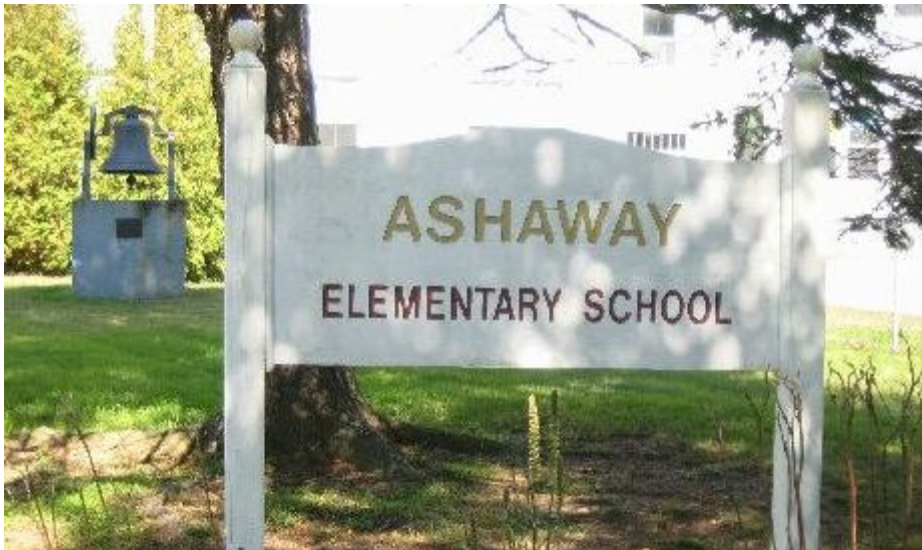


# Ashaway Elementary School

## Student – Parent Handbook 2009/2010



### **Mission Statement**

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, interactive education in a safe environment.

## **Important Phone Numbers**

Ashaway Elementary School	377-2211
Ashaway Elementary School Fax	377-7735
Superintendent's Office	364-7575
Assistant Superintendent's Office	364-1150
Director of Special Needs	364-1160
Director of Building and Grounds	364-1152
First Student	364-3702

## **Central Administration**

Superintendent of Schools	Barry Ricci
Assistant Superintendent	Carol Blanchette
Director of Finance and Administration	Brian Stanley
Director of Special Needs	Kathy Perry
Director of Technology	Scott Burdick
Director of Building and Grounds	Dan Cartier

## **Ashaway Elementary School Faculty List 2009-2010**

### **Principal**

Steven Morrone

### **Kindergarten**

Kerri Smith

### **Extended Kindergarten**

Patricia Koukas

### **Grade 1**

Christine Austin

Patience Breault

### **Grade 1 and 2 Split**

Annie Campbell

### **Grade 2**

Kim Allen

Gina Lee

### **Grade 3**

Kelly Vocatura

Pat Pearce

### **Grade 4**

Julie Young

Clare Ornburn

### **Special Needs Resource**

Heather Gray

### **Teacher Assistants**

Patti Rosso

Denise Hall

Carol Gilmore

Kathi Falcone

Sandy Cook

Melissa Carrier

Diane Ballata

### **Reading Specialist**

Franca Bartkiewicz

Karen Pellegrino

### **Math Specialist**

John Spears

### **Social Worker**

Anthony Campopiano

### **School Nurse/ Teacher**

Nancy Fischer

### **Specialists**

Librarian – Karen Mann

Art – Kristen Rich

Music – Nancy Sherman

Physical Education – Donna Goodney

School Psychologist – Jill Connell

Speech Pathologist – Kathryn Montague-Magnotta

School Secretary – Kathy Scaglione

Clerk – Lori Bouchard

Custodians – John Zielski, Dave Warrington, Michele Gauthier

Cooks – Michele Mayhew, Serina Pityer

## **1. School Times**

Kindergarten:	Morning Session	8:35 – 11:20 am
	Afternoon Session	12:35 – 3:15 pm
Grades 1 – 4:		8:35 am – 3:15 pm

## **2. Cancellations and Delays**

All cancellations will also be posted on the Chariho School Website. If you call the school an automated service will verify if school has been cancelled or delayed.

