

EAST PROVIDENCE SCHOOL DEPARTMENT

**INFORMATIONAL
SCHOOL
HANDBOOK**



2016-2017 SCHOOL YEAR

SCHOOL COMMITTEE

Chairperson	Charles Tsonos
Vice-Chairperson	Jessica Beauchaine
Clerk	Nathan Cahoon
Member	Anthony Ferreira
Member	Joel Monteiro

Central Office ADMINISTRATION

Superintendent	Kathryn Crowley
Assistant Superintendent	Dr. Celeste Bowler
Assistant Superintendent	Dr. Sandra Forand
Director of Pupil Personnel Services	Julian MacDonnell
Asst. Dir. Of Pupil Personnel Services	Tracy Andrews-Mellouise
Director of Human Resources	Cheryl Mammone
Director of Facilities	Anthony Feola
Finance Director	Lucy Maddock
Chief Information Officer	Kelly Ahrens
Director of Operations	Diana Clarkin
(Registration, Attendance, Truancy, Transportation, Building Use)	
Director of Instructional Technology	Rebekah Gendron
Coordinator of ESL Programs	Maria Mansella

SCHOOL	PRINCIPAL	ADDRESS	PHONE (401)
East Providence High School	Shani Wallace swallace@epschoolsri.com	2000 Pawtucket Avenue 02914	435-7806
Career Technical Center	Karen Mellen kmellen@epschoolsri.com	1998 Pawtucket Avenue 02914	435-7815
Edward Martin Middle School	Fatima Avila favila@epschoolsri.com	111 Brown Street 02914	435-7819
Riverside Middle School	Dr. Cheri Guerra cguerra@epschoolsri.com	179 Forbes Street 02915	433-6230
Myron J. Francis School	Lloydanne Leddy lleddy@epschoolsri.com	64 Bourne Avenue 02916	435-7829
Agnes B. Hennessey School	Elaine Allen eallen@epschoolsri.com	75 Fort Street 02914	435-7831
Kent Heights School	Stephen Prew sprew@epschoolsri.com	2680 Pawtucket Avenue 02914	435-7824
James R. Oldham School	Donna Peluso dpeluso@epschoolsri.com	60 Bart Drive 02915	433-6209
Orlo Avenue School	Yanaiza Gallant ygallant@epschoolsri.com	25 Orlo Avenue 02914	435-7834
Silver Spring School	Michael Kirkutis mkirkutis@epschoolsri.com	120 Silver Spring Avenue 02914	435-7836
Waddington School	Patricia Barlow pbarlow@epschoolsri.com	101 Legion Way 02915	433-6235
Emma G. Whiteknact School	Teresa Medeiros tmedeiros@epschoolsri.com	261 Grosvenor Avenue 02914	435-7828
EP Early Learning Program at Waddington School	Mylissa Moon, Coordinator mmoon@epschoolsri.com	101 Legion Way 02915	433-6235

Administration Offices are located in East Providence City Hall, Third Floor
145 Taunton Ave, East Providence, RI 02914
Hours: 8:00 a.m. to 4:00 p.m. Telephone: 435-7500

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.*

ATTENDANCE

All children are expected to be in attendance each day unless they are ill, a family emergency arises, or there is a religious holiday. Absence and tardiness interrupt instruction and detract from the learning process, which inhibits academic success. If your child is absent from school or is going to be tardy, please call the school office. **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 Truant 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 5/26/2015 on the School Department Website at epschoolsri.com

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 during school hours.

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 twelve 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

Pre K*	Door to Door - All Students receive a bus (*Special Education Only)
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 reprimand to the student;

Second Offense: Principal notification to parents;

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

Fourth Offense: Parent conference with the principal and the Director of Operations and student discipline will be determined.

CHANGE OF ADDRESS/TELEPHONE

Please notify the school office immediately if you have a change of address or telephone number. A yearly residency affidavit and proof of residency will be required at the start of each school year as well as when a student's address changes during the school year.

