

**HOPE VALLEY
ELEMENTARY
SCHOOL
HANDBOOK**



2011-2012

2011 – 2012

HOPE VALLEY ELEMENTARY SCHOOL HANDBOOK

TABLE OF CONTENTS

Mission statement
Goals
Academic Calendar
Faculty and staff
Central office administration
Important numbers
Contacting faculty and staff by e-mail
School hours
Assigned busses
Cancellations, delays, early dismissals
Attendance policies
Busses, walkers, self-transported children
Emergency Consent to Release Form
Legal and custody issues
Instructional curriculum
Programs supporting instruction
Daily instructional schedule
Homework
Absences and school work
Testing – NECAP and Common Assessments
Special education, 504, Learning Plans
School health, clinic and medications
Prescriptions and medications
Breakfast and lunch
Peanut free and allergies
Snacks
Outside food in school
Parent volunteers and chaperones
BCI checks
Discipline and behavior standards
Toys, games, electronic devices
Dress
Social Worker and Psychologist
School Organizations
Safety Drills
Directory

MISSION STATEMENT

The mission of the Hope Valley 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 their full potential.

SCHOOL GOALS

- Students will demonstrate success by achieving at or above the established standard
- The school will create a learning environment that focuses on the diverse needs of children
- The family, school and community will work together to promote learning and success

Academic Calendar 2011-2012

September

- 9/5 School Closed – Labor Day
- 9/6 School Opens – students report
- 9/22 Early Release Day - 1:55 dismissal – AM Pre-K attends 8:35-1:55, No PM Pre-K students

October

- State NECAP Testing Month
- 10/10 School Closed – Columbus Day
- 10/20 Early Release Day - 1:55 dismissal – PM Pre-K attends 8:35-1:55, No AM Pre-K students
- 10/21 Mid-trimester progress reports

November

- 11/11 School Closed – Veterans' Day
- 11/17 Early Release Day - 1:55 dismissal – AM Pre-K attends 8:35-1:55, No PM Pre-K students
- 11/24-25 School Closed – Thanksgiving

December

- 12/2 First trimester closes
- 12/9 First trimester reports cards issued
- 12/12-12/13 School Closed – Home/School Conferences
- 12/26-1/2 School Closed – Holiday Recess

January

- 1/16 School Closed – Martin Luther King Day
- 1/19 Early Release Day - 1:55 dismissal – PM Pre-K attends 8:35-1:55, No AM Pre-K students
- 1/27 Mid-trimester progress reports

February

- 2/16 Early Release Day - 1:55 dismissal – AM Pre-K attends 8:35-1:55, No PM Pre-K students
- 2/20-24 School Closed - Winter Recess

March

- 3/15 Early Release Day - 1:55 dismissal – PM Pre-K attends 8:35-1:55, No AM Pre-K students
- 3/16 Second trimester closes
- 3/23 Second trimester reports cards issued

April

- 4/6 School Closed – Good Friday
- 4/16-4/20 School Closed – Spring Recess
- 4/26 Early Release Day - 1:55 dismissal – AM Pre-K attends 8:35-1:55, No PM Pre-K students

May

- 5/4 Mid-trimester progress reports
- 5/24 Early Release Day - 1:55 dismissal – PM Pre-K attends 8:35-1:55, No AM Pre-K students
- 5/28 School Closed – Memorial Day

June

- 6/18 Last day of school

Hope Valley School Faculty and Staff

Principal	Giuseppe Gencarelli
Secretary	Sheryl McCumiskey
Clerk	Kathryn Koziol
Pre-school	Patricia Ciullo Jeanine Mankoff Aimee Silva
Kindergarten	Tricia Abbott Patricia Koukas
Grade 1	Lynn Haberek Polly Ann Lilly
Grade 2	Cristina D'Agostino Denise Meiklejohn
Grade 3	John Fanning Deborah Zonfrilli
Grade 4	Denise Moretti-Foggo Jennifer Ricci
ESL	Rene Rosivach
Reading	Kerry Pastore
Math Literacy	John Spears
Reading Literacy	Karen Pellegrino
Library	Holly Barton
PE/Health	Gregory West
Health/Clinic	Lynn Larned
Art	Amanda Hebert
Music	Nancy Sherman
Resource	Mary Ann Mello
Social Worker	Anthony Campopiano
Psychologist	Lisa Smith
Speech/Language	Kathryn Montague-Magnotta Jessica Fasano (PK) Stephanie LaPlante (PK)
Occupational Therapist	Joanne Hellested
Adaptive PE	Matthew Bishop
Physical Therapist	Suzanne Winchell Eric Dauphinais
Teacher Assistants	Jennifer Andrew Sally Andreozzi Denise Boyd Lauren Ciringione Maria Cook Linda Crossen Denise Hall Karen Jackson Laurie Mello Susan Rice Susan Sewall Frances Smith
Food Service	MaryJo Piacenza Nancy LoPriore
Housekeeping	Barbara Browning AM Ron Plante PM

