

# CHARIHO REGIONAL SCHOOL DISTRICT

## ELEMENTARY PARENT HANDBOOK



Charlestown Elementary School  
Hope Valley Elementary School  
Richmond Elementary School  
Ashaway Elementary School

Updates to this Handbook will be posted on school websites.

# IMPORTANT CONTACT INFORMATION

SCHOOL HOURS  
8:35 a.m.-3:25 p.m.

<b>Chariho Superintendent's Office</b> Superintendent of Schools	<b>364-7575</b> Mr. Barry Ricci	<b>Fax:</b> 415-6076
<b>Assistant Superintendent's Office</b> Assistant Superintendent of Schools	<b>364-1150</b> Ms. Jane Daly	<b>Fax:</b> 415-6076
<b>Special Education Office</b> Director of Special Education	<b>364-1160</b> Mrs. Jennifer Durkin	<b>Fax:</b> 364-1161
<b>Building and Grounds</b> Director of Building and Grounds	<b>364-1152</b> Mr. Doug Lander	<b>Fax:</b> 223-9682
<b>Ocean State Transit</b> Transportation Supervisor	<b>552-7608</b> Ms. Lillian Benoit	<b>Fax:</b> 552-7612
<b>Chartwell's</b> Food Services Director	<b>552-7571</b> Ms. Leigh Rainey	
<b>Ashaway Elementary</b> Principal	<b>377-2211</b> Mr. Jeffrey Scanapieco	<b>Fax:</b> 633-6208
<b>Charlestown School</b> Principal	<b>364-7716</b> Mrs. Jennifer Poore	<b>Fax:</b> 633-7078
<b>Hope Valley Elementary</b> Principal	<b>539-2321</b> Mr. Giuseppe Gencarelli	<b>Fax:</b> 633-7099
<b>Richmond Elementary</b> Principal	<b>539-2441</b> Mrs. Sharon Martin	<b>Fax:</b> 633-7139

Please visit the district website at [www.chariho.k12.ri.us](http://www.chariho.k12.ri.us) for:

School Forms & Policies  
Lunch Applications & Menus  
Bus Information  
Staff Email Addresses

# Attendance Policy

Attendance at school is a serious matter and time lost from class, including tardies and early dismissals, is irretrievable. Studies show that attendance is directly related to a student's success in school. Attendance records are also part of a student's permanent record which may be passed on to any organization seeking references. Rhode Island state law requires all students between the ages of six and sixteen years to be registered in and attend school regularly.

## DEFINITIONS:

### Exempt Absences

Exempt absences include a student's participation in an approved school-sponsored activity, suspension days, religious holidays, a death in the family, a doctor-excused illness or injury (**doctor's written excuse must be submitted upon return to school**), court appearance, military deployment event, or dismissal from school by school principal or designee. Exempt absences do not count toward attendance policy limits.

### Non-Exempt Absences

Non-exempt absences include all absences not listed as Exempt Absences. Non-exempt absences count toward attendance policy limits.

### Truancy

A student is considered truant when he/she purposely stays away from school without parent/guardian permission. Students who do miss school with parent/guardian permission, however, may be considered truant.

### Appeals

Aspects of the Attendance Policy may be appealed according to the timelines and procedures of the Appeals Policy.

## **RECORDING AND REPORTING ABSENCES, TARDIES, AND EARLY DISMISSALS:**

1. All absences, tardies, and early dismissals are recorded and reported as non-exempt until an appropriate excuse is provided in writing. See definitions above for exempt and nonexempt absences.
2. **A parent/guardian is required to call the school before 9:30 a.m. to report their child's absence.** The school clerk will attempt to contact the parent/guardian regarding absences if the school has not been notified. This contact does not imply that such absences are exempt. Parent permission, in and of itself, is not recognized as a legitimate reason for absence.
3. Following four (4) non-exempt absences, tardies, and/or early dismissals, the school will contact the parent/guardian to notify them of the attendance concerns and provide a copy of the attendance policy for their review.
4. Following eight (8) non-exempt absences, tardies, and/or early dismissals, the school will contact the parent/guardian in writing requesting a meeting. A referral may be made to the Attendance Officer.
5. Following ten (10) non-exempt absences, tardies, and/or early dismissals, a referral will be made to the Attendance Officer and/or Truancy Court.
6. Appointments with doctors, dentists, etc. should be made at times other than during the school day.
7. Students with any non-exempt absence, tardy and/or early dismissal on the day of a school-related activity (e.g., dance, play) may not attend that activity.

## **FAMILY TRAVEL AND VACATION:**

**Student absence from class for purposes of family travel or vacation is a loss of valuable class time and is strongly discouraged. All work will be provided upon return to school; students will have one day for each day missed to complete work, up to a maximum of three (3) days.**

## **EARLY DISMISSALS:**

A bright yellow **EARLY DISMISSAL FORM** signed by the student's parent/guardian must be presented to the teacher on the day of the early dismissal. These dismissal forms are available in office.

**Parental phone calls requesting an early dismissal will be considered only in the event of an emergency and must be approved by the Principal.** Children will not be released to anyone, even if they are on the Emergency Form, without written request from the parent. In addition, individuals signing out a student must be 18 years old or above. Please be sure to have photo ID available at all times for the safety of our children. Early dismissals are included in the student attendance record.

