

Cumberland School Department

Elementary Handbook

2017 - 2018

**Ashton School
B.F. Norton School
Community School
Garvin Memorial School
John J. McLaughlin Cumberland Hill School**

CUMBERLAND SCHOOL DEPARTMENT'S ADMINISTRATIVE STAFF

Cumberland School Administration Office
2602 Mendon Road
Phone: 401-658-1600
Fax: 401-658-4620

Superintendent
Robert A. Mitchell

Assistant Superintendent
Antonio DiManna, Jr.

Human Resources Director
Tina Fogell, Esq.

Business Manager
Alexander Prignano

Director of Special Education
Rachel Santa, Ed.D.

Director of Information Technology
Michael Chandler

Elementary Special Education Coordinators: Kathy Gibney – Preschool; Rachel Santa – Ashton, B.F. Norton; Kyle Santos – Community, Garvin; Tammy Lemieux – JJM Cumberland Hill

SECONDARY SCHOOLS

Cumberland High School 658-2600
Donna Charlton, Principal
Assistant Principal: Michelle Carter
Dean of Students: Christopher Skurka & Scott Carpenter
2600 Mendon Road

Joseph L. McCourt Middle School 725-2092
Jason Masterson, Ed.D., Principal
John McNeil, Assistant Principal
45 Highland Avenue

North Cumberland Middle School 333-6306
Beth Coughlin, Principal
Kristy Patten, Assistant Principal
400 Nate Whipple Highway

ELEMENTARY SCHOOLS

PRINCIPALS

TELEPHONE

Ashton School
130 Scott Road

Nidia Karbonik

333-0554

B. F. Norton School
364 Broad Street

Dina Cerra

722-7610

Community School
15 Arnold Mills Road

Cheryl Vaughn

333-5724

**John J. McLaughlin
Cumberland Hill School**
205 Manville Hill Road

Debra Malcolm

658-1660

Garvin Memorial School
1364 Diamond Hill Road

Judith Bassignani

333-2557

Cumberland Preschool Center
130 Scott Road

Kathleen Gibney, Director

658-1600 Ext. 404

OTHER SERVICES

Special Education Office
2602 Mendon Road

Director
Rachel Santa, Ed.D.

658-1600
Ext. 2

Attendance Officer
2602 Mendon Road

Officer
Guy DeAngelis

658-2600
Ext. 228

Cumberland School Volunteers
2602 Mendon Road

Coordinator
Kristen Sukatos

658-1600
Ext. 374

Athletic Department
2600 Mendon Road

Athletic Director
Matthew Campanelli

658-1600
Ext. 343

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SCHOOL HOURS

Cumberland Preschool Center first session begins at 9:40 a.m. and dismisses at 12:00 p.m. The second session begins at 1:10 p.m. and dismisses at 3:40 p.m.

Ashton, Community and Cumberland Hill begin at 9:00 a.m. and dismiss at 3:25 p.m. Students are asked to arrive at school between 8:45 a.m. and 9:00 a.m. Early Release Day - every Wednesday at 2:20 p.m.

B.F. Norton and Garvin begin at 8:30 a.m. and dismiss at 2:55 p.m. Students are asked to arrive between 8:15 a.m. and 8:30 a.m. Early Release Day - every Wednesday at 1:50 p.m.

CLOSING OF SCHOOLS

In the event that schools must be closed because of inclement weather or other emergencies, announcements will be made on the following radio or TV stations: **LITE-105, WNRI, WPRO, WWON, WHJJ, CHANNEL 6, CHANNEL 10 AND CHANNEL 12.** You may also call 658-1600 and press "1" for school announcements. If Cumberland is not mentioned on any of these five radio or three television stations, school will be in session making it unnecessary to call school officials or the radio or television station. You will also be notified via "**School Messenger,**" our automated electronic communication system.

PUPIL EMERGENCY PROCEDURE FORM

At the beginning of each year, a form is sent home requesting phone numbers of the pupil's residence, cell phones, child care provider or other designated person so that the school may notify the proper individual if the student is ill or has been injured. Students will only be released to people you have listed on the emergency form after they have shown proper I.D. It is imperative that the information on these cards is kept up-to-date.

If these or any telephone numbers, emails or addresses change during the school year, please notify the school office of the change.

TRANSPORTATION

The school department does provide transportation to and from a child's home address and their assigned school. Any change of address for transportation purposes must be requested in advance through the office of the Assistant Superintendent. For the complete policy, please refer to policy [E-2 Transportation Policy](#), effective July 1, 2011.

EMERGENCY DRILLS

Emergency evacuation drills are held regularly throughout the year in accordance with local and state regulations. Student safety is of the utmost importance and every measure possible will be taken to ensure proper execution and success of such drills. Types of drills include but are not limited to, fire, evacuation, lockdown, and shelter in place.

INSURANCE

School insurance is available to all students. At the beginning of each school year or at any time during the year, parents have the opportunity to purchase accident insurance for their children. Information and enrollment forms can be obtained from the Cumberland School District website at:

www.cumberlandschools.org/content/athletics-department

ATTENDANCE POLICY

PURPOSE

Students must be in school every day of the school year in accordance with the General Laws of the State of Rhode Island §16-19-1 and/or §16-19-6. Students must attend scheduled classes unless students are excused for the reasons recognized by the Cumberland School Department.

School districts are required by law and regulations to monitor student daily attendance. Detailed student attendance reports are provided to the Rhode Island Department of Education (RIDE) and are used for individual student review, as well as district and state comparisons across organizations and jurisdictions.

DEFINITIONS

Absence: A student who has attended school for less than half of a day is considered absent.

Excused Absences: Excused absences include a student's participation in an approved school-sponsored activity, suspension days, religious holidays, a death in the family, a doctor-excused illness or injury (doctor's written excuse must be submitted upon return to school), court appearance, military deployment event, school visit or approved dismissal from school by school principal or designee, including, but not limited to, the School Nurse. Excused absences do not count toward attendance policy limits.

Unexcused Absences: Unexcused absences include all absences not listed as Excused Absences. Unexcused absences count toward attendance policy limits.

Truancy: A student is considered truant when he/she purposely stays away from school with or without parent/guardian permission.

Tardy: Students are considered tardy when they arrive after the start of school. If a student has not attended school for at least half of the school day, this is considered an absence. The School Department is required, per the Rhode Island Department of Education, to track student tardiness and report this information on a daily basis.

