

# **CHARIHO REGIONAL SCHOOL DISTRICT**

## **ELEMENTARY PARENT HANDBOOK**



**Ashaway Elementary School  
Charlestown Elementary School  
Hope Valley Elementary School  
Richmond Elementary School**

**Updates to this Handbook will be posted on school websites.**

# IMPORTANT CONTACT INFORMATION

**SCHOOL HOURS**  
**8:40 a.m.-3:25 p.m.**

<b>Chariho Superintendent's Office</b> Superintendent of Schools	<b>364-7575</b> Mrs. Gina Picard	<b>Fax:</b> 415-6076
<b>Assistant Superintendent's Office</b> Assistant Superintendent of Schools	<b>364-1150</b> Mr. Michael Comella, Ed.D.	<b>Fax:</b> 415-6076
<b>Special Education Office</b> Director of Special Education	<b>364-1160</b> Mrs. Jennifer Durkin	<b>Fax:</b> 364-1161
<b>Building and Grounds</b> Director of Building and Grounds	<b>364-1152</b> Mr. Jason Sullivan	<b>Fax:</b> 223-9682
<b>Ocean State Transit</b> Transportation Supervisor	<b>552-7608</b> Ms. Lillian Benoit	<b>Fax:</b> 552-7612
<b>Chartwell's</b> Food Services Director	<b>552-7571</b> TBD	
<b>Ashaway Elementary</b> Principal	<b>377-2211</b> Mr. Jeffrey Scanapieco	<b>Fax:</b> 633-6208
<b>Charlestown School</b> Principal	<b>364-7716</b> Mrs. Jennifer Poore	<b>Fax:</b> 633-7078
<b>Hope Valley Elementary</b> Principal	<b>539-2321</b> Mr. Giuseppe Gencarelli	<b>Fax:</b> 633-7099
<b>Richmond Elementary</b> Principal	<b>539-2441</b> Mrs. Sharon Martin	<b>Fax:</b> 633-7139

Please visit the district website at [www.chariho.k12.ri.us](http://www.chariho.k12.ri.us) for:

- Student Registration
- 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 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. 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 a written request from the parent. In addition, individuals signing out a student must be 18 years old or above. Please be sure to have a 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 in their buses. Drivers must follow procedures related to documentation of disciplinary incidents. The driver and/or monitor are responsible to provide a written referral, which includes the recommended level of discipline, to the principal or designee. The principal will determine what consequences are appropriate based on the infraction after the student receives due process. The principal/director or their designee may consult with the bus company to ensure all information is reviewed. Please refer to the district website for the entire bus behavior code [HERE](#).

## **Cancellations and Delays**

All cancellation or delays will be posted on the Chariho School Website and through the use of an automated 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, disease 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.

## Elementary Behavior Code

The Standards for Student Behavior provide guidance to students in the fulfillment of their responsibilities as productive citizens of all Chariho Regional Elementary Schools. The Standards are:

- Respect and encourage the right to teach and the right to learn at all times.**
- Be actively engaged in learning, ask questions, collaborate, and seek solutions.**
- Be on time to fulfill your daily commitments.**
- Be appropriate; demonstrate behavior that is considerate of the community, the school, and yourself.**
- Be truthful and communicate honestly.**
- Be responsible and accountable for your choices.**

This behavior code is designed to create a safe and orderly environment. Before any teaching and learning can take place, students and staff must feel safe. Time spent in elementary school must be free from the distractions of inappropriate behavior. Our goal is to change the inappropriate behaviors and to help students to accept responsibility for their actions. Our attention, therefore, is focused on shaping behavior and not on the punitive nature of issuing consequences.

Please refer to the district website for the entire behavior code: [Click here to find the policy](#) (once on the site, click on “Section VI-Students” then click on “Behavior Code Elementary 22-23.” The policy will open and/or download.

