

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.

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

Please visit the district website at 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 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 the 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 a 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

[Bus Behavior Code Policy](#)

Cancellations and Delays

All cancellations 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, diseases 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 breakfast and lunch to all students. The cost of meals is as follows:

Breakfast cost: \$1.25

Lunch cost: \$2.50

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. 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 information](#) 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 a 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 school 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

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.

*See remaining pages for
Hope Valley School
specific items*

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 Arcadia 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

Parent Drop Off - Parent will drop off child by 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 will SLOWLY drive around the front island near the Kindergarten classroom. 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. Dismissal forms will be coming home on yellow paper. Please complete the form and send it to school with your child whenever you are going to pick up your child. Parents MUST bring photo identification at all times because some days there may be someone different doing dismissal. **FOR SAFETY REASONS, WE CANNOT ACCEPT PARENT PHONE CALLS FOR DISMISSAL OF STUDENTS UNLESS IT IS AN EMERGENCY.**

Early Dismissals - Early dismissals can take place at the school office window until 3:10pm daily. Reminder: if taking your child before the end of the day, this will count towards your child's attendance as an early dismissal unless there is a medical note. All end of day dismissals must wait outside the library door and be signed out at the library. There is no signing out your child at the office window and waiting for dismissal. Therefore, ALL end of day dismissals will take place outside the library between 3:15 and 3:20 p.m.

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

HVES Principal	Giuseppe Gencarelli	Library Media	Alison Ward
HVES Secretary	Donna Sunderland	Nurse Health	Lynn Larned
HVES Clerk	Sharon Jaruta	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	TBA
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	Psychologist	Angela Curran
Grade 3 Teacher	Deborah Zonfrilli	Adaptive PE	Matthew Bishop
Grade 4 Teacher	Jennifer Ricci	Food Service	MaryJo Piacenza
Grade 4 Teacher	Kimberly St. Clair	Food Service	Terry Gillan
Reading Consultant	Kerry Pastore	Custodian	Barbara Browning
Reading Specialist	Karen Pellegrino	Custodian	Ronald Plante
Math Specialist	Eric Mulvey	Custodian	Chris Sanquedolce
Resource Teacher	Kasey Girton	Teacher Assistants (K-4)	
Teacher Assistants (PreK)		TA (K-4)	Pamela Panciera
TA (PreK)	Jen Andrew	TA (Kindergarten)	Britni Holleran
TA (PreK)	Sally Andreozzi	TA (Kindergarten)	Jennifer LaBelle
TA (PreK)	Loren Ciringione	TA (K-4)	Laurie Mello
TA (PreK)	Ashley Marsh	TA (K-4)	Patricia Moore
TA (PreK)	Barbara Oldfield	TA (K-4)	Frances Smith
TA (PreK)	Vasiliki Wilkinson	TA (1:1)	Denise Hall

District Elementary School Handbook Acknowledgement

Dear Parents/Guardians,

Please take time to review and discuss the policies below as well as the District Elementary School Handbook with your child(ren). [Click here for all district policies](#) or you can visit the Chariho website at <https://www.chariho.k12.ri.us/>, click on District Information, and then Policies and Procedures. Should you have any questions or concerns, please contact your child's school.

Please be sure to read the handbook in its entirety and review the policies. Parents must sign and return 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 complete and return 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.