## **3. Absences, Tardiness, and Dismissals**

If your children will be absent, tardy, or dismissed early, there are several ways to notify us.

1. E-mail the secretary and cc the teacher at [Kathy.scaglione@chariho.k12.ri.us](mailto:Kathy.scaglione@chariho.k12.ri.us).
2. Phone the school by 8:35 and leave a message.
3. Send in a note prior to the absence or tardy. Send in note the morning of the dismissal.

\*\*\* Student is considered tardy at 8:45

## **4. Arrival**

Walkers and Parent Drop Offs: Walkers and Parent Drop Offs are asked to use the Front Door and proceed to the Gym between 8:15 and 8:30. Please do not arrive before 8:15 because adult supervision is not present.

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.

## **5. Early Dismissal**

Upon notification of the early dismissal, students are dismissed only from the Main Office. Parent, guardians, or other family members or designated individuals will be asked to sign the dismissal roster. Please note however, individuals signing out a student must be 18 years old or above and listed on the Emergency Card as the custodial parent(s), relative or friend. Please do not become alarmed or irritated if the Office Staff asks for identification. This will occur if we do not know you yet or an unfamiliar relative, neighbor, or friend is sent to pick up your child. We, on occasion, may even call the parent for verification.

## **6. Parking**

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

## **7. Regular Dismissal**

Students depart the school in the customary three methods:

1. Walkers are dismissed the main entrance. Please be very careful of the walkers leaving the school grounds.
2. Bus Students wait in their classrooms until the arrival of the busses at 3:15. Please expect delays during the first few weeks of school and on inclement weather days.
3. Parent Pick –Up students wait in the gymnasium until the parent, guardian, or designated individual signs him or her out; the students are grouped into four areas (Alphabetical groupings ABCD, EFGH, etc...) and are supervised by faculty members. Parents are asked to arrive by 3:15 and wait in line outside the first back door of the gymnasium. If there is inclement weather, please wait in your car until 3:15. Please do not use the main entrance of the building to access the parent pick-up area. Any parent arriving before 3:15 and signing out their child(ren) must note that dismissals before 3:15 are counted as an “early dismissal.”

\*\*\* 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.

## **8. Regular Dismissal Notification**

Parents 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.

Please use the pre-printed goldenrod Ashaway School Pick-Up/Dismissal Notes for either daily or long term notification. Telephone calls are not accepted.

It is helpful if you e-mail the teacher and/or Mrs. Scaglione in the office before the first day of school and inform us of your child's first day dismissal plans. It is quite hectic on the first day and having the information earlier will help us plan an efficient dismissal on the first day.

## **9. Visitors**

All visitors must report to the office, sign in, thereby reporting you are present in the building. The office staff will then use the intercom to contact the appropriate personnel in the building for you. Once issued a Visitors Pass, you are authorized to proceed only to the designated area. Please do not take it upon yourself to walk by or visit and other areas of the building. Visitors are not to visit classrooms unless the classroom was the area that the permission was confirmed.

It is also asked that cell phones are turned off, refreshments are not consumed in the building and that gentlemen remove their hats (we do expect our students and faculty to remove their hats also).

If you are visiting during your child's lunch time, please note that the lunch period is just 20 minutes. An appropriate lunch portion is suggested. Please remember that sharing of lunches among students is not permitted.

## **10. Lunch and Breakfast**

### Costs:

Full Lunch: \$2.00

Reduced Lunch: \$ .40

Full Breakfast: \$1.00

Reduced Breakfast: \$ .30

Milk: \$ .50

Lunch Schedule:

Grades 1 and 2: 12:30 – 12:55pm

Grades 3 and 4: 12:05 – 12:25pm

**11. Recess**

Unless there is inclement weather and/ or dangerous playground conditions, the students usually go out for recess daily. Please insure that your child(ren) are dressed properly for the weather. Sneakers, and/ or shoes are necessary for the outdoor games that the students usually play. Flip flops, sandals, and other open toed footwear are not conducive to the classroom, recess yard, bus, etc...

Recess Schedule:

Grades 1 and 2: 12:05 – 12:25pm

Grades 3 and 4: 12:30 – 12:55pm

**12. Appropriate Dress**

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 and sunglasses in buildings, as well as items specified by each instructional area.

