

EAST PROVIDENCE SCHOOL DEPARTMENT

**INFORMATIONAL
ELEMENTARY
SCHOOL
HANDBOOK**



2021-2022 SCHOOL YEAR

East Providence School District does not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status.

Celeste Bowler, Title VI, VII, IX, 504 Coordinator, 145 Taunton Ave., East Providence, R.I. 02914 401-383-2224 ext. 30033

SCHOOL COMMITTEE

Chairperson	Joel Monteiro
Vice-Chairperson	Jessica Beauchaine
Clerk	Max Brandle
Member	Jenni Azanero
Member	Charles Tsonos

SCHOOL	PRINCIPAL	ADDRESS	PHONE (401)
East Providence High School	William Black wblack@epschoolsri.com	2000 Pawtucket Avenue 02914	435-7806
Career Technical Center	Robert Hanlon, Director rhanlon@epschoolsri.com	2000 Pawtucket Avenue 02914	435-7815
Edward Martin Middle School	Shane Messier, Interim smessier@epschoolsri.com	111 Brown Street 02914	435-7819
Riverside Middle School	Dr. Robert Perry rperry@epschoolsri.com	179 Forbes Street 02915	433-6230
Myron J. Francis School	Anne Marie Scott ascott@epschoolsri.com	64 Bourne Avenue 02916	435-7829
Agnes B. Hennessey School	Lindsey Reilly lreilly@epschoolsri.com	75 Fort Street 02914	435-7831
Kent Heights School	Lloydanne Leddy laleddy@epschoolsri.com	2680 Pawtucket Avenue 02914	435-7824
Orlo Avenue School	Lisa Pita lpita@epschoolsri.com	25 Orlo Avenue 02914	435-7834
Silver Spring School	Fatima Avila favila@epschoolsri.com	120 Silver Spring Avenue 02914	435-7836
Waddington School	Karen Moore kmoore@epschoolsri.com	101 Legion Way 02915	433-6235
Emma G. Whiteknact School	Laurie Marchand lmarchand@epschoolsri.com	261 Grosvenor Avenue 02914	435-7828
EP Early Learning Program at Oldham School	Mylissa Moon, Coordinator mmoon@epschoolsri.com	60 Bart Drive 02915	383-4172
Pre-Kindergartens at Martin M.s. and Oldham E.S.	Karen Rebello krebello@epschoolsri.com	111 Brown St. (Martin) 60 Bart Drive (Oldham)	270-2321

CENTRAL OFFICE ADMINISTRATION

Superintendent	Kathryn Crowley
Assistant Superintendent	Dr. Celeste Bowler
Assistant Superintendent	Dr. Sandra Forand
Director of Pupil Personnel Services	Leslie Anderson
Asst. Dir. Of Pupil Personnel Services	Julian MacDonnell
Director of Human Resources	Mark Wiliamson
Director of Facilities	Anthony Feola
Finance Director	Craig Enos
Director of Technology	Benjamin Russell
Director of Operations	Diana Clarkin
(Registration, Attendance, Truancy, Transportation, Building Use)	
Director of MLL	Yanaiza Gallant

Administration Offices are located at:
 1998 Pawtucket Ave (old Career & Technical Center)
 East Providence, RI 02914
 Hours: 8:00 a.m. to 4:00 p.m
 Telephone: 401-383-2224

MISSION STATEMENT

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

DISTRICT GOALS

1. All elementary, middle, and high school students will show significant growth and progress in achieving proficiency in English/Language Arts as measured by the annual state assessments.
2. All elementary, middle, and high school students will show significant growth and progress in achieving proficiency in Mathematics as measured by the annual state assessments.
3. All elementary, middle, and high school students will show significant growth and progress in achieving proficiency in Science as measured by the annual state assessments.
4. Ensure that the district's technology infrastructure supports the use of instructional programs, instructional management tools, and state assessments.
5. Design and implement a district-wide multi-leveled instructional and behavioral system for preventing school failure.
6. Implement an extensive system of leadership development and support for school and central office administrators.
7. Build collaborative family-school-community partnership that advances student learning and achievement.
8. Develop contemporary and relevant HR policies.
9. Ensure that all schools are safe, healthy and supportive environments for all stakeholders.