COMMUNICATIONS

Parent-Teacher Conferences invariably enhance student performance. Both the home and the school should work cooperatively to support students in their effort to progress. You may schedule a conference with your child's teacher by sending a note to the teacher, an email to the teacher, or by calling the office to schedule an appointment for a conference, should the need arise to review your child's progress.

The following hints are helpful in preparing for a conference:

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

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. To Custodial Parent:

1. The parent/guardian should send a note to school indicating 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. To a Person other than a Custodial Parent:

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

1. A note must be sent 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 and verify the dismissal.
4. Person must show pictured Driver's License or RI ID.
5. Child is then released to the person who must SIGN the dismissal log.

EMERGENCY DISMISSALS, SCHOOL CANCELLATION & DELAYED OPENING PROCEDURES

In the event of stormy weather, school cancellations or delayed opening will be announced by approximately 6:00AM on most radio and television stations through the RI Broadcasters Assoc. Skyward 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 Skyward.

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.

BREAKFAST & LUNCH PROGRAMS

1. Lunches may be purchased daily. The cost is \$2.60 for elementary students and \$2.85 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 BY OCTOBER 1ST OR BENEFITS WILL BE DISCONTINUED AND PARENTS WILL BE RESPONSIBLE FOR PAYMENT.
2. The cost of reduced lunch is \$.40.
3. Milk money is collected daily. The cost is fifty-five cents (**\$.55**).
4. Beverages in glass containers are **not** allowed in school to ensure the safety of all students.
5. Breakfast may be purchased daily for \$1.30 at elementary schools and \$1.45 at secondary schools. (Free breakfast at Whiteknact, Orlo, Kent Heights, Hennessey and Oldham Schools).

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.

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. Homework assignments emphasize good study habits.
3. Children should:
 - A. KNOW THE ASSIGNMENT - a small 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. SET 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. However, if a child lacks sufficient knowledge and seeks parental help, the parent should try to explain the concept or give an example similar to the problem with which your child is having difficulty. If the difficulty persists, you are advised to send a note to your child's teacher explaining the problem.

4. Parents are asked to read daily to their children, review the child's day, practice math facts, spelling and/or handwriting. If homework becomes too challenging or if issues arise, contact the teacher.
5. Homework will count for no more than 10% of a student's overall assessment of student learning on quarterly report cards.

PROGRESS REPORT CARDS

Communicating to parents about student progress is a priority. Standards-Based Report Cards are issued by quarter (4) four times a year: November, January, April and June. They should be signed and returned to school as soon as possible. Additionally, assessment scores and progress toward meeting standards will be shared with parents/guardians on regular basis or at school events.

SCHOOL PUBLICITY

The school uses candid photographs and videotaping of students as they participate in school events or classroom activities. These photos may be submitted to the local newspapers for publication and also displayed in the school department buildings. **If you have any objections, please indicate that on the permission slips at the back of this handbook.** To revoke implied consent to have your child appear in school publications and media, submit the [Publicity Consent/Revocation Form](#) to your child's school.

TELEPHONE/Cell Phones, Electronic Devices

The use of student cell phones is prohibited during school hours, unless authorized by the Principal or designee. The school telephone is available to students only in the event of an emergency. The school is not responsible for lost, broken, or stolen electronic devices.

TEXTBOOKS/Classroom 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. Report Cards will not be issued until all borrowed books are returned.

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. A school social worker typically is assigned to the program for counseling and guidance for both the truant and parents.

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. In appropriate circumstances, 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

PBIS Program Explanation (Positive Behavior Intervention & Supports)

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. Obey the safety rules of the school.