Length of hair should be controlled.

Bathing suits, hats, exposed torso, or other attire that may lead to disruption of normal school activities are also prohibited.

If dress is disruptive to learning, school authorities will have the prerogative to take corrective action for health and/or safety reasons. Inappropriately dressed students will be asked by school personnel to change or cover themselves to conform to the dress code.

**13. School Environment**

A goal of Ashaway School is to provide a safe, healthy and structured educational environment. To accomplish this goal, all members of the school community; parents, students, teachers, and other adults must treat each other fairly and respectfully.

Aggressive or abusive behaviors will not be tolerated.

Harmful constant teasing or bullying are examples of behaviors that hurt another's feelings. Often words are just as harmful as physical actions. Threatening comments, even made in a joking manner, must be taken seriously. Parents, students or staff who become aware of any threat made to a person or to the school must report it to the appropriate officials.

Please refer to the Chariho Public School's Handbook or website for more specific policy regarding Bullying.

#### **14. Busses**

School bus transportation is a privilege provided to students eligible for bus transportation. The bus eligibility guidelines are available at the office. Any student's privilege to ride the bus may be withdrawn for a designated period of time with or without parent notice. This serious action is only done when students misbehave causing potential or real safety issues on the bus. Proper conduct is expected at the bus stop, on the bus, or when the bus arrives at school.

Please also note that eating and drinking on the bus is not allowed.

#### **15. Money, Valuables, and Electronic Devices**

Please make sure your child does not bring to school any large amounts of money, valuable toys, or electronic equipment such as cell-phones, I-pods, Gameboys, etc...

The school or classmates cannot be responsible for the loss, damage, or theft of these valuable personal items.

##### Prohibited Items:

Certain items are not allowed on school grounds at anytime. As you know, any type of weapon is strictly prohibited by law but you must also think about certain toys or objects with a sharp point, or a toy weapon are also prohibited. For example, a student cannot bring in a toy or model rifle as part of his social studies project or as part of his cowboy outfit at the Halloween Party after school.

Presentation lasers are not allowed nor are "Wheelies" (the sneakers with wheels in the heels).

Food Items: Most schools have students with allergies and procedures exist in classrooms, lunch rooms, and large group areas. For example, Ashaway School has children with peanut or nut allergies and "Peanut or Nut Free" areas have been established.

The district has a nutrition and wellness policy; due to this policy and the existence of allergy-free zones, faculty members customarily only drink coffee, soda, etc. in the Teachers' Room, their offices, or in classrooms free of students. We ask our parents and visitors to also refrain from drinking or eating while visiting a classroom or attending a school function (unless food and drink are part of the festivity).

## **17. Parent Cell Phones**

It is requested that all parent cell phones are turned off or set to silence and not used in the corridors, classrooms, large groups, or meeting places.

## **18. Emergency Procedures**

We have developed the following procedures in case of an emergency. Please read carefully and understand that there are **differences** in procedures depending on the type of emergency.

If it is determined that an **Evacuation** is needed, an announcement will be made on the intercom to proceed immediately to the church from the nearest school egress. All proceed to the church by way of Mr. and Mrs. Bonner's driveway. Once in the church, all are seated on the first floor. Attendance is taken by the school clerk or designee. Once all tasks are completed, the building principal addresses all in the church regarding the purpose of the drill or real situation and that it is important to listen for any additional directions if needed. Buses are lined up outside the church to bring all back to the school. If we are not allowed back in to the Ashaway School building, all will be transported to the Chariho Middle School. Students and staff will exit buses and go directly to the school auditorium. End of day transportation will be provided, however, at dismissal, parents may sign their child out from the middle school gym by Ashaway personnel. All dismissal protocol will be followed. (Assistance is provided by the Hopkinton Police Department.)

(First Student Bus Company personnel conduct a bus front evacuation drill on the morning of the fall evacuation and a bus side evacuation on the morning of the spring evacuation.)