POLICIES AND PROCEDURES (ALPHABETIZED)

1. Address Verification
2. Anti-Bullying
3. Attendance
4. Birthdays
5. Bus Rules
6. Change of Address/Telephone
7. Code of Student Conduct
8. Communications
9. Communications and Network Services
10. Dress Code
11. Early Dismissal
12. Emergency Dismissals, School Cancellation & Delayed Opening of School
13. Family Engagement
14. Health Related Policies
15. Homework
16. Hours of Operations
17. Lunch and Breakfast Programs
18. Lost and Found
19. Progress Reports
20. Publicity
21. Racial Harassment
22. Sexual Harassment
23. Smoke Free Environment
24. Telephone/Cell Phones, Electronic Devices
25. Textbooks/Instructional Materials
26. Traffic (School Property)
27. Transgender
28. Truancy Court
29. Visitors

SPECIAL PLANS, PROGRAMS AND SERVICES

1. Child Outreach
2. English Language Learners
3. Kindergarten Screenings
4. Mathematics Program
5. PBIS (Positive Behavioral Interventions & Supports)
6. Personal Literacy Plans
7. Reading and Writing Programs
8. Response to Intervention (RTI)/ Multiple Tiered Systems of Supports (MTSS)
9. School Improvement/Leadership Teams
10. Section 504 Plan
11. Special Education Programs
12. Special Education Advisory Committee (EPLAC)
13. Title I

*References to policies not found in the Appendix maybe viewed at the school and or accessed on the district's website

1. ADDRESS VERIFICATION POLICY

The East Providence School Department annually verifies all families' residency in the city. An Annual Proof of Residency form is required at the start of each school year as well as when there is a change in a student's residence.

2. ANTI-BULLYING POLICY

East Providence School Department adopted the **Statewide Bullying Policy** effective June 30, 2012. Pursuant to RI General Law §16-21-34 known as the Safe School Act, the statute recognizes that the bullying of a student creates a climate of fear and disrespect that can seriously impair the student's health and negatively affect learning. Bullying undermines the safe learning environment that students need to achieve their full potential. The purpose of the Policy is to ensure a consistent and unified statewide approach to the prohibition of bullying at school.

BULLYING means the use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof directed at a student that:

- a. Causes physical or emotional harm to the student or damage to the student's property;
- b. Places the student in reasonable fear of harm to himself/herself or of damage to his/her property;
- c. Creates an intimidating, threatening, hostile, or abusive educational environment for the student;
- d. Infringes on the rights of the student to participate in school activities; or
- e. Materially and substantially disrupts the education process or the orderly operation of a school.

The expression, physical act or gesture may include, but is not limited to, an incident or incidents that may be reasonably perceived as being motivated by characteristics such as:

Race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, mental, physical, or sensory disability, intellectual ability or by any other distinguishing characteristic.

Bullying most often occurs as repeated behavior and often is not a single incident between the bullying/cyber-bullying offender(s) and the bullying victim(s).

CYBER-BULLYING means bullying through the use of technology or any electronic communication, which shall include, but not be limited to, any transfer of signs, signals,

writing, images, sounds, data, texting or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, Internet communications, instant messages or facsimile communications.

Forms of cyber-bullying may include but are not limited to:

- a. The creation of a web page or blog in which the creator assumes the identity of another person;
- b. The knowing impersonation of another person as the author of posted content or messages; or
- c. The distribution by electronic means of a communication to more than one person or the posting of materials on an electronic medium that may be accessed by one or more persons, if the creation, impersonation, or distribution results in any of the conditions enumerated in clauses (a) to (e) of the definition of bullying.

AT SCHOOL means:

- a. on school premises
- b. at any school-sponsored activity or event whether or not it is held on school premises
- c. on a school-transportation vehicle
- d. at an official school bus stop
- e. using property or equipment provided by the school, or
- f. acts which create a material and substantial disruption of the education process or the orderly operation of the school.

The principal shall publicize to students, staff, volunteers, and parents how to report bullying. The prevention of bullying is part of the school district's strategic plan and each school safety plan. (Please refer to V.A.19 Anti-Bullying District Policy; <http://www.epschoolsri.com/>)

3. ATTENDANCE

"All Day, Every School Day"

All children are expected to be in attendance each day unless they are ill, a family emergency arises, or there is a religious holiday. Absence and tardiness interrupt instruction and detract from the learning process, which inhibits academic success. If your child is absent from school or is going to be tardy, please call the school office. **Parents must accompany their children into the school and sign them in if they are tardy.**

State Law requires that a written excuse from a parent for a child who has been absent from school must accompany their child upon his/her return. After 10 or more unexcused absences, students may be referred to the district Truancy Officer.