## 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 for missed work.*

### 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 a breakfast and lunch program to all students. Breakfast is \$1.25 and lunch is \$2.50. Milk sold separately from a meal costs \$.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. Chariho schools use MySchoolBucks for student lunch accounts. Click [HERE](#) for more information on how to track balances, make purchases, and deposit money into an account. Parents can also download the MySchoolBucks app and get convenient access to meal balances, purchases, and make payments right from their phone.

Free and reduced lunch application forms are available on-line: [Click here for the free and reduced application](#) 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. **If you feel you may qualify for Free/Reduced Lunch it is important to complete the application even though meals are being offered for free this year.**

## 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.

## Policies

Please take time to review and discuss the policies below as well as this District Elementary School Handbook with your child(ren). Read the handbook in its entirety and review the policies. Parents must electronically sign-off to acknowledge receipt of the handbook. Click [HERE](#) for all district policies. Should you have any questions or concerns, please contact your child's school.

Please be sure to at least review these important policies:

- Attendance
- Behavior Code Elementary
- Bus Behavior Code
- Responsible Use of Technology
- Family Educational Rights & Privacy Act (FERPA)
- Videography, Photography, and Audio Recording

## 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 gaming devices 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.

## Report Cards

Communicating with parents regarding their child's academic progress is a priority for all staff in Chariho. Parents of children in grades K through 4 will receive Report Cards a week after the 1st and 2nd trimester ends and on the last day of school. The district calendar can be found [HERE](#). We encourage all parents to maintain ongoing communication with their child's teachers and to request a conference if needed. **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.**

## School Hours

The school day begins at 8:40 am and ends at 3:25 pm.

## Title IX

The Chariho Regional School District is committed to maintaining and promoting an educational environment free from all forms of discrimination, including harassment and sexual harassment. The civil rights of all school community members are guaranteed by law, and the protection of those rights is important to Chariho. The Title IX Coordinator for the Chariho Regional School District is Kristen Merritt, [kristen.merritt@chariho.k12.ri.us](mailto:kristen.merritt@chariho.k12.ri.us), 401-364-3260. The Title IX Coordinator will coordinate and investigate any discrimination or harassment claims. For additional information, please refer to the Title IX policy [HERE](#). The School Committee's policy on Harassment can be found [HERE](#).

## 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 [HERE](#). Parents can also register their students for bussing through their individualized PowerSchool account.

## Visitors

All exterior doors are locked at all times. When you arrive at the school, please go to the main front door, face the camera & press the buzzer on the outside of the building. 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 walk by or visit any other areas of the building. Please make sure not to use your cell phone while at school 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 the Central Office and must be renewed ANNUALLY. 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.

**Please click on your child's school link to access school specific information.**

[Ashaway Elementary School](#)  
[Charlestown Elementary School](#)  
[Hope Valley Elementary School](#)  
[Richmond Elementary School](#)

# Ashaway Elementary School Specific Items



“Roaring with Pride and Ready to Learn”

12A Hillside Avenue  
Ashaway, RI 02804  
401-377-2211 phone  
401-633-6208 fax

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.

## **Morning Arrival**

**Walkers:** Walkers are asked to use the front door and wait outside with a parent/guardian until the doors open at 8:34 AM. Students will walk directly to their classrooms.

**Parent Drop Offs:** Students who are driven to school may be dropped off at the second set of gym doors. Doors will open at 8:34 and we will unload three cars at a time. 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.



### **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.

### **Early Dismissal**

Early dismissal will take place in the main office until 3:00. Parents who wish to pick up their child from school must complete a yellow Dismissal Form and send it to school with their child. Please note that dismissals before regular dismissal time are counted as “unexcused early dismissal” unless you provide appropriate documentation to have it excused.

### **Regular Dismissal**

**Walkers:** (Families who walk their children home from school or need to park their vehicle) Walkers are dismissed from the main entrance.