If it is determined that a **Sheltered Lockdown** is necessary, an announcement is made on the intercom regarding shelter within. All proceed immediately to the gym. Teachers bring students, attendance list, and activity bag with them. Once in the gym, the school nurse and school secretary assign tasks to adults to apply plastic barriers to outside doors, tape interior doors, and cover vents and electrical plugs with plastic. Attendance is taken by the school clerk or designee. Once all tasks are completed, the building principal will address all in the gym regarding the drill or real situation and how important it is to follow directions and be ready to

listen for any additional information if needed. Finally, all are dismissed to resume daily activities.

If it is necessary to do a **Lockdown** because of an intruder being in the building, staff will lock their classrooms doors and students will be directed to move to a section of the room where they are not visible from the hallway. No one will be allowed outside of the classrooms until the Principal gives the all-clear signal. This procedure will be done without the students being aware so that confusion and worry is at a minimum.

## **19. Report Cards**

Parent report cards are distributed three times per year. Parent/ Guardian signatures are required prior to the return of report cards.

Parent conferences occur in December and as needed throughout the year. If parents have a concern about their child's academic progress then a conference with the classroom teacher should be requested.

In June, report cards are issued on the last day of school at dismissal time. Requests for early issuance of the report cards due to school absence or vacation plans will not be honored. They will be held in the school's office until requested. If a parent provides a self-addressed postage-paid envelope, the report card will be mailed after the last day of classes.

## **20. Art, Library, Music, and Physical Education**

Students at the elementary level participate in weekly art, library, music, and physical education classes taught by a certified teacher.

To safely participate in Physical Education classes, sneakers and proper clothing are required. All Rhode Island School students are required to participate in physical education classes. Physician notes will only excuse the child from physical education classes for one day only.

## **21. Wellness and Nutrition Policy – Birthday Celebrations**

Please refer to the Chariho Public Schools policies for the entire "Student Nutrition and Physical Activity Policy." However, following is a list of important notes:

- The entire school environment, not just the classroom, shall be aligned with healthy school goals to positively influence a student’s understanding, beliefs and habits as they relate to good nutrition and regular physical activity.
- All foods available on school grounds and at school-sponsored activities during the day should meet or exceed the district nutrition standards.
- All fund-raising projects for sale and consumption within and prior to the instructional day will follow the District’s Nutrition Standards when determining the items being sold.
- The use of food items as part of a student incentive program is strongly discouraged. Should teachers feel compelled to utilize food items as an incentive, they are required to adhere to the District Nutrition Standard.
- Nutrition education will be provided to parents beginning at the elementary level.
- Encourage the consumption of whole grains, fresh fruits, vegetables, skim and low-fat milks, bottled water and sports drinks with no sugar or without added sugar.
- Vending sales of candy is not permitted and non-vending sales of candy during the instructional day.
- Any given food item for sale prior to the start of the school day and throughout the instructional day will have **no more than 30% of its total calories derived from fat.**
- Any given food item for sale prior to the start of the school day and throughout the instructional day will have **no more than 10% of its calories derived from saturated fat.**

### *Policy Ramifications*

1. No Candy incentives or consumption of candy used in instructional opportunities.
2. Any Classroom celebrations featuring food must consist of whole grain, fruits, vegetables, and dairy products. Unfortunately, this means that birthday celebrations which include any treats such as cakes or cupcakes are no longer permitted. Our school’s staff values the milestones in our lives and in the lives of our students and want to recognize these important events. In celebrating our student’s birthdays, classroom teachers may do the following:
  - Wish each student a happy birthday
  - Class may sing “Happy Birthday”.
  - Child’s name may be written or posted in a prominent area of the classroom or school.
  - Special practices/privileges may be granted.

## **22. New England Common Assessment Program**

ALL students in grades three and four must participate in the New England Common Assessment Program. The assessments are usually given in October. At that time, third and fourth grade take reading and math assessments. Please make sure your child is well rested and eats a healthy breakfast. Results arrive by late Winter, early Spring.

ALL fourth grade students must participate in the Spring New England Common Assessment Program. The assessment is usually given in early May. At that time, fourth grade students take

the science assessment. Again, please make sure your child is well rested and eats a healthy breakfast. Results arrive by Fall, the following school year.