Students are expected to make up missed assignments due to absence or dismissal. Family vacations should be scheduled in conjunction with school vacations and not during instructional time. This will ensure that students will not miss instruction or work planned as part of their educational experience. Likewise, doctor's appointments should be scheduled before or after school hours to avoid students missing instructional time. See complete amended Attendance Policy adopted by the East Providence School Committee 3/10/2020 on the School Department Website at <http://www.epschoolsri.com/>. The "All Day, Every School Day" letter from Superintendent Crowley is located in the Appendix A.

The East Providence School Department follows the guidelines set by the Center for Disease Control (CDC), the Rhode Island Department of Health (RIDoH), and the Rhode Island Department of Education (RIDE).

4. BIRTHDAYS

Student birthdays are not celebrated at school due to loss of instructional time, food allergies and the district's Wellness Policy. Invitations to birthday parties are not to be distributed in school.

5. BUS RULES

East Providence school bus transportation will always center on providing safe, responsible and effective transportation for our students. We currently service eligible students to eleven East Providence Public Schools, twenty-six private and parochial schools, and twenty-six outside special education placement schools in Rhode Island and Massachusetts. East Providence School Bus Routes will be announced in the Reporter and Post by the middle of August.

Eligible Riding Distances

Grades K-5	Students must live further than 1.0 mile from school
Grades 6-8	Students must live further than 1.5 miles from school
Grades 9-12	Students must live further than 2.0 miles from school

Bus transportation is a privilege. The health and safety of all bus students is jeopardized by disruptive behavior. Therefore, the following procedures will be used in cases of disciplinary problems on the bus unless the offense is a serious one that warrants suspension or a more serious consequence. Student misconduct on any bus will be reported as follows:

First Offense: A verbal warning to the student;

Second Offense: Principal / dean notification to parents / guardian;

Third Offense: Principal / dean notification to parents / guardian and student suspended from the bus for 2 days

Fourth Offense or More: Parent / guardian conference with the principal / dean and the Director of Operations and student discipline will be determined. Student bus privilege may be impacted.

6. CHANGE OF ADDRESS/TELEPHONE/EMAIL

Please notify the school office immediately if you have a change of address, telephone number, and email. Documentation of address change (address verification) must be provided to the Registration Office.

7. CODE OF STUDENT CONDUCT

This policy and any implementing procedures constitutes the East Providence School Department Code of Student Conduct (Discipline Code) as called for by R.I. General Laws §16-21-21. At the commencement of each school year each school principal shall ensure that the Code is distributed to each student in their school and shall ensure each student and their parent or guardian acknowledges in writing that they have received a copy of the Code. The distribution may be done through electronic means.

The objective of this Code is to establish rules regarding conduct that will foster respect among all members of the school community for the rights of others, respect for property, and respect for the points of view of others. Each student, staff member, teacher, and administrator has a right to attend and/or work at a school that is safe and secure, that is conducive to learning, and that is free from the threat of physical harm.

(Please refer to District Policy V.D.1. [Code of Student Conduct](#))

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

The student is expected to:

- a. Participate in the learning process.
- b. Respect the rights and properties of others.
- c. Meet classroom and school standards.
- d. Accept constructive feedback.
- e. Seek additional help when needed.
- f. Accept responsibility for getting communications home.
- g. Adhere to the safety rules of the school.

In cases where an individual is unwilling or unable to exercise self-control and does not meet the responsibilities of good citizenship that interferes with the learning process, the matter will be referred to the principal. The principal will review the case and act accordingly. In most cases, positive or constructive disciplinary measures will be undertaken. For more serious offenses, corrective disciplinary measures will be undertaken. Further consideration may be necessary in the following offenses.