Excused Tardy: Excused tardies include a student's participation in an approved school-sponsored activity, suspension days, religious holidays, a death in the family, a doctor-excused illness or injury (doctor's written excuse must be submitted upon return to school), court appearance, military deployment event, school visit or approved dismissal from school by school principal or designee, including, but not limited to, the School Nurse. Excused tardies do not count toward attendance policy limits.

Unexcused Tardy: Unexcused tardies include all tardies not listed as an Excused Tardy. Unexcused tardies count toward attendance policy limits. Three (3) unexcused tardies are calculated to equal one (1) unexcused absence.

Early Dismissal: Early dismissal occurs when a student leaves before the end of the school day. The Department is required, per the Rhode Island Department of Education, to track student early dismissals and report this information on a daily basis. Three (3) unexcused early dismissals are calculated to equal one (1) unexcused absence.

Any combination of unexcused absences, tardies and dismissals count towards the attendance policy limits and can result in an attendance review process or attendance social suspension (at the middle and high school levels).

SCHOOL DISTRICT RESPONSIBILITY

It shall be the responsibility of the Cumberland School Department to establish rules governing tardiness, early dismissals from school, excused absences, unexcused absences and truancy including but not limited to:

1. Reporting procedures.
2. Recording, tracking and investigating attendance and attendance issues.
3. Reporting of student attendance information to state and federal authorities in accordance with state and federal law, mandates and school department regulations.
4. Establishing a system of criteria, consequences and referral for investigating and addressing excessive absences, truancy, tardiness and dismissals and the failure to notify the school of the reason for the absence/tardiness/dismissal.
5. Establishing guidelines (by school) that provide reasonable opportunity for the student to make up work.

PARENTS/GUARDIANS AND THE STUDENT RESPONSIBILITY

The responsibility to follow the law and regulations governing student attendance lies with the parents/guardians and students. Parents/guardians and students are ultimately responsible for regular and punctual school attendance.

It is the responsibility of parents/guardians to:

1. Abide by the law and mandates governing attendance.
2. Stress the importance of regular and punctual school attendance with their child.
3. Provide the school with accurate and current daytime telephone numbers where they can be reached.
4. Call the school on the day of their child's absence to inform the school office of their child's absence.
5. Make every effort to schedule personal appointments for their child outside of school hours.
6. Plan family vacations for when school is not in session.
7. Arrange for make-up work in a timely manner.
8. In cases of long-term illness, notify the school (school nurse and principal) as soon as possible so that provisions may be made for appropriate instruction.

PROCEDURES TO REPORT ABSENCES

Phone Call

Parents/Guardians of all Cumberland schools should call the school on the day of their child's absence to inform office personnel of the absence.

Please Note: EMail is not an acceptable method of reporting a child's absence.

For an absence to be considered excused, the following examples can be provided as documentation of the excused absence:

1. Doctor's note
2. Court appearance summons or other dated court document
3. Name of deceased and relation
4. Confirmation in writing from college/university regarding college visit

ATTENDANCE REVIEW PROCESS

Following five (5) unexcused absences, or the combination of unexcused absences, tardies and early dismissals which equal five (5) unexcused absences, the school will contact the parent/guardian to notify them of the attendance concerns and provide a link to the attendance policy for their review. Parents may request a hard copy of the policy at any time.

Following ten (10) unexcused absences, or the combination of unexcused absences, tardies and early dismissals which equal ten (10) unexcused absences, the school will contact the parent/guardian in writing requesting a meeting.

Following fifteen (15) unexcused absences, or the combination of unexcused absences, tardies and early dismissal which equal fifteen (15) unexcused absences, a referral may be made to the Attendance Officer.

Appointments with doctors, dentists, etc. should be made at times other than during the school day.

Students with any unexcused absence on the day of a school-related activity (i.e.: athletic event, dance, play) may not attend that activity.

Please see *Withdrawing Students for Non-Attendance* for additional information.

FAMILY TRAVEL AND VACATION

Student absence from class for purposes of family travel or vacation is a loss of valuable classroom instructional time and is strongly discouraged. All work will be provided upon return to school; students are required to make-up all missed work. Absences due to family travel and vacation are considered unexcused absences.

EARLY DISMISSALS

A written request for early dismissal signed by the student's parent/guardian must be presented to the Main Office or Student Management Office (Cumberland High School) on the day of the early dismissal. This request must contain the date, time, reason for dismissal, telephone number for verification, and parent/guardian signature. Parental/Guardian phone calls requesting an early student dismissal must be approved by the Principal/Designee. Parents/Guardians may also personally come to school to request early student dismissal. A photo identification card is required for all student early dismissals.

Please Note: Email is not an acceptable method of requesting early dismissal.

ATTENDANCE SOCIAL SUSPENSION – MIDDLE & HIGH SCHOOL

A student will receive a twenty-five (25) calendar day social suspension for accumulating ten (10) unexcused absences in any one trimester or semester of school. Any unexcused tardy or dismissal will also accumulate toward this total. Three (3) unexcused tardies and/or dismissals equal one (1) unexcused absence. Any subsequent unexcused absence, unexcused tardy and/or dismissal during that trimester or semester may result in additional days of social suspension.

WITHDRAWING STUDENTS FOR NON-ATTENDANCE

Beginning of the New School Year

1. If a student is absent on the first day of school, and that absence is not determined to be an excused absence, a phone call will be placed to the student's home to inquire about the student's attendance for the new school year.
2. At three (3) consecutive days of absence from the first day of school that is not determined to be an excused absence or the school has not received contact from a parent/guardian, a letter will be sent home to the student's parent/guardian at the home address on file indicating that the student has been withdrawn from the Cumberland School Department due to non-attendance. Re-enrollment will require that the student and the parent/guardian register using the Cumberland School Department procedures outlined on the district website.

During the School Year

When a student stops attending school without official withdrawal during the school year, the school must utilize all available interventions before taking any action against the student's enrollment status.

Interventions should include referral to the School Counselor/School Social Worker, referral to the Attendance Officer, phone calls home, and certified letters to the parent/guardian.

The following procedures must occur prior to withdrawing a student during the school year.