**Parent Pick-Up:** Parents/guardians who wish to pick up their child from school must complete a yellow Dismissal Form and send it to school with their child. Parents/guardians 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. Cars will follow the same traffic pattern around the building and out onto Hillside Avenue that we follow for morning drop off. Parents are asked to remain in their car in a single file line beginning at the end of the library wing starting at 3:15. All families will be assigned a car tag that must be displayed in the vehicle to assist staff with dismissing students. Staff will be assisting and directing traffic to help. School staff will walk children to their vehicles. **Like morning drop off, cars will not be permitted to pass while the buses are loading.** Once the buses have left, traffic will resume. Dismissal will take place from 3:19 to 3:25.

- **During Parent Pick-Up, all persons need to remain in their vehicles. 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.**

### **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.

**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.**

**ASHAWAY STAFF DIRECTORY**  
**2023-2024**

<b>Principal</b>	Jeffrey Scanapieco	<b>School Psychologist</b>	Molly Clark
<b>Secretary</b>	Christine Kubacki	<b>Nurse Teacher</b>	Victoria Morrone
<b>Clerk</b>	Cyntia Gould	<b>Teacher - Grade K</b>	Patience Breault
<b>Teacher - Grade K</b>	Kerri Smith	<b>Teacher - Grade 1</b>	Kelly Dicocco
<b>Teacher - Grade 1</b>	Kristen Emery	<b>Teacher - Grade 2</b>	Gina Lee
<b>Teacher - Grade 2</b>	Heather Gray	<b>Teacher - Grade 3</b>	Elisa Genry
<b>Teacher - Grade 3</b>	Lindsay Bliven	<b>Teacher - Grade 4</b>	Julie Young
<b>Teacher - Grade 4</b>	Clare Ornburn	<b>Teaching Assistant</b>	TBD
<b>Teaching Assistant</b>	Diane Ballatta	<b>Teaching Assistant</b>	Melissa Timman
<b>Teaching Assistant</b>	Melissa Carrier	<b>Teaching Assistant</b>	Sandy Cook
<b>Teaching Assistant</b>	Carol Gilmore	<b>Library/Media Specialist</b>	Kristen Anderson
<b>Reading Resource</b>	Karen Pellegrino	<b>Math Resource</b>	Eric Mulvey
<b>Art</b>	Annette Greenwood	<b>Music</b>	Michael Zielski
<b>PE</b>	Jacqueline Karney	<b>Special Education</b>	Britney Godbout
<b>OT</b>	Leah Gillen	<b>Special Education</b>	Natalie Baggensen
<b>PT</b>	Eric Dauphanis	<b>Speech</b>	Kerri Green
<b>MLL</b>	Linda Beaudry	<b>Custodian</b>	John Zielski
		<b>Custodian</b>	Michele Gauthier
		<b>Custodian</b>	Elizabeth Rekowski

# Charlestown School Specific Items

## Mission

*The Mission of Charlestown School is to guide all students to become respectful citizens, independent thinkers, creative problem solvers and responsible learners within a nurturing and collaborative environment.*

## After School Program

The Arcadia YMCA offers an after school program based on student enrollment. The program runs from 3:25-6:00 p.m. at Charlestown School. Early Release Thursdays may also be included. Space is limited and parents should contact the YMCA at: 401-539-2306 or [www.oceancommunityymca.org](http://www.oceancommunityymca.org)

## Notices

Each student will be given a School/Home folder. Please use this folder to send important notes to school. Notices and flyers will be primarily e-mailed to parents if you have provided an email address to the school.

## Drop Off

Busses drop students off along the front curb. Students who need breakfast are released first and the remaining students are released at 8:34 am and walk directly to their classrooms.

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. Students in grades 2-4 enter via the C10 door near the library and students in grades K-1 enter using the double set of glass doors near the back parking lot. The front parking area is not accessible for parent drop off due to busses. **Students who arrive after 8:40 will be marked tardy.**

Students arriving prior to 8:30 must be signed up for the Before School Program which is a pre-paid, scheduled program open from 7:35-8:30 each school day. Packets are available in the Main Office. The cost is \$3.50 per day.

## 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. 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 back of the building promptly at 3:15 p.m.

