

HOXSIE HAWKS



Cottrell F. Hoxsie Elementary School Parent/Guardian Student Handbook

The mission of Hoxsie Elementary School is to provide, in partnership with parents and the community, a safe, secure, and nurturing educational environment that prepares students to meet the educational, social, emotional, and cognitive challenges of the future.



55 Glenwood Drive
Warwick, RI 02889
(401) 734-3555
Fax (401) 734-3558

TABLE OF CONTENTS

INTRODUCTION

History of Hoxsie	4
School Mascot	4
Faculty & Staff	4-5
Opportunities for Parent Involvement	6

HOXSIE ELEMENTARY SCHOOL POLICIES & PROCEDURES

ACADEMICS	8-10
Class Placement	
English Language Learners (ELL) Program	
Homework Assignments	
Internet Use	
Items Necessary for School Assignments	
Library	
Make-up Work	
Parent/Guardian-Teacher Conferences	
Program & Curriculum Information	
Report Cards	
Special Education Services	

BUILDING INFORMATION..... **11-15**

Arrival Procedures	
Attendance Procedures	
Bicycles	
Breakfast/Lunch Program	
Buses	
Dismissal Policy	
Dress Code	
Early Dismissal	
Emergency Closing of Schools	
Lost & Found	
One-Hour Delay for the Opening of Schools	
School Hours	
Tardiness	
Telephone Use by Students	
Toys Policy	
Visitors	
Walkers	

HEALTH & SAFETY

Administering Medication at School	
Custody/Restraining Orders	
Emergency Contact Card	
Fire Drills	
Health Examinations	
Health Records	
Health Screenings	
Illnesses	

STUDENT BEHAVIOR & CONDUCT17-20

CODE OF CONDUCT FOR ELEMENTARY STUDENTS

- Bathroom Behavior
- Bus Behavior
- Cafeteria Behavior
- Hallway Behavior
- Recess Behavior

CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR

- Consequences for Inappropriate Behavior
- Serious Matters of Misconduct-Suspensions

WARWICK PUBLIC SCHOOLS DISCIPLINE POLICIES & PROCEDURES

- Bullying Policy
- Discipline Safeguards for Students with Disabilities
- "Due Process" - Procedural Safeguards
- Harassment Policy
- Non-Discrimination on the Basis of Handicap Policy
- Special Education Exception
- Suspension Make-Up Policy
- Tobacco-Free School Policy
- Zero Tolerance for Weapons & Violence Policy

Warwick Public Schools do not discriminate on the basis of age, sex, sexual orientation, race, religion, national origin, color, or handicap in accordance with applicable laws and regulations.

OUR HISTORY

Hoxsie Elementary School was named in honor of Cottrell F. Hoxsie, a prominent Warwick agriculturist who lived in the late nineteenth century. In 1926, the first Hoxsie School was built on the location that presently houses the Warwick School Department Administration Building. In 1969, a new Hoxsie School was constructed on Glenwood Drive. In 1998, an addition was added to this structure to include two new classrooms and the Hoxsie Kindergarten program. In 2006, a second addition was added to provide another two classrooms and a conference room. Today, Cottrell F. Hoxsie Elementary School educates children from Kindergarten through grade six in nineteen classrooms and enrolls approximately 320 students.

OUR SCHOOL MASCOT

We celebrate our school pride with the Hoxsie Hawks mascot, the school logo and the Hoxsie Pledge

HOXSIE HAWKS



The Hoxsie Pledge

As a member of the Hoxsie School Family, I pledge to be a responsible, respectful, caring, fair and trustworthy citizen; to be ready to work hard and make Hoxsie School a safe and comfortable place for everyone.

