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www.southsideelementary.org

FAMILY HANDBOOK



Welcome to SouthSide Elementary Charter School

We are very excited that you have chosen Southside Elementary Charter School and we welcome you to our learning community! SouthSide is a warm, caring, nurturing, and safe learning environment where

children are valued and cherished. The Southside Family Handbook outlines many important items, including policies, procedures, our educational philosophy, and much more. Please take the time to read this handbook in its entirety, as it provides guidance for day-to-day operations at Southside Elementary Charter School. This document also serves as a helpful reference tool for any questions you may have throughout the year. As always, we welcome any questions or concerns you may have about the contents of the handbook. Please contact us at any time if you need clarification on any of our policies or procedures. We look forward to working with you to ensure that our children receive the very best education at Southside Elementary Charter School!

School History

Our Founding Group

The founding group for Southside Elementary Charter School consists of educators and community members who have a wide range of experience working with children and with organizations that serve South Providence. They include:

Dan Corley, Head of Community Prep School
 Antoinette Gomes, Director of Rhode Island College Unity Center
 Eileen Hayes, Chief Executive Officer of Amos House
 Lela Morgan, Vice President of Academic Affairs at Community College of Rhode Island
 Carmen Rodriguez, Teacher in the Providence Public Schools
 Delia Rodriguez-Masjoan, Community Advocate
 Judith Ryan, Former Director of Education at Community Prep School
 Francisco Velasquez, Sixth Grade Teacher at Community Prep School

Community Partners

- Amos House –GED classes, job training, financial literacy support, food and shelter needs
- Bradley Hospital – special education expertise
- Brown University – summer program for elementary students, volunteer recruitment
- Children’s Friend – early childhood expertise, outreach
- Community College of Rhode Island – adult education, volunteer recruitment
- Community Preparatory School – facility needs, education support
- Davey Lopes Recreation Center – recreation needs, neighborhood outreach
- Providence Public Library – early childhood literacy, ESL classes for adults
- Ready to Learn Providence - early childhood best practices, outreach
- Southside Community Land Trust – gardening, hands-on science opportunities

Our Philosophy

We believe students thrive in a personalized school environment in which each student is known by all.

This small school setting will afford students the opportunity to benefit from small group, individualized instruction. Students will be in a rich, literate environment in which they will learn to love reading. Students will become empowered to effectively express themselves both orally and in writing in order to be contributing members of society. Students will engage in real-world applications in mathematical thinking and problem solving. Community service will be embedded in all disciplines and will be at the center of all we do. We also believe that teaching students to set goals, work hard, meet challenges, and help others will lead them to success in school and in life.

Mission Statement

Southside Elementary Charter School provides a diverse group of Providence kindergarten through fifth grade students with a solid step towards college and community leadership. Students will learn to read, write, think logically, and problem solve on grade level within a curriculum that emphasizes academic rigor, excellence, and community engagement in an extended school day and year.

Core Values

- Demonstrating honesty with kindness and compassion
- Being responsible for our own actions
- Respecting ourselves, others and property
- Working together as one team
- Always striving to do our best

Holidays and Recesses: (School is closed on these days).

September 2, 2016	No School – Professional Development Day
September 5, 2016	Labor Day
October 10, 2016	Columbus Day
November 11, 2016	Veterans' Day
November 24 -25, 2016	Thanksgiving Recess
December 26-January 2, 2017	Holiday Vacation
January 16, 2017	Martin Luther King, Jr. Day
February 20-21, 2017	Mid-Winter Recess
April 17-21, 2017	Spring Recess
May 29, 2016	Memorial day

SouthSide Elementary Charter School Faculty and Staff

Wendy Randle	Education Director
Jessica Goncalo	K/1 Classroom Teacher
T/B/A	K/1 Classroom Teacher
T/B/A	2 nd Grade Classroom Teacher
Kia Clement	Learning Partner
Teeala Spiver	Learning Partner
Loida Olivo	Learning Partner
Kadeem James	Learning Partner
Yesennia Rodriguez	Learning Partner
Brandford Davis	Technology Coordinator/Instructor
Allison Menard	Academic Interventionist

Erick Pagan	ESL/Special Education Coordinator/Instructor
T/B/A	Social Worker
Michele Herford	Art Teacher
Janine Lee	Music Teacher
T/B/A	Physical Education Teacher
Amy Tellier	Business Manager
Lourdes De Jesus	Assistant Business Manager
Alyssa Clarke	School Nurse

All staff emails are first initial last name@southsideelementary.org, ex: Wendy Randle is wrandle@southsideelementary.org

Whom to Call at SouthSide Elementary Charter School

(401) 270-9007

Application/Admissions Process	Education Director
Your child's health, medication, medical forms	School Nurse
Curriculum questions	Education Director and/or Teachers
Classroom issues/concerns	Teachers and/or Education Director
Information on special education services	Teachers and/or Education Director
Counseling	Teachers and/or Education Director
After School Enrichment and 21st Century Program	Teachers and/or Education Director
Updating your contact information	Teachers and/or Education Director
ELL Services	Education Director

We encourage families to communicate with us on a regular basis via face-to-face conversations, scheduled meetings, telephone conversations, letters or e-mails to school personnel. Translation will be provided upon request.