## Before School Program

A program is offered for students from 7:35-8:35 am. The fee is \$3.50 per day. Students meet in the cafeteria and play either inside or outside on the playground. The program is supervised by a teacher assistant. Students must pre-register and pre-pay to participate in this program. Forms are available in the office.

## Birthday Celebration Policy

School policy for celebrating student birthdays in class is as follows:

1. Classroom and School Celebrations: Classroom and school celebrations will not be centered on food, except if the food items are part of a curriculum-related activity. While not prohibited, parties should be framed so as to discourage the consumption of unhealthy food items and should encourage food items that meet the nutrition standards. The District shall allow parents/guardians the right to refuse their child's participation to partake of food brought to school from the homes of other students or from sources other than the District's food service provider or the Chariho Area Career and Technical Center. If you do wish to share something with the other students, we suggest non-food items like pencils, erasers, stickers, etc. or purchasing a classroom Birthday Book in honor of our child for him/her to share with the class.
2. Keeping kindness in mind, we ask that students refrain from distributing birthday party invitations in school unless all children from the classroom have been invited.

## Bus Behavior Code

Bus drivers are in complete charge of their vehicles and have supervisory responsibilities relative to riders on their buses. Monitors and aides will assist the driver in administering discipline. An officer of the bus company is responsible for invoking formal disciplinary action, except for suspensions and indefinite suspensions, when a driver reports acts of misbehavior. The principal may be contacted by an officer of the bus company to assist in the process. Included in the actions that may be taken are:

**A. Warning** issued to students via correspondence from the bus company.

**B. Parent** conference after notification to parents of infractions via correspondence from the bus company.

**C. Suspension** of bus riding privileges, after notification to parents, via correspondence from the principal. Suspensions will not be effective until parents/guardians are notified via letter carried by the student confirmed by phone call to the parent/guardian.

**D. Referral** of students to the Superintendent, who may take additional disciplinary action, including referral to the School Committee and/or assignment to alternate transportation.

**E. Indefinite suspension** of bus riding privileges imposed by the School Committee upon the recommendation of the Superintendent, and with notice to parents of rights during School Committee proceedings.

Please refer to the district website for the entire bus behavior code

<http://www.chariho.k12.ri.us/sites/default/files/busbehav.pdf>

## Cancellations and Delays

All cancellation or delays will be posted on the Chariho School Website and through the use of an automated "one-call" system. Announcements are also made through local television and radio stations.

## Communicable Diseases and Exclusions

A school nurse-teacher shall have the ability to exclude any child showing an unusual skin eruption, sore throat, disease of the eyes, or any other communicable disease. A physician should be consulted as soon as possible if exclusion is necessary. A child excluded due to, or suspected of having, a disease for which isolation is required shall not be readmitted until he or she presents a certificate to the school from a physician stating that the condition was not communicable, or that recovery is complete. The school nurse-teacher may designate an absence as 'exempt' when a child is dismissed from school due to fever or other apparent or documented illness.

## Communication with Staff

Parents can contact staff by phone or email. Please call the main number to leave a voicemail for a staff member. Teachers are required to reply to parent messages within 24 hours. Email addresses follow the format below.

*firstname.lastname@chariho.k12.ri.us*

## **Consent to Release**

No student will be released during school hours except when requested, in writing, by a parent/guardian or at the discretion of the administration. A student will be released only to an individual authorized by the custodial parent/guardian. Picture identification, such as a driver's license, will be necessary before the student is released. In those situations where the release is at the request of the school and no one listed is available, the student will be referred to the police department for transportation to an appropriate destination, such as a medical facility.

## **Dress Code**

Students are expected to be neatly dressed and groomed. Respect for Chariho, as well as one's self, demands appropriate dress at all times. Safety considerations require prohibition of bare feet, chains/necklaces that pose potential injury, and sunglasses in buildings; other items may be specified by specialized programs. Bathing suits; hats; hoods; bandanas/headbands; sleepwear; muscle shirts; halter tops; shorts, spandex, and skirts that fall shorter than fingertip length; clothing that exposes the torso while standing or sitting; display of undergarments; or attire that promotes suggestive/profane messages, alcohol, drugs, or violence which lead to the disruption of normal school activities are also prohibited. If dress is disruptive to learning, school authorities will have the prerogative to take corrective action. Inappropriately dressed students will be asked by school personnel to change or cover themselves to conform to these expectations.

## **Early Release Days**

All students will be dismissed at 1:55 pm usually one Thursday per month so that staff members can participate in extended professional development. These dates are listed on the district school calendar. [Click here for the school calendar](#)

## **Elementary Behavior Code**

This policy is designed to support the standards of respectful and responsible student conduct. The school must be an environment where students, school personnel, parents/guardians, and community are free from conduct that either threatens or does mental/physical harm to them or others. With regard to these expectations, students are required to conform to respectful and responsible conduct while at school, or while engaged in school functions away from school. Respectful conduct standards require that we treat others as we wish to be treated; showing kindness, consideration and acceptance when engaged with others.