OUR FACULTY & STAFF

Mr. Gary McCoombs, *Principal*
Mrs. Nancy Porter, *Secretary*
Mrs. Deidre McCaffrey, *School Nurse*

CLASSROOM TEACHERS

Mrs. Jane Conley, *Kindergarten*
Mrs. Meredith Andreozzi, *Grade 1*
Miss Christine Kelliher, *Grade 1*
Miss June Marchant, *Grade 2*
Mrs. Stacy Kennefick, *Grade 2*
Mrs. Jaimee Diggins, *Grade 3*
Mrs. Lisa Bilodeau, *Grade 3*
Miss Catherine Sharkey, *Grade 4*
Mrs. Ann Bannon, *Grade 4*
Mr. Richard Conti, *Grade 5*
Mr. William Potter, *Grade 5*
Mrs. Susan Houle, *Grade 6*
Mrs. Kristen Sellitto, *Grade 6*
Mr. Martin Scotti, *Grade 6*

SPECIALISTS & SUPPORT STAFF

Miss Margaret Alexander ~ *Intermediate Special Education Teacher*
Mrs. Kathi Clarkin ~ *Resource Teacher*
Mrs. Kathy Fagan ~ *Resource Teacher*
Mrs. Amy Moore ~ *Primary Special Education Teacher*
Mrs. Kerrie Place ~ *Reading Specialist*
Mrs. Jennifer Carlone ~ *Reading Specialist* ~ Mrs. Jeanne Burdett
Mrs. Fran Marzilli ~ *Reading Specialist*

*

Ms. Nancy Wahl ~ *Science Teacher*
Ms. Kim Brennan ~ *Science Teacher*
Mrs. Kimberly Markarian ~ *Art Teacher*
Mr. Antonio Grelle ~ *Music Teacher*
Mr. Glenn Shaffer ~ *Instrumental Teacher*
Mrs. Patricia Shawcross Buffington ~ *Library Media Specialist*
Mr. Andrew Smith ~ *Physical Education/A.P.E. Teacher*

*

Mrs. Linda DeConti ~ *Social Worker*
Mrs. Cheryl Gill ~ *Occupational Therapist*
Mrs. Claire O'Donnely ~ *School Psychologist*
Mrs. Natalie Potvin ~ *Speech Pathologist*
Mrs. Beverly Quillen ~ *Guidance Counselor*
Mrs. Ann Marchant ~ *Physical Therapist*

*

Mrs. Angela Egan ~ *Special Education Teacher Assistant*
Mrs. Linda Reeves ~ *Kindergarten Teacher Assistant*
Mrs. Paula Bennett ~ *Special Education Teacher Assistant*
Mrs. Mary Ellen Zebro ~ *Special Education Teacher Assistant*
Mrs. Sarah Green ~ *Special Education Teacher Assistant*
Mrs. Jenn Evans ~ *Behavior Specialist*

*

Mrs. Jean Fagundes ~ *Head Cashier*
Mrs. Holly Lopes ~ *Assistant Cashier*

*

Mr. Ted Dailey ~ *Head Custodian*
Mr. Paul Gregson ~ *Night Custodian*



OUR PARENT TEACHER ORGANIZATION (P.T.O.)

The Hoxsie Elementary Parent Teacher Organization supplements the academic, cultural and social components of our school to help provide an outstanding education for all of the students. The PTO coordinates after-school enrichment programs, sponsors cultural arts events during the school day and provides wonderful family events in the evenings and on the weekends. The Hoxsie Elementary PTO sustains the concept of a "neighborhood school" that educational research has recognized as a vital component to helping all students do better in school.

This non-profit organization creatively maintains a healthy budget by operating fundraisers like Movie night, the Boo Bash, Ladies' Choice Dance, Family Night, cookie dough and soup sales and many more. The 6th grade classes also have fundraisers to help pay for field trips, yearbooks, and end of the year celebrations. All proceeds go directly to the students and the school in some way and financial records are well documented for public review.

If you are not already a PTO member, I encourage you to join. You do not have to volunteer for every event: any amount of time is appreciated. You do not need to have any particular skills: each event has a variety of "talents" needed. You do not have to help at the school site: many activities can be coordinated at home over the phone or by using email. In *whatever* way you choose to help the PTO this year, you will always be supporting the students, teachers and the Principal!