SouthSide Elementary Charter School encourages students and parents to discuss concerns and complaints through informal conferences with the appropriate teacher, Education Director or other staff. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level. If an informal conference regarding a complaint fails to reach an outcome satisfactory to the student or parent, the student or parent may initiate the formal process by filing a written complaint form. Even after initiating the formal complaint process, students and parents are encouraged to seek informal resolution of their concerns. A student or parent whose concerns are resolved may withdraw a formal complaint at any time.

Formal Complaint Procedure

The following is the procedure for filing a formal complaint:

Level 1 – Education Director

Level 2 – Due Process Committee (comprised of staff, parents and community members)

Level 3 – School Board of Trustees

Arrival

The doors to the school building are unlocked at 7:15 a.m. Please do not drop off children in the morning before 7:15 a.m. While you may see adults entering the building before 7:15 a.m., no one is available to supervise students until 7:15 a.m. Students arriving after 8:00 a.m. are considered tardy and need to be signed in by a parent or guardian in the main office before proceeding to class. We appreciate any effort you can make to have your child at school by 8:00 a.m. At the elementary school level, we recognize that students are not responsible for getting themselves to school. Please make sure morning routines are in place at home to help with a safe and timely arrival to school each day. Breakfast will be available between 7:15 and 8:00 a.m. Instruction will begin promptly at 8:00 a.m.

Drop-Off

Parents may drop off students at the front door at 7:15 a.m., where a staff member will be there to greet them. Parents are also welcomed to escort children to the classroom. At no time should students be dropped off on side streets, such as Somerset Street, or any other street that surrounds our school.

Departure

Dismissal takes place at 4:15 p.m. each day. Students riding the bus will be dismissed first, followed by students being picked up. If you are picking up your child, please arrive no later than 4:15. You may park on the street along the basketball courts, which are located across the street from the building. Students will be waiting with their teacher on the basketball courts. Parents must leave their vehicle and the teacher must see the parent before allowing the child to go home. We cannot walk children to the cars. In the event of inclement weather, children will be at the front door of SouthSide with their teacher. Please come to the door to pick up your child.

Attendance & Tardiness

Regular attendance is an important factor in student success at school. The SouthSide Elementary Charter School attendance policy requires students to be in school by 8:00 a.m. to be counted present. The policy further states that parents will be notified every time the student is absent without a documented excuse. Please be advised that the Rhode Island Compulsory Attendance Statute Title 16, Chapter 16-19 applies to charter public schools and will be enforced with fidelity.

SouthSide Charter School expects students to attend school every day that school is in session and asks that parents and guardians plan trips during school vacations. If you know in advance that your child will miss school for a particular period of time, please contact your child's teacher well in advance.

Absences can be excused for the following reasons:

- Illness or injury that prevents the student from being physically able to attend school
- The local health officer or State Board of Health orders isolation
- Death of a member of the immediate family
- Medical, dental, or other appointment with health care provider that cannot be scheduled outside of school hours
- Student is party to or under subpoena with court proceedings or tribunal
- Religious observance in accordance with school board policy

Absences must be accompanied by a call to the school or a note to the teacher. Excessive absences may require validation such as a doctor's note.

Students who are tardy more than three times must report to the principal's office before going to class. Tardiness is discourteous and shows a lack of respect for classmates and teachers. Please make sure your child gets to school on time. If desired, the principal will contact you to help devise a plan for your child to be on time for school.

Early Pickup

If you are going to pick up your child before dismissal, please let your child's teacher know ahead of time, either by note, email or phone message. You must sign out your child from the school office, not the classroom. Under no circumstances may students leave the school building during the day without an adult.

The school requires a written list of every individual who has permission to pick up your child from school. We cannot allow students to leave school with anyone who is not on your list. Anyone on your list must provide school personnel with photo identification upon pick-up. It is the family's responsibility to provide SouthSide Elementary Charter School with written information regarding any custody or restraining order issues relating to your children. You may provide this information to the Education Director.

Bullying

The Southside Elementary Charter School recognizes that bullying and cyber bullying are disruptive, damaging and sometimes violent, and have a negative effect on the school climate. Students who are intimidated and fearful cannot give their education their undivided attention they need for success. Every student has the right to learn and achieve high academic standards in a safe and civil school environment. Southside Elementary Charter School will not tolerate any acts of bullying on school grounds, while utilizing school transportation, at any school-sponsored function, or online.

Bullying is a form of aggression, which involves one or more students verbally, physically, and/or psychologically harassing another student repeatedly over a period of time. Bullying includes, but is not limited to, acts based on race, gender, color, national origin, sexual orientation, physical characteristics or mental capacity.