**FOR SAFETY REASONS WE CANNOT ACCEPT PARENT PHONE CALLS FOR DISMISSAL OF STUDENTS.**

## Peanut-free and Allergies

Your child may be assigned to a classroom that is designated as peanut-free for snack only. There are students in various grades with severe allergies. Thank you for respecting this policy and helping to maintain a safe school environment.

## **CHARLESTOWN STAFF DIRECTORY**

<b>Mrs. Jennifer Poore</b>	<b>Principal</b>
<b>Ms. Norma Cote</b>	<b>Secretary</b>
<b>Mrs. Sharon Jaruta</b>	<b>Clerk</b>
Mrs. Mikel Raposa	Kindergarten
Ms. Dawn Healy	Kindergarten
Ms. Aimee Louzon	Grade 1
Mrs. AnnMarie Louzon	Grade 1
Ms. Alison Hudecek	Grade 2
Mrs. Amanda Poppe	Grade 2
Ms. Rebecca Truppi	Grade 2
Mrs. Carrie Brown	Grade 3
Mrs. Lea Ann McQuaide	Grade 3
Mrs. Britney Morenzoni	Grade 4
Mrs. Heidi Gonzalez-Fee	Grade 4
Ms. Molly Beagan	Grade 4
Mrs. Amber Alston	Special Education
Ms. Jessica Bourgault	Special Education
Mrs. Karen Owren	Resource
Mrs. Vanessa Freelove	Resource
Mrs. Christy Sheehy	Reading Specialist
Mrs. Tammy Lyons	Reading Consultant
Mr. John Spears	Math Specialist
Mrs. Carolyn Coulson	Nurse Teacher
Mrs. Amanda DiFranco	Art
Dr. Cathy Moffitt	Phys. Ed./Health
Mrs. Sherri Jackson	Library
Mrs. Michele McKee	Music
Ms. Lindsay Cohen	Social Worker
Ms. Joan Evans	Speech Pathologist
Mrs. Denise Champney	Speech Pathologist
Ms. Ashley Hogan	Occupational Therapist
Mr. Eric Dauphinais	Physical Therapist

### **Teaching Assistants**

Mr. Chris Caldarone	Ms. Henny Doornekamp	Mrs. Michelle Laurie
Mrs. Maureen Major	Ms. Lacy Miguel	Ms. Christine Miguel
Ms. Pamela Panciera	Mrs. Patty Renner	Mrs. Susan Rice
Mrs. Lorie Vanasse		

### **Custodial Staff**

Jonathan Gould

# Hope Valley School Specific Items

**HVES School Improvement Plan** - Please click on the link to view our [2023-2026 School Improvement Plan](#).

**Notices** - Each student will be given a School/Home folder. Please use this folder to send important notes to school.

**Morning Program** - If your child(ren) is planning to attend the morning program on September 5, please notify the school by calling the front office at 401-539-2321. Cost is \$3.50 per day and it starts at 7:35.

**Parent Drop Off** - Parents will drop off their child by the door by the Kindergarten room between 8:20 and 8:35. Please do not arrive before 8:20 because adult supervision will not be present. \*\*Parents will SLOWLY drive around the front island near the Kindergarten classroom. Please use caution when entering and exiting the parking lot.

**Breakfast & Lunch** - The cost for breakfast is \$1.25 and lunch is \$2.50. Milk only is \$.50. Families can always apply for free or reduced lunch at any time during the school year. Application and instructions are available [HERE](#). Parents have three options to pay (My School Bucks, check, cash). If using the My School Bucks, parents can check on their child's lunch balance by creating an account on the [My School Bucks](#) website. The instructions to do that are [HERE](#). If paying by check, checks can be made out to the Chariho School Lunch Program. Or families can send cash in an envelope labeled with your child's name and teacher. Parents can contact Chartwells directly if you have any questions at 401-552-7571.

**Severe Allergies** - **The ENTIRE school is designated as peanut and tree nut free!** The School Improvement Team voted to make Hope Valley School PEANUT & TREE NUT FREE to ensure the safety of all students and staff.