The following infractions warrant suspension

1. Class disruption
2. Fighting
3. Rude or disruptive behavior
4. Refusal to follow reasonable requests
5. Continual tardiness
6. Obscene or profane language or gestures
7. Lack of respect for the rights and properties of others
8. Threatening or intimidating students or staff

9. The use of electronic devices (cell phones, radios, I-Pods, I-Pads, MP3 players, hand held games, etc...) except when used for instruction
10. REPEATED VIOLATIONS OF THE SPECIFIC OFFENSES OR CONTINUOUS VIOLATIONS OF VARIOUS OFFENSES MAY WARRANT SUSPENSION

Any other conduct which is a violation of the law, a violation of school policy, or which is prejudicial to teaching, learning, or the safety of the school, its students, teachers, administrators, and personnel.

8. COMMUNICATIONS

Parent-Teacher communications invariably enhance student performance. Both the home and the school should work cooperatively to support students in their effort to progress. Contact your child's teacher ~~or call the office~~ to schedule a conference.

The following hints are helpful in preparing for a conference:

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

9. COMMUNICATION, NETWORK SERVICES & EXPECTATIONS

- Each student should bring the chromebook to school charged daily.
- The East Providence Public School District provides all students with a chromebook, network account and password for the purpose of facilitating education.
- Chromebook Insurance is available for families to purchase. Contact the school for more information.
- School accounts are not the same as private home Internet and Email accounts and therefore all actions including information stored, accessed, viewed, written, or actions performed are logged and accessible by the Administration. These actions are also legally discoverable and could be subpoenaed by a court of law. Therefore, the East Providence Public School District has the right to monitor, quarantine, backup, move, archive and/or delete, and access all electronic files, local or remote, on systems managed by the East Providence Public Schools. Students should have no expectation of privacy.
- In accordance with CIPA (Child Internet Protection Act), the East Providence Public School District filters Internet content to prevent access to pornography and material that is otherwise inappropriate for minors. However, it is recognized that this and any filter alone is no guarantee that users will not be able to access Internet resources which are profane, offensive, obscene, or otherwise objectionable. Students should report accidental or inappropriate sites to a teacher or administrator for blocking.

Students of the East Providence Public School District shall:

- Respect and protect the integrity, availability, and security of all electronic resources.
- Respect and protect the intellectual property of others.
- Respect and protect the privacy of themselves and others.

(Please refer to district policy [IV. C. 8. Acceptable Use Policy: Computer, Technology, Internet, and Google for Faculty, Staff, and Students](#))

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10. DRESS CODE

The Dress Code is located in the Code of Student Conduct (Policy V.D.1)

The following dress code is not meant to be restrictive, but is intended to guide students and their parents/guardians in choosing clothing that is safe and appropriate to wear in school. The following articles of clothing and/or items are not to be worn in school:

1. Hats/headgear
2. Articles of clothing with designs or wording which is obscene or vulgar, etc.
3. Articles of clothing with designs or wording referring to illegal substances such as alcohol or drugs
4. Articles of clothing which depict, in any form, acts of violence
5. Articles of clothing that are too revealing such as midriff blouses/shirts, halter-tops, tube tops, see-through clothing, low cut blouse/shirt
6. Students will not attach cell phones, beepers, pagers, radios, headsets, stereos, etc. to clothing or to their person
7. Shorts are not to be worn, with the following exception: three-quarter length shorts are permitted during the first and fourth quarters of school only

Disapproved items (pagers, cell phones, iPods, mp3 players, etc.) brought to school in violation of this code and applicable State Laws are subject to confiscation by teachers and/or administrators. Cell phones, pagers/beepers, headphones, etc. may be returned to parents/guardians and students after school hours.

Students who are dressed in violation of this code will be asked to call home for an appropriate change of clothing. School principals will have final authority in their schools in deciding what constitutes compliance with this code. Any exception to this code for medical or other reasons must be substantiated in writing by an appropriate authority and is subject to approval by the building principal.

11. EARLY DISMISSAL

The dismissal of any student before the end of the school day is strongly discouraged. No changes in dismissal procedures will be accepted within the last 30 minutes of the school day. Should a serious incident occur or a student becomes ill and would need to be released **before the official end of the school day**, the school office will process the dismissal and document it in your child's permanent record. The following procedural guidelines established by the East Providence School Committee will be strictly adhered to:

A. Custodial Parent/Guardian:

1. The parent/guardian shall notify the school / office in writing of the need for early dismissal.
2. Parent/guardian will be required to verify identity when picking up a child; a picture ID must be shown (driver's license or RI ID).
3. Child is released to parent who must SIGN the dismissal log.