We recognize that bullying is repeated, deliberate behavior that is directed toward another person with the intent of causing harm. Bullying can be verbal, physical, or social in nature and can be done by individuals or by groups of people. Bullying behaviors can make another person feel hurt, afraid, or uncomfortable. Our Education Director and teachers will be working with students, parents and staff throughout the year to ensure that everyone has a clear understanding of this topic.

Disciplinary Sanctions for Bullying

- Admonitions, warnings, or counseling
- Loss of the opportunity to participate in school social activities
- Loss of bus transportation
- Assignment of additional community service
- Individualized behavior plan
- In-school or out of school suspension

Help for the Victim of Bullying

The staff will make every effort to help the victim feel safe in the school environment. This may include short-term counseling, social skills lessons, and/or special support provided by school personnel.

Prohibition Against Retaliation

Retaliation or threats of retaliation in any form designed to intimidate the victim of bullying, those who are witnesses to bullying, or those investigating an incident of bullying, shall not be tolerated. In most cases, retaliation or a threat of retaliation will result in the imposition of a short- or long-term school suspension.

Voluntary Participation in Mediations

No student who is the victim of bullying shall be required to participate in mediation or to accept any apology offered by the bullying student. The decision of a victim of bullying not to participate in a mediation program shall not diminish the obligation of the school to impose discipline against the student who has committed an act of bullying.

Communication

We encourage families to keep in touch with our teachers in relation to students' academic and socio-emotional progress as well as curriculum-related information and classroom events. There are several ways to maintain effective communication between home and school. These include the standard written notes, email, and telephone conversations. Families should expect staff members to respond to emails and other written communication within 24 hours. Teachers are not available to have unscheduled conferences or to answer extended questions first thing in the morning or at any time during the school day. If you need to speak to your child's teacher about more involved concerns or questions, please schedule a conference. When you have questions or concerns about your child's progress, behavior, grading practices, peer issues, and/or other classroom issues, you should first contact your child's teacher with your concerns/questions.

Southside Elementary Charter School will offer many opportunities for parents to become involved at SouthSide. We will have a parent orientation, goal-setting conferences at the start of each trimester, celebrations of student work, parent workshops on academic, behavioral, and social topics such as organization strategies, homework expectations, internet safety, developing a growth mindset, dealing with behavior challenges, and other learning issues.

Parents will eventually have on-line access to student progress via Skyward, which is our student information system. By logging into this web-based system, parents will have access to their child's academic progress, socio-emotional goals, as well as their child's progress toward his/her individual goals. Parents will also receive a weekly phone call, email or written communication from the child's teacher, learning partner, or tutor.

Curriculum

The curriculum is aligned with the Common Core State Standards in English language arts and math, with the Next Generation Science Standards in science, and the appropriate RI standards for Social Studies and other specialist subjects such as Physical Education, Health, Visual Arts and Music.

Reading Street - Reading Street is designed to help teachers build readers through engaging literature, scientifically research-based instruction, and a wealth of reliable teaching tools. The reading program promotes differentiated instruction with a strong emphasis on ongoing progress monitoring and an explicit plan to help with managing small groups of students.

Singapore Math - Singapore math is a teaching methodology based on the national math curriculum used for kindergarten through sixth grade in Singapore. The program involves teaching students to learn and master fewer mathematical concepts at greater detail as well as having them learn these concepts using a three-step learning process. The three steps are concrete, pictorial, and abstract.

Social Studies, Music, Visual Arts, and Technology instruction are aligned with the Rhode Island Grade Span Expectations. Health and Physical Education comply with the RI Health Education Framework and the RI Physical Education Standards. Students will have at least 100 minutes of physical education and health combined each week.

Tutoring: Students will be tutored in any academic areas of concern. Progress monitoring and interventions will be implemented and student data and growth will be shared with parents and guardians on a regular basis.

Discipline Policy and Sanctions

Parents will be notified if student behavior habitually interferes with teaching and learning. Parents will also be informed of acts of kindness and exemplary behavior. We recognize that positive reinforcement goes a long way. We also know that an engaging curriculum along with strong relationships with students and parents will set the stage for academic and social success.

Code of Student Conduct

One of our primary goals at SouthSide Elementary Charter School is to educate and nurture the whole child: socially, emotionally, behaviorally, and academically. As such, all faculty and staff are committed to serving as positive role models, demonstrating appropriate respectful behavior at all times. The concepts of respect for self, respect for others, and respect for one's surroundings will be reinforced throughout all learning experiences. During the times in which a child needs redirection, the following philosophies and actions will be taken:

Disrespectful Behavior

Examples: swearing, name calling rudeness to adults or children, disobeying adults

Consequence 1 – Staff member will address poor choice with the student and assist him/her in brainstorming more appropriate behavior.

Consequence 2 – Parent/guardian will be contacted in order for home and school to work together to address the child's social and emotional needs.

Consequence 3 – Parent/guardian will be contacted to schedule a meeting in which all vested members can develop a plan to ensure the child's social and emotional wellbeing.