**Therefore, our school will be an allergy safe place that is free from peanuts and tree nuts.** No food products (for snack and lunch) containing peanut/tree nut by products will be permitted in the 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. Thank you for your attention to this important safety matter.

**Early Dismissals** - Parents who wish to pick-up their child from school, must have a [dismissal form](#) sent to school. Early dismissal will take place at the main front door. Please note that dismissals before regular dismissal time are counted as "unexcused early dismissal" unless you provide appropriate documentation to have it excused.

## **DISMISSAL OPTIONS:**

1. **Bus Transportation** - Riding the bus is the safest and most efficient mode of transportation. Bus transportation form was due by July 1 but any parent can register at any time. Just know that it could take up to 2 weeks for transportation to become finalized. Please visit [HERE](#) to register for bus transportation. If you need assistance, call the school office at 401-539-2321.
2. **Parent Pick Up** - Parents who wish to pick up their child from school at the exterior Library door can complete the Google Form [HERE](#). We also have a [Dismissal Form](#) parents can complete. Parents MUST bring photo identification at **all times**. FOR SAFETY REASONS, WE CANNOT ACCEPT PARENT PHONE CALLS FOR DISMISSAL OF STUDENTS UNLESS IT IS AN EMERGENCY.
  - a. Dismissal will be from the exterior LIBRARY door. At dismissal time, students will be sent down to the library where they will wait to be called. Staff will assist students as needed during dismissal.
  - b. Parents will have to park on Locustville Road or at the church and walk to the Library door. You will wait outside on the sidewalk under the covering. **There is no parking in the school parking lot.** The lot must be clear for emergency vehicles. This is for you and your child's safety.
3. **Walker** - To help minimize the congestion for parent pick up, parents who have children in grades 2-4 can opt-in to have their child be a "walker." Basically, at 3:20, the "walkers" will be dismissed to Langworthy Field where parents can then pick up their child (siblings in younger grades will be allowed). In this scenario, an adult will watch students walk down to Langworthy Field where parents can wait to pick up their child(ren). If parents

agree to have their child be a walker, there is no signing out and no waiting outside. Parents will have to request this by completing and signing a “Walker Permission & Waiver Form” (link below). Important note for parents, only choose this option if you feel that your child is mature enough to handle the responsibility of walking down to Langworthy Field. A staff member will watch from above but students will walk down to you. To sign up for this option, please complete this [Google Form](#). The school will follow up with an email confirming this option in early September.

