granted.

**Birthday Invitations** — Occasionally we are asked to allow students to pass out invitations to a birthday party. **This will be allowed only if the entire class is invited, all the boys are invited or all the girls are invited.** We cannot be asked to assist if any exclusions are being made.

Please note that we do not share personal student information such as addresses or telephone numbers.

**24. State Assessments**

All students in grades 3 and 4 must participate in the PARCC (PARTNERSHIP FOR ASSESSMENT OF READINESS FOR COLLEGE AND CAREERS). This assessment will be administered in the spring. At this time, third and fourth grade take reading and math assessments. Grade 4 also participates in the Science Testing, which occurs in the spring.
25. **Public Notices**

According to Section 504 of the Rehabilitation Act of 1973, Westerly School Department does not discriminate on the basis of disabilities with regard to admission or access to, treatment or employment in our programs and activities.

According to the American Disabilities Act, Westerly School Department ensures that their employment practices and policies do not discriminate on the basis of disability against qualified individuals with disabilities in programs and activities.

According to the Individuals with Disabilities Education Act, Westerly School Department must insure that all children with disabilities, regardless of the severity of their disability, and who are in need of special education and related services are identified, located, evaluated, and provided with a free, appropriate public education.

For questions or assistance with these policies or any educational matter, please contact the building principal.

26. **Positive Behavior Interventions and Support (PBIS)**

This is a school wide system to teach and acknowledge positive behaviors. We have chosen the 3 qualities of Respect, Responsibility and Safety. There are expectations for these characteristics in each area of our school (classrooms, corridors, recess yard, lunch room, and bus room).

27. **Parent Chaperones, School Volunteers – Background Investigations Check**

In order to volunteer in our school or to chaperone your child’s field trip, everyone must undergo a Background Investigations Check (including fingerprinting) conducted by the Westerly Police Department. A “Volunteer Application” must be Completed online. This process takes several weeks to complete. Please do not wait until field trip time to begin the process. You may not be able to act as a field trip chaperone because the process was not completed. The entire Volunteer Background Procedural list is on the Westerly Public Schools’ website: [www.westerly.k12.ri.us](http://www.westerly.k12.ri.us)

28. **Homework**

(More information regarding homework is listed in the Student Expectation Handbook.)

Homework may be given at the discretion of the classroom teacher to provide opportunities for children to practice, enrich, or extend their school experiences. It may include reading, written assignments, study, or project work. Parents are encouraged to establish a regular time for homework to be completed in a quiet place. While our aim is for students to assume responsibility for completing assignments, we recognize that their experiences are enhanced when parents take an active interest in their child’s efforts and offer assistance when necessary.

The following guidelines are recommended for homework assignments:

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<thead>
<tr>
<th>Grades</th>
<th>Times Per Week</th>
<th>Average Time</th>
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<tbody>
<tr>
<td>1-3</td>
<td>4 times per week</td>
<td>15-30 minutes</td>
</tr>
<tr>
<td>4</td>
<td>4 times per week</td>
<td>45 minutes</td>
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</tbody>
</table>
29. **Special Education Services**

If you suspect that your child has a disabling condition you may refer your child for an evaluation to determine eligibility for special education services. These services could provide assistance from a special educator, a speech and language therapist, or an occupational or physical therapist. You may contact your child’s teacher, the school principal, Special Needs LEA, or the Director of Pupil Personnel for assistance with the process. If your child is determined eligible for services, support or resource programs are available for your child throughout the school year.

30. **Blackboard Connect**

The Backboard Connect System is an automated telephone calling system available to the Westerly Public Schools. It allows administrators to schedule and/or make regular announcements, special announcements, or contact parents in emergencies either at home, work, or on their cell phones.

31. **After-School Matters**

The Westerly Public Schools, through the Office of Community Affairs/Adult Education, offer a periodic, affordable, after school program at Tower St. School Community Center. Notices are sent home in advance and Springbrook School students are invited to participate. Parents are generally asked to provide transportation home.

32. **Newsletter**

A monthly newsletter, The Springbrook Buzz is published and sent home to announce forthcoming events and detail various happenings at SES. Be sure to read it carefully as it contains notice of events and happenings that you will need to know about.

33. **Sharing Assemblies**

Several sharing assemblies are scheduled during the year. These enable students to showcase their music and learning for an audience. Parents are invited to attend. However, due our parking limitations only a portion of our parents are invited to each. Each grade level parent population is invited to at least one Sharing Assembly.

34. **Parent Liaison**

Since Springbrook School is a Title 1 School, federal funding includes the provision of positions such as parent liaisons. Laura Ross is our Parent Liaison and she provides assistance to our school community in many ways. She is the editor of our school newsletter, “The Springbrook Buzz”, the facilitator of our Family Engagement Committee, and also sends out weekly email news. Mrs. Ross is also a member of our School Improvement Team, attends and assists with most parent informational programs, and is involved with Westerly’s Parent Academy. Mrs. Ross can be contacted at lross@westerly.k12.ri.us

34. **P.T.O**

SES has an active PTO. The PTO represents parents in partnership with teachers. Its purpose is to foster communication between school and home. The PTO supports Springbrook’s educational program by providing informational meetings for parents, as well as financial assistance for field trips, cultural enrichment activities, and other purchases which supplement the curriculum. Fundraisers are held during the year to help fund activities.