PTO Board Members

Pamela Sayles ~ President

Holly Converse-Lopes & Stephanie Kennedy

Co-Vice Presidents

Margaret Quell ~ Secretary

Christine Gonnella ~ Treasurer



HOXSIE ELEMENTARY SCHOOL POLICIES & PROCEDURES

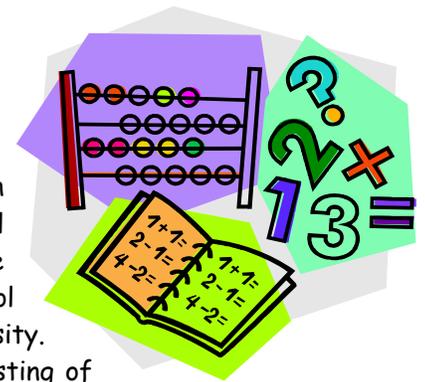


ACADEMICS

CLASS PLACEMENT

It is the policy of Hoxsie Elementary School to place students in "heterogeneous" or balanced classes and we take into account the following information in order to create an appropriate match between student and teacher: the child's gender, social/emotional development, academic level, developmental level, cognitive abilities, learning style, work habits, individual needs, school behaviors, peer relationships, class size, and cultural diversity.

Placement decisions are made at the school site by a team consisting of the principal, current grade level teacher, literacy coach/reading specialist, and special education personnel, if appropriate. Parents/guardians will have every opportunity to inform the school of their child's special learning needs. However, parent/guardian request for a specific teacher is discouraged.



ENGLISH LANGUAGE LEARNERS (ELL) PROGRAM

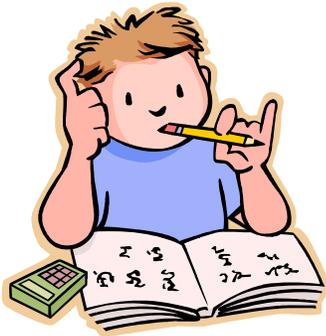
The Warwick Public School System offers a range of services to children whose first language is other than English. Home Language assessments, parent/guardian referrals, and observations combine to determine each child's eligibility for services.

HOMWORK ASSIGNMENTS

It is the policy of the Warwick Public School System to require some directed assignments for completion beyond the normal school day to reinforce lessons taught, encourage independent work, and provide enrichment activities.

These are time guidelines:

Grade 1	10 to 15 minutes daily
Grade 2	15 to 20 minutes daily
Grade 3	20 to 25 minutes daily
Grade 4	30 to 45 minutes daily
Grade 5	40 to 50 minutes daily
Grade 6	45 to 60 minutes daily



Times are approximate and will vary among students and classes. Friday and/or holiday assignments are at the discretion of the child's teacher. *If your child is having extreme difficulty with their homework, please notify your child's teachers.*

Student self-direction is one of the major goals of out-of-school assignments.

INTERNET USE

The Internet is available to students for their academic purposes in all classrooms and in our library. There is an "acceptable use" policy for accessing Internet resources and students are expected to use the Internet responsibly, or risk losing this privilege.

ITEMS NECESSARY FOR SCHOOL ASSIGNMENTS

Only those items necessary for school assignments should be brought to school. Students are prohibited from 1) using a laser pointer of any kind within the building during school hours, 2) using a cellular phone on school property during school hours, 3) wearing or using Ipod type electronic devices during school hours. Violation of this Warwick Public School policy will result in the confiscation of these items.



LIBRARY

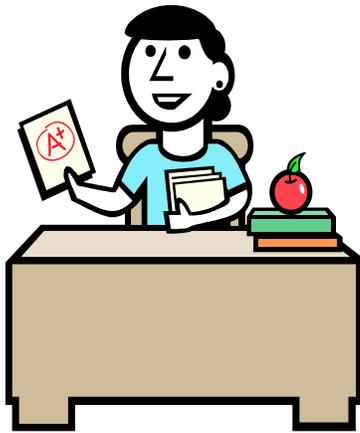
Hoxsie Elementary School has a wonderful selection of fiction and non-fiction books at every reading level in our library and students are encouraged to check out books on a weekly basis. Borrowed books should be returned on time and in good condition. Any damaged books can be returned to the librarian for repair, however it is the responsibility of the parent to reimburse the school for any books that are damaged beyond repair or lost. If necessary, final report cards will be held until either book or replacement costs are submitted.

LOST & FOUND ITEMS

All items either lost or found should be reported to the main office. Students and/or parents should check the cafeteria periodically for lost items. Please put your child's name on lunch boxes and clothing.

MAKE-UP WORK

All make-up work is the responsibility of the student. Upon return to school, the student can either 1) request their work from the teacher or 2) their parents/guardians may call the school to request work for their child who is absent. The work will be provided within 24 hours and can be picked up at the school office. Work is not given ahead of time if you choose to take a vacation that is not a scheduled school vacation. Your child will be given the work to make up when they return.