Central Office Administration

Superintendent	Barry Ricci
Assistant Superintendent.....	Carol Blanchette
Director of Special Needs.....	Kathleen Perry
Asst. Special Needs Director...	Jennifer Durkin
Director of Finance.....	Brian Stanley
Director of Technology.....	Scott Burdick
Director of Buildings/Grounds..	Daniel Cartier
Aramark Food Services.....	John McGrath

Important District / School Numbers

School District Office	364-7575
Special Education Office	364-1160
ARAMARK Food Service	364-9368
School Number	539-2321
School Fax Number	539-1354

Please leave a voice mail after 3:30 PM

Contacting faculty and staff by e-mail

You may contact any school / district personnel by e-mail by entering their first name . last name followed by @chariho.k12.ri.us. It should have the same format as this sample with no spaces:

joe.smith@chariho.k12.ri.us

School Hours

- 7:30-8:35.....Before School (fee)
Plato Math Program
- 8:35.....School begins
- 3:25.....School dismissed
- 3:30.....School office closes
- 3:25-6:00.....YMCA School's Out (fee)

Assigned Busses

All children, regardless of how they are transported to and from school have an assigned bus based upon their address or other arrangement made with the bus company. This bus will be used in case of an emergency dismissal or if we do not have notification to keep child for pick-up.

School Cancellations, Delayed Openings, Early Dismissals

The school district will notify in one or a combination the following methods:

- "One Call Now" to each home from district
- Local radio and television stations
- District website (www.chariho.k12.ri.us)
- Recorded announcement at 539-2321

In the case of early dismissal, all children will be placed on their assigned bus if they have not been picked-up prior to the dismissal. The school cannot hold children for your arrival after dismissal.

Attendance – absences, tardiness, early dismissal

The purpose of the Chariho School District Attendance Policy is to bring students and teachers together so that learning can take place. 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

records, 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. Full day attendance for the Chariho elementary schools, including the Hope Valley School, is from 8:35 AM until 3:25 PM. Below is an excerpt from our attendance policy:

The purpose of the Chariho School District Attendance Policy is to bring students and teachers together so that learning can take place. 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 records, 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.

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.

- *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.*
- *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.*
- *Following ten (10) non-exempt absences, tardies, and/or early dismissals, a referral will be made to the Attendance Officer and/or Truancy Court. See High School specific information below.*

Busses, Walkers and Self-transported children

Transportation is available for every child - we encourage you to use the bus. Every child (except pre-school) has an assigned a bus (see Assigned Bus above). Children may walk or ride their bicycle to school with written parent/custodial permission and principal approval. Walkers/bicycle riders will not be permitted to leave the school grounds until the last bus has cleared the campus. In the case of conditions not favorable for walking or riding a bicycle home, children will be placed on their assigned bus. Home transported children do not have to sign in unless they are tardy, **but must be signed out** at dismissal time.

Emergency – Consent to Release Form

The school maintains an *Emergency – Consent to Release* Form. This form is sent home at the opening of each school year. This form is of **vital importance** and is the single most important life-line between the school and the home. This form provides information regarding your child's safety and welfare:

- Emergency contact numbers
- Cell and/or work number
- Persons authorized to pick-up your child

- Custody information
- Health information

Please keep this information current. Please update or inform the school when information changes.

Legal and Custody Issues

The school should be informed of legal and custody issues and changes. Because the school abides by the most recent court decision on file here at school, please keep orders and information current.

Student Safety and Security

- School entrances are locked at 8:35 AM. After 8:35 AM, a security camera and “buzzer” system is used to gain entrance
- Children are not released to anyone not authorized on the Emergency – Consent to Release (see above).
- A safety and security plan is in effect and drills are conducted throughout the year (see Safety Drills-page 11).
- If you need to have someone other than an individual assigned to pick-up your child, you must contact the school. The person picking your child up must show proper identification.