Responsible conduct standards require that we are in control of our actions, are accountable for our actions and take responsibility for our actions. It also means being trustworthy and honest. The school recognizes the value of immediate and positive response to disrespectful, inappropriate and irresponsible conduct. Each response is designed to emphasize an awareness of the student's action(s) and the impact that their conduct has with regard to others, school and society.

Parents/guardians are recognized as their children's first teacher. Interaction with parents/guardians is, therefore, designed to encourage their involvement, enlist their support in correcting inappropriate conduct and recognizing that the school is not solely responsible for the development and enforcement of standards of appropriate conduct. In this regard, no student shall be permitted to interfere with the efforts of the staff, faculty, or administrators to direct, coordinate, or assist learning, to disseminate information for the purpose of learning, or to otherwise implement a learning program. No student shall be permitted to interfere with the rights of other students to learn, to engage in learning activities, or to engage in other school-related activities.

The Standards of Conduct are reviewed and amended by school administration and the Superintendent for approval by the School Committee. The policy is to be administered consistently, strictly, and impartially for all. Modification of a consequence may occur in special circumstances or if it is determined that the modification will have a positive effect on the student's future conduct. In such cases, the administration, the teacher, and the parent/guardian may confer and agree upon the appropriate action prior to the disposition of the case with the student.

Please refer to the district website for the entire behavior code:

[Click here for the entire policy](#)

## Emergency Procedures

Emergency plans have been developed and are reviewed annually to keep staff and students safe in the event of an emergency. Students and staff participate in regular drills for Fire Evacuation, Lock-Down, Tornado, and Shelter in Place.

## Field Trips

Students attend one mandatory field trip as well as additional trips planned by classroom teachers. Parent chaperones are sometimes needed to assist. All chaperones must have an approved Background Check on file before they can be considered to chaperone a field trip. Please be sure your request for a background check is submitted early in the school year since it can take up to 6 weeks for us to receive approval on these requests.

## Homework Policy

The Chariho School District believes that homework is an important part of schoolwork. It is an extension and reinforcement of classroom activities. Homework also serves to provide basic practice in skill areas and foster independent learning. All students will be assigned reasonable homework on a regular basis.

*When a student returns from absences, his/her work will be available to be made up. When a student is out sick, his/her work will be available at parental request for pickup at the end of the next school day. For each day of an excused absence, the student will be allowed one day to make up work missed.*

### Suggested Homework Guidelines for Elementary School:

Kindergarten - teacher discretion

Grades 1 and 2 - 10-20 minutes, 2-4 days per week average

Grades 3 and 4 - 30-40 minutes, 3-4 days per week average

As a general guideline, grades K-4 will not be assigned homework on weekends and holidays.

**Parents are encouraged to read stories to their children, have their children read books to them, and take their children to visit the local library.**

## Legal and Custody Issues

The school should be informed of any legal custodial issues. The school is bound by law to follow court-issued custody documents. When there are changes to custody orders, it is imperative to update the school with the new legal documents. We can only abide by documents we have on file.

## Lost and Found

Please be sure to label all jackets, backpacks and other personal items. Items found in the building are kept in a designated area. Unclaimed items will be donated to charity.

## Lunch & Breakfast Program

Chartwell's provides a breakfast and lunch program to all students. The cost of meals is as follows:

Breakfast cost: \$1.25

Lunch cost: \$2.30

Milk cost: \$.50

Menus are sent home each month and are also available on the district website. Students select their choice daily and a count is collected in each classroom. Parents may access their child's individual lunch money account online at [www.myschoolbucks.com](http://www.myschoolbucks.com). Please contact the school office to obtain your student's ID number to access their account.

Free and reduced lunch application forms are available on-line: [Click here for the free and reduced application](#) and from the school office. **Parents must reapply each year to receive this benefit.** Applications may be completed at any time during the school year if your financial status changes.

**IMPORTANT NOTE: Please be sure to pay your child's (children's) lunch accounts in a timely manner. Checks can be made payable to "Chariho School District." Thanks for your attention to this matter.**

## Medication Protocol

1. Except in the case of an emergency situation, only certified school nurse-teachers or parents are authorized to dispense medication to students within the school building.
2. In no instance can a parent or legal guardian delegate to another person - neighbor, relative, or friend- the authority to come into the school to administer medication.
3. **No student is allowed to transport medication to and from school.** This includes prescription and non-prescription medicines such as; cough syrup, cough drops, aspirin, ibuprofen, etc. All medications must be transported to and from schools by the parent or another adult.
4. Prescription and non-prescription medication will be dispensed by the school nurse-teacher only when: a) received by the school nurse-teacher in the original labeled container from the pharmacy, b) requested in writing by the attending physician, and c) authorized, in writing, by the parent or legal guardian of the student.
5. Inhalers, epinephrine auto-injectors (Epipens), and/or insulin may be self-carried and self-administered with written authorization from the parent, physician and certified school nurse teacher.
6. Regarding field trips: Epipens, inhalers, and insulin may be carried by the teacher or designated adult unless written authorization from a physician and parent states otherwise. A teacher or designated adult will carry other prescription medications after being dispensed by a school nurse-teacher into a properly labeled container. When a medication is due, the student will self-administer these medications with adult supervision. If the student is unable to self-administer the medication, the teacher or designated adult may administer.
7. In an emergency life-threatening situation, all school personnel are authorized to administer medication.