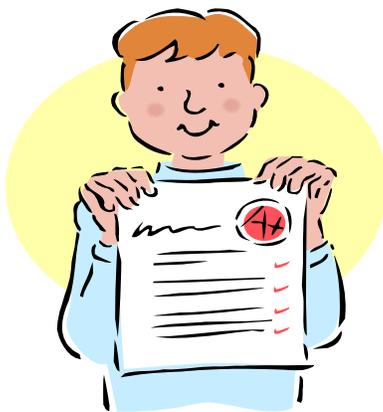


PARENT/GUARDIAN-TEACHER CONFERENCES

Teachers are available to discuss your child's progress at any time during the school year. If you would like to meet with a teacher, send in a note with your child, call the school, or email and the teacher will contact you to arrange a convenient time. In addition to the quarterly report cards, teachers contact parents in a variety of informal ways through notes, phone calls, emails, classroom newsletters, school website and/or weekly student progress reports to let you know how your child is doing at Hoxsie Elementary School.

PROGRAM AND CURRICULUM INFORMATION

During the year questions may arise about curriculum and instruction. Any questions you have should be directed first to your child's classroom teacher and then to the principal. General information can also be obtained on the Warwick Public School website www.warwickschools.org that provides links to local and state policies.



REPORT CARDS

Student report cards will be distributed at the end of each quarter to all students in grades 1-6:

1 st period	November
2 nd Period	January
3 rd Period	April
4 th Period	June

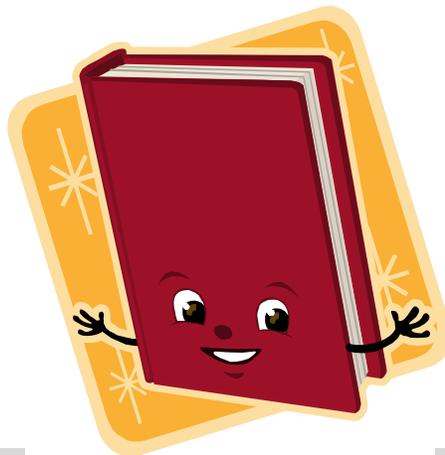
Progress reports will be distributed at the end of the 2nd, 3rd, and 4th quarter to all Kindergarten students.

SPECIAL EDUCATION SERVICES

Federal and State Regulations that require the district to provide a free and appropriate public education in the least restrictive environment for students with disabilities govern the Warwick Public School System. The Special Education Department has in place a referral and evaluation process that addresses each child who might be in need of Special Education services. When a determination is made that a child qualifies for Special Education Services, there are a range of services and programs to meet the unique needs of each child.

TOYS

Please do not send in any toys with your children unless the teacher has designated a "Show & Tell" activity. Toys tend to be a distraction in the classroom and are often damaged or lost at recess time.



BUILDING

INFORMATION

ARRIVAL

Students should arrive at school between 8:00 and 8:10 and line up inside the multi-purpose room in the designated area for their grade level. At 8:10 a.m., our Student Safety Patrol members will then escort all students to their respective classrooms. Parents dropping off children should follow our one-way traffic loop in the parking lot. **No supervision is provided before 8:00 a.m.** unless students are participating in the Breakfast Program.



ATTENDANCE PROCEDURES

Rhode Island State Law 16-19-1 mandates the minimum length of the school day and number of school days per year. All children are expected to be punctual and in attendance each day unless they are ill or a family emergency arises.

- Please call the school (734-3555) before 8:45 a.m. whenever your child is absent or tardy. The Connect-Ed computerized attendance will call the home of each unreported student to verify their absence. You will need to call the school when
-

you receive that message.

- Parents/guardians are required to submit a written excuse for each period of absence or late arrival to school.
- Three (3) or more absences during any marking period will be brought to the attention of the school nurse for review.
- Excessive absences and late arrivals which are not the result of a clearly defined medical reason will be referred to the school Attendance Administrator which may result in a referral to the Warwick Truancy Court.

Students who are absent from school for any reason may not participate in any school activity/event during the afternoon or evening of the day(s) of their absence.