Dangerous Behavior

Examples: Scratching, hitting, pushing, biting, throwing objects, sexual harassment

Consequent 1 – Parent/guardian will be contacted in order for home and school to work together to address the child's social and emotional needs.

Consequence 2 – Parent/guardian will be contacted to schedule a meeting in which all vested members can develop a plan to ensure the child's social and emotional success and wellbeing.

Consequence 3 – Parent /guardian will be asked to meet at school to re-evaluate the plan and consequences developed in Consequence 2. If deemed necessary, in-school or out-of-school suspension might be warranted.

Responsive Classroom

SouthSide Elementary Charter School has implemented Responsive Classroom as a proactive approach to promote positive behaviors and healthy relationships within our learning environment. The Responsive Classroom approach is a way of teaching that emphasizes social, emotional, and academic growth within a strong and safe school community. Developed by classroom teachers, the approach consists of practical strategies for helping children build academic and social-emotional competencies day in and day out.

Guiding Principles

The Responsive Classroom approach is informed by the work of educational theorists and the experiences of exemplary classroom teachers. Seven principles guide this approach:

1. The social and emotional curriculum is as important as the academic curriculum.
2. How children learn is as important as what they learn.
3. Great cognitive growth occurs through social interaction.
4. To be successful academically and socially, children need to learn a set of social and emotional skills that includes cooperation, assertiveness, responsibility, empathy, and self-control.
5. Knowing the children we teach—individually, culturally, and developmentally—is as important as knowing the content we teach.
6. Knowing the families of the children we teach is as important as knowing the children we teach.
7. How we, the adults at school, work together is as important as our individual competence: Lasting change begins with the adult community.

Classroom Practices

The Responsive Classroom is a general approach to teaching, rather than a program designed to address a specific school issue. It is based on the premise that children learn best when they have both academic and social-emotional skills. The Responsive Classroom approach consists of a set of practices that build academic and social-emotional competencies and that can be used along with many other programs.

These classroom practices are the heart of the Responsive Classroom approach:

- **Morning Meeting**—gathering as a whole class each morning to greet one another, share news, and warm up for the day ahead
- **Rule Creation**—helping students create classroom rules to ensure an environment that allows all class members to meet their learning goals
- **Interactive Modeling**—teaching children to notice and internalize expected behaviors through a unique modeling technique
- **Positive Teacher Language**—using words and tone as a tool to promote children's active learning, sense of community, and self-discipline
- **Logical Consequences**—responding to misbehavior in a way that allows children to fix and learn from their mistakes while preserving their dignity
- **Guided Discovery**—introducing classroom materials using a format that encourages independence, creativity, and responsibility
- **Academic Choice**—increasing student learning by providing students with teacher-structured choices in their work
- **Classroom Organization**—setting up the physical room in ways that encourage students' independence, cooperation, and productivity
- **Working with Families**—creating avenues for hearing parents' insights and helping them understand the school's teaching approaches
- **Collaborative Problem Solving**—using conferencing, role playing, and other strategies to resolve problems with students

As part of our family engagement endeavors, an annual Responsive Classroom workshop will be offered to our families. For more information on the Responsive Classroom approach, see

www.responsiveclassroom.org

Dress Code Policy

Requiring students to wear uniforms minimizes superficial distractions, contributes to the calm atmosphere in your child's classroom and helps to create a professional working environment. SouthSide Elementary Charter School's student uniforms should be neat, clean and in good condition. Donnelly's Uniforms is the school's uniform provider. Parents may order apparel online at donnellysclothing.com or via phone at (401) 942-5202. Students are expected to wear clothing that meets the Southside Elementary School dress code as follows:

Boys and Girls

- All shirts, sweaters and fleeces must display the SouthSide logo.
- Shirts/Tops: Long or short sleeve royal blue polo shirt with the SouthSide logo. Shirts may be worn outside the pants, but cannot be longer than hip length. Longer shirts must be tucked in and belted.
- Undershirts: Royal blue or white, short or long sleeved
- Sweatshirts/Hoodies/Sweaters/Cardigans/Sweater-vests/Blazers: Royal blue only
- Bottoms: Khaki dress pants for boys or girls
- Girls may also wear shorts & skirts (no shorter than 4 inches above the knee)
- Leggings are not pants and may only be worn under a skirt or pants/Capri's
- Pants must be worn at the natural waistline - no sagging or visible underwear
- Jumpers/Dresses: No shorter than 4 inches above the knee, either solid navy blue or solid khaki. A uniform shirt must be worn underneath.
- Shoes: Regular shoes or sneakers
- Physical Education Uniform (SouthSide t-shirt and royal blue shorts and/or sweat pants) – Wear on assigned P.E. days.