## Progress Reports and Report Cards

Communicating with parents regarding their child's academic progress is a priority for all staff in Chariho.. Parents of children in grades 1 through 4 will receive progress reports on 10/18/19, 1/24/20, and 5/1/20. We encourage all parents to maintain ongoing communication with their child's teachers and to request a conference if needed.

Report cards will be sent home with students on or about 12/12/19, 3/20/20 and on the final day of school. Parent/Guardian signatures are required on the report card envelope which must be returned to school. In June, requests for early issuance of report cards due to school absence or vacation plans will not be honored. They will be mailed after the last day of school.

**Parent-Teacher Conferences will be held at the request of parents/guardians. Teachers may also request parents to attend a conference to discuss their child's education.**

## Prohibited Items

Toys, games, electronic devices, trading cards and collectibles should not be brought to school. We are aware that the transportation service may permit items like iPods, iPads, cell phones and Nintendo DS's and such on the buses to help keep children occupied. When this occurs, once at school, these items should not be removed from the child's backpack. In all circumstances, the school will not be responsible for lost, stolen or broken items. We also do not conduct backpack/pocket searches for missing items.

The following items are prohibited at school:

- **Weapons of any kind** including toys, models or any facsimile of a weapon, are strictly prohibited.
- **Medications** including prescription and/or non-prescription are prohibited from being carried by students.

## PTO

All parents are encouraged to participate in PTO sponsored events and to attend monthly PTO Meetings. Information is sent home regularly with students and is also available on the school's webpage.

## Recess

All students have recess daily for approximately 20-25 minutes. During the colder months, students are expected to dress appropriately with warm jackets, hats and mittens. Students may play in the snow if they also have snow pants and boots. In the event of very cold temperatures or rain, students will have indoor recess. Shoes/sneakers are necessary for the outdoor games that students usually play. Flip flops are not allowed.

## **School Hours**

The school day begins at 8:35 and ends at 3:25. Students who will be picked up from school are dismissed between 3:15 and 3:20 . Early release days begin at 8:35 and dismissal is at 1:55.

## **Transportation Registration**

Bus transportation is available for every child and we encourage you to use this service. Each parent/guardian requesting transportation services to and/or from a Chariho school must complete a Transportation Registration every year. This form can be requested from the school or found on-line on the district website: [www.chariho.k12.ri.us](http://www.chariho.k12.ri.us)

## **Visitors**

All exterior doors are locked at all times. When you arrive at the school, please face the camera & press the buzzer on the outside of the building at the front entrance. All visitors are required to sign-in with a valid government-issued identification at the main office and must wear a badge while in the building. Once inside the building, you are authorized to proceed only to the designated area. Please do not take it upon yourself to walk by or visit any other areas of the building. Please make sure that cell phones are turned off and refreshments are not consumed while in the building.

## **Volunteers**

We encourage adult volunteers to assist in our school, in classrooms and on field trips. All volunteers must complete and pass a background check. These are kept on file at Central Office and must be renewed EVERY YEAR. Forms are available in the office and on the district website. It is highly recommended that background checks be completed well in advance as the process may take up to 30 days to complete.



# Charlestown School Specific Items

## Mission

### *The Mission of Charlestown*

*School is to guide all students to become respectful citizens, independent thinkers, creative problem solvers and responsible learners within a nurturing and collaborative environment.*

## After School Program

The Arcadia YMCA offers an after school program which runs from 3:25-6:00 p.m. at Charlestown School. Early Release Thursdays are also included. Space is limited. Parents should contact the YMCA at: 401-539-2306 or [www.oceancommunityymca.org](http://www.oceancommunityymca.org)

## Notices

Each student will be given a School/Home folder. Notices and flyers will be sent in this folder. Please use this folder to send important notes to school. If you have provided an email address to the school, you will receive notices by email.

## Parent Drop Off

Parents may drop off students between 8:30 and 8:35 at the back of the building. The traffic flows one way with parents entering by the 4<sup>th</sup> grade wing, pulling behind the school and gym and exiting by the large playground. The front parking area is not accessible for parent drop off due to busses. Students who arrive after 8:35 are considered tardy and must be signed in by a parent in the main office.

## Parent Pick Up

Parents who wish to pick up their child from school must complete a Dismissal Form and send it to school with their child. Parent notes for dismissal are no longer accepted. Please complete the bright yellow Dismissal Form and send it to school with your child whenever you are going to pick up your child. Parents should bring photo identification until they are known to staff. Early dismissal will take place in the school office until 3:00 pm daily. All end-of-day dismissals will take place in the cafeteria promptly at 3:15 p.m.

**FOR SAFETY REASONS WE CANNOT ACCEPT PARENT PHONE CALLS FOR DISMISSAL OF STUDENTS.**

## Peanut-free and Allergies

Your child may be assigned to a classroom that is designated as peanut-free at school. There are students in various grades with severe allergies. Thank you for respecting this policy and helping to maintain a safe school environment.