B. Person other than a Custodial Parent/Guardian:

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

1. Written communication must be sent to school naming the person who will pick up the child.

2. The person must be listed on the school emergency form.
3. Secretary must call the custodial parent/guardian and verify the dismissal.
4. Person must show picture Driver's License or RI ID.
5. Child is then released to the person who must SIGN the dismissal log.

12. EMERGENCY DISMISSALS, SCHOOL CANCELLATION & DELAYED OPENING OF SCHOOL

In the event of stormy weather, school cancellations or delayed opening of school will be announced by approximately 6:00 a.m. on most radio and television stations through the RI Broadcasters Association. For example: School begins at 8:40 a.m. A 1-hour delay will mean school will begin at 9:40 a.m. Skylert phone messages will be sent to parents. **We ask that you refrain from calling the Administration Building or the police for specific information about the delayed opening or cancellation.**

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

Parents should make arrangements to receive students at home on early dismissal days.

One or more of the following would be helpful:

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

13. FAMILY ENGAGEMENT

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

- Involve families as partners in decisions that affect their children's education
- Establish two-way communications with all families, respecting the diversity in culture, language and differing needs of families
- Develop strategies and programs to enable families to participate actively in their children's education
- Create an environment where families are welcome in the schools

(Please refer to [District Policy IV.F](#). Family Involvement and the District and School Parent and Family Involvement Handbook)

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14. HEALTH RELATED POLICIES

A. FOOD ALLERGIES

Food allergies can be life threatening. Please notify the school nurse/teacher of your child's allergies (and provide any medications prescribed for life threatening allergies, i.e. Epi-pens and Benadryl). Please work with the school to develop a plan that accommodates the child's needs at school, in after-care programs, and during school-sponsored activities.

Parents are asked to instruct their children not to trade food with others, eat anything with unknown ingredients, and notify an adult immediately if they eat something they believe may contain the food to which they are allergic.

B. HIV INFECTED STUDENTS/EMPLOYEES POLICY

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

C. MEDICATIONS

The East Providence School Department [Medication Policy \(V.A.17\)](#) requires any medication administered during school hours have a signed physician's order as well as a parent/guardian signature. Forms may be obtained from the school nurse/teacher at your child's school. All medications must be in its original container with the proper name, dose and time on the bottle. The parent, guardian, or an adult must deliver the medication to the nurse especially if it is a controlled substance. All other over the counter medications **must** have a physician's signed order on file.

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D. HEALTH POLICIES - PARENTAL RIGHTS

Rhode Island Law (R.I.G.L. 16-22-17 "AIDS education program" and R.I.G.L. 16-22-18 "Health and Family Life courses) permits a parent or guardian to exempt his/her student from aspects of health education instruction. Similarly, a parent or certain guardian may exempt his/her student from the corollary health education assessment. Under federal (Family Educational Rights and Privacy Act) and state (Educational Records Bill of Rights Act) law, school districts must annually notify all parents and students 18 years of age and older of their rights regarding education records. Parents of students and students 18 years of age and older have the right to inspect and review the student's education records upon request. The annual notice given to parents and students must specify the procedure by which parents and eligible students may exercise the right to inspect and review education records. Rhode Island law requires that parents and eligible students be allowed to inspect the student's education records within 10 days of the request. Parents and students also have the right to a reasonable explanation and interpretation of the records and the right to copies of the records.

15. HOMEWORK

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

1. Assignments are an outgrowth of class work and are intended to be practice of skills and concepts taught during the school day.
2. Children should:
 - A. KNOW THE ASSIGNMENT - a small folder/notebook or planner to record the assignments is recommended.
 - B. HAVE A PLACE TO WORK - most children need the discipline of having a regular place, free of distractions, where they may complete homework.
 - C. HAVE A TIME FOR HOMEWORK - most parents find that it is best to establish a particular time each day, which is set aside for the completion of homework.

- D. HELP WITH HOMEWORK - homework is the responsibility of the **child** and should be completed independently. If the difficulty persists, you are advised to send a note to your child's teacher explaining the problem.
3. Homework will count for no more than 10% of a student's overall assessment of student learning on quarterly progress reports.

16. HOURS OF OPERATION

All elementary schools start at 8:40 a.m. and end at 3:00 p.m.

17. LUNCH & BREAKFAST PROGRAMS

School Year 21-22

The federal free breakfast and lunch program has been extended for SY21-22. All students are eligible for free breakfast and lunch.