Instructional Curriculum

- English/Language Arts
 - Reading (K,1,2,3,4)
 - Writing (K,1,2,3,4)
 - Grammar/Spelling (K,1,2,3,4)
- Mathematics (K,1,2,3,4)
- Science (K,1,2,3,4)
- Social Studies (K,1,2,3,4)
- Health (1,2,3,4), 1 x week
- Physical education (K, 1,2,3,4) 2 x week
- Library (K,1,2,3,4) 1 x week
- Art (1,2,3,4) 1 x week
- Music (1,2,3,4) 1 x week

All instruction is based upon *Chariho Regional School District Standards* and the *Rhode Island Grade Level Expectations* (GLEs). These documents are located on the district website and available at the school. Critical thinking skills are incorporated into the instruction of each subject. Integration of single subject skills between the subjects is practiced as part of the regular instructional routine.

Programs supporting Instruction

- **Reading** – C.O.R.E. (Consortium of Reading Excellence) practices and trade book based
- **Mathematics** – EnVisions© Math
- **Science** – GEMS Net
- **Spelling & Vocabulary** – Houghton/Mifflin

Responsive Classroom

Responsive Classroom © techniques are applied and practiced in classrooms throughout the day.

Block	Time	PK	Kindergarten	Grades 1 & 2	Grades 3 & 4
O	8:35 8:45	Opening Routine	Opening Routine	Opening Routine	Opening Routine

1	8:45 9:25	Instruction	Instruction	Instruction	Instruction
2	9:25 10:05	Instruction	Instruction	Instruction	Instruction
3	10:05 10:45	Instruction (15 min Recess)	Instruction	Instruction (15 Min Recess)	Instruction
4	10:45 11:25	Instruction	Instruction	Instruction	Instruction
5	11:25- 12:00	AM Pre-K ends at 11:20	Rest Time/Activity	Instruction	Lunch & Recess
6	12:00 12:45	PM Pre-K Begins at 12:35	Recess & Lunch	Recess & Lunch	Instruction
7	12:40 1:25	Instruction	Rest Time/Activity	Instruction	Instruction
8	1:25- 2:05	Instruction (15 Min Recess)	Instruction	Instruction	Instruction (15 Min Recess)
9	2:05 2:45	Instruction	Instruction	Instruction	Instruction
10	2:45- 3:25	Instruction & Closing Routine	Instruction & Closing Routine	Instruction & Closing Routine	Instruction & Closing Routine
D	3:25	Dismissal	Dismissal	Dismissal	Dismissal

Daily School Schedule

Note: Students in grades 1-4 will receive specials (PE, Library, Art, Music, and Health) each day. Kindergarten students will receive specials 3 days out of the week (PE, Lib).

Extended Day - Monday of each week

Monday's at Hope Valley are considered to be extended days. Every Monday from 3:25 – 4:15, K-4 teachers will stay afterschool to help selected students with reinforcement or extra help. A permission slip will be sent home to those select students the week before and this must be sent back.

Homework

Homework is at teacher discretion for practice and/or skill reinforcement or extended project work. The following guidelines are practiced:

Grade	Times per week	Homework Time
K	Teacher discretion	Up to 10 minutes
1 – 2	4 times per week	10 to 20
3 - 4	4 times per week	30 to 40

Absences and School Work

With the exception of planned exempt absences, assignments are not prepared for non-exempt absences (i.e. vacations). Assignments are usually in reading, writing, mathematics and/or at teacher discretion. Children away on a non-exempt absence are encouraged to read and practice taught skills. Upon return from any absence, children are provided one day make-up for each day absent. If you expect your child to be out for an extended period, please contact the school early.

Reporting Student Progress

Report	Date
1 st Mid-trimester Progress Report	October 21

1 st Trimester Report	December 9
Home/School Conference	December 12 & 13
2 nd Mid-trimester Progress Report	January 27
2 nd Trimester Report	March 23
3 rd Mid-trimester Progress Report	May 4
3 rd Trimester Report (final)	June 18

NECAP Testing and Common Assessments

Each year the school district administers the **NECAP** (New England Common Assessment) at grades 3 and 4 in Math, English Language Arts (ELA) and Science. The ELA and math assessments are administered during the month of October and the science assessment is administered in May. These assessments report each child's proficiency and the school's overall proficiency in these areas. Results are usually available three months after administration. The district elementary schools also administer **Common Assessments** periodically throughout the year to check individual children's proficiency levels. Also, these assessments help to guide instruction.