## **CHARLESTOWN STAFF DIRECTORY**

**Mrs. Jennifer Poore**

**Ms. Norma Cote**

**Mrs. Sharon Jaruta**

Mrs. Courtney Moffitt

Ms. Mikel Pryor

Ms. Dawn Healy

Mrs. Britney Morenzoni

Mrs. AnnMarie Louzon

Mrs. Jenny Parker

Mrs. Cassandra Charette

Mrs. Emily Iredale

Ms. Rebecca Truppi

Mrs. Kimberly Allen

Mrs. Carrie Brown

Miss Kayla Patten

Ms. Debbi Miceli

Mrs. Heidi Gonzalez-Fee

Mrs. Amber Alston

Mrs. Karen Owren

Mrs. Christy Sheehy

Mrs. Tammy Lyons

Mr. John Spears

Mrs. Carolyn Coulson

Mrs. Amanda DiFranco

Ms. Jennifer Giuliano

Dr. Cathy Moffitt

Mrs. Sherri Jackson

Mrs. Michele McKee

Mrs. Angela Curran

TBD

OT/PT

**Principal**

**Secretary**

**Clerk**

Kindergarten

Kindergarten

Kindergarten

Grade 1

Grade 1

Grade 1

Grade 2

Grade 2

Grade 2

Grade 3

Grade 3

Grade 3

Grade 4

Grade 4

Special Education

Resource

Literacy Specialist/Reading Consultant

Reading Consultant

Math Specialist

Nurse

Art

Spanish

Phys. Ed./Health

Library

Music

Psychologist

Psychologist

Leah Gillen

Eric Dauphinais

### **Teaching Assistants**

Mrs. Cheryl Ali

Mrs. Maria Cook

Mrs. Maureen Major

Mrs. Susan Rice

Mr. Chris Caldarone

Ms. Henny Doornekamp

Ms. Christine Miguel

Ms. Dawn Tucker

Mrs. Gail Chacon

Mrs. Michelle Laurie

Mrs. Patty Renner

Mrs. Lorie Vanasse

# District Elementary School Handbook Acknowledgement

Parents/Guardians,

Please take time to review and discuss the policies below as well as the District Elementary School Handbook with your child(ren). Policies can be found at [www.chariho.k12.ri.us/policy](http://www.chariho.k12.ri.us/policy). If you need hard copies of any or all of the policies, please contact the school's Main Office. Should you have any questions or concerns, please contact your child's school.

Please sign and return the lower portion of this form to acknowledge that you have received and read the handbook and policies.

- Attendance Policy
- Standards for Student Behavior (Elementary)
- Bus Behavior Code
- Responsible Use of Technology Policy
- Videography, Photography and Audio Recording Policy

.....  
*Please return the bottom portion of this form*

I, \_\_\_\_\_, have read all of the above policies as well as the District Elementary School Handbook.

Student Name \_\_\_\_\_ Teacher/Grade \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

# Hope Valley School Specific Items



Hope Valley Elementary School  
15 Thelma Drive  
Hope Valley, RI 02832  
401-539-2321 phone  
401-633-7099 fax

## **Mission Statement**

*The mission of the Hope Valley Elementary School is to work in partnership with our colleagues, students, and families. We are committed to creating a learning environment where children are expected to achieve to their full potential.*

## **After School Program**

The Arcardia YMCA offers an after school program which runs from 3:25-6:00 p.m. at Hope Valley School. Early Release Thursdays are also included. Space is limited. Parents should contact the YMCA at: 401-539-2306 or visit [www.oceancommunityymca.org](http://www.oceancommunityymca.org)

## **Parent Drop Off**

Parent Drop Offs will use the door by the Kindergarten room between 8:20 and 8:35. Please do not arrive before 8:20 because adult supervision is not present. \*\*Parents may SLOWLY drive around the front island where the propane tank is but please use caution when entering and exiting the parking lot.

## **Parent Pick Up**

Parents who wish to pick up their child from school must complete a Dismissal Form and send it to school with their child. Please complete the bright yellow Dismissal Form and send it to school with your child whenever you are going to pick up your child. Parents should bring photo identification at all times because some days there may be someone different doing dismissal. Early dismissal will take place in the school office until 3:10 pm daily. All end-of-day dismissals will take place outside the library between 3:15 and 3:20 p.m.

**FOR SAFETY REASONS, WE CANNOT ACCEPT PARENT PHONE CALLS FOR DISMISSAL OF STUDENTS.**

## **Peanut Free and Allergies**

**ALL classrooms are designated as peanut free and tree nut free! There are multiple students in various grade levels with severe allergies.** Thank you for respecting this policy and helping to maintain a safe school environment.

Background Information: There is a difference between peanuts and tree nuts that causes them to be separately labeled. "Tree nuts" are grown from trees. This includes a variety of nuts: hazelnuts, cashews, almonds, pecans, walnuts, hickory nuts, and so on. A peanut is not actually a nut because it does not grow on trees. It actually grows in the ground.

- Children may bring peanut foods and foods containing peanut by-products **for lunch**, but they will **remain** in their lunch box/bag until lunch since classrooms are peanut free/tree nut free.
- **Designated peanut free** means **no food products** containing peanuts or peanut by-products (oils, etc.) will be permitted in classrooms. **This includes snacks within the classroom but excludes lunches.**
- A **peanut free table** will be set-aside for lunch. Peanut allergic children will not sit alone. Only school lunch children and children with an allergy to peanuts/tree nuts will sit at this table.
- **No cafeteria** foods will be sold or prepared by the school that contains peanuts or peanut by-products.