1. At ten (10) total consecutive absences from school that is not determined to be an excused absence, a letter will be sent home to the student's parent/guardian at the home address on file indicating that the student has been absent from school with no contact from the home and direct the parent/guardian to contact the school to set up a meeting with the building administrator by a specified date.
2. At fifteen (15) total consecutive days of absence that is not determined to be an excused absence, a second certified letter will be sent home to the student's parent/guardian at the home address on file indicating that the student has continued to be absent from school with no contact from the parent/guardian and direct the parent/guardian to contact the school to set up a meeting with the building administrator by a specified date.

3. At twenty (20) total consecutive days of absence that is not determined to be an excused absence, a final certified and regular USPS letter will be sent home to the student's parent/guardian at the home address on file indicating that the student has continued to be absent from school with no contact from the parent/guardian and advise the parent/guardian that the student will be withdrawn from the Cumberland School Department with an effective date.

It is only when the student cannot be located and all possible interventions have been unsuccessful, that the student may be withdrawn from the Cumberland School Department. Any re-enrollment will require a meeting with parent/guardian, student and the building administrator to discuss expectations related to student attendance.

Amended & Approved by Cumberland SC Policy & Procedures Sub-Committee: 02/21/2017

Amendments Approved by Cumberland School Committee: 02/23/2017

GUIDANCE AND COUNSELING

Guidance counselors offer a wide range of services to all elementary students. Your child's guidance counselor can be reached by contacting your child's school. These services can be divided into two major categories: the guidance program and counseling services.

The guidance program presents a sequential, developmental program to all students, kindergarten through grade five. This program is aimed at fostering self-esteem through the development of positive social, emotional, and interpersonal skills.

The counseling services include: individual counseling, group counseling and special group counseling (i.e. peer problems, bullying), as well as parent conferences, and referrals to outside agencies. Teachers, students or parents may request an initial interview between a child and counselor. If sustained support is necessary, parents will be required to sign an approval for services.

STUDENT RECORDS

(Privacy Rights of Parents and Students)

It is the policy of the Cumberland School Department to allow parents and eligible students access to educational records and to obtain the written consent of said parents and eligible students prior to the release of certain educational records. Such access to and/or release of such educational records shall follow appropriate regulations and/or procedures established in conformity with Title 45 of the code of Federal Regulations Part 99 and other applicable Federal and State statutes.

Parents may have full access to and the right to challenge the accuracy of data on their children. Parents may request the opportunity to examine their son's/daughter's cumulative academic record and other pertinent school materials presently in his/her file folder. Parents will be informed within forty-five (45) days of the time and date of this examination. All examinations will take place between 9:00 a.m. and 3:00 p.m. Forms for these requests are available in the guidance office.

REPORT CARDS AND MARKING SYSTEM

Report cards in grades Pre-Kindergarten to grade 5 are standard based and are issued three times during the school year. Report cards are available through the Aspen Family Portal <https://ri-cumberland.myfollett.com/aspen> (This can also be accessed from the district website under "Quick Links" Aspen Family Portal).

PHYSICAL EDUCATION

All students are required to participate in physical education unless excused in writing by a physician. Physician excuses must be renewed each school year. In the event of illness or injury, a one (1) or two (2) day excuse will be granted by the school nurse/teacher with a written note from a parent/guardian.

TEXTBOOKS and LIBRARY BOOKS

The school department provides all basic texts. Textbooks are to be kept free from markings and are expected to be kept in excellent condition. Pupils are required to pay for lost or damaged books.

VISITORS

The safety of our students is a high priority. During the school day, all outside access doors are locked. All visitors are required to report to the main office upon entering the building to sign in and to pick up a visitor's badge. Visitors are asked to return the badges to the office at the end of their stay.

SCHOOL SUPPORT ORGANIZATIONS

Parent organizations are encouraged. The purpose of these organizations is to promote the welfare of children by better understanding and communication between parents, teachers and school officials.

SCHOOL ATTIRE

Students dress and appearance while attending school should be influenced by the fact that school is a formal experience as contrasted with the informal situation of group meetings for fellowship and play.

Minimum dress guidelines for a proper learning environment are as follows:

1. Attire which does not present a clear and present danger to the student's health and safety.
2. Attire which does not cause an interference with school work.
3. Attire which does not create classroom or school disorder.
4. **"Flip Flops"** and **"Heelies"** are neither appropriate nor safe footwear.

Considerations of health, safety, order and respect for the rights of others should be the dominant factors in a student's choice of health, dress and grooming. Parents/guardians may be contacted for a change of clothes/footwear. Please refer to the policy [J-20 Student Dress Code](#).

STUDENT RULES AND REGULATIONS

All of the elementary schools are P.B.I.S. schools. This stands for Positive Behavior Supports and Interventions. Students are expected to be responsible, respectful and ready to learn.

- 1) Respect and courtesy toward all teachers, adults and peers is expected at all times.
- 2) Respectful language must be used at all times.
- 3) Students are to take particular care to insure that no papers or litter are left on the floor in the building.
- 4) Each student is responsible for any school property he/she uses. Any damage found should be reported to the proper authority.
- 5) Only those items necessary for schoolwork may be brought into the building. Unauthorized radios, toys, tape recorders, etc. will be confiscated.

PLEASE NOTE: Cell phone use is not permitted during the school day.

- 6) Students are expected to come to school neatly dressed, groomed and clean.

- 7) To insure the cleanliness of the school, gum chewing is not allowed except in special circumstances.
- 8) Students will not be allowed to take any bus other than that to which they have been assigned. Any change of bus must be authorized by the principal.
- 9) Students are expected to take reasonable care of school property. Students are held accountable for damaged or lost books. Defacement of school property will result in disciplinary action. Students will be financially responsible for damages.

SUGGESTED WAYS PARENTS CAN HELP THEIR CHILDREN SUCCEED IN SCHOOL:

- 1) Provide a secure and accepting environment at home so that your child knows he or she is loved and respected.
- 2) Take an interest in the things your child brings home from school.
- 3) Talk with your child daily about school.
- 4) Read to your child daily.
- 5) Mark all clothing with child's name and be sure boots go on easily.
- 6) Please keep sick children at home until temperature is normal for 24 hours.
- 7) Encourage your child to practice proper hygiene and use good table manners.
- 8) Provide an assignment notebook and a school bag to be sure that papers and notes get home safely. Check the contents of the school bag when your child returns home each day. Have a convenient place near the door for the material that your child is to bring to school.
- 9) Post a calendar in a convenient place so that long-term projects and events can be noted.
- 10) Early in the school year and, periodically throughout the year, review the discipline codes, the general rules and regulations and the policies of the Cumberland schools listed in this manual.
- 11) Communication between home and school is essential for your child's success in school.
- 12) Participate in school sponsored activities.
- 13) Inform the office **immediately** if there is any change of address, telephone number, or any other pertinent information concerning your child.