# Hope Valley Elementary School Staff Directory

<b>HVES Principal</b>	<b>Giuseppe Gencarelli</b>		<b>Resource Teacher</b>	<b>Kimberly Allen</b>
<b>HVES Secretary</b>	<b>Donna Sunderland</b>		<b>Resource Teacher</b>	<b>Natalie Baggessen</b>
<b>HVES Clerk</b>	<b>Sharon Jaruta</b>		<b>Library Media</b>	<b>Alison Ward</b>
<b>PreK Teacher (HV)</b>	<b>Kasey Alves</b>		<b>Nurse Health</b>	<b>Tara McAloon</b>
<b>PreK Teacher (HV)</b>	<b>Patricia Ciullo</b>		<b>PE</b>	<b>Robert Gargaro</b>
<b>PreK Teacher (HV)</b>	<b>Jeanine Mankoff</b>		<b>PE / Health</b>	<b>Jacquelyn Karney</b>
<b>PreK Teacher (CHS)</b>	<b>Jane Kelly</b>		<b>Art</b>	<b>Amanda DiFrano</b>
<b>Grade K Teacher</b>	<b>Tricia Abbott</b>		<b>Music</b>	<b>Michele McKee</b>
<b>Grade K Teacher</b>	<b>Tricia Scheer</b>		<b>Speech / Language</b>	<b>Kerri Green</b>
<b>Grade 1 Teacher</b>	<b>Emily Iredale</b>		<b>Speech / Language</b>	<b>Stephanie LaPlante</b>
<b>Grade 1 Teacher</b>	<b>Polly Lilly</b>		<b>Speech / Language</b>	<b>Dana Pinatello</b>
<b>Grade 2 Teacher</b>	<b>Skye Hart</b>		<b>OT</b>	<b>Leah Gillen</b>
<b>Grade 2 Teacher</b>	<b>Courtney Moffitt</b>		<b>PT</b>	<b>Eric Dauphinais</b>
<b>Grade 3 Teacher</b>	<b>John Fanning</b>		<b>PT Assistant</b>	<b>Suzanne Winchell</b>
<b>Grade 3 Teacher</b>	<b>Deborah Zonfrilli</b>		<b>Psychologist</b>	<b>Molly Clark</b>
<b>Grade 4 Teacher</b>	<b>Filipa Bryson</b>		<b>Adaptive PE</b>	<b>Matthew Bishop</b>
<b>Grade 4 Teacher</b>	<b>Kimberly St Clair</b>		<b>Food Service</b>	<b>TBD</b>
<b>Reading Consultant</b>	<b>Ellen Tiexiera</b>		<b>Food Service</b>	<b>Terry Gillan</b>
<b>Reading Specialist</b>	<b>Diane Paolino</b>		<b>Custodian (day)</b>	<b>Barbara Browning</b>
<b>Math Specialist</b>	<b>Kayla Patten</b>		<b>Custodian (4-hour)</b>	<b>Chris Sanquedolce</b>
<b>Teacher Assistants (PreK)</b>			<b>Custodian (evening)</b>	<b>Vacant</b>
<b>TA (PreK)</b>	<b>Denise Hall</b>		<b>Teacher Assistants (K-4)</b>	
<b>TA (PreK)</b>	<b>Barbara Oldfield</b>		<b>TA (Kindergarten)</b>	<b>TBD</b>
<b>TA (PreK)</b>	<b>Cheyenne Andrews</b>		<b>TA (Kindergarten)</b>	<b>TBD</b>
<b>TA (PreK)</b>	<b>Vasiliki Wilkinson</b>		<b>TA (K-4)</b>	<b>Loren Cirnigione</b>
<b>TA (PreK)</b>	<b>Jessica Gerjes</b>		<b>TA (K-4)</b>	<b>Ashley Marsh</b>
<b>TA (PreK)</b>	<b>Gabriella Richardson</b>		<b>TA (K-4)</b>	<b>Patricia Moore</b>

TA (PreK at CHS)	Laura Berger		TA (K-4)	Laurie Mello
------------------	--------------	--	----------	--------------

# Richmond Elementary School Specific Items



## Mission

Richmond Elementary School cultivates lifelong learners and problem solvers through rigor, inquiry, and integrity while recognizing the individuality of each and every child.

## Vision

Richmond Elementary School in partnership with community and families, engages students to master challenging content and promote creativity in a safe and nurturing environment.

## Beliefs

**We believe** all students can thrive when supported, nurtured, and engaged in rigorous and challenging academic experiences.

**We believe** all students can become active and productive community leaders and global citizens using the skills of cooperation, assertion, responsibility, empathy and self-control.

## After School Program

The Arcadia YMCA offers an after school program which runs from 3:25-6:00 p.m. at **Richmond Elementary School**. Early Release Thursdays are also included. Space is limited. Parents should contact the YMCA at: 401-539-2306 or [www.oceancommunityymca.org](http://www.oceancommunityymca.org)

## Notices

Each student will be given a School/Home folder. Notices and flyers will be sent in this folder. Please use this folder to send important notes to school. If you have provided an email address to the school, you will receive notices by email **via the Richmond Listserv**.