The PTO sponsors special events for students and their families during the school year. These have included an after-school enrichment program. Activity opportunities may vary from year to year based on changing needs and interests, funding, and the number of active PTO members.
All parents and teachers are encouraged to participate in the PTO and attend meetings regularly to exchange ideas and discuss projects and plans for upcoming events. There is no cost for joining; all parents and teachers are members. Meetings are held the second Wednesday of each month.

35. **Springbrook Culture**

While it is the responsibility of educators to teach students to achieve academically, it is also necessary for us to address the social and emotional needs of our students at the same time. At Springbrook, we recognize that we must address the social and emotional needs with the same commitment and emphasis on practices as we do academically. Most of the staff has been trained in the Responsive Classroom approach in promoting social and emotional learning. This approach fosters safe, challenging, and effective classrooms and schools. It was developed by classroom teachers and consists of practical strategies for bringing together social and academic learning throughout the day. The underlying belief of the Responsive Classroom is that it is important to know children individually, culturally, and developmentally. When this occurs, teachers can make better decisions about curriculum, classroom management, and discipline that allow children to reach their academic potential. Additionally, the Responsive Classroom fosters the belief that academic learning happens best within a positive social context and therefore, much attention is paid to helping children develop positive social skills.

The staff at Springbrook has worked to develop common language, common expectations and common practices across the grades and curriculum to provide consistency as we work toward our goal of a socially and emotionally competent student body. We invite you, the parents, to join us in this effort.

**Common Expectations**

- Appropriate Language
- Truthfulness
- Helpful friends
- Hands, feet, body to themselves
- Respectful of Building
- High Academic Achievement
- Always try their best
- Make Positive Choices
- Good listeners
- Responsible Positive attitude

**Common Language**

- Appropriate language
- Kind language
- Helpful friends
- Honest
- Bubble (personal space, hands, feet and body)
- Walking or quiet feet
- Cooperation (cooperative groups)
- “We don’t do that here”
- Choice
- Quality Work
- “What could you have done differently?”
- Good listening
- Personal responsibility
- Positive attitude vs. negative attitude
- Positive thinking vs. negative thinking
- “You should be proud of yourself”
Springbrook has an active character education committee that monitors and plans what happens in our school. We also have a peer mediation program to facilitate student problems.

36. **Cafeteria Expectations**
   1. It is important for students to develop eating habits that are healthy and courteous.
   2. Students must remain seated in the cafeteria unless they have been directed or given permission to get up.
   3. Students may not take or touch other students’ food.
   4. Students should not trade or share food.
   5. Good table manners (eating with utensils, not talking while chewing, etc.) are always in order.
   6. Talking should be kept to conversation level.
   7. Students must clear their own places of all trash.

**Playground Expectations**
In addition to the general rules that apply (language, hitting, etc.), there are several other rules that apply on the playground.
1. Equipment must be used the way it was intended to be used.
2. Students must stay in the designated play area. In wet conditions, this is the blacktop only.
3. Students should dress appropriately for the weather.
4. Students must follow instructions given by those supervising the playground.

37. **Open House**
   An Open House is held in early September. This program gives parents an opportunity to gather information about the coming school year, to meet their child’s teacher, and to visit the classrooms. Children are invited to attend with their parents. Open House is scheduled for Thursday, September 15, 2016 at 6:30 pm. Title I information is also available at this event.

38. **Insurance**
The Westerly Public Schools make accident insurance available through a private carrier. Please consider this carefully. The school DOES NOT have accident coverage for children. Should your child be injured, your personal policies would need to cover the medical costs.

39. **Transferring**
   If you are planning to move from Springbrook School, notification of your child’s last day of attendance is recommended a few days in advance. Ample time is needed to prepare records for transfer.

40. **Attendance District**
The Westerly School Committee determines the boundaries for attendance districts. We cannot allow any students who do not live within the Springbrook district to attend our school unless written authorization from the Superintendent of schools is on file in our office. If you wish to request a waiver of district residency, you must contact the Superintendent in writing. Waivers are sometimes granted for students who have moved, allowing them to finish the school year in our school.

41. **Accommodations**
   SES makes every effort to accommodate family and friends of our students at school activities. If you require special accommodations, we ask that you notify the school office five days prior to the activity so that arrangements can be made.
42. **Website, Post Cards, and Other Communications**

The school maintains a website, which can be accessed through the Westerly Public Schools’ website, [www.westerly.k12.ri.us](http://www.westerly.k12.ri.us). The main office, principal, school nurse, P.T.O., Parent Liaison, and individual teachers have components of the website. Every effort is made to keep the sites informational, helpful, and current. Please do not hesitate to contact any of the school’s staff for information.

Many teachers send periodic newsletters home and as mentioned elsewhere, a monthly school newsletter, The “Springbrook Buzz” is published. Blackboard Connect emergency or major event reminders are issued occasionally. School and community notices are generally sent home Monday through Wednesday and especially on Thursdays.

The School’s Parent Liaison also communicates through regular email messages. All faculty members can be contacted via phone call, notes, and email.