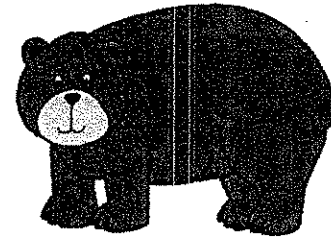


**Cedar Hill Elementary School
Parent/Guardian and
Student Handbook**



**Cedar Hill Cubs are
Responsible, Respectful, and Ready!**

As learning is a life-long process, the mission of Cedar Hill Elementary School and its community is to provide a productive environment for learning that recognizes that all students have unique talents and abilities and to prepare students to become creative thinkers, problem solvers, and effective communicators.

35 Red Chimney Drive
Warwick, RI 02886
(401) 734-3535

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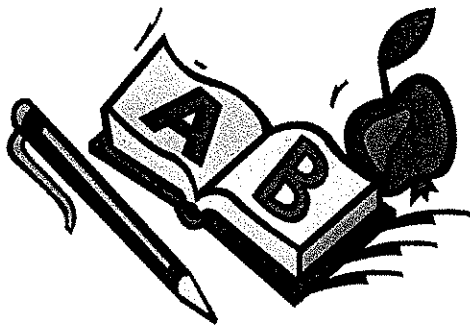
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Warwick Public Schools do not discriminate on the basis of age, sex, sexual orientation, race, religion, national origin, color, or handicap in accordance with applicable laws and regulations.



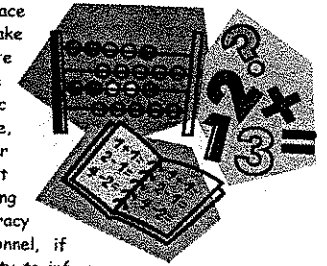
CEDAR HILL ELEMENTARY SCHOOL POLICIES & PROCEDURES



ACADEMICS

CLASS PLACEMENT

It is the policy of Cedar Hill 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.

HOMEWORK AGENDA

All students in grades three through six will be supplied with a homework agenda purchased by the Cedar Hill School Parent Teacher Organization. Students are expected to utilize this organizational tool at school and at home to "Be Responsible, Be Respectful and Be Ready" at Cedar Hill Elementary. *In the event that an agenda is lost; the students will have to purchase a second agenda at their own expense.*

HOMEWORK 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 his/her homework, please notify your child's teachers.*

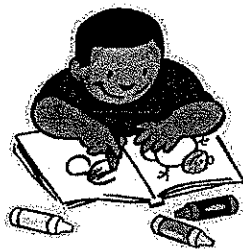


INTERNET USE

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. 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.

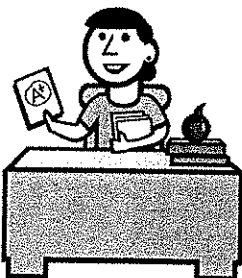


LIBRARY

Cedar Hill 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.

MAKE-UP WORK

All make-up work is the responsibility of the student. Parents/guardians may call the school to request work for a child who is absent. The work will be provided within 24 hours and can be picked up at the school office. Alternately upon return to the school, the student may also request make-up work from the teacher.



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 Cedar Hill 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

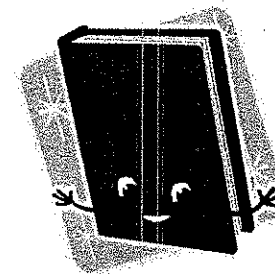
Progress reports will be distributed at the end of the 2nd, 3rd, and 4th quarter to all Kindergarten students.

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.

WEEKLY FOLDERS

Every student at Cedar Hill School will receive a Weekly Folder purchased by the Cedar Hill School Parent Teacher Organization. This folder will be sent home on each and every Friday of the school year. It will contain both corrected schoolwork, school notices, and PTO sponsored event information. *The Weekly Folder must be signed and returned to the school on the following Monday.*



BUILDING INFORMATION

ARRIVAL

Students should arrive at school between 8:25 and 8:35 and line up inside the multi-purpose room in the designated area for their grade level. At 8:35 a.m., staff 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 8:15 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 9:15 a.m. whenever your child is absent or tardy. The school will call the home of each unreported student to verify their absences.
- 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 stolen 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.



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

The Warwick Public School bus routes are published in the Warwick Beacon and Providence Journal prior to the start of school each year, usually during the week prior to Labor Day. If your child is eligible for a bus pass, it will be handed out on the first day of school. *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 734-3000.

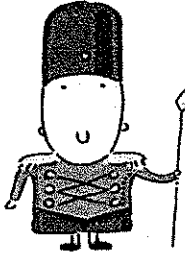


DISMISSAL POLICY

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 three (3) persons, other than themselves, who are authorized to pick up their child. The parent/guardian must list the person's name, ID/license number, 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, sandals, 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 learning 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. We need access to phone lines for emergency calls.*

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 who normally take the bus 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.