STATE AND DISTRICT TESTING

The major purposes of these assessments are the following:

- 1) To determine strengths and weaknesses in our curriculum.
- 2) To determine where the student is in his/her academic development in order to provide materials and instructional procedures appropriate for this student's needs.
- 3) To diagnose a student's particular strengths and weaknesses.
- 4) To provide a source of information useful in making decisions in students' best interests. Students will participate in the following assessment program:

- RICAS (Rhode Island Comprehensive Assessment System)

Grades 3 through 5 will be tested in English Language Arts and Mathematics

Grade 4 will be assessed in science using the traditional NECAP Assessment

CUMBERLAND SCHOOL VOLUNTEERS

Cumberland School Volunteers assist all Town schools in obtaining volunteers, resources, and special programs. This organization provides services to children, both on an individual basis and through school-wide programs such as individual tutoring, the Reading is Fundamental book distribution program, Child Outreach, the Child Sexual Abuse Prevention project, etc. All volunteers, even those who wish to volunteer only once during the school year, must be registered with the Cumberland School Volunteers. Background criminal checks (BCI) are required in order to volunteer in the Cumberland Public Schools. There is a \$5.00 charge for each BCI. The telephone number for the Cumberland School Volunteer program, administered by Kristen Sukatos, is 658-1600, Ext. 374.

SPECIAL AREA CLASSES

Grades kindergarten through five have one forty-minute period of music and art instruction each week. Students receive one hundred twenty minutes of physical education instruction every two weeks (three forty-minutes classes one week and two forty-minutes classes the following week) as well as forty minutes of library skills instruction every other week. All special area classes are taught by specialists in the appropriate areas.

MEDIA CENTER

The Media Center is serviced by a part-time school media specialist. Students are instructed in library skills and literacy appreciation. Students may borrow books from the school library for a specified period of time and are expected to return these books to the school library when that period of time has expired. Students are expected to pay for lost or damaged books.

LITERACY AND MATH

The academic program in Cumberland's elementary schools is designed around high performance and appropriate content standards that students should meet in order to communicate, make decisions, solve social and task related problems, and continue learning throughout their lives. These standards are from the Common Core State Standards which have been adopted across the nation. The Language Arts curriculum provides opportunities for all students to demonstrate the ability to effectively read, write, speak and listen in a variety of contexts. The Math curriculum encourages independent thinking and problem-solving. The coordinated efforts of classroom teachers, reading specialists and math interventionists provide a continued congruency of integrated instruction on a daily basis. Students are instructed at their appropriate reading levels in the framework of the national Common Core State Standards with support staff providing remedial and academically challenging services as well.

TITLE I

Title I is a federally funded supportive reading program at Garvin and B.F. Norton Schools. Children identified as being most in need of assistance in the mathematics and/or language arts areas receive this help from an intervention specialist.

ESL PROGRAM

Since 1979, the Cumberland School Department has offered a wide range of services to children whose first language is other than English. Home Language Surveys completed upon enrollment and follow-up language assessments combine to determine each child's eligibility for service. Offered to all children at this level are intensive English language classes called English as a Second Language (ESL classes) together with specialized instruction that focuses on literacy and academic achievement.

SPECIAL EDUCATION SERVICES

The Town of Cumberland recognizes that each child has varying needs in the academic, physical and social areas. The school department strives to serve children with special needs within the parameter of the regular classroom. However, when a child's special needs cannot be met within the regular classroom, the student will receive special services provided through the Special Education Department according to an Individualized Educational Program designed to adequately meet the student's needs.

During this time every effort will be made to remediate the student's academic, physical and/or social deficits in the least restrictive learning environment. During the time when services are provided, every effort will be made to provide as many mainstreaming opportunities as possible. The Special Education Department provides a wide range of program and support services for children. Among these programs are programs instructing the special needs students in inclusion or self-contained settings, providing speech/language therapy, psychological services, social work services, adaptive physical education, occupational therapy, physical therapy, services for the hearing or visually impaired, and conducting tests. The end goal of this provision is to affect the student's return to a regular classroom on a full-time basis as quickly as possible.

If you require more information regarding the Special Education Program, please contact the Director of Special Education or the principal of your elementary school.

CHILD OUTREACH PROGRAM

The Cumberland School Department offers, as part of its Child Outreach program, free screenings in the areas of vision, hearing, speech and development. Screening is a series of activities designed to determine how a child is developing and is offered to children three to six years old. Each child is evaluated individually and the results are shared with parents. For the large majority of children, screening indicates age-appropriate development. In some cases follow-up testing indicates that special help may be advisable. An educational plan for the child is developed with parental input and consent.

The Child Outreach staff includes persons whose expertise is in the area of early childhood. Staff members include a speech and language therapist, school psychologist, social worker and educational consultant. These people provide follow-up testing, consultation to parents, and to local nursery school teachers.

The Child Outreach staff will accept a referral from any parent, pediatrician, teacher or other professional concerning a pre-school age child. The Child Outreach office is located at the Cumberland Preschool Center. This program is part of the town-wide Special Education program under the direction of the Special Education Director. For further information, please feel free to call the Child Outreach Coordinator at 658-1600 x404.

SCHOOL LUNCH PROGRAM

All schools in Cumberland participate in the Federal Lunch Program. Nutritious breakfasts, lunches and milk are available at all schools. Applications for free and reduced price breakfasts and lunches are sent home at the beginning of the school year and are available at the school anytime during the year. Menus are printed weekly in local newspapers and are available online at: <http://www.cumberlandschools.org/> (Look in the Quick Links section on the left of the home page.) Breakfast is available to students approximately 20 minutes prior to the start of the school day. The price of an elementary school lunch is \$2.35. Reduced is \$.40. Breakfast is \$1.00 and \$.30 for reduced breakfast. Milk is included in the meal but is \$.50 when purchased separately. The schools have an electronic lunch ticket ID system. All students will have a pin number. This ID number stays with each student until graduation. We encourage parents to prepay for their child's meals on an electronic account. This will help eliminate situations that could develop during lunchtime because of negative balances or failure to bring lunch money to school. Prepayments can be made 24 hours a day using a credit or debit card. Cash and check payments will continue to be accepted. However, payments made through the Online Lunch Payment Vendor portal or by check are preferred for better accountability. Please go to [Sodexo - "My School Bucks"](#) for more information and to register your child(ren).