Not Permitted

- Bare shoulders
- Sleeveless shirts
- Denim shirts
- Tank tops
- Sheer shirts
- Exposed cleavage
- Exposed stomachs
- Shirts imprinted with photos, pictures, prints, words or logos
- Open toe shoes
- Flip flops
- Sandals
- House slippers
- Heels
- Hats and all headwear are not permitted in the school building and must be removed upon entering the school.
- Bags, purses, backpacks must be kept in the classroom during the day.

Uniform Infractions

We appreciate your effort in helping our students to honor the dress code and we acknowledge children regularly for their dress code efforts throughout the year. Teachers and administrators will use discretion in cases when clothing or accessories are deemed distracting or inappropriate. If a student is out of uniform, they will be kept out of class until the infraction is fixed in one of the following ways:

- Remove unauthorized item
- Change into appropriate clothing
- Borrow a uniform shirt/pants from the school for the day, if available.

- Call home to have someone bring the item needed to school. Students with a pattern of being out of uniform will be required to have a meeting with their parent and administrator.

Dress Down Days

On non-uniform days, students should dress appropriately for school. The following items are **not** allowed:

- Shirts with inappropriate messages
- Shirts with low-cut armholes
- Shirts with shoulder straps less than “four fingers” wide
- Backless tops
- Halter tops
- Belly shirts
- Short-shorts or mini skirts
- Ripped, torn or cut clothing
- Low sagging pants or baggy pants

Extra Clothing

Kindergarten and first grade students must have a complete extra set of clothing at school throughout the school year, including: extra uniform shirt and pants, underwear, and socks. These items must be labeled and kept in a plastic bag in your child’s cubby. If your child has a bathroom accident and we do not have extra clothes, we will have to call you to come to school with clean clothing.

All children need to wear appropriate outdoor clothing so that they are comfortable when playing outside. During the winter, every child must have boots, mittens, a hat, a warm coat, and snow pants or an extra pair of pants each day. If you need assistance with obtaining warm, winter clothing, please let us know and we are happy to connect you with community resources.

Uniform Exchange

- Gently used articles of clothing/uniforms may be turned in to the school
- Requests may be made to a school personnel member and the materials will be sent home with your child
- It is not necessary to have an exchange or donation in order to use the uniform exchange
- We do ask that you return or exchange outgrown uniform clothing so that we can continue to serve as many students as possible

Emergency Contact Information

Please provide the office with the name and phone number of a relative, neighbor, or friend who can be contacted in case of an emergency in the event that you cannot be reached. This person must provide photo identification upon picking up your child. If your emergency contact information changes during the year, please notify the office. This information should be provided on your child’s “Emergency Card.” These will be sent home with your child the first week of school. Please return them as soon as possible.

Change of Address or Phone Number

Parents are required to inform the school office in writing of any change of address or phone number so that we have accurate, up-to-date information for all students.

Family Engagement Commitments

- We will create a welcoming school climate
- We will provide families with information related to child development and supportive learning environments
- We will establish effective school-to-home and home-to-school communication
- We will strengthen families' knowledge and skills to support and enhance their children's learning at home and in the community
- We will engage families in school planning, leadership and meaningful volunteer opportunities that directly impact students' academic and socio-emotional success
- We will connect students and families to community resources that strengthen and support students' learning and well-being

Field Trips

Students at the SouthSide Elementary Charter School will have opportunities to go on various field trips throughout the school year. Teachers will select and plan field trips that are relevant to the topics studied in class. Permission slips will be sent home prior to each field trip. Please return the signed permission slips on time so that we can attend the field trips. Students who do not hand in signed permission slips on time will not be allowed to participate in the field trips.

If chaperones are needed for a field trip, your classroom teacher will notify you. Please keep in mind that only Southside Elementary School students and adult family members serving as chaperones may go on field trips; younger siblings may not attend. To ensure the safety of our students, all volunteering chaperones must obtain a BCI background check and provide the office with documentation. Students that are under a disciplinary action will not be able to attend field trips.

Food Services

Breakfast and lunch are available at school every day. Breakfast, which is free to all students, is served from 7:15 to 7:45am. Most early-arriving students take advantage of this opportunity. A full price lunch meal costs approximately \$1.65. If you would like your child to participate in the free/reduced lunch program please complete the appropriate paperwork and return it to the school office. Sodexo is our breakfast and lunch provider. Students pay the Cafeteria Manager, who enters payments in each child's individual computerized lunch account.

Health, Wellness, Illnesses & Medication

Children should be kept at home when the following symptoms are present: Fever, diarrhea, nausea and vomiting, red and watery eyes with drainage, severe headache, and/or undiagnosed rash. If a child has a fever of 100 degrees or higher, they must be picked up from school. Please note: CHILDREN SHOULD REMAIN AT HOME UNTIL THEY ARE FEVER-FREE FOR 24 HOURS.

Infectious/Communicable Illnesses

Diarrhea – When a child has diarrhea, his/her temperature will be taken and if the child has two or more loose stools, a parent/guardian will be notified and asked to pick up the child. The child may return to school once he/she is symptom-free for 24 hours.