## **23. Public Notices**

According to Section 504 of the Rehabilitation Act of 1973, Chariho School Department does not discriminate on the basis of disabilities with regard to admission or access to, treatment or employment in our programs and activities.

According to the American Disabilities Act, Chariho School Department ensures that their employment practices and policies do not discriminate on the basis of disability against qualified individuals with disabilities in programs and activities.

Telecommunications for the general public may utilize telephone relay services for individuals who use devices for the deaf or similar devices.

According to the Individuals with Disabilities Education Act, Chariho School Department must insure that all children with disabilities, regardless of the severity of their disability, and who are in need of special education and related services are identified, located, evaluated, and provided with a free, appropriate public education.

For questions or assistance with these policies or any educational matter, please contact the building principal.

## **24. School Wide Behavior Expectations**

This is a school wide system to teach and acknowledge positive behaviors. We have chosen the 4 qualities of Respect, Responsibility, Honesty, and Safety. There are expectations for these qualities in each area of the school from classrooms to the school yard.

Each staff member of the Ashaway School Community emphasizes these qualities and students are presented a “Cougar Claw” ticket to acknowledge their display of respect, responsibility, honesty, and safety. Five students are acknowledged each morning in the bus room (gym) and will be presented a Good Character bookmark, and will have their names displayed in the lobby.



## **25. Homework**

Homework may be given at the discretion of the classroom teacher to provide opportunities for children to practice, enrich, or extend their school experiences. It may include reading, written assignments, study, or project work. Parents are encouraged to establish a regular time for homework to be completed in a quiet place. While our aim is for students to assume responsibility for completing assignments, we recognize that their experiences are enhanced when parents take an active interest in their child's efforts and offer assistance when necessary.

The following guidelines are recommended for homework assignments:

<u>Grades</u>	<u>Times Per Week</u>	<u>Average Time</u>
1st and 2nd	4 times per week	10 - 20 minutes
3rd and 4th	4 times per week	30 - 40 minutes

## **26. Special Education Services**

If you suspect that your child has a disabling condition you may refer your child for an evaluation to determine eligibility for special education services. These services could provide assistance from a special educator, a speech and language therapist, or an occupational or physical therapist. You may contact your child's teacher, the school principal, or the Director of Special Services for assistance with the process. If your child is determined eligible for services, support or resource programs are available for your child throughout the school year.

## **27. Parent Volunteer and Field Trip Chaperones – Background**

### **Investigation Check**

The Chariho Regional School District screens prospective employees and volunteers to evaluate whether an applicant poses any risk or harm to the students or staff. Information obtained is not an automatic bar to employment or volunteer work, but is considered in view of all relevant circumstances.

All volunteers in the Chariho School District, who will, in their capacity as volunteers, have unsupervised access to students at any time, must agree to a background investigation to be performed at no cost to the volunteer.

## **28. Discipline Process**

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.

Please refer to the Chariho Website for more information.

The following is the process for students who are referred to the office for inappropriate behavior.

### **1<sup>st</sup> Referral:**

- A. Conference with Student
- B. Time in Office
- C. Notify Parent/ Guardian

### **2<sup>nd</sup> Referral:**

- A. Conference with Student
- B. Loss of Privilege
- C. Notify Parent/ Guardian

### **3<sup>rd</sup> Referral:**

- A. Conference with Student
- B. Loss of Privilege/ s
- C. Parent/ Guardian conference  
Principal

### **4<sup>th</sup> Referral and remaining Referrals:**

- A. Conference with Student
- B. Notify Parent/ Guardian
- C. After school Detention  
  
(Parents are given 24 hours notice but are encouraged to have their child stay after that afternoon for 30 minutes.)

\*\*\*Students can receive out of school suspension as a consequence if behavior is endangering others or themselves.

**\*\*\*Please Return this Portion of the Ashaway Elementary School – Parent Handbook by 9/18/09\*\*\***

I \_\_\_\_\_ have read all of the above policies and procedures.

( Name of Parent/ Guardian)

Date: \_\_\_\_\_

Signature of Parent: \_\_\_\_\_

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

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**STUDENT PHOTOS**

Many times throughout the year the District prints newsletters and fliers that include images of some 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.