STUDENT CODE OF BEHAVIOR ON SCHOOL BUSES

- 1) The driver is in charge of the bus and pupils. Pupils must obey the driver promptly and willingly.
- 2) Pupils shall ride their regularly assigned bus at all times, unless permission has been granted by school authorities. School authorities should verify with the drivers the availability of extra seating space and should issue bus passes for non-regular riders if it will not cause standees on the bus.
- 3) Unless by written permission of school authorities, no pupil shall be permitted to leave the bus except at his or her regular stop.
- 4) Each pupil may be assigned a seat in which he or she is seated at all times, unless permission to change is given by the school principal and/or driver.
- 5) Outside of ordinary conversation, classroom conduct must be observed.
- 6) Pupils are to assist in keeping the bus clean by keeping their waste paper off the floor. Pupils must also refrain from throwing refuse out of the windows. Eating is not allowed.
- 7) No pupil will smoke or light matches in a school bus.
- 8) No pupil shall at any time extend his or her head, hands or arms out of the windows, whether school bus is in motion or standing still.
- 9) No pupil shall open a window on the school bus without first getting permission from the bus driver.
- 10) Pupils must see that they have nothing in their possession that may cause injury to another, such as sticks, breakable containers, and any type of firearms, straps, or pins extending from their clothing. Also, no animal is permitted on the bus, except for muzzled seeing-eye dogs.
- 11) Each pupil must see that his books and personal belongings are kept out of the aisle. Special permission must be granted by school authorities to transport any large items.
- 12) No pupil will be allowed to talk to the driver more than is necessary.

- 13) No pupil shall sit in the driver's seat or be seated to the immediate left or right of the driver.
- 14) Pupils are to remain seated while the bus is in motion, and they are not to get on or off the bus until it has come to a full stop.
- 15) Pupils must leave the bus in an orderly manner and must obey the orders of the school bus driver. They must not cross the highway until given consent by the school bus driver. When boarding or leaving the bus, pupils should be in view of the driver at all times.
- 16) Pupils must cross the highway at least 10 feet in front of the school bus and never behind it.
- 17) Pupils must not stand or play in the roadway while waiting for the bus. Pupils should leave home early enough to arrive at the bus stop before the bus is due.
- 18) Self-discipline should be exercised by pupils at the bus-landing area. Students should refrain from pushing and shoving other students.
- 19) Pupils who have to walk some distance along the highway to the bus-landing zone, where practicable, must walk on the left-hand side facing the oncoming traffic. This will also apply to pupils leaving the bus-loading zone in the evening.
- 20) Students' misconduct on a bus will be sufficient reason to discontinue providing bus transportation to those students involved.
- 21) In the event of an actual emergency, emergency exit procedures, as established by the emergency exit drills, will be followed.
- 22) Parents of students, damaging school buses will be responsible for proper reimbursement to the school district.
- 23) Pupils are not to run errands between the bus stop and their home.
- 24) A pupil, before being suspended from the school bus, will be given a hearing by his principal who will follow due process procedure.

PARENT/TEACHER CONFERENCES

Parent-teacher conferences are held after the first trimester or upon request by a parent/guardian. By understanding each other's concerns and working together, parents and teachers help bring the child to his/her fullest development. Should you wish a conference with a teacher, please arrange an appointment through your child's teacher.

HOMEWORK

Meaningful homework is a vital aspect of a child's learning environment. Properly used, homework is a tool that will expand a child's opportunity for academic excellence. It is developmental in nature and increases in scope with the maturity and capabilities of the student. Homework improves the learning process, aids in the mastery of skills, and creates and stimulates the pupil in various areas of learning.

Homework will be assigned on a regular basis. Pupils are encouraged to work beyond minimum assignments and to experience the pleasure of learning more in-depth information. Science, social studies and reading are possible areas for extension activities.

HEAD LICE POLICY

Head lice are a common problem among school age children. Head lice are not a medical or public health hazard as they are not known to spread disease. The greatest concerns relative to head lice are social stigma, loss of school time and toxicity due to over-treatment with pediculicide shampoos.

Head Lice do not jump, fly or swim and can only crawl short distances. The usual mode of transmission is through direct head to head contact. Transmission via clothing, hats, furniture and other objects can occur but the likelihood is low because head lice can only live off the host for 1 to 2 days.

The American Academy of Pediatrics discourages head lice screenings, which have not been proven to have a significant effect over time on the incidence of head lice in the school setting. Children should be checked only when demonstrating symptoms of head lice or as determined by the School Nurse Teacher.

1. Egg cases farther from the scalp are easier to discover, but these tend to be empty (hatched) or nonviable and, thus, are of no consequence.
2. Nits are cemented to hair shafts and are very unlikely to be transferred successfully to other people.

3. The burden of unnecessary absenteeism to the students, families and communities far outweighs the risks associated with head lice.
4. Misdiagnosis of nits is very common during nit checks conducted by non-medical personnel.

General case management of head lice:

A child with an active head lice infestation should remain in class but be discouraged from close direct head contact with others. As a child with an active head lice infestation has likely had the infestation for 1 month or more by the time it is discovered and poses little risk to others from the infestation.

The School Nurse Teacher will notify the parent/guardian by telephone or by having a note sent home with the child at the end of the school day stating that prompt, proper treatment of this condition is in the best interest of the child and his or her classmates.

Criteria for return to school:

Students diagnosed with live head lice do not need to be sent home early from school; they can go home at the end of the day, be treated, and return to class after appropriate treatment has begun. Nits may persist after treatment, but successful treatment should kill crawling lice.

When repeated infestations occur for a child, at the discretion of the School Nurse Teacher a note from the child's physician may be required to assure the child's safety.

Upon return to school the School Nurse Teacher will recheck a child's head and communicate with parent/guardian if needed.