## **Snacks**

Parents are encouraged to send healthy snacks to school with their children for the mid-morning snack. Teachers do not check the nutritional value of any snack sent to school; however, snacks must be peanut and tree nut free. The school will restrict snacks containing peanut products and by-products. Snacks may not be shared.

## Hope Valley Elementary School Staff Directory

Principal	Giuseppe Gencarelli	Library Media	Alison Ward
Secretary	Donna Sunderland	Nurse Health	Lynn Larned
Clerk	Carrie Marshall	PE	Robert Gargaro
PreK Teacher (HV)	Patricia Ciullo	Art	Amanda DiFrano
PreK Teacher (HV)	Lori Lambert	Music	Michele Anderson
PreK Teacher (HV)	Jeanine Mankoff	Spanish	Dori Carpenter
PreK Teacher (CHS)	Jane Kelly	ESL	Kayla Patten
Grade K Teacher	Tricia Abbott	Speech/Language	Kerri Green
Grade K Teacher	Tricia Zanella	Speech/Language	Stephanie LaPlante
Grade 1 Teacher	Bethany Hopfer	Speech/Language	Dana Pinatello
Grade 1 Teacher	Polly Lilly	OT	Joanne Hellested
Grade 2 Teacher	Cristina D'Agostino	PT	Eric Dauphinais
Grade 2 Teacher	Mary Ann Mello	PT Assistant	Suzanne Winchell
Grade 3 Teacher	John Fanning	Social Worker	Anthony Campopiano
Grade 3 Teacher	Deborah Zonfrilli	Psychologist	Lisa Smith
Grade 4 Teacher	Jennifer Ricci	Adaptive PE	Matthew Bishop
Grade 4 Teacher	Kimberly St. Clair	Food Service	MaryJo Piacenza
Reading Consultant	Kerry Pastore	Food Service	Terry Gillan
Reading Specialist	Karen Pellegrino	Custodian	Barbara Browning
Math Specialist	Eric Mulvey	Custodian	Ronald Plante
Resource Teacher	Kasey Girton	Custodian	Chris Sanquedolce
<b>Teacher Assistants (PreK)</b>		<b>Teacher Assistants (K-4)</b>	
TA (PreK)	Jen Andrew	TA (K-4)	Denise Boyd
TA (PreK)	Sally Andreozzi	TA (Kindergarten)	Britni Holleran

TA (PreK)	Loren Ciringione	TA (Kindergarten)	Jennifer LaBelle
TA (PreK)	Ashley Marsh	TA (K-4)	Laurie Mello
TA (PreK)	Barbara Oldfield	TA (K-4)	Patricia Moore
TA (PreK)	Vasiliki Wilkinson	TA (K-4)	Frances Smith

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- Standards for Student Behavior (Elementary)
- Bus Behavior Code
- Responsible Use of Technology Policy
- Videography, Photography and Audio Recording Policy



*Please return the bottom portion of this form*

I, \_\_\_\_\_, have read all of the above policies as well as the District Elementary School Handbook.

Student Name \_\_\_\_\_ Teacher/Grade \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

REMOVE THIS PAGE ONLY AND RETURN TO SCHOOL BY WEDNESDAY, SEPTEMBER 11, 2019.

## Richmond Elementary School Specific Items



### **Mission**

Richmond Elementary School cultivates lifelong learners and problem solvers through rigor, inquiry, and integrity while recognizing the individuality of each and every child.

### **Vision**

Richmond Elementary School in partnership with community and families, engages students to master challenging content and promote creativity in a safe and nurturing environment.

### **Beliefs**

**We believe** all students can thrive when supported, nurtured, and engaged in rigorous and challenging academic experiences.

**We believe** all students can become active and productive community leaders and global citizens using the skills of cooperation, assertion, responsibility, empathy and self-control.

### **After School Program**

The Arcadia YMCA offers an after school program which runs from 3:25-6:00 p.m. at **Richmond Elementary School**. Early Release Thursdays are also included. Space is limited. Parents should contact the YMCA at: 401-539-2306 or [www.oceancommunityymca.org](http://www.oceancommunityymca.org)

### **Notices**

Each student will be given a School/Home folder. Notices and flyers will be sent in this folder. Please use this folder to send important notes to school. **If you have provided an email address to the school, you will receive notices by email via the Richmond Listserv.**

### **Parent Drop Off**

Parents may drop off students between 8:25 and 8:40 at the **West Entrance Side** of the building. The front parking area is not accessible for parent drop off due to busses. Students who arrive after 8:40 are considered tardy and must be signed in by a parent in the main office.



## **Parent Pick Up**

Parents who wish to pick up their child from school must complete a Dismissal Form and send it to school with their child. If a Dismissal form is not completed, please be sure to email your request to Amanda Palmer ([Amanda.palmer@chariho.k12.ri.us](mailto:Amanda.palmer@chariho.k12.ri.us)) or Margaret Stoute ([Margaret.stoute@chariho.k12.ri.us](mailto:Margaret.stoute@chariho.k12.ri.us)) prior to 2:45 PM. Parents should bring photo identification until they are known to staff. Early dismissal will take place in the school office until 3:15 pm daily. All end-of-day dismissals will take place in the cafeteria promptly at 3:20 p.m.