Lunch will be ordered daily. A menu will be provided in advance. Please still complete the Free/Reduced Lunch Application.

1. Lunch may be purchased daily. The cost is **\$0.00** for elementary students and \$0.00 for secondary students. Menus are posted in the classroom. Free and reduced lunch applications will be sent home and should be returned only if you are interested in applying for this program. PLEASE BE AWARE THAT APPLICATIONS MUST BE RENEWED EACH YEAR OR BENEFITS WILL BE DISCONTINUED AND PARENTS WILL BE RESPONSIBLE FOR PAYMENT.
2. The cost of reduced lunch is **\$.00**.
3. Milk money is collected daily. The cost is **\$0.00**.
4. Beverages in glass containers are **not** allowed in school to ensure the safety of all students.
5. Breakfast may be purchased daily for **\$0.00** at elementary schools and \$0.00 at secondary schools.
6. The cost of reduced breakfast is **\$.00**
7. *Parents/guardians are strongly encouraged to monitor their children's account activities through the MySchoolBucks.com online computer system. Parents/guardians can simply register by going directly to <http://www.myschoolbucks.com/>. Parents will need student ID number. Please call the school for the number.*
8. Outstanding lunch balance notifications will be sent home each week. Outstanding balances can jeopardize access to student records.

18. LOST and FOUND

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

19. PROGRESS REPORTS

Communicating to parents/guardians about student progress is a priority. Standards-Based Progress Reports are available on Skyward each quarter, (4) four times a year: November, January, April and June.

20. PUBLICITY

Photographs and video images of students and their work in the East Providence Public Schools are routinely created for the purpose of sharing student achievement and celebrating educational programs with the community. Photographs are sometimes submitted to area newspapers, Facebook, Twitter, used in school publications and posted on our district/school websites, etc. Videotapes/audio clips of particular programs within our schools are submitted to East Providence's cable channel for local viewing, and area news outlets occasionally cover special events within our district. Any student whose parent/guardian does not want their child's picture taken in group settings is advised to step out of any group picture being taken. If a student's picture or work is used, these are the guidelines we follow:

- Only first names shall be used if referencing student pictures or scanned classroom work
- Personal information will not be published
- Documents will not include information that indicates the physical location of a student at a given time other than attendance at a particular school or participation in an activity.

Parents / guardians may give consent on the Student Information form.

21. RACIAL HARASSMENT DISTRICT POLICY

The East Providence School Committee is committed to providing all students with a safe and supportive school environment where all persons treat each other with mutual respect. This policy is intended to ensure that every student participating in the East Providence School Department has the right and opportunity to study and work in a school community free from racial harassment, prejudice and intimidation.

For purposes of this policy, "racial harassment" means any unwelcome written, electronic, verbal or physical conduct relating to a person's race, color, or national origin/ancestry which offends, denigrates, or belittles that person on the basis of these same characteristics, when such conduct is perpetrated at or in school, and is: sufficiently severe, persistent, or pervasive that it affects a person's ability to participate in or benefit from an educational program, service, activity or privilege, or creates an intimidating, threatening or abusive educational environment; or has the purpose or effect of substantially or unreasonably interfering with a person's academic performance; or otherwise adversely affects a person's learning opportunities.

Examples of racial harassment include but are not limited to the following:

- Intimidation and implied or overt threats of physical violence based on or motivated by a person's race, color, or national origin/ancestry;
- Physical acts of aggression or assault upon another, or damage to another's property based on or motivated by the person's race, color, or national origin ancestry;
- Depending upon circumstances and context, unsolicited and demeaning or derogatory comments, mimicking, behavior, jokes, taunts, slurs, nicknames, innuendos or other negative remarks based on a person's race, color, or national origin/ancestry;

- Depending on circumstances and context, graffiti, slogans, or visual displays, such as cartoons or posters, depicting slurs or derogatory sentiments based on a person's race, color, or national origin/ancestry; or
- Criminal offenses directed at persons because of their race, color, or national origin/ancestry.