Supporting documents:

<http://www.health.ri.gov/publications/protocols/HeadLice.pdf>

<http://www.health.ri.gov/for/schools/#lice>

AMERICAN ACADEMY OF PEDIATRICS

CLINICAL REPORT: Guidance for the Clinician in Rendering Pediatric Care

Amendments Reviewed and Approved by Policy & Procedures Sub-Committee: 8/11/2015

Amendments Approved by Cumberland School Committee: 8/13/2015

SUSPENSIONS

The administrator may recommend suspension if the student while on school grounds or during a school activity off school grounds:

- a) Intentionally causes or attempts to cause substantial damage to school property or steals or attempts to steal school property of value; or
- b) Intentionally causes or attempts to cause damage to private property or steals private property; or
- c) Intentionally causes or attempts to cause significant physical injury to another; or
- d) Knowingly possesses or transmits any firearm, knife, explosive, or other dangerous objects or substances; or
- e) Knowingly possesses, uses, transmits, or is under the influence of any narcotic drug, hallucinogenic drugs, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind; or
- f) Repeatedly and intentionally defies the valid authority of supervisors, teachers or administrators.

Note: Due to the fact that every infraction of school rules cannot be listed, the statement above serves as a guideline and administrators may recommend suspension for actions not specifically identified but which causes disruption to education. Please refer to [J-7 Student Suspension Policy](#).

COMPUTER/INTERNET/ELECTRONIC DEVICE ACCEPTABLE USE POLICY

PURPOSE

The purpose of the Computer/Internet/Electronic Device Acceptable Use policy is:

1. To ensure the security of all elements of Cumberland School Department (CSD or the District) computer systems, related technology, and electronic information;
2. To delineate appropriate uses for all users of CSD computer systems;
3. To promote intellectual development through the use of computer systems, related technology, and electronic information in a safe environment; and
4. To ensure compliance with relevant state, local, and federal law.

BACKGROUND

The Cumberland School Department believes that computer systems are essential tools for supporting learning and enhancing instruction. The use of a computer system comes with a responsibility that must be accepted by all members of our school community. Our network provides access to shared resources including printing, file storage, email, and the Internet. By facilitating access to the vast and diverse resources of the Internet, CSD is represented in the global arena by the users of our network.

Although the Internet provides unique opportunities for learning, materials that have no educational purposes that are inaccurate and offensive, are prolific. While we will emphasize safe and efficient searching and try to protect our students from such sites, we reserve the right to supervise computer use in our schools. While we have technology protection measures in place to reduce or limit potential negative effects, the CSD IT Department cannot guarantee that every objectionable site will be disabled in advance or that every student will be monitored at every moment. There must be joint accountability and responsibility from all constituencies.

To permit use of the computer system and the Internet, both teacher and student must agree to this policy. Please review these pages together.

All students and his/her parent(s)/guardian(s) shall be required to sign Student User Responsibilities for Computer Systems, Electronic Information and Network Security Agreement (IGT-RA-E1) affirming they understand this policy and understand the consequences for the violation of this policy.

All employees shall be required to sign Employee User Responsibilities for Computer Systems, Electronic Information and Network Security Agreement (IGT-RA-E2) affirming they understand this policy and understand the consequences for the violation of this policy.

DEFINITIONS

- **A computer system** is hardware, software, and related technology, including networks, wiring, and communications equipment.
- **Educational purposes** are those actions directly promoting the educational, instructional, administrative, business, and support services missions of CSD and related to any instruction, project, job, work assignment, task, or function for which the user is responsible.
- **Electronic data and information** are facts or figures contained in any electronic form.
- **An electronic record** is information generated, sent, received, or stored in digital form in connection with the conduct of CSD business, communicated between parties as evidence of a transaction, and preserved for CSD documentation purposes. A record does not include information that is so transitory in character that it is not ordinarily preserved.
- **Inappropriate materials** consist of text, graphic, pictorial, or auditory representations of items that are inconsistent with the educational mission of the school system as set forth in the policies of the Cumberland School Department, including material intended to teach skills that would enable an individual to engage in illegal activities; materials that promote discrimination against others based on race, religion, gender, nationality, sexual orientation; or advocate illegal use of any controlled dangerous substances or of alcohol.
- **Internet access** includes all methods used to connect to the Internet servers and users, and all methods for providing access regardless of funding or facilitating sources, including e-mail.
- **A technology protection measure** is an Internet filtering technology or firewall that is designed to limit access to selected portions of the Internet based on identified criteria. Its intended use in CSD is to limit access to inappropriate material and/or material that might be harmful to students.
- **Unauthorized equipment** is any device that is not approved by the superintendent/designee to be connected to an CSD computer or CSD network, including, but not limited to, personal communication and organization devices such as wireless

access points, smart phones, or cell phones; gaming devices; photographic equipment; and entertainment devices such as MP3 players or iPods™.

- **A user** is any CSD staff member, student, or other individual authorized to use CSD computer systems. Other individuals may include parents, volunteers, and contract or temporary staff.
- **BYOD/BYOT** are acronyms for "Bring Your Own Device" or "Bring Your Own Technology" BYOD or BYOT are not used for primary instruction and should only be used for auxiliary curriculum, note taking and research.

PROCEDURES

The following section delineates appropriate procedures in the areas of CSD rights and responsibilities, acceptable and prohibited uses of technology, noncompliance, limitations of privacy, physical security, and electronic data and information security.

CSD Rights and Responsibilities

The use of the CSD's technology is a privilege and not a right. As such, technology is designed to be used as a tool to assist with the instructional objectives of CSD. Students and staff shall use technology efficiently to minimize interference with others;

1. CSD reserves the right to monitor all activity on the Internet.
2. CSD reserves the right to block any material on the Internet.
3. CSD reserves the right to deny access to technology to any individual.
4. Security on the network is a high priority. The Superintendent or designee shall establish procedures that will maximize system security.
5. No warranties are made or given with respect to any service, any information, or any software contained within the Internet.
6. Opinions, advice, services and all other information expressed by students, staff, information providers, service providers, or other third party personnel on the Internet provided by CSD are those of the individual and do not represent the position of the CSD.
7. Accounts, which are inactive for more than 30 days, may be removed by the CSD along with the user's files without prior notice.
8. CSD staff is responsible for supervising student use of technology.

This policy also applies to computers issued directly to staff, whether in use at school or off school premises.

Acceptable Use of Technology

The CSD's technology is provided to employees and students for educational purposes consistent with the CSD educational mission and goals.