**FOR SAFETY REASONS WE CANNOT ACCEPT PARENT PHONE CALLS FOR DISMISSAL OF STUDENTS.**

## **Peanut-free and Allergies**

Your child may be assigned to a classroom that is designated as peanut-free at school. There are students in various grades with severe allergies. Thank you for respecting this policy and helping to maintain a safe school environment.

Richmond Elementary School Staff List 2019-2020

Principal	Sharon Martin		Teacher Assistant Sped.	Tammy Pride
Secretary	Amanda Palmer		Teacher Assistant Sped.	Blythe Tetlow
Clerk	Margaret Stoute		Teacher Assistant Sped.	Tara Padula
Grade K Teacher	Lauren Durante		Teacher Assistant K-4	Martha Higham
Grade K Teacher	Michelle Morris		Teacher Assistant K-4	Susan Iacovelli
Grade K Teacher	Tami Neill		Teacher Assistant K-4	Gina Iafrati
Grade K Teacher	Dorinda Pizone		Teacher Assistant K-4	Diane McKeen
Grade K Teacher	Nicole Westcott		Teacher Assistant K-4	Christen Ready
Grade 1 Teacher	Robyn Clavet		Teacher Assistant K-4	Doreen Reilly
Grade 1 Teacher	Kristen Emery		Teacher Assistant K-4	Kristina Ciampantelli
Grade 1 Teacher	Skye Hart		Teacher Assistant K-4	Cynthia Woodmansee
Grade 1 Teacher	Wendy Ann Poulos		Library Media	Kristen Anderson
Grade 1 Teacher	Kirstyn Zaborski		Library Media	Sherri Jackson
Grade 2 Teacher	LeeAnn Hooper		Nurse Health	Erin Plucinski
Grade 2 Teacher	Paige Leddy		PE Health	Robert Gargaro
Grade 2 Teacher	Ellen Robinson		PE Health	Kimberlie Daigle
Grade 2 Teacher	Margaret Webster		Art	Kassidy Guastini
Grade 3 Teacher	Natalie Baggesen		Music	Michael Zielski
Grade 3 Teacher	Monica Kauffman		Spanish	Dori Carpenter
Grade 3 Teacher	Michele Leclerc		Spanish	Lois Gendreau
Grade 3 Teacher	Thomas Rock		Spanish	Jennifer Giuliano
Grade 3 Teacher	Catherine Stahl		ELL	Joseph Lopes
Grade 4 Teacher	David Caplette		Speech Language Pathologist	Jillian Perez
Grade 4 Teacher	Katelyn Caswell		Speech Language Pathologist	Amy Manchester
Grade 4 Teacher	Shelly McGlinsey		Physical Therapist	Dr. Eric Dauphinais
Special Education Teacher	Sheri McCue		Occupational Therapist	Precille Augeri
Reading Specialist	Franca Bartkiewicz		PT Assistant	Suzanne Winchell
Reading Specialist	Karrie Carreiro		Behavior Management Assistant	Dana Palmisciano
Reading Specialist	Mary Ellen Sposato		Psychologist	Dr. Lisa Smith
Math Specialist	Jeanne Garr		Adaptive PE	Matthew Bishop
Math Specialist	Lauren Swiderski		Food Service	Lelah Sciarra
Resource Teacher	Laurie Gigliotti		Food Service	Nancy Marino
Resource Teacher	Kathy Paris		Custodian	Lynn Pope
Resource Teacher	Corinne Pirnie		Custodian	Joe Souza

Teacher Assistant K-4	Jennifer Calner		Custodian	Carroll Irwin
Teacher Assistant Sped.	Laurie Capizzano		Custodian	Heidi Greene

# Ashaway Elementary School Specific Items



## “Roaring with Pride and Ready to Learn”

12A Hillside Avenue  
 Ashaway, RI 02804  
 401-377-2211 phone  
 401-633-6208 fax

The mission of Ashaway Elementary School is to build a strong academic foundation, encourage an eagerness to learn, foster personal strengths, enhance positive social skills, and nurture community involvement for all our children, by providing a challenging, innovative education in a safe environment.

### Morning Arrival

**Walkers:** Walkers are asked to use the front door and proceed to the gymnasium between 8:20 and 8:35.

**Parent Drop Offs:** Students who are driven to school may be dropped off at the first gym door between 8:20 and 8:35. Please do not arrive before 8:20 because adult supervision is not present. Please exercise caution and patience when dropping off students. Students are not to be released from any vehicles until they are inside the designated drop off zone. This area will be marked with traffic cones to ensure that all children exit their vehicles and enter the school safely.

**\*\* Please be careful as you leave the drop off area behind the school. There are buses dropping off students in the front of the building. Always exercise caution when entering and exiting the school grounds.**

**Bus Students:** Buses usually arrive between 8:30 and 8:35. The front blacktop must be kept clear of all private vehicles at all times.

### **Parking**

Please park your vehicle on Hillside Avenue on the side of the street. You may also park in front of the old school building.