In cases where an individual is unwilling or unable to exercise self-control and does not meet the responsibilities of good citizenship that interferes with the learning process, the matter will be referred to the principal. The principal will review the case and act accordingly. In most cases, positive or constructive disciplinary measures will be undertaken. For more serious offenses, corrective disciplinary measure 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. Throwing rocks, snow, ice or other items considered dangerous
7. Lack of respect for the rights and properties of others
8. Threatening or intimidating students or staff
9. The use of electronic devices (cell phones, radios, I-Pods, I-Pads, MP3 players, hand held games, etc...)
10. REPEATED VIOLATIONS OF THE SPECIFIC OFFENSES OR CONTINUOUS VIOLATIONS OF VARIOUS OFFENSES MAY WARRANT SUSPENSION.

FAMILY INVOLVEMENT

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

- Involve families as partners in decisions that affect their children's education
- Encourage parents to serve on School Improvement Teams and in parent groups
- 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)

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, religious practices, 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)

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)

COMMUNICATIONS AND NETWORKED SERVICES

East Providence Public Schools Acceptable Use Policy
Student Appropriate Use Policy of Information Technology Resources
Services Provided to Students:

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

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

In accordance with 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 their self and others.

(Please refer to district policy IV. C. 4. Telecommunications and Networked Services)

FOOD ALLERGIES

Food allergies can be life threatening. Parents: 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.

MEDICATIONS

The East Providence School Department Medication Policy requires *any medication administered during school hours have a signed physicians 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. It is encouraged that the parent or guardian deliver the medication to the nurse especially if it is a controlled substance. Over the counter medication, Tylenol, Ibuprofen, Tums and Bacitracin may be administered at school for grades 6-12 only with signed permission on the back of the emergency card. All other over the counter medications **must** have a physician's signed order on file.*

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.

PARENTAL RIGHTS

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

SEXUAL HARRASMENT POLICY

It is the policy of the East Providence School Department to maintain an educational and working environment free of sexual harassment in any form. Supervisors, administrators and all other employees, as well as students, are absolutely prohibited from engaging in sexual harassment of school department employees, students, and visitors. Any act or pattern of sexual harassment in the East Providence School Department is unacceptable misconduct and may be the basis for discipline up to and including expulsion. (Please refer to district policies - III. I.2. Employee Sexual Harassment Policy and VA.2. Sexual Harassment-Student Policy)

SMOKE FREE ENVIRONMENT POLICY

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 (or other substance or item containing tobacco), vapors (or any other similar devices). 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)

SPECIAL PROGRAMS & SERVICES

Child Outreach

Child Outreach screening is mandated for three, four, and five year olds, not yet in kindergarten. The purpose of the screening is to assess the child's development. Screening is done in the areas of vision, hearing, social-emotional, and general development. Screening serves as a first step in the identification of children who might have developmental delays or disabilities. Any 5 year old who is starting kindergarten without receiving this screening prior to the start of school, will also need to be screened. Those screenings will be coordinated by the Child Outreach Coordinator and completed in addition to the beginning of the year kindergarten screenings.

English Language Learners

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 ELLs 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 ELLs will also receive information and assessment reports on how well their students are progressing in learning English. Parents of ELLs are highly encouraged to become part of the districts' Parent Advisory Council to help in decision making related to programs and services that serve English learners.

Kindergarten Screenings

Methods of instruction that have been proven to work, in this nation and abroad. These methods drive student understanding beyond process, to deep mastery of mathematical concepts. The goal of Eureka Math is to produce students who are not merely literate, but fluent, in mathematics.

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.

Math Program

Eureka Math is a complete Pre-K-12 curriculum and professional development platform. It follows the focus and coherence of the Common Core State Standards and carefully sequences the mathematical progressions into expertly crafted instructional modules. *Eureka Math* is taught in a sequence that follows the "story" of mathematics itself. This is why the elementary portion of *Eureka Math* is referred to as "A Story of Units" in elementary school, "A Story of Ratios" in middle school, and "A Story of Functions" in high school. Mathematical concepts flow logically from one to the next in this curriculum. The sequencing has been joined with methods of instruction that have been proven to work here and abroad. These methods drive student understanding beyond process to deep mastery of mathematical concepts. The goal of Eureka Math is to produce students who are not merely literate in mathematics but also fluent in mathematics.