1. All students and his/her parent(s)/guardian(s) shall be required to sign Student User Responsibilities for Computer Systems, Electronic Information and Network Security Agreement (IGT-RA-E1) affirming they understand this policy and understand the consequences for the violation of this policy.
2. All employees shall be required to sign Employee User Responsibilities for Computer Systems, Electronic Information and Network Security Agreement (IGT-RA-E2) affirming they understand this policy and understand the consequences for the violation of this policy.

Incidental personal use of school computers and email is permitted as long as such use:

1. Does not interfere with the employee's job responsibilities and performance;
2. Does not interfere with system operations or other system users;
3. Does not violate this policy and the accompanying rules, or any other Board policy, procedure or school rules.

"Incidental personal use" is defined as use by an individual employee for occasional personal communications. Individuals using school computers, network and email systems for incidental personal use cannot ask for or expect any support from the District's Instructional Technology personnel for personal use.

Prohibited Uses of the Technology

The user is responsible for all his/her actions and activities involving the network. Examples of prohibited conduct include but are not limited to the following:

1. Sending, receiving, displaying, or accessing defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal materials.

2. Encouraging the use of or promoting the sale of controlled substances or drugs.
3. Any attempt to harm or destroy electronic data or electronic record of another user, the network, any technology equipment, or any of the agencies or other computer network services that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.
4. Any attempt to sell or offer for sale any goods or services that could be construed as a commercial enterprise, or for personal gain unless approved by the Superintendent/designee.
5. Use of any proxy software that bypasses the network's web filtering.
6. Redistributing a copyrighted program or copyrighted material without the express written permission of the owner or authorized person or as provided by the fair use exception. This includes uploading and downloading of materials.
7. Sharing disks/storage devices unless requested by a teacher.
8. Invading the privacy of individuals, revealing personal information of others or themselves, such as home address, or phone number.
9. Logging in to the system using another user's account or password.
10. Leaving an account open or unattended.
11. Violating any local, state, or federal regulation or statute.
12. Hacking. It is illegal and prohibited at all times, in any place.
13. Cyber-bullying, teasing, posting information or pictures about other students or teachers on blogs, social networking sites or elsewhere on the internet is prohibited.
14. Altering computer equipment as set up by the system administrator.
15. No accessing of other networks (including personal networks) while at school.
16. Music/Game playing, except under the supervision of instructors for educational purposes.
17. Use of any unauthorized equipment brought in to attach to the district's network without proper authorization.
18. The use of any external network to deliberately bypass school based web filtering is strictly prohibited.
19. Students cannot use any personal cellular service such as 3G/LTE or any other cellular hotspots on school owned devices. They also will not use this service on their personal devices during the school day to circumvent the use of a school web filter.

Noncompliance

Noncompliance with the procedures and standards stated in this policy is proper cause for disciplinary action.

1. Disciplinary actions for students for violation of any part of these rules and procedures shall be based on the student's age and the severity of the infraction. Student discipline may involve actions up to and including suspension and/or expulsion. Perpetrators or their parents/guardians may be billed for damages to equipment. Illegal activities will be referred to the appropriate law enforcement agency.
2. Disciplinary actions for employees may include a conference, warning, letter of reprimand, loss of privileges, suspension without pay, demotion, dismissal, restitution and/or criminal prosecution. Perpetrators may be billed for damages to equipment. Illegal activities will be referred to the appropriate law enforcement agency.
3. Any user of CSD computer systems should report suspicious or inappropriate use of data, computer system abuse, or possible breaches of security. School-based users should alert the principal or the principal's designee responsible for information technology. Non-school-based users should alert their immediate supervisors and the superintendent/designee.

No Expectation of Privacy

CSD retains control, custody and supervision of all computers, networks and Internet services owned or leased by the District. CSD reserves the right to monitor all computers and Internet activity by employees and other system users. Employees have no expectation of privacy in their use of school computers, including e-mail messages and stored files.

Physical Security

Computer systems equipment must be located and maintained in a secure physical environment. Users are responsible for cooperating with the following physical security provisions for computers and related technology.

1. When staff members are not present to supervise the area, all areas (including permanent or temporary storage) housing valuable computer equipment must be secured.
2. Computer or related equipment may not be removed from CSD property without appropriate authorization.
3. Users must employ local accountability procedures to sign in or out any computer or related equipment. This equipment must be returned to the school, department, division, or unit that owns it prior to the user leaving CSD or transferring to another school or office.

4. The local equipment inventory will be maintained as accurately as possible. New and donated equipment will be added when acquired. Users may not remove the inventory markings or tags from computers.
5. Lost and stolen equipment should be handled in accordance with CSD inventory control policies. (Reference D-1 Fixed Asset Policy)
6. CSD shall, at times, issue computer and other electronic equipment to its employees. Those employees issued such equipment take possession with the understanding that the equipment remains the property of the CSD and that all use of said equipment shall be performed in accordance with the terms and conditions of the Computer/Internet/Electronic Device Acceptable Use Policy. The employee is responsible for ensuring that the computer or other equipment is kept in good working order and shall report any problems to the Information Technology Department immediately upon encountering said problem. The employee shall be responsible for the replacement cost of said equipment if it is lost, stolen or damaged.

Electronic Data and Information Security

Users may only access information and/or computer systems to which they are authorized and that they need for their assignments and responsibilities.

1. Users are responsible for their own individual accounts.
 - a. Users cooperate in the protection of their accounts by changing passwords as required and keeping passwords strictly confidential.
 - b. Users are expressly prohibited from sharing accounts and passwords.
 - c. Any violations that can be traced to an individual account name will be treated as the responsibility of the account owner.
2. Users must log off all systems before leaving a computer or workstation or allowing others to use it.
3. It is the responsibility of every user to be aware of and follow security procedures in accordance with this regulation.
4. Users must secure their electronic data. (Note: Sensitive files must be saved to a secure location such as an individual's network folder/directory or Google Drive.
5. CSD is not responsible for information that may be lost due to system failures or interruptions. Users should make backup copies and ensure they are stored in a secure place.

Employee/Volunteer Responsibility to Supervise Student Computer Use

Employees and volunteers who use school computers with students for instructional purposes have a duty of care to supervise such use. Teachers, staff members and volunteers are expected to be familiar with the CSD policies and rules concerning student computer and Internet use and to enforce them. When, in the course of their duties, employees or volunteers become aware of a student violation, they are expected to stop the activity and inform the building principal/designee.