Learning Plans: Special Education, 504, Rtl, PLP

If a child is encountering conditions that is disabling to his/her learning, a referral may be made by either the school or parent. Depending on the situation, one of the following may be developed:

- IEP** - (Individual Education Plan) - serviced by the district office of special needs and school team
- 504** - serviced by the school based 504 team
- RTI** - Response to Intervention plan - serviced by the school RTI Team
- PLP** - Personal Literacy Plan – serviced by the school

If you need information regarding these plans and the qualifying conditions, please contact the school principal.

School Health, Clinic and Medications

The school nurse/teacher manages the clinic and is available everyday to the children and for parent/guardian consult. The nurse is responsible for:

- Maintaining and enforcing state and district policies and regulations
- Maintaining a child's health record
- Maintaining and dispensing prescriptions
- Routine health and wellness checks
- Annual preliminary hearing & eyesight tests
- Coordinating annual dental hygiene checks
- Dismissals due to health reasons

Prescription and Medications

All prescriptions and medications, including over the counter non-prescribed medications, must be delivered to the nurse by the parent/guardian. Please, **DO NOT** send medications in with your child.

School Breakfast and Lunch

The school serves breakfast and lunch each day. The cost of the meal is advertised at the beginning of the school year and if/when changes occur. Menus are published each month and sent home. Menus are also available on the district website at www.chariho.k12.ri.us. Free and reduced breakfast and lunch is available to those families who qualify. The form for free and reduced meals is sent home at the beginning of the school year and may also be obtained upon request from the school or directly from the District Lunch Program by contacting the ARAMARK office at 364-9368. Parents are encouraged to create a lunch account by purchasing meals ahead of time. Money sent into the school goes to the cafeteria where it is deposited into a child's account. When a child makes a purchase, the

amount is withdrawn using their “pin” number. You may check on the balance in your child’s account by contacting the ARAMARK office. Money may also be sent in daily for single day lunch.

Peanut Free and Allergies

The school designates a classroom or classrooms as “peanut /allergen free” if conditions warrant. A table in the cafeteria is set aside as “peanut/allergen free” where children with allergies and children with cafeteria lunches only may sit. Children are not segregated; the table is populated with school lunch children as well. If you have a child with allergies that you feel warrants an allergen free environment, please notify the school.

Snacks

Parents are encouraged to send healthy snacks to school with their children for the mid-morning snack. The teacher does not check the nutritional value of any snack sent to school but in the case of peanut free classrooms the school will restrict snacks containing peanut products and by-products from that classroom’s snacks. Snacks may not be shared.

Outside Food in the School

Due to increased awareness of food allergies and the desire of some homes to restrict their child’s intake of certain food items, the school policy is to restrict food for whole class consumption that comes from the home or elsewhere. Sorry – although this may appear to be overly restrictive, it is the only policy that works. There are 2 options parents can pursue:

1. If you insist on food, please contact ARAMARK at 364-9368. You can place an order from them and it will be here on the day of the event. I suggest you give ARAMARK a week notice.
2. You can also send in other various non-food items like special pencils, pens, eraser, stickers, or etc. Please feel free to check with Oriental Trading which sells small school items that fit any occasion. There is a catalog at Hope Valley or you can visit their web page at www.orientaltrading.com.

When we do special things here at school, we are aware of what foods we can use or we make use of the school food program through ARAMARK. When it comes to family events where you accompany your children like the Halloween party, Ice Cream Social, movie nights, family picnic, etc, we lift the restrictions because we know you are monitoring or will provide food which is acceptable. If you have special requests, please do not hesitate to contact the school. Thank you for your understanding and cooperation with this matter.

Parent Volunteers and Chaperones

Parents and guardians are encouraged to volunteer to assist in the classroom, in the school library or for other school activities. The classroom teacher and the principal determine the number of volunteers or chaperones appropriate/necessary for a classroom or an event. If you wish to be a volunteer or a chaperone, you may contact the teacher or the principal or respond to a request from the teacher. In all instances, parents, guardians and community members are required to obtain a BCI (Background Criminal Investigation) check (see below). In all instances the principal will make the final determination concerning placement of volunteers and chaperones.

BCI Checks

BCI checks are necessary to determine if an individual may be a threat to a child’s safety. Every individual working in a setting with children is required to have a BCI check. To obtain a BCI check:

- Go to the district main office
- Present two forms of identification
- Complete the appropriate form

The district office will submit the form to the Rhode Island State Attorney General. In 4 to 6 weeks the school will be notified as to the results. It is the responsibility of the individual requesting the BCI check to contact the school for a BCI status report.