BICYCLES

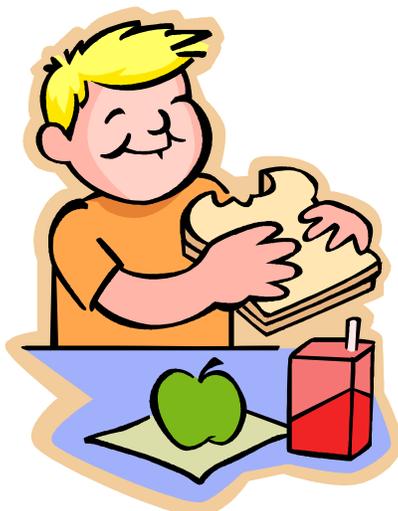
Students in grades 4-6 may have the privilege of riding bicycles to school.

- Permission forms are available in the office and must be signed by a parent/guardian and returned to the Principal.
- Students who ride bicycles to school are required to wear helmets. (Rhode Island General Law Title 31-19-2.1)
- For the safety of all students, bikers must walk the bicycles while on school property and on Glenwood Drive.
- Bikes are to be stored in the bicycle rack; however the school does not assume liability or responsibility for stole or damaged bicycles that may occur.



BREAKFAST/LUNCH

PROGRAM



The lunch program in Warwick is operated by the school system, which participates in the National School Lunch and School Breakfast Programs. Nutritious breakfasts, lunches and milk are available at all schools. Breakfast is served thirty (30) minutes prior to the start of school. Once school begins, breakfast is no longer served unless a school bus arrives late. Should school be delayed in inclement weather, breakfast may not be served.

Menus are printed weekly in local newspapers. Kindergarten students do not have hot lunches, however milk is available daily.

Applications for free or reduced price breakfast/lunch are sent home at the beginning of the school year and are available at the school anytime during the year.

BUSING

Students are only allowed to ride the bus assigned to them (unless there is

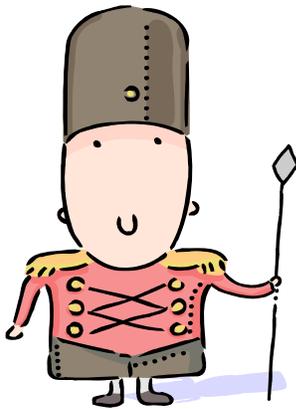


written permission from the parent, approval from the principal, and room as determined by the bus driver). If you have any questions regarding the bus schedules, please call the Warwick Public Schools Department of Transportation at 734-3112. Please be advised that as the students get older their eligibility to ride the bus may change. That is the policy of the Transportation Department. The riding limit information is available in the school office.

DISMISSAL POLICY

The safety of the children is of utmost importance and your cooperation in adhering to our Dismissal Policy is appreciated.

1. At the beginning of the school year, a parent/guardian must notify the principal and the child's teacher if his/her child will be picked up every day rather than walk or ride the bus. The school must be informed as to who will be picking up the child.
2. Every parent/guardian must complete an Emergency Contact Card, which contains a list of two persons, other than themselves, who are authorized to pick up their child. The parent/guardian must list the person's name, phone number and relationship to the child.
3. Every parent/guardian may, in writing, update the list at anytime.
4. At no time will the child be released to anyone who is not on the list.
5. In order for a person on the list to pick up a child, the following procedure must be followed:
 - (a) The parent/guardian must send a note to the classroom teacher in the morning.
 - (b) The person picking up the child must report to the Principal's office.
 - (c) The person must provide proper identification (*i.e.*, driver's license).
 - (d) The person must sign the child out of the building.
 - (e) The child must identify the person who is picking him/her up.
6. The school can not honor phone calls at dismissal time.



DRESS CODE

In order to enhance the educational environment and promote proper personal growth habits, a dress code has been established for the Warwick Public Schools. The purpose of this code is to remove distracting, disruptive, and dangerous apparel from the educational environment. Please help us keep the students focused on their school work by sending children to school in clothing that does not disrupt our learning environment. Specifically:

- No tank tops, undershirts, strapless dresses, midriff blouses, see-through clothing, short shorts, hats, or similar attire more appropriate for the beach.
- No clothing with designs or wording that promotes alcohol, drugs, violence, profanity, or is considered obscene.

The Warwick Public School dress code is not intended to infringe upon the individuality of the students, but rather to maintain an environment conducive to good education and beneficial to all students!