(Please refer to [District Policy V.A.23 Racial Harassment Policy](#))

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22. SEXUAL HARASSMENT POLICY

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

(Please refer to district policy - [VA.2. Sexual Harassment-Student Policy](#))

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23. SMOKE FREE ENVIRONMENT

Effective September 1, 1994, the use of any substance or item which contains tobacco, including but not limited to cigarettes, cigars, pipes, vapors or other smoking tobacco, or the use of snuff or smokeless tobacco in school buildings at any time of the day or night by all people who utilize East Providence school buildings is prohibited. This policy also prohibits having in one's possession a lighted cigarette, cigar, pipe, vapor or other substance or item containing tobacco. Further, the policy includes, but is not limited to, all school playgrounds, school administration buildings, indoor school athletic facilities, school gymnasiums, school locker rooms, school buses, other school vehicles, and other school buildings. (Please refer to district [Policy III. N. Smoke Free Policy](#))

<https://drive.google.com/drive/folders/19hRWSg1qtRPKjOoyk-AhRoKZU-2Q9WUG>

24. TELEPHONE/Cell Phones, Electronic Devices & Accessories

The use of cell phones by students is not allowed during school hours of 8:30 a.m.-3:00 p.m. Students are expected to turn off and store their cell phones when they enter school. Students may also be instructed to put their phones away during school related activities after regular school hours. The school is not responsible for any lost or stolen cell phones. It is the student's responsibility to hold onto his/her valuables at all times. If a student is seen or heard using a cell phone, electronic device, or accessory (e.g. headphones, earbuds) during the school day by a school staff member, the device will be turned into the Principal. The first time this happens, the student may pick up the phone at the end of the school day. If a student's phone is turned into the Main Office a second time, a parent will be required to come into the school and pick up the phone.

25. TEXTBOOKS/ Instructional Materials

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

26. TRAFFIC (School Property)

- do not park in a handicapped space without a Handicapped Placard

- never leave a car running and unattended
- park in designated parking spaces
- no parking at the yellow curbing
- drive slowly
- no parking in the bus lane
- do not park on a sidewalk
- do not park or idle in a crosswalk
- respect the signage on the school bus (stop sign, red flashing lights)

27. TRANSGENDER

The East Providence School Department follows the guidance and policy adopted by the Rhode Island Department of Education (Please refer to district Policy [V.A. 26 Transgender, Gender Non-Conforming and Transitioning Student's Policy](#))

<https://drive.google.com/drive/folders/19hRWSg1qtRPKj0oyk-AhRoKZU-2Q9WUG>

28. TRUANCY COURT

The goal of the Truancy Court in East Providence is to reduce the district's truancy rate. It is the strong desire of the Family Truancy Court to dramatically reduce the truancy rate in our elementary and secondary schools by using collaborative efforts to identify and assess for services. The authority of the Court to hold truants and their families accountable for the violation of state statutes will assist in the goal of early intervention and treatment. While sanctions are possible, they will only be used as a last resort.

29. VISITORS

Due to Covid-19, visitors will be allowed to enter the building at the principal's discretion. All visitors must wear a mask, regardless of vaccination status.

All visitors must report to the front office, state the nature of their visit, sign in, and receive a visitors pass before proceeding through the building. Visitors must sign out and return the visitors pass at the conclusion of their visit.

SPECIAL PLANS, PROGRAMS & SERVICES

1. Multilingual Learners (MLL)

Students who do not speak English as their first language are screened to obtain their level of English language proficiency. Should they qualify for support, they are entitled to instructional services provided by certified English as Second Language teachers in either a collaborative or individualized format. The purpose of this program is to provide linguistic, academic and cultural support to students as they become more proficient in listening, speaking, reading and writing English. Parents of MLLs are encouraged to continue to use their native language in their homes and promote literacy in their first language as their children acquire English. Parents of MLLs will also receive information and assessment reports on how well their students are progressing in learning English.

2. Kindergarten Screenings

The start of the school year for entering Kindergarten students will be slightly delayed so that classroom teachers can conduct one-on-one, informal screenings for placement into the school's classroom(s). On the first day of school, Kindergarten students should report to

their assigned school to meet with the Kindergarten teachers for a welcoming event. At that time, families will be given screening appointments before the first official full day of Kindergarten begins.

3. Mathematics Academic Programs

Ready is a K - 5 mathematics program designed to fully support standards. Students will learn to think critically and apply math knowledge. Wonders is a Grade 2-5 English Language Arts Program designed to support grade level standards. The Boston Public Schools Curriculum is implemented in Kindergarten and Grade 1 to meet the English Language Arts standards in those grade levels.

