

# 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.

Tuancy - 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 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 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**  
**2022-2023**

<b>Principal</b>	Jeffrey Scanapieco		
<b>Secretary</b>	Christine Kubacki	<b>School Psychologist</b>	TBD
<b>Clerk</b>	TBD	<b>Nurse Teacher</b>	Victoria Morrone
<b>Teacher - Grade K</b>	Kerri Smith	<b>Teacher - Grade K</b>	Gina Lee
<b>Teacher - Grade 1</b>	Patience Breault	<b>Teacher - Grade 1</b>	Kelly Dicocco
<b>Teacher - Grade 2</b>	Heather Gray	<b>Teacher - Grade 2</b>	Patricia Pearce
<b>Teacher - Grade 3</b>	Lindsay Bliven	<b>Teacher - Grade 3</b>	Elisa Genry
<b>Teacher - Grade 4</b>	Clare Ornburn	<b>Teacher - Grade 4</b>	Julie Young
<b>Teaching Assistant</b>	Diane Ballatta	<b>Teaching Assistant</b>	TBD
<b>Teaching Assistant</b>	Melissa Carrier	<b>Teaching Assistant</b>	Angela DiMuccio-DeSantis
<b>Teaching Assistant</b>	Carol Gilmore	<b>Teaching Assistant</b>	Sandy Cook
<b>Teaching Assistant</b>	Jennifer Cassidy		
		<b>Library/Media Specialist</b>	Kristen Anderson
<b>ELL</b>	Joseph Lopes	<b>Math Resource</b>	TBD
<b>Reading Resource</b>	Karen Pellegrino	<b>Reading Resource</b>	Kelly Vocatura
<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>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 Arcardia 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. Parents who are picking up their children at the end of the day need to have a placard in their car windshield. A staff member will escort the child to the vehicle.

**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**

**Mrs. Jennifer Poore**

**Ms. Norma Cote**

**Mrs. Sharon Jaruta**

Mrs. Mikel Raposa

Ms. Dawn Healy

Mrs. Courtney Moffitt

Mrs. AnnMarie Louzon

Mrs. Jenny Parker

Mrs. Amanda Poppe

Mrs. Emily Iredale

Ms. Rebecca Truppi

Mrs. Kimberly Allen

Mrs. Carrie Brown

Mrs. Lea Ann McQuaide

Mrs. Britney Morenzoni

Mrs. Heidi Gonzalez-Fee

Mrs. Cassandra Charette

Mrs. Amber Alston

Mrs. Karen Owren

Mrs. Vanessa Freelove

Mrs. Christy Sheehy

Mrs. Tammy Lyons

Mr. John Spears

Mrs. Carolyn Coulson

Mrs. Amanda DiFranco

Dr. Cathy Moffitt

Mrs. Sherri Jackson

Mrs. Michele McKee

Mrs. Angela Curran

Ms. Joan Evans

Mrs. Denise Champney

TBD

Eric Dauphinais

**Principal**

**Secretary**

**Clerk**

Kindergarten

Kindergarten

Kindergarten

Grade 1

Grade 1

Grade 1

Grade 2

Grade 2

Grade 3

Grade 3

Grade 3

Grade 4

Grade 4

Grade 4

Special Education

Resource

Resource

Reading Specialist

Reading Consultant

Math Specialist

Nurse Teacher/Health

Art

Phys. Ed./Health

Library

Music

Psychologist

Speech Pathologist

Speech Pathologist

Occupational Therapist

Physical Therapist

### **Teaching Assistants**

Mrs. Cheryl Ali

Mrs. Michelle Laurie

Ms. Christine Miguel

Mrs. Susan Rice

Mr. Chris Caldarone

Ms. Aimee Louzon

Ms. Pamela Panciera

Ms. Lyn Richard

Ms. Henny Doornekamp

Mrs. Maureen Major

Mrs. Patty Renner

Mrs. Lorie Vanasse

# Hope Valley School Specific Items

## 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 their full potential.*

**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.

- Students in grades K-4 will be dropped off at the Kindergarten door and greeted by a Teacher's Assistant.
- Students will wait in the gym until they are dismissed. Students will enter the gym and wait at an assigned location in the gym. TA's to supervise the gym from 8:20-8:35.