Fever – If a child has a temperature of 100 degrees or higher, a parent/guardian will be notified and the child must be picked up from school promptly. The child may return to school when he/she is symptom-free for 24 hours without the use of fever-reducing medication.

Rash -- If a child develops a rash while at school, parents/guardians will be notified to pick up the child. Rashes of unknown origin will require diagnosis by a physician. A note for the physician will be required in order for the child to return to school.

Conjunctivitis (pinkeye) - Conjunctivitis is contagious. Children with suspected conjunctivitis should be diagnosed by a doctor and given appropriate treatment before returning to school.

Head Lice – If we notice lice in your child’s hair, we will notify you to pick up your child and apply a lice treatment. All of the families in the applicable classroom will also be notified in writing without revealing the student’s identity. The child may return to school following the appropriate treatment and should be monitored at home until clear.

Vomiting – If your child has been vomiting, he/she should be kept home from school. If a child vomits while at school, parents/guardians will be notified and the child must be picked up promptly. They may return to school once they are symptom-free for 24 hours.

Sore Throat – Students with persistent sore throats associated with a fever of 100 degrees or above should remain at home. Medical evaluation should be sought. If your child is diagnosed with strep throat he/she must be on antibiotics for at least 24 hours before returning to school.

Respiratory Illnesses – Students with cold symptoms (runny nose, sore throat, body aches) that may interfere with learning should not be in school. If your child has a persistent cough associated with a fever of 100 degrees or above, please have your child seen by a doctor and please inform us of the diagnosis and any medications that are prescribed.

Non-Infectious Conditions

Orthopedic Injury – If your child has sustained an orthopedic injury (fracture, dislocation, sprain/strain), please inform us of the appropriate plan of care. If a fracture (broken bone) has occurred, a physician’s note detailing any restrictions that need to be addressed in school must be provided (examples – physical education, recess, sports, after school activities).

Asthma – the school nurse teacher, classroom teacher and physical education teacher should be aware of all students with asthma. These students require an asthma action plan completed by their doctor and access to a peak flow meter and rescue medication as prescribed. The rescue medication should be sent to school at the beginning of the school year with the completed medication form.

Allergic Reactions – all staff should be aware of students with allergies. If a student has a life threatening allergy, they must have an emergency care plan and emergency medications in school as prescribed by their physician. This emergency plan and medication should be provided to the school at the beginning of the year along with a completed medication form. An allergy list of students with their picture on it will be distributed to all staff and cafeteria workers.

Diabetes – All students with diabetes should have a diabetes emergency care plan prior to the start of the school year and prior to re-entry after the diagnosis of hyperglycemia/diabetes. Guidelines of how to treat hyperglycemia should appear in the written doctor’s orders and the student’s diabetes care plan.

Seizures – all staff should be aware of students with a known seizure disorder and they should have a medical management plan. Emergency medications, if prescribed, should be readily available in the original bottle, along with the completed medical form.

Prescription Medication

Law prohibits teachers and other non-medical school personnel from giving prescribed and/or over the-counter medication to students. This includes aspirin, cough drops, acetaminophen, etc. Due to a wealth of responsibilities, we prefer parents to administer medication before and/or after school. For example, if a medication needs to be taken three times a day, it can be taken when the child wakes up in the morning, after school or at dinnertime and at bedtime. (This would avoid school hours).

Nut-Free Snack Policy

As part of our ongoing safety awareness at SouthSide, our school adheres to a **TOTAL NUT FREE** policy throughout the entire school. This includes the school campus and all other school-related venues such as the school bus and field trip destinations.

Parents and children need to read labels carefully and be mindful of any products containing nuts when preparing lunches or snacks. Parents of children who historically have suffered any anaphylactic reaction to any foods or insect bites, need to provide the school with an up-to-date medical action plan signed by their treating doctor and an epi-pen if applicable.

Birthday celebrations will take place on a monthly basis. In order to keep all of our students safe and healthy, please refrain from bringing food products for birthday celebrations.

Below is a recommended list of quick and healthy snacks that can be brought to school:

- Low fat yogurt and berries
- Baby carrots
- Whole wheat crackers
- Pretzels
- Rice cakes
- Low-fat tortilla chips with salsa
- String cheese
- Low-fat pudding
- Fresh fruit
- Cottage cheese
- Fig bars
- Trail mix (without nuts)
- Sliced deli turkey and cheese
- Cereal/breakfast bars
- Celery sticks
- Unsweetened applesauce
- Graham crackers

Hours and Weekly Schedule

7:15AM	Doors open and breakfast begins
8:00AM	School day begins and breakfast concludes