4. Behavior Intervention and Supports

Each elementary school has its own version of PBIS-Behavioral intervention and supports. The desired outcome is for students to exhibit school appropriate behavior.

5. Personal Literacy Plans

According to RI General Law 16.1-7, schools are required to develop personal literacy plans for all students K-5 who are reading below grade level standards.

6. School Improvement/Leadership Teams

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

7. Section 504 Plans

To be protected under Section 504, a student must be determined to:

1. Have a physical or mental impairment that substantially limits one or more life activities; or
2. Have a record of such an impairment; or
3. Be regarded as having such an impairment
4. Impairment substantially limits a major life activity

The determination of whether a student has a physical or mental impairment that substantially limits a major life activity must be made on an individual inquiry and is determined by a team of qualified individuals, including the parent.

The team uses a variety of sources to determine eligibility. Sources can include, but are not limited to, student's school records (including academic, social and behavioral records), any relevant medical records, any parent/teacher/staff observations, and student's needs. Students requiring evaluation shall be provided appropriate assessments administered by qualified assessment specialists. Please see the building administrator (Principal) if you feel your child requires accommodations due to disability/condition.

8. Special Education Programs

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

The Evaluation Team (ET) at each school makes decisions concerning the eligibility of a student for special education services including the need for testing & eligibility. The Evaluation Team is composed of the student's parent, a special education teacher, a general education teacher and a school administrator or designee. The team may also include a school psychologist, school social worker, speech and language pathologist, occupational therapist, or other relevant members. If a student is determined to be eligible for special education services, an Individual Education Program (I.E.P.) Team is convened. The IEP Team consists of individuals similar to the ET according to individual student needs.

9. Special Education Advisory Committee (EPLAC)

The majority of members of this committee is made up of parents of children with disabilities along with administrators, teachers, and others with a concern for our children. The committee is designed to provide valuable feedback about what is working well and what needs to be improved. The committee meets the last Wednesday of the month, September to May, at Martin Middle School 6:00 to 7:30 PM. Information is available at eplac@epschoolsri.com

10. Title I

Certain elementary schools in the district qualify for Title I funding based on the school's percentage of poverty. Those schools receive additional funding above and beyond what the district may provide to support students with additional instructional opportunities in literacy and numeracy. Title I funds allow the district to provide Reading Specialists, Math Interventionists, before/or after school programs, and supplemental instructional materials that give students additional assistance to improve their skills as well as parent and family engagement opportunities.

Title I meetings are held during the year to inform parents about the Title I program at their schools to ensure that parents have the opportunity to contribute to decision making regarding the use of Title I funds and to increase parental engagement at their child's school.

Appendix A

August 12, 2021

Greetings to our East Providence Parents and Guardians,

I hope this message finds you enjoying these last few weeks of summer - or at least the last few weeks before the opening of our schools. The purpose of this email is to update you on our **Return to Learn** plan for 2021-2022. Our **Return to Learn** plan has a motto, "**All Day, Every School Day.**"

Our goal this year is to give our students, parents, teachers and staff the safest and most normal year we can possibly provide. COVID is still with us so we will continue to address the pandemic with all of the precautions recommended by the Center for Disease Control (CDC).

The East Providence students, parents and educators stood strong last year in addressing both our educational objectives and COVID protections. From all we learned from last year, I am certain we will begin our new school year stronger and better prepared.

I want to personally thank all of our students and parents for your cooperation and support during the last year - a year like no other we have ever experienced. We are so looking forward to seeing all of our students in person and face to face.

Please celebrate with us as we open our schools with our "**All Day, Every School Day**" campaign. Our **Return to Learn** Plan is fluid and may change with more data information or if the Governor issues a state mandate. Principals will be sending you information during the week August 16th to 20th in anticipation of the opening of schools. The starting times for schools will return to the pre-COVID schedule:

Elementary Schools.	8:40 a.m. to 3:00 p.m.
Middle Schools	7:55 a.m. to 2:15 p.m.
High School	7:25 a.m. to 1:45 p.m. (except Wednesday, HS dismissal is 12:35 p.m.)

Thanking you, once again, and looking forward to a marvelous new school year and the opening of our wonderful new East Providence High School.

Sincerely,

Kathryn M. Crowley
Superintendent of Schools