EARLY DISMISSAL

Should it be necessary for your child to leave school prior to the regular dismissal, you must send a written note to your child's teacher in the morning. Parent/guardian is also required to check into the office and sign the child out of the building in our Student Log. It is recommended that students not be dismissed early from school for reasons other than Doctor/ Dentist appointments or Family emergencies. *Whenever possible, please try to schedule medical and dental appointments during non-school hours.*

EMERGENCY CLOSING OF SCHOOL

In the event that schools must be closed because of inclement weather or other emergencies, announcements will be on radio stations: 630 WPRO, 92 PRO-FM, LITE ROCK 105, and TV Channels 6, 10, and 12. **Please do not tie up the phone lines by calling the school.**

The following procedure is in the event that an elementary school is forced to dismiss early:

1. Each parent/guardian should have a plan with his/her child explaining to the child where he/she is to go in the event that school dismisses early. Forms are available in the office.
2. Kindergarten children will be placed on the school bus. The bus will go door-to-door. If no one is home, the child will be returned to the school and the parent/guardian will be called.
3. If the dismissal is for any reason other than inclement weather, the school will attempt to call the parent/guardian of the child. If a parent/guardian cannot be reached, an emergency number for the person(s) authorized to pick-up the child will be called. If the school cannot reach anyone, the child will be instructed to follow the early dismissal plan referred to in #1.



ONE-HOUR DELAY FOR THE OPENING OF SCHOOL

There will be no school for Morning Kindergarten and buses will pick up students in grades 1 - 6 one hour after their regularly scheduled time. Students may arrive at school at 9:00 a.m. Students should arrive at school between 9:00 and 9:10 and line up in multipurpose room in the designated area for their grade level. **No supervision is provided before 9:00 a.m.** unless students are participating in the Breakfast Program.

SCHOOL HOURS

Breakfast	7:45 a.m. to 8:05 a.m.
1 st Bell-Students Enter The Building	8:05 a.m.
2 nd Bell-Start of the School Day	8:10 a.m.
Morning Kindergarten Session.....	8:10 a.m. to 10:55 a.m.
Afternoon Kindergarten Session	11:35 a.m. to 2:20 p.m.
Recess & Lunch (Grades 1-3)	11:30 a.m. to 12:10 p.m.
Recess & Lunch (Grades 4-6).....	12:15 p.m. to 12:55 p.m.



Dismissal for Bus Riders2:10 p.m.
Dismissal for Walkers 2:15 p.m.
End of School Day 2:20 p.m.

TARDY

Children who arrive after the bell rings will be considered "tardy" or late. The only excuses for tardiness are: medical emergencies, doctor's appointments, major family problems, problems with transportation (bus or car breakdowns) and inclement weather. Repeated tardiness to school is unacceptable and students are allowed only two (2) latenesses per quarter in the Warwick Public Schools.

TELEPHONE USE BY STUDENTS

Due to the limited number of phone lines, student's use of the school phones will be limited to emergencies only.



WALKERS

For the safety reasons, students who walk to school must:

- proceed directly to and from school in an orderly fashion,
- use designated routes, and
- cross streets only at crosswalks where designated Student Safety Patrols and/or adult crossing guards are posted.

VISITORS

For safety reasons, all people coming to school are required to ring the doorbell and wait to be admitted to the school.

All visitors are required to report to the main office upon entering the building and will be asked to wear a Visitor's Badge while they are in the school. Any guest not wearing a badge will be escorted back to the office. We appreciate everyone's cooperation as we continue to ensure that our school is a safe learning environment.

HEALTH & SAFETY

ADMINISTERING MEDICATION AT SCHOOL

Except for emergency medication, only school nurses may administer medication in school. Before medication may be given to a student in school, the following criteria must be met:

1. Prescription and non-prescription medication (including Epi pens and inhalers) must be accompanied by a physician's written order and a signed permission form from a parent/guardian.
2. Medication must be in the original labeled container.
3. All medication shall be supplied by the parent/guardian, and placed in the care of the nurse or her designee.