Student Discipline and Behavior Standards

It is the goal of the school for children to learn to be good decision makers and be responsible for their actions. The elementary school adheres to the “Standards for Student Behavior – Elementary School” which may be found in the “Chariho School District Policies” on-line at the district website at www.Chariho.k12.ri.us or be obtained from the school upon request. On-line go to the above site then click:

- Top center of page: District Information - then
- Right: Policies and Procedures - then
- Left: Section 6

Most instances of conduct are usually that of children being children and are handled at school. In many instances you may not be informed of every infraction because we work with children to assist them to learn from their experiences and become responsible decision makers. Continued infractions may call for a conference with the home and the child to agree on a course of corrective action. The principal has the discretion to modify the consequences set forth in the standards.

Toys, Games and Electronic Devices

Toys, games, trading cards, and collectables should not come to school. We are aware that the transportation service may permit it like I-pods and such on the buses to help keep the 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 do not conduct backpack or pocket searches for missing items.

Dress

The school does not have a dress code, but it does ask that:

- Shoes be secured across the toe and heel (no flip-flops, please)
- Clothing be seasonal / weather appropriate
- Clothing provide a reasonable degree of modesty

If determined that any of the above affects a child’s safety, health or learning we may contact you or inform you through a note. In the case of weather conditions, the school will determine if the clothing being worn prohibits a child from engaging in outside activities.

School Social Worker and Psychologist

We are aware that children may encounter personal issues and/or concerns that are distracting to their learning or well-being. In some cases the principal may ask that either the social worker or school psychologist check in with a child. In these instances, the seriousness of the situation determines if we contact you. In other instances you as the parent or guardian may wish either the social worker or psychologist to talk with your child. You may contact either of them directly or you may contact the principal who will have the social worker or school psychologist call you before speaking with your child.

School Organizations

- **PTO** – meets on the third “working” **Monday** of each month in the school year in the library at **6:30 PM**. All parents and guardians are members. The primary responsibility of the PTO is to establish and maintain student life quality and to facilitate the cultural arts program and all annual home/school events. Fundraising is a major task undertaken to support these efforts. Your attendance at meetings is encouraged. Below are the PTO dates for the school year.

- September 19
- October 17
- November 21
- December 19
- January 23
- February 27
- March 19
- April 23
- May 21
- June – TBD

- **Hope Valley Site Council – meeting dates:**

- September 12 & 26
- October 24
- November 14
- January 9
- March 12
- May 7

Meetings are held in the school library beginning at 6:30PM. The HVSC is the school improvement team and consists of the principal, parents, community and faculty. The primary duty of the HVSC is to write and monitor the annual school plan.

- **Hope Valley School Garden Committee –** This is a school district effort to establish a year-round garden at every school. Mrs. Foggo is the gardening coordinator. For more information on how you can become involved, please contact her.
- **Crisis Committee –** meets once a year (or as necessary) to review and update/revise the crisis plan and the school safety plan.

Safety Drills

The school practices several safety drills during the year. These are:

- Fire – 15 times
- Lock Down – 2 times
- Building/Campus Evacuation – 2 times
- Shelter-In-Place – 2 times
- Bus Evacuation – 2 times

With the exception of the first AM and PM fire drill involving the Pre-school sessions, drills are not announced. It has been our experience over these many years that the children do an exceptional job of conducting themselves appropriately.

Directory

Hopkinton School Committee Members

- Amanda Blau 845-661-7470
Blau.Amanda@gmail.com
- Gregory Kenny 401-539-7766 or 401-573-2393
Perrea2562@aol.com
- Georgia Ure 401-539-2160 or 401-539-4050
- Richard Vecchio 401-491-9034 or 401-212-9034

District Administration

- District main office 401-364-7575
- www.chariho.k12.ri.us
 - click on District Information
 - click in Administration
 - click on name under picture

Hope Valley Faculty/Staff

- School Office 401-539-2321 (directory provided after hours)
- e-mail
firstname.lastname@chariho.k12.ri.us

Rhode Island Department of Education

- 401-222-4600
- www.ride.ri.gov

PARENT COPY**HOPE VALLEY HANDBOOK SIGNATURE FORM
FOR THE 2011 -2012 SCHOOL YEAR**

Students, Parents and Guardians,

After reading and discussing together previous sections of our Partners in Education Handbook, please sign this handbook signature form. By signing it, you are simply acknowledging that you have read and understand the elementary student behavior code and general school rules.

Parent/Guardian's signature

Date

SCHOOL COPY

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