4:15PM Dismissal

Monday	Tuesday	Wednesday	Thursday	Friday
7:15-8:00 Arrival & Breakfast	7:15-8:00 Arrival & Breakfast	7:15-8:00 Arrival & Breakfast	7:15-8:00 Arrival & Breakfast	7:15-8:00 Arrival & Breakfast
8:00-8:15 Morning Meeting	8:00-8:15 Morning Meeting	8:00-8:15 Morning Meeting	8:00-8:15 Morning Meeting	8:00-8:15 Morning Meeting
8:15-10:00 Literacy Workshop Reading/Writing	8:15-10:00 Literacy Workshop Reading/Writing	8:15-10:00 Literacy Workshop Reading/Writing	8:15-10:00 Literacy Workshop Reading/Writing	8:15-10:00 Literacy Workshop Reading /Writing
10:00-10:15 Snack	10:00-10:15 Snack	10:00-10:15 Snack	10:00-10:30 Snack	10:00-10:30 Snack
10:15-11:15 Math Workshop	10:15-11:15 Math Workshop	10:15-11:15 Math Workshop	10:15-11:15 Math Workshop	10:15-11:15 Math Workshop
11:15-12:00 Enrichment & Intervention	11:15-12:00 Enrichment & Intervention	11:15-12:00 Enrichment & Intervention	11:15-12:00 Enrichment & Intervention	11:15-12:00 Enrichment & Intervention
12:00-12:30 Recess	12:00-12:30 Recess	12:00-12:30 Recess	12:00-12:30 Recess	12:00-12:30 Recess
12:30-1:00 Lunch	12:30-1:00 Lunch	12:30-1:00 Lunch	12:30-1:00 Lunch	12:30-1:00 Lunch
1:00-2:00 K – Rest 1 – Blended Learning	1:00-2:00 K – Rest 1 – Blended Learning	1:00-2:00 K – Rest 1 – Blended Learning	1:00-2:00 K – Rest 1 – Blended Learning	1:00-2:00 K – Rest 1 – Blended Learning
2:00-3:00 Science & Social Studies	2:00-3:00 Science & Social Studies	2:00-3:00 Science & Social Studies	2:00-3:00 Science & Social Studies	2:00-3:00 Science & Social Studies
3:00-3:15 Closing Circle & Pack Up	3:00-3:15 Closing Circle & Pack Up	3:00-3:15 Closing Circle & Pack Up	3:00-3:15 Closing Circle & Pack Up	3:00-3:15 Closing Circle & Pack Up
3:15-4:00 Specialist Subject (Art, Music, P.E. or Spanish, Technology)	3:15-4:00 Specialist Subject (Art, Music, P.E. or Spanish, Technology)	3:15-4:00 Specialist Subject (Art, Music, P.E. or Spanish, Technology)	3:15-4:00 Specialist Subject (Art, Music, P.E. or Spanish, Technology)	3:15-4:00 Specialist Subject (Art, Music, P.E. or Spanish, Technology)
4:00-4:15 Dismissal	4:00-4:15 Dismissal	4:00-4:15 Dismissal	4:00-4:15 Dismissal	4:00-4:15 Dismissal

* We also have afternoon snack at 2:30.

Inclement Weather/School Cancellations

When Providence cancels school due to inclement weather, SouthSide will also cancel school. To receive information regarding school closings, you may also logon to the Internet websites of any local radio/television stations:

www.abc.com

www.turnto10.com (ability to sign up for text message alerts)

www.wpri.com

www.foxprovidence.com

You may also tune in to the radio stations:

WPRO 630AM

LITE 105FM

WLKW 790AM

92PRO-FM

School cancelations will also be broadcasted on the following television channels:

ABC6

NBC10

CBS12

Fox Providence

Delayed Start of School:

When school is delayed for students, staff may often work on a delayed schedule as well. Please do not drop your child off earlier than the times stated. If inclement weather begins during the school day, the school office will make a decision and notify parents. In the event that a parent cannot be reached, the school will contact the people listed on your child's emergency card. Please do not call the school to inquire about closings because our lines need to remain open for communication.

Please make sure that we have current, working phone numbers for you and other emergency contacts for your child. Inform us of any changes to these numbers. We need a reliable way of getting in touch with you or another person responsible for your child at all times.

Lost and Found

Students should leave all valuable items at home since the school cannot assume responsibility for lost items. TOYS, RADIOS, ELECTRONIC GAMES, ETC. SHOULD NOT BE BROUGHT TO SCHOOL. Coats, book bags, lunch boxes, etc. should be marked clearly with the student's name to permit easy identification. Parents are invited to check the lost and found area anytime for missing items. Items that are not claimed by the end of the school year will be donated to a local charity organization.

Parent Teacher Association & Parent Volunteers

At Southside Elementary Charter School, we understand how important parental involvement is to the success of all students. Simply stated, we cannot succeed without parental support. Many opportunities are available for parents who wish to contribute to our school community. Parents are encouraged to become active members of the PTA. SouthSide Elementary Charter School is fortunate to have parents who care. With the main focus being the students, we solicit and welcome your talents in volunteer work, ongoing feedback, and suggestions. Please join the Parent Teacher Association. Together we can help make this year an exciting year for all of our students!