Bring Your Own Device / Bring Your Own Technology

1. The electronic devices that students or staff brings to school are their sole responsibility, the CSD assumes no responsibility for personal devices if they are lost, loaned, damaged or stolen. Only limited resources will be spent to locate lost or stolen items.
2. Personal devices may be subject to investigation if there is reasonable suspicion of a violation of local, state, or federal law.
3. Students and Staff are expected to exhibit digital responsibility and follow all CSD Policies.
4. Permission for use of BYOD/BYOT in the classroom will be given by the classroom teacher and / or the IT Department. Students may use their device in the classroom to access and save information from the Internet, collaborate with others, and utilize other productivity tools.
5. All Personal devices when being used at school are expected to connect to the school Wi-Fi and will never use a cellular service while in school.
6. Student personal devices must be off and out of sight before leaving a classroom.
7. Students will not be permitted to record video or take photographs of others in the schools without first receiving explicit permission.

DISCLAIMER

CSD makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the network or accounts. Any additional charges a user accrues due to the use of the CSD's network are to be borne by the user. CSD also denies any responsibility for the accuracy or quality of the information obtained

through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of CSD, its affiliates, or employees.

Parent/Guardian must sign: IGT-RA-E1

Staff must sign: IGT-RA-E2

Amendments Approved by CSC Policy & Procedures Sub-Committee: 10/28/2014

Amendments Approved by Cumberland School Committee: 11/13/2014

DISTRICT POLICIES

Please note: For a complete listing and the text of the policies please refer to the Cumberland School District web site at: <http://www.cumberlandschools.org/content/cumberland-public-schools-policy-manual>

If you are unable to access the website and/or would like a hardcopy of any of the policies, they are available at the Office of the Superintendent, 2602 Mendon Road. 658-1600 x 8. Copies of many of the policies are also available in the main offices of schools in the district.

School Committee Policies, based on state and federal laws, include, but are not limited to:

- ATTENDANCE POLICY District Policy K-12
- ACCEPTABLE USE INFORMATION- COMPUTER/INTERNET/ELECTRONIC DEVICE POLICY
- ANTI-BULLYING/TEASING/HARASSMENT POLICY
- BLOOD BORNE DISEASE POLICY
- CAMERA SURVEILLANCE SYSTEMS
- CRISIS MANAGEMENT POLICY
- DISTRICT WELLNESS POLICY
- EMERGENCY POLICIES AND PROCEDURES
- FOOD ALLERGY POLICY
- FUND RAISING / SALES
- HARASSMENT: PERSONNEL/STUDENT RIGHTS AND RESPONSIBILITIES POLICY
- HEALTH SERVICES POLICIES
- MEDICATION POLICY
- SEARCHES OF STUDENTS
- TITLE ONE PARENT INVOLVEMENT POLICY
- TEEN DATING VIOLENCE AND SEXUAL VIOLENCE
- TRANSPORTATION POLICY

State and Federal Laws and other Statutes include, but are not limited to:

- General Laws of the State of Rhode Island, Section 11-5-7 (Striking a school teacher, SRO or administrator)
- General Laws of the State of Rhode Island, Section 11-5-2 (Assault/Battery with Dangerous Weapon)
- General Laws of the State of Rhode Island, Section 11-47-42 & 11-47-60 & 16-21-18 (Zero Tolerance)
- General Laws of the State of Rhode Island, Section 16-2-17 (School Safety)
- General Laws of the State of Rhode Island, Section 16-21.2-11 and revisions (Electronic Devices)
- SECTION 504 OF THE REHABILITATION ACT OF 197

CUMBERLAND SCHOOL COMMITTEE

Raymond T. Salvatore, Chairperson

Paul DiModica

Mark Fiorillo

William J. Dennen, Vice-Chairperson

Karen A. Freedman

Stephen Hess

Amy B. Goggin, Clerk

An Equal Opportunity Affirmative Action Employer

The Cumberland School Department does not discriminate on the basis of age, gender, gender expression, race, religion, national origin, color or disability in accordance with applicable laws and regulations. (An Equal Opportunity Affirmative Action Employer)

September 2017

Dear Parent/Guardian:

The Rhode Island Sex Offender Registration and Community Notification Act (Megan's Law) provides for annual notification to parents when certain sex offenders enter the community. Community notification is required for sex offenders whose risk assessment indicates a high risk of re-offense. While local police are responsible for notification, the school district must give the police a directory of the names and addresses of parents whose children attend each school.

You have the right to have your name deleted from the directory that is given to the police for community notification purposes. This form is for you to have your name and address deleted from the directory. To have your name deleted from the notification directory, return the completed and signed bottom of this page by mail to Cumberland Public Schools within 5 days.

In summary:

IF YOU DO NOT WANT TO BE NOTIFIED OF HIGH RISK SEX OFFENDERS WHO ENTER THE COMMUNITY, RETURN THE BELOW FORM.

TO: Cumberland School Department
ATTN: Superintendent
2602 Mendon Road
Cumberland, RI 02864

School Year: 2017-2018

Please remove my name and address from the directory provided to Cumberland Police Department for the purpose of sex offender notification. I understand that by submitting this form, I will not be notified by the Cumberland Police of high-risk sex offenders who enter the community.

PARENT NAME: _____
(Please print)

ADDRESS: _____

Signature: _____ **Date :** _____

Request to Withhold Selected Student Information

[Parents, Guardians, Students over 18]

Please check off the following if you ***do not*** want any of the following information released outside of school (for example – a local newspaper) without your prior written consent concerning:

_____ Participation in officially recognized activities/sports

_____ Photograph

_____ Degrees, honors, awards

_____ Please **DO NOT** include my child's

name

picture

name and picture

in the school yearbook for the 2017-2018 school year.

Student Name (Printed)

Grade

Teacher

Signatures:

Parent/Guardian_____

Date_____

**Cumberland School Department
Elementary Handbook
Acknowledgment Form 2017 - 2018**

Please complete this form and return to your homeroom teacher.

This is to certify that we have reviewed this handbook and are aware of its contents.

Student Name (Printed)

Grade

Teacher

Signature:

Parent/Guardian

Date

[2017-18 School Calendar - Elementary "A" / "B" Schedule](#)