### **Early Dismissal**

Early dismissal will take place in the main office until 3:00. Parents who wish to pick up their child from school must complete a yellow Dismissal Form and send it to school with their child. Please note that dismissals before regular dismissal time are counted as “unexcused early dismissal” unless you provide appropriate documentation to have it excused.

### **Regular Dismissal**

**Walkers:** Walkers are dismissed from the gym entrance at the back of the building. Please be very careful of the walkers leaving the school grounds. Walkers are the first students to be dismissed from their classrooms.

**Parent Pick-Up:** Parents/guardians who wish to pick up their child from school must complete a yellow Dismissal Form and send it to school with their child. Parents/guardians are asked to notify us in writing of your dismissal plans. If your child is an everyday walker or bus student, then one note to the teacher during the first few days of school is sufficient. Parents are asked to wait in line outside the first back door of the gymnasium starting at 3:15. *Please* do not use the main entrance of the building to access the parent pick-up area. Dismissal will take place from 3:15 to 3:25.

- **Please do not take your child(ren) out of the bus line or off the bus once they are on the bus. You must designate your child a parent pick up for that day using a yellow Dismissal Form.**
- **Children must be supervised during Parent Pick-Up. Please do not allow children to run around in the parking lots and areas where traffic may be present. It could result in injury or harm.**

### **School Wide Behavior Expectations**

Ashaway Elementary School implements the PBIS system to teach and acknowledge positive behaviors. Students are expected to be Respectful, Responsible, Honest, and Safe. It is the expectation of Ashaway School that students demonstrate these qualities in the classroom, during recess, hallways, cafeteria, bathrooms, and all areas where students and staff gather.

Each staff member of the Ashaway School Community emphasizes and encourages these qualities. Students are presented with a “Cougar Claw” card to acknowledge their display of Respect, Responsibility, Honesty, and Safety. Cougar Claw Cards are collected and placed in a large fish tank in the main office. Each morning, the Principal pulls three cards from the tank. These students are acknowledged each morning in the bus room (gym) and are presented with a Good Character Pencil. Each month, four students who have earned Cougar Claw Cards will be randomly selected to have pizza lunch with the Principal.

**Food Items: Ashaway School is a peanut/tree nut free school. No food products containing peanut/tree nut by products (oils, etc.) will be permitted in the entire school (classrooms,**

**main office, cafeteria, etc.) No cafeteria foods will be sold or prepared by the school that contain peanuts/tree nuts or peanut/tree nut by-products.**

## **ASHAWAY STAFF DIRECTORY**

**Principal**

**Secretary**

**Clerk**

**Kindergarten**

**Grade 1**

**Grade 2**

**Grade 3**

**Grade 4**

**Special Education/ Resource**

**World Language**

**Reading Specialists**

**Math Specialist**

**Social Worker**

**School Psychologist**

**School Nurse/ Teacher**

**Art**

**Library/ Media Specialist**

**Physical Education**

**Speech Pathologist**

**Occupational Therapist**

**ELL**

**Custodians**

**Teacher Assistants**

Jeffrey Scanapieco

Sara Mitkowski

Lisa Mastrandrea

Kerri Smith

Gina Lee

Kelly Dicocco

Patience Breault

Patricia Pearce

Heather Gray

Lindsay Bliven

Courtney Moffitt

Julie Young

Clare Ornburn

Brittney Godbout

Dori Carpenter

Jennifer Giuliano

Karen Pellegrino

Kelly Vocatura

Gina Gervasini

Anthony Campopiano

Jill Connell

Nancy Fischer

Jean Mandeville

Karen Mann

Music – Michael Zielski

Jacqueline Sorensen

Jessica Warren

Bonnie Krause

Kayla Patten

John Zielski

Michele Gauthier

Vera McGiveney

Diane Ballata

Amy Branconnier

Melissa Carrier

Sandy Cook

Angela DiMuccio-DeSantis

Jaclynn Ferria

Carol Gilmore

Lyn Richard

**Please Return this entire page of the Chariho Elementary School  
Parent Handbook by 9/1/19.**

I \_\_\_\_\_ have read all of the above policies and procedures.  
(Name of Parent/ Guardian)

Date: \_\_\_\_\_ Name of Student(s): \_\_\_\_\_

**FORM MUST BE SIGNED AND DATED.  
See signature line at the bottom of this form.**

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**STUDENT PHOTOS**

Many times throughout the year the District prints newsletters and fliers that include images of Ashaway students. Pictures may also be included on the District or School website. At other times local, regional, and national media request to publish pictures or articles about our students. If you do not wish your child's picture to be included in any publications, please let the school know by checking off the box below.

I do not want my child's picture to be included in any publication.

**OTHER NOTIFICATIONS**

Individuals (college students, parents, etc...) sometimes request permission to observe classrooms. Please check the box if you want your child removed from the classroom during these observations.

Individuals (college students, college professors, teachers, etc...) sometimes request permission to videotape lessons. Please check the box if you want your child removed from the classroom during these taping sessions.

I will be adding my email to the Ashaway List Serve. I understand that most notifications will be sent to me electronically. To submit to the Ashaway List Serve go to: <http://www.chariho.k12.ri.us/newsletters>.

Name \_\_\_\_\_ Date \_\_\_\_\_

**Signature** \_\_\_\_\_