The dates for PTA meetings will be posted and disseminated to all families. Special programs and activities will be announced. We know that parents are our partners in the important job of educating the children of this community. We welcome your suggestions and encourage your membership in the PTA.

Parent Teacher Conferences

Parent teacher conferences will take place at the end of each trimester to formulate academic and socio-emotional goals, showcase student work and analyze student achievement data. However, please feel free to contact your child's teacher at any time to request a conference in the event that you have concerns or if you would like more information about your child's progress.

Report Cards

Teachers will work diligently to become experts on your child by collecting data and student work to demonstrate progress, as well as identify goals. Report cards will serve as a means of communication regarding each individual learner's academic and personal growth. Report cards will be sent home with students at the end of each trimester.

Title I Parent Notification

The federal *No Child Left Behind Act of 2001 (NCLB)* requires schools who receive Title I funds to notify parents or legal guardians when their child has been taught for four consecutive weeks by a teacher who is not considered "highly qualified." In Rhode Island, a teacher of a core academic subject is "highly qualified" if he or she completed an approved educator preparation program resulting in a certification to teach that subject. In the event that SouthSide has to fill teaching assignments in core academic subjects with teachers who are not "highly qualified" or who have emergency certifications, families will be notified in writing promptly.

Toys from Home

Children are welcome to bring books to school, but because toys, stuffed animals, electronics and trading cards can be distracting, we ask that all such items remain at home. Electronics are not permitted in the building and if brought to school will be held at the office until a parent/guardian can retrieve them.

Transportation

Please review bus rules with your child even if they do not ride the school bus every day. At some point during the year, students will attend a field trip that requires them to ride the bus and the same rules apply. Riding the bus is a privilege, which can be terminated if students are not safe, and/or create a constant disruption for misbehavior. You will be notified if a discipline referral is made for misconduct on the bus.

Please make sure your child is aware of after-school pick-up plans or transportation arrangements before leaving home each day. In the event of changes, please send a written note to the teacher. If someone else is picking your child up from school, a written note with your instructions is required. Late changes to transportation should be called into the main office by 2:00 p.m. There is no guarantee that teachers will have a chance to retrieve messages from their phones in time to facilitate late transportation changes. Teachers will be delivering instruction and unable to take your call for such changes to be made in a timely manner.

Conduct on School Buses

Appropriate student behavior is essential to the safe operation of the school bus. The slightest distraction to the driver may have significant student safety consequences. Riding the school bus is a privilege. This privilege may be temporarily denied or permanently revoked if misconduct jeopardizes the safe operation of the school bus or the safety of students riding the bus. School suspension is a possible sanction for bus misconduct.

Bus Rules

- Students are expected to follow directions given by bus personnel willingly and promptly
- Students are expected to respect each other and to respect property
- Students are expected to use inside voices and appropriate language
- Students are expected to refrain from throwing things in, at, or out of the windows of the bus
- Students are expected to keep their hands, feet, and arms inside other bus at all times
- Students must remain seated while the bus is moving

Student Supervision

The school has supervisory responsibility of children once they board the bus in the morning. Parents are responsible for the supervision of students receiving bus transportation from the time these children leave home in the morning until the time they board the school bus. The same rule applies at the time of discharge from the bus on the way home from school.

Students 7 years old and younger will not be left at the bus stop unless a designated adult is there to greet them. If no adult is present at the time the bus arrives at the bus stop, the bus driver and bus monitor will keep the child on the bus and bring him/her to the bus yard where the parents may then pick up their child. The bus yard number is (401) 943-7536.

Protocol on Busing to Day Care/Babysitting Sites

If a student is eligible for bussing to their home, i.e. lives the required distance from school (1 mile for elementary students) and the parent requests an alternate site for drop off at the nearest bus stop to a day care center or a babysitter's residence, the alternate site will only be considered if there is room on the bus to the alternate address. Students who are not eligible for bussing will not be transported to alternative addresses. Alternative drop off sites will only be considered if the student is eligible for bussing.

Visitors

All visitors, including school and classroom volunteers, must first sign in at the main office before going to classrooms or other areas of the school. The school is charged with maintaining a safe environment for students. We encourage our parents/guardians to visit as often as they would like, especially for volunteer opportunities.

Volunteer Registration

Southside Elementary Charter School requires that all volunteers and field trip chaperones be registered as such. All volunteers must secure a BCI background check, which will be kept on file in our office. Please return the completed form to school. Once your form is processed, the school will contact you to establish a volunteer plan.

Thanks for taking the time to read our Family Handbook! Please contact us if you have any questions or require further clarification on any of our policies or procedures. We value your feedback and ideas on how to improve our school.

**SouthSide Elementary Charter School Family Handbook
Acknowledgement of Receipt**

I _____,
(Printed Name)

parent/guardian of _____
(Name of Student)

have received a copy of the SouthSide Elementary Charter School Family Handbook. I reviewed this handbook with my child(ren) and I agree to comply with the policies and procedures of SouthSide Elementary Charter School.

Parent/Guardian's Signature

Date