



ASHAWAY SCHOOL

Student/ Parent Handbook

2018-2019



“Roaring with Pride and Ready to Learn”

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, innovative education in a safe environment.



Important Phone Numbers

Ashaway Elementary School	377-2211
Ashaway Elementary School Fax	633-6208
Superintendent's Office	364-7575
Assistant Superintendent's Office	364-1150
Director of Special Needs	364-1160
Director of Building and Grounds	364-1152
Oceanstate Transit	552-7608

Central Administration

Superintendent of Schools	Barry Ricci
Assistant Superintendent	Jane Daly
Director of Finance and Administration	Susan Rogers
Director of Special Needs	Jennifer Durkin
Director of Technology	Shawn Cole

Ashaway Elementary School Faculty List 2017-2018

Principal

Jeffrey Scanapieco

Kindergarten

Kerri Smith

Gina Lee

Grade 1

Kelly Dicocco

Patience Breault

Grade 2

Patricia Pearce

Heather Gray

Grade 3

Lindsay Bliven

Courtney Moffitt

Grade 4

Julie Young

Clare Ornburn

Special Education/ Resource

Brittney Godbout

World Language

Dori Carpenter

Jennifer Giuliano

Office Staff

School Secretary – Kathy Scaglione

Reading Specialists

Karen Pellegrino

Kelly Vocatura

Math Specialist

Gina Gervasini

Social Worker

Anthony Campopiano

School Psychologist

Jill Connell

School Nurse/ Teacher

Nancy Fischer

Specialists

Art – Jean Mandeville

Library/ Media Specialist – Karen Mann

Music – Michael Zielski

Physical Education – Jacqueline Sorensen

Speech Pathologist – Jessica Warren

Occupational Therapist - Bonnie Krause

ELL – Kayla Patten

Clerk – Lisa Mastrandrea

Custodians – John Zielski

Michele Gauthier

Vera McGiveney

Teacher Assistants

Diane Ballata

Angela DiMuccio-DeSantis

Amy Branconnier

Jacqueline Ferria

Melissa Carrier

Carol Gilmore

Sandy Cook

Lyn Richard

1. School Times

Grades K – 4:

8:35 am – 3:25 pm

2. Cancellations and Delays

All cancellations will 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
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.

Parents must sign in children after the start of the school day.

* Early dismissals and tardies will be considered non-exempt unless they meet the requirements to be excused – **Refer to revised Chariho Attendance Policy**

4. Arrival

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

Parent Drop Offs: Students who are driven to school may be dropped off at the first gym door between 8:20 and 8:35. Please do not arrive before 8:20 because adult supervision is not present. Please exercise caution and patience when dropping off students. Students are not to be released

from any vehicles until they are inside the designated drop off zone. This area will be marked with traffic cones to ensure that all children exit their vehicles and enter the school safely.

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

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

5. Early Dismissal

Upon notification of the early dismissal, students are only released from the Main Office. Parent, guardians, 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. Early dismissals are included in the attendance record of each student (see the Chariho Attendance Policy).

6. Parking

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

7. Regular Dismissal

Students will be designated as a Walker, Bus Student, or Parent Pick-Up: Please see below for specifics:

1. Walkers are dismissed from the gym entrance at the back of the building. Please be very careful of the walkers leaving the school grounds. Walkers are the first students to be dismissed from their classrooms at 3:25.
2. Bus Students - Students are called down by bus from their classroom. Bus students line up in the appropriate bus line and are walked out to their bus by school staff members. There may be delays during the first few weeks of school and inclement weather.
3. Parent Pick-Up - Students are called down to the cafeteria and sit at tables supervised by a staff member until a parent, guardian, or designated individual signs him or her out. Parents are asked to arrive by 3:25 and wait in line outside the first back door of the gymnasium. If there is inclement weather, please wait in your car until 3:25. *Please* do not use the main entrance of the building to access the parent pick-up area. Any parent arriving before 3:25 and signing out their child(ren) must note that dismissals before 3:25

are counted as an “unexcused early dismissal” unless you provide appropriate documentation to have it excused. Refer to the revised Chariho Attendance Policy.