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. If your child is not reading at grade level, contact your teacher and/or principal and assist in the development of a PLP for your child.

Reading and Writing Programs

East Providence offers students the opportunity to improve their skills in basic reading and comprehension. Utilizing an uninterrupted 90 minute literacy block, students receive direct instruction in core concepts followed by small group instruction and learning center work. Students are taught to mastery in specific skill areas proven to be essential for reading comprehension. Students are exposed to a wide range of texts with an emphasis on literary passages and non-fiction selections. Those students showing the greatest need toward mastering standards will also be offered the services of the school's Reading Specialist. To assist with phonics skill development, all elementary schools in the district

use the *Project Read* and *Project Read Linguistics* Programs. Additionally, English Language Arts Curriculum units have been written and are aligned to the Common Core State Standards. Students' writing skills will be assessed 4 times each school year on common writing tasks that are scored with common rubrics related to the type of writing required. Parents will receive explanations of how their children scored on these writing tasks in addition to their report card scores and standardized reading scores obtained from administration of the iReady assessment.

RTI (Response to Intervention)

The National Center of Response to Intervention (NCRTI) defines Response to Intervention (RTI) as a process that integrates assessment and intervention within a multi-level prevention system to maximize student achievement and to reduce behavioral problems. With RTI, schools use data to identify students at risk for poor learning outcomes, monitor student progress, provide evidence-based interventions and adjust the intensity and nature of those interventions depending on a student's responsiveness, and identify students with learning disabilities or other disabilities. RTI is a framework for providing comprehensive support to students and is not an instructional practice. RTI is a prevention oriented approach to linking assessment and instruction that can inform educators' decisions about how best to teach their students. A goal of RTI is to minimize the risk for long-term negative learning outcomes by responding quickly and efficiently to documented learning or behavioral problems and ensuring appropriate identification of students with disabilities. The RTI Team is a system that provides support to teachers as they develop alternatives for students experiencing learning difficulties in the classroom. The support consists of a team of colleagues within the building available to join in the problem-solving efforts of the classroom teacher requesting assistance for students having difficulties academically and/or socially.

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.

Section 504 Plans

The East Providence School District (the District) will ensure that no student with a disability as defined in Section 504 of the Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Amended Act (ADAA) within the District's jurisdiction will be denied, because of his/her disability, participation in curricular, intramural, or interscholastic activities or any of the services offered or rendered regularly to the students of this District. No otherwise qualified person shall, solely by reason of his/her disability, be subjected to discrimination under any program or activity sponsored by the East Providence School District. The District is committed to ensure that students with Section 504 disabilities be identified, evaluated, and provided with a free appropriate public education (FAPE). The District does not discriminate on the basis of disability with regard to admission, access to education services, treatment or employment in its programs and activities.

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 major life activities; or
2. Have a record of such impairment; or

3. Regarded as having such an impairment

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.

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 comprised 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 therapist, 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.

Special Education Advisory Committee (EPLAC)

The majority of this committee is made up of parents of children with disabilities along with administrators, teachers, and others with a concern for our children. The committee is designed to provide valuable feedback about what is working well and what needs to be improved. The committee meets the last Wednesday of the month September to May at Martin Middle School 6:00 to 7:30 PM. Information is available at the schools or by calling the Pupil Personnel Services Office at 435-7500 Ext 30041.

Title I

Certain elementary schools in district qualify for Title I funding based on the percentage of children who qualify for and receive free or reduced lunch. 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, Parent Liaisons, before/or after school programs, supplemental instructional materials, etc. that give students additional assistance to improve their skills.

Please contact the office of Assistant Superintendent at 435-7500 to request additional information about Title I programs. Title I meetings are held during the year to inform parents about the Title I programs at their schools and 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.