4. Sending over-the-counter medications, such as cough drops, between home and school is discouraged.
5. The nurse **MAY NOT** dispense aspirin, cough syrup or other medicines unless accompanied by a written doctor's order.
6. A new doctor's order is needed at the beginning of every school year.
7. **ALLERGIES:** All allergies, especially those related to food, should be brought to the attention of the nurse, your child's teacher, and the school office.
8. **No baked goods of any kind are allowed in school to share with other students.**
9. **CONTAGIOUS DISEASES/EXPOSURES:** Parents/guardians should notify the school immediately of a communicable disease or condition (strep throat, chicken pox, pink eye, head lice, etc.). Subsequently, notices will be sent home regarding the reported communicable condition in your child's classroom.

CUSTODY/RESTRAINING ORDERS

The school's principal only recognizes court issued custody documents. The school principal must be notified immediately about custody matters, including restraining orders, for the safety of all parties involved.

EMERGENCY CONTACT CARD

At the beginning of each year, an emergency card is sent home requesting phone numbers of designated persons that the school may notify if/when circumstances warrant. Should the telephone numbers change or your telephone service be disconnected during the school year, **please notify the school office of the change immediately.**



FIRE DRILLS

In accordance with Rhode Island State Law, fire drills are conducted at regular intervals sixteen times during the school year. It is essential that when the first signal is given, everyone obeys promptly and clears the building by the designated route as quickly as possible. Students are not permitted to talk during fire drills and are to remain outside the building with their teacher until a signal is given to return

inside. Evacuation plans are posted in each classroom.

HEALTH EXAMINATIONS

A health examination is required of all students upon school entry and upon entering grades K, 4, 7, and 10. Please have your family health care provider complete the Health Exam form and return it to the school nurse-teacher.



HEALTH RECORDS

A complete, cumulative school health record shall be maintained for each student and it may be necessary to request medical information from the parent/guardian to update these records. Whenever a student transfers to

another school building or school system the school health record shall be transferred to the health personnel of the school building or school system to which the student is transferring.

Schools should be made aware by parents/guardians of children that have allergies and specific food reactions. Students with these specific allergies (*i.e.*, bee stings, nuts, latex) should have their medication available at school.

HEALTH SCREENINGS

Rhode Island Law requires the school department to provide annual screenings for vision (grades K-3, 5, 7, and 9), dental (K-5, and once at the secondary level), hearing (K, 1, 3, 5, and referrals), and scoliosis (grades 6, 7, and 8). It is our goal to conduct these screenings as early in the year as possible in order to identify potential problems. We may begin in the fall and continue throughout the year until all screenings are complete.

To avoid duplication of services, if your child has any of these screenings completed by his/her primary health care provider (doctor or dentist), please have the health care provider forward the results to the school. If we do not have this information for your child, we will include your child for the particular screening according to Rhode Island Law. School nurse/teachers and school medical personnel conduct these screenings.

ILLNESSES

It is necessary that the school secretary or the school nurse be able to contact parents in the event that a child is injured or becomes ill while in school. It is essential that the school have the home telephone number, parent's employer's number, and the number of a friend or relative with whom arrangements have been made by the parent to handle emergency situations.



School personnel are trained in First Aid and are authorized to handle minor injuries. However, neither the school nor any staff member is authorized to diagnose or prescribe. In case of emergency, your child will be taken to Kent County Hospital.

STUDENT BEHAVIOR & CONDUCT

Every student and every staff member has a right to be in a school where he/she feels safe, respected and protected. To ensure this, we have developed school rules that will foster an environment of kindness and mutual respect that is absolutely essential to learning.

CODE OF CONDUCT FOR HOXSIE STUDENTS

1. Be Responsible
2. Be Respectful



3. Keep Hands & Feet to Self
4. Follow Directions
5. Be Kind & Be Fair

It is our hope that you read and discuss these Standards of Student Behavior & Conduct with your child, so we can work together to help each child be successful while they are learning. Your support is the most important part!

"SOARING TO THE TOP" THROUGHOUT THE SCHOOL

BATHROOM BEHAVIOR

Students will:

- Use a quiet voice.
- Use the toilets and urinal for intended purposes and flush after each use.
- Respect the privacy of others.
- Wash hands with soap & water and put trash in the garbage can.
- Use the sinks and water correctly.