## Parent Drop Off

Parents may drop off students between 8:30 and 8:40 am at the West Entrance Side of the building. The front parking area is not accessible for parent drop off due to busses. Students who arrive after 8:45 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. **If a Dismissal form is not completed, please be sure to email your request to Amanda Palmer ([Amanda.palmer@chariho.k12.ri.us](mailto:Amanda.palmer@chariho.k12.ri.us)) and Margaret Stoute ([Margaret.stoute@chariho.k12.ri.us](mailto:Margaret.stoute@chariho.k12.ri.us)) prior to 2:45 PM.** Parents should bring photo identification until they are known to staff. Early dismissal will take place in the school office until 3:15 pm daily. All end-of-day dismissals will take place in the cafeteria promptly at 3:20 p.m. **FOR SAFETY REASONS WE CANNOT ACCEPT PARENT PHONE CALLS FOR DISMISSAL OF STUDENTS.**

## Peanut-free and Allergies

Your child may be assigned to a classroom that is designated as peanut-free at school. There are students in various grades with severe allergies. Thank you for respecting this policy and helping to maintain a safe school environment.

<b>Richmond Elementary School Staff List 2023-2024</b>				
Principal	Sharon Martin		Teacher Assistant Sped.	Blythe Tetlow
Secretary	Amanda Palmer		Teacher Assistant Sped.	Pamela Chatell
Clerk	Margaret Stoute		Teacher Assistant K-4	Kandace Ferria
Grade K Teacher	Lauren Durante		Teacher Assistant K-4	Diane McKeen
Grade K Teacher	Michelle Morris		Teacher Assistant K-4	Jennifer Calner
Grade K Teacher	Tami Neill		Teacher Assistant K-4	Doreen Reilly
Grade K Teacher	Dorinda Pizone		Teacher Assistant K-4	Cynthia Woodmansee
Grade 1 Teacher	Robyn Clavet		Teacher Assistant K-4	Vacant-3 hr
Grade 1 Teacher	Kelsey Silkes		Teacher Assistant K-4	Deborah Kenyon
Grade 1 Teacher			Teacher Assistant K-4	Savannah Caruso
Grade 1 Teacher	Kirstyn Zaborski		Teacher Assistant K-4	Christine Buda
Grade 2 Teacher	Sarah Hesford		Behavior Management Assistant	Kelly Masterson
Grade 2 Teacher	Courtney Page		Library Media	Meghan Recuperero
Grade 2 Teacher	Margaret Webster		Nurse Health	Erin Plucinski
Grade 2 Teacher	Nicole Westcott		PE Health	Robert Gargaro
Grade 3 Teacher	Ariel Loontjens		PE Health	Kimberlie Daigle
Grade 3 Teacher	Michele Leclerc		Art	Annette Greenwood
Grade 3 Teacher	Corinne Pirnie		Music	Michael Zielski
Grade 3 Teacher	Catherine Stahl		MLL	Linda Beaudry
Grade 4 Teacher	Bethany Gervais		Speech Language Pathologist	Elizabeth Preston
Grade 4 Teacher	Thomas Rock		Speech Language Pathologist	Amy Manchester
Grade 4 Teacher	David Caplette		Physical Therapist	Dr. Eric Dauphinais
Grade 4 Teacher	Katelyn Caswell		Occupational Therapist	Precille Augeri
Grade 4 Teacher	Shelly McGlinsey		PT Assistant	Suzanne Winchell
Special Education Teacher	Sheri McCue		Psychologist	Dr. Lisa Smith
Reading Specialist	Kelly Vocatura		Adaptive PE	Matthew Bishop
Reading Specialist	Karrie Carreiro		Food Service	Lelah Sciarra
Reading Specialist	Paige Leddy		Food Service	Nancy Marino
Math Specialist	Daniele Teoli		Custodian	Joe Souza
Math Specialist	Katie Kent		Custodian	Carroll Irwin
Resource Teacher	Vanessa Freelove		Custodian	Melissa Adams
Resource Teacher	Kathy Paris		Custodian	vacant
Resource Teacher	Laurie Gigliotti		Building Substitute	Kelly Dolan
Teacher Assistant Sped.	Deborah Dyer		Building Substitute	
Teacher Assistant Sped.	Daria Madden		ESS Clinician	Danielle Stewart