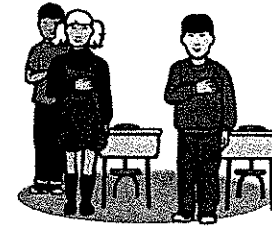
LOST & FOUND ITEMS

All items either lost or found should be reported to the main office. Students and/or parents should check the office periodically for lost items.

PEANUT AND TREE NUT POLICY

In compliance with the 2008 Rhode Island Peanut/Tree Nut Allergy Law, we ask that *foods containing peanuts/tree nuts not be brought to school for snacks*, which may be consumed during group activities or snack times in the classroom. These allergies are potentially life-threatening and Cedar Hill Elementary School has several students who cannot eat or even touch peanuts/tree nut food products.

This request does not pertain to lunches consumed in the cafeteria. Students may choose to eat peanut/tree nut food products in the cafeteria. We follow all state policies regarding students with allergies to peanuts/tree nuts and a "peanut/tree nut free" table is available to those students with these allergies. *As an additional precautionary measure: students are not allowed to share any food products during the school day.*



PLEDGE OF ALLEGIANCE

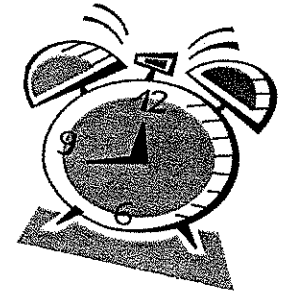
All students will participate respectfully in the opening exercises including the Pledge of Allegiance to the Flag, a moment of silence, and other patriotic exercises except where expressly prohibited by religious belief.

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 9:35 a.m. and line up in multipurpose room in the designated area for their grade level. No supervision is provided before 9:15 a.m. with a one-hour delay for the opening of school unless students are participating in the Breakfast Program.

SCHOOL HOURS

Breakfast	8:15AM-8:35AM
1 st Bell-Students Enter The Building	8:35AM
2 nd Bell-Start of the School Day	8:40AM
Morning Kindergarten Session	8:40AM-11:25AM
Afternoon Kindergarten Session	12:05PM-2:50PM
1 st Lunch & Recess (Grades 1-2)	11:30AM-12:10PM
2 nd Lunch & Recess (Grades 3-4)	12:00PM-12:40PM
3 rd Lunch & Recess (Grades 5-6)	12:30PM-1:10PM
Dismissal for Walkers	2:45PM
Dismissal for Bus Riders	2:50PM
End of School Day	2:50PM



SCHOOL PROPERTY

Desks are the property of the Warwick School Department and consequently the school retains the right to inspect desks periodically. Students will respect all school property and will utilize it in the appropriate manner. Destruction of any school property will result in disciplinary and financial action.

TARDINESS

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.

TEXTBOOKS

It is the policy of the Warwick School Department that the borrower must pay for lost or damaged textbooks or library books. Failure to do so may result in the retaining of the final Report Card.

VISITORS

For safety reasons, 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.



WALKERS

For 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 and/or where adult crossing guards are posted.

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. **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

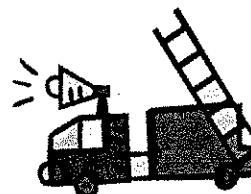
The school's principal only recognizes court issued custody documents. The school principal must be notified immediately about custody matters, including restraining orders, for the safety of all parties involved.

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 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 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 CEDAR HILL STUDENTS

1. Be Responsible
2. Be Respectful
3. Be Ready!



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 all students be successful while they are learning. Your support is the most important part!

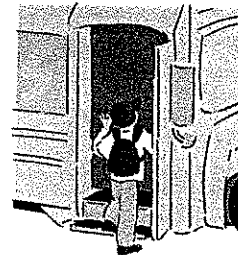
"The 3 Rs" Throughout the School

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 hands for permission to get out of their seats.

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 in the office.

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 and be ready to return to class.

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

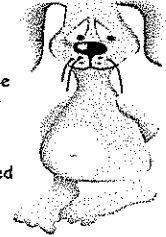
- Verbal reminder
- Re-teach action using the correct behavior

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 School Detention for a 45 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. Parents/guardians 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 Cedar Hill 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:

- Intentionally causes or attempts to cause substantial damage to school property or steals or attempts to steal school property
- Intentionally causes or attempts to cause damage to private property or steals private property
- Intentionally causes or attempts to cause physical injury to another person
- Knowingly possesses, transmits or uses any firearm, explosives, weapons or other dangerous object
- Possesses, uses or is under the influence of narcotics, alcoholic beverages and/or like substances on the school grounds or at school sponsored events
- Continually and intentionally defies the valid authority of supervisors, teachers and/or administrators
- 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.
- Commits any other serious act that has a negative effect on the operation of the school

*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.