- 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.
- Children must be supervised during Parent Pick-Up. **Please do not allow children to run around in the parking lots and areas where traffic may be present. It could result in injury or harm.**

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 and/or emails** are not accepted. The only adults allowed to pick up your child(ren) **MUST** be listed on their Consent to Release forms and noted on the gold Pick-up form.

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.

Please make sure 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: \$2.30 Reduced Lunch: \$.40

Full Breakfast: \$1.25 Reduced Breakfast: \$.30

Milk: \$.50

Lunch Block: 11:50 – 12:35

Grades K, 1 and 2: 11:50 – 12:15pm

Grades 3 and 4: 12:15 – 12:35pm

11. Recess

Unless there is inclement weather and/ or dangerous playground conditions, 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 are not allowed in school. Sandals and other open toed footwear are not conducive to the classroom, recess yard, bus, etc...

Recess Schedule:

Grade K: 11:30 – 11:50

Grades 1 and 2: 12:15 – 12:35

Grades 3 and 4: 11:50 – 12:15pm

12. Appropriate Dress

Students are expected to come to school groomed and dressed neatly. 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.

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

Flip flops are not permitted because they could be a safety hazard during physical education and recess.

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

One goal of Ashaway School is to provide a safe, healthy and structured educational environment. To accomplish this goal, 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 are hurtful and unkind. 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 School's 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. Registration for bus transportation must be done on a yearly basis.

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: Ashaway School is a peanut/tree nut free school. No food products containing peanut/tree nut by products (oils, etc.) will be permitted in the entire school (classrooms, main office, cafeteria, etc.) No cafeteria foods will be sold or prepared by the school that contain peanuts/tree nuts or peanut/tree nut by-products.

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).

16. Parent Cell Phones

It is requested that all parent cell phones are turned off or set to silent mode. Phones should not be used in the corridors, classrooms, or other meeting areas where others may be present.

17. 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.)

Ocean State Transit 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 **Shelter In Place** 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.

During a **Lockdown**, school personnel will direct students to follow the protocols for a Lockdown drill. During a Lockdown, no one will be permitted into the building 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.

18. Report Cards

Student report cards are distributed three times per year. Parent/ Guardian signatures are required on the Report Card envelope which must be returned to school.

Please contact your child's teacher directly if you wish to have a parent/teacher conference.

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.

19. Art, Library, Music, and Physical Education

Students at the elementary level participate in weekly art, health, library, music, and physical education classes taught by a certified teacher. Kindergarten will have two physical education classes and two library classes per week, in lieu of health.

To safely participate in Physical Education classes, sneakers and proper clothing are required. All Rhode Island School students are required to participate in two physical education classes per week.

20. Wellness and Nutrition Policy – Birthday Celebrations

Please refer to the Chariho Public Schools policies for the entire "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 prohibited, unless food items offered adhere to R.I.G.L. 16-21-7 and U.S.D.A. Smart Snacks in Schools Regulations. When a reward or incentive program is determined to be necessary, teachers are encouraged to use physical activities and privileges as a reward or incentive. The District shall allow parents/guardians the right to refuse their child's participation to partake of food from sources other than the District's food service provider or the Chariho Area Career and Technical Center.
- 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.**

Ashaway School Policy Ramifications

1. No Candy incentives or consumption of candy will be used during instructional time.
2. Any Classroom celebrations featuring food must consist of whole grain, fruits, vegetables, and dairy products. All food items must be **PEANUT/TREE NUT FREE**. **Birthday celebrations that include cakes, cupcakes, etc. 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.
 - Please note food items page.
 - Parties hosted by parents are not permitted in school. Please refrain from sending invitations to school to be handed out by school staff.

21. Rhode Island Comprehensive Assessment System (RICAS)

ALL students in grades three and four must participate in the RICAS Assessment. Testing will take place April 1st through May 24th and will consist of 5 test sessions, three for ELA and two sessions for Math. During testing days please make sure your child is in school on time, well rested and eats a healthy breakfast.

22. 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.

23. School Wide Behavior Expectations

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

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

24. 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.

25. 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 of 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 **yearly** background investigation to be performed at no cost to the volunteer.

26. 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 process outlines the steps taken for students who are referred to the office for major/ inappropriate behavior.

1st Referral:

- A. Conference with Student
- B. Notify Parent/ Guardian

3rd Referral:

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

2nd Referral:

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

4th 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.