

# Charlestown School

Parent Handbook  
2017-2018



*Filling sails with knowledge and character  
For a successful life voyage*

Jennifer J. Poore  
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**SCHOOL HOURS**  
**8:35 a.m.-3:25 p.m.**

**School Office** **364-7716**

**School Fax** **633-7078**

**Chariho Superintendent's Office** **364-7575**  
Superintendent of Schools Mr. Barry Ricci

**Assistant Superintendent's Office** **364-1150**  
Assistant Superintendent of Schools Ms. Jane Daly

**Special Education Office** **364-1160**  
Director of Special Education Mrs. Jennifer Durkin

**Building and Grounds** **364-1152**  
Director of Building and Grounds Mr. Doug Lander

**Ocean State Transit** **552-7608**

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 E-mail Addresses

## **STAFF DIRECTORY**

**Mrs. Jennifer Poore**

**Ms. Norma Cote**

**Mrs. Carrie Marshall**

**Principal**

**Secretary**

**Clerk**

Mrs. Emily Iredale

Kindergarten

Ms. Mikel Pryor

Kindergarten

Ms. Dawn Healy

Kindergarten

Mrs. Britney Morenzoni

Grade 1

Mrs. AnnMarie Louzon

Grade 1

Mrs. Jenny Parker

Grade 1

Mrs. Holly Manchester

Grade 2

Ms. Rebecca Truppi

Grade 2

Mrs. Kimberly Allen

Grade 3

Mrs. Carrie Brown

Grade 3

TBA

Grade 3

Mrs. Linda Beaudry

Grade 4

Ms. Debbi Miceli

Grade 4

Mrs. Heidi Gonzalez-Fee

Grade 4

Mrs. Amber Alston

Special Education

Mrs. Karen Owren

Resource

Mrs. Christy Sheehy

Literacy Specialist/Reading Consultant

Mrs. Tammy Lyons

Reading Consultant

Mr. John Spears

Math Specialist

Mrs. Carolyn Coulson

Nurse

Mrs. Amanda DiFranco

Art

TBA

Spanish

Dr. Cathy Moffitt

Phys. Ed./Health

Ms. Sarah DeVito

Library

Ms. Michele Anderson

Music

Mr. Anthony Campopiano

Social Worker

Mrs. Jill Connell

Psychologist

### **Teaching Assistants**

Mrs. Cheryl Ali

Ms. Lisa Allen

Mr. Chris Caldarone

Mrs. Gail Chacon

Mrs. Maria Cook

Mrs. Maureen Major

Ms. Christine Miguel  
Mrs. Henny Spresser

Mrs. Patty Renner  
Mrs. Lorie Vanasse

Ms. Susan Rice

## After School Program

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

## 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. **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. Please be sure to have photo ID available at all times for the safety of our children. These dismissal forms are available in office.

## **Before School Program**

A program is offered for students from 7:35-8:35 am. The fee is \$3.00 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 Policy**

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

1. Due to the number of students with various food allergies, we request that birthday snacks not be sent into school. If you 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. We can no longer allow party invitations to be handed out in the classroom. Parents are being invited to share some or all of their contact information for a Classroom Directory. This Directory will be shared with all of the participants in the classroom. We ask that invitations be mailed or e-mailed directly home. This will help us avoid hurt feelings and help to limit classroom disruptions.

## **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. If you call the school, an automated service will verify if school has been cancelled or delayed. Announcements are also made through local television and radio stations.

## **Communicable Diseases and Exclusions**

A school nurse-teacher shall have the authority 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. 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 nurse 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, hee-ies, 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 one Thursday per month so that staff members can participate in extended professional development. These dates are listed on the district 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:  
<http://www.chariho.k12.ri.us/sites/default/files/elem-behavior>

## **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 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. Financial assistance for field trips may be requested by contacting Mrs. Poore.

## 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.

## Lost and Found

Please be sure to label all jackets, back packs and other personal items. Items found in the building are kept on the shelves outside of the cafeteria. Unclaimed items will be donated to charity.

## Lunch & Breakfast Program

Aramark 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. Please contact the school office to obtain your student's ID number to access their account

Free and reduced lunch application forms are sent home in September. **Parents must re-apply each year to receive this benefit.** Applications may be completed at any time during the school year if your financial status changes.

## 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.

## Notices

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

## 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.**

## Progress Reports and Report Cards

Communicating with parents regarding their child's academic progress is a priority for all staff at Charlestown School. Parents will receive progress reports on 10/6/17, 1/19/18, and 4/27/18.

Report cards will be sent home with students on or about 12/1/17, 3/16/18, and on the final day of school. We encourage all parents to maintain ongoing communication with their child's teachers.

**Parent-Teacher Conferences will be held on December 11 & 12.**

## Prohibited Items

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.

The following items are prohibited at school:

**Weapons of any kind** (including toy weapons or models)

**Medication** (Prescription or non-prescription)

**"Heelies"** (the sneakers with wheels in the heels)

## 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 at [ptocharlestownelementary@gmail.com](mailto:ptocharlestownelementary@gmail.com)

## Recess

All students have recess daily for approximately 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.

## 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 at the main office and must wear a badge while in the building. The office is open from 7:30 a.m. until 4:30 p.m. on school days.

## Volunteers

We encourage parents and grandparents to volunteer 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 in September as approval usually takes 3-4 weeks.