It's about learning **Respect** ...The bathroom is not a play area in our school. Students who choose not to respect the privacy of others will have limited bathroom privileges. (*except those students with medical conditions)

BUS BEHAVIOR

Students will:

- Stay seated in their seats at all times.
- Keep hands, feet and objects to themselves.
- Use respectful language.
- Follow the directions of the bus staff.
- Be safe at their bus stop and wait on the curb.



It's about learning **Integrity**...A bus ride is a privilege. Students that choose not to be trustworthy on the bus will lose this privilege.

CAFETERIA BEHAVIOR

Students will:

- Walk into the cafeteria.
- Wait in line patiently.
- Use their "restaurant voices".
- Use their BEST table manners.
- Clean their own area.
- Listen quietly to announcements.
- Raise their hand to get permission to get out of their seat.



It's about learning **Responsibility**...Lunch time is a special time with friends, but students who choose not to use self-control will eat their lunch alone.

HALLWAY BEHAVIOR

Students will:

- Travel quietly.
- Walk on the right side of the hall.
- Use assigned entrances and exits.
- Keep hands, feet, and objects to themselves while waiting in line.

It's about learning **Citizenship**...The hallways are "quiet zones" in our school. Students who disturb the learning of others will have limited hallway privileges.

RECESS BEHAVIOR

Students will:

- Play fair and not roughly with others.
- Use respectful language.
- Keep hands, feet and objects to themselves.
- Leave area only with permission from an adult.
- Line up with their class when the bell rings to end recess.
- Wait in line quietly until their teacher arrives.

It's about learning **Tolerance**...Recess should be a fun time, but students who choose not to be kind to others will miss some or all of their recess time.



CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR

1st Offense

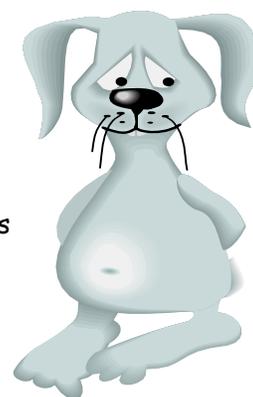
- Verbal reminder
- Re-teach action using the correct behavior

2nd Offense

- Verbal reminder
- Re-teach action using the correct behavior
- Written explanation of their behavior to their family

3rd Offense

- Discipline Report is sent home and parents are notified.
- Disciplinary Action taken will be one of the following:
 - Loss or Delay of Privileges of an activity, using objects and/or equipment, or access to areas in the school.
 - After/Before school Detention for a 30 minute duration (Parents will be notified 24 hours in advance of detention assignment). Teachers and the administration can assign students to detention. Detention is designed to help students think and reflect about their behavior. Parent/guardian will be contacted and will need to pick up their child at the conclusion of detention.



Repeated Offenses

- Students who receive a 3rd Discipline Report will require a conference with the Principal and their parents/guardians.

It's about learning to accept Responsibility for one's actions... We will work with the students to show them which types of behaviors are respectful and which are inappropriate or show disrespect. However, at Hoxsie Elementary School, *inappropriate behavior will always have a consequence.*

SERIOUS MATTERS OF MISCONDUCT



Serious matters of misconduct, which involve dangerous or highly offensive acts, may require a suspension. Student suspensions are temporary dismissals from school for one to five days for the offenses listed below or others as may be determined by the building principal for good cause. The school principal may suspend a student if the student, while on school grounds or during a school activity off grounds, commits any of the following:

- a. Intentionally causes or attempts to cause substantial damage to school property or steals or attempts to steal school property
- b. Intentionally causes or attempts to cause damage to private property or steals private property
- c. Intentionally causes or attempts to cause physical injury to another person
- d. Knowingly possesses, transmits or uses any firearm, explosives, weapons or other dangerous object
- e. Possesses, uses or is under the influence of narcotics, alcoholic beverages and/or like substances on the school grounds or at school sponsored events
- f. Continually and intentionally defies the valid authority of supervisors, teachers and/or administrators
- g. Commits any act that places the staff or student body in potentially dangerous situations, as for example reporting a bomb scare, pulling a fire alarm, etc.
- h. Commits any other serious act that has a negative effect on the operation of the school

WARWICK PUBLIC SCHOOLS DISCIPLINE POLICIES & PROCEDURES

The discipline code for all students K-12 in the Warwick Public Schools can be found on the district website under "Student Code of Ethics" at www.warwickschools.org.