## DISMISSAL OPTIONS:

1. **Bus Transportation** - Riding the bus is the safest and most efficient mode of transportation. 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 must complete a [Dismissal Form](#). Parents MUST bring photo identification at **all times** because some days there may be someone different doing dismissal. **We cannot accept parent phone calls for dismissal of students unless it is an emergency.**
  - a. Dismissal will be from the library. Students will be called 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 near the church and wait outside the school near the library door (like it was done pre-pandemic). There is no parking in the school parking lot. The lot must be clear for emergency vehicles and it also creates an atmosphere of chaos at the end of the day. This is for you and your child's safety.
3. **Walker** - To help minimize the congestion for parent pick up, parents in grades 2-4 can opt-in to have their child be a "walker." Parents can then pick up their child at Langworthy Field (siblings in younger grades will be allowed). In this scenario, students will be escorted to one of the exterior doors and students will 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 by clicking [HERE](#). Only choose this option if you feel that your child is mature and can handle the responsibility of walking down to Langworthy Field. A staff member will watch from above but students will walk down on their own to you.

**Early Dismissals** - If for some reason, a parent must have to pick-up their child from school early, please be sure a dismissal note is brought to school. To pick up your child, walk to the main front door and buzz the office staff. If you are taking your child before the end of the day (3:15 or earlier), this will count towards your child's attendance as an early dismissal unless there is a medical note.

**Food Items** - Hope Valley School is a peanut/tree nut free school. **No food products (for snack and lunch) 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.** Parents are encouraged to send healthy snacks to school with their children. 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/tree nut products and by-products. Snacks may not be shared.

*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, all of which but not limited to: hazelnuts, cashews, almonds, pecans, walnuts, hickory nuts, etc. **Peanuts**, on the other hand, is not actually a "tree nut" because it does not grow on trees, plus the composition is different. It actually belongs to the legume family because it grows in the ground.*

# Hope Valley Elementary School Staff Directory

HVES Principal	Giuseppe Gencarelli	Resource Teacher	Kasey Girton
HVES Secretary	Donna Sunderland	Resource Teacher	Natalie Baggessen
HVES Clerk	Sharon Jaruta	Library Media	Alison Ward
PreK Teacher (HV)	Patricia Ciullo	Nurse Health	Tara McAloon
PreK Teacher (HV)	Jessica Bourgault	PE	Robert Gargaro
PreK Teacher (HV)	Jeanine Mankoff	Art	Amanda DiFrano
PreK Teacher (CHS)	Jane Kelly	Music	Michele McKee
Grade K Teacher	Tricia Abbott	Speech/Language	Kerri Green
Grade K Teacher	Tricia Scheer	Speech/Language	Stephanie LaPlante
Grade 1 Teacher	Emily Iredale	Speech/Language	Dana Pinatello
Grade 1 Teacher	Polly Lilly	OT	Leah Gillen
Grade 2 Teacher	Cristina D'Agostino	PT	Eric Dauphinais
Grade 2 Teacher	Skye Hart	PT Assistant	Suzanne Winchell
Grade 3 Teacher	John Fanning	Psychologist	TBD
Grade 3 Teacher	Deborah Zonfrilli	Adaptive PE	Matthew Bishop
Grade 4 Teacher	Filipa Bryson	Food Service	Jen Frost
Grade 4 Teacher	Kimberly St Clair	Food Service	Terry Gillan
Reading Consultant	Ellen Tiexiera	Custodian	Barbara Browning
Reading Specialist	Karen Pellegrino	Custodian	Ronald Plante
Math Specialist	Kayla Patten	Custodian	Chris Sanquedolce
<b>Teacher Assistants (PreK)</b>		<b>Teacher Assistants (K-4)</b>	
TA (PreK)	Jen Andrew	TA (Kindergarten)	Jessica Gerges
TA (PreK)	Loren Ciringione	TA (Kindergarten)	Sofia Galli
TA (PreK)	Cheyenne Andrews	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 (K-4)	Denise Hall
TA (PreK at CHS)	Laura Berger		

# 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.

## Richmond Elementary School Staff List 2022-2023

Principal	Sharon Martin		Teacher Assistant Sped.	Tammy Pride
Secretary	Amanda Palmer		Teacher Assistant Sped.	Blythe Tetlow
Clerk	Margaret Stoute		Teacher Assistant Sped.	
Grade K Teacher	Lauren Durante		Teacher Assistant K-4	Gina Iafrati
Grade K Teacher	Michelle Morris		Teacher Assistant K-4	Diane McKeen
Grade K Teacher	Tami Neill		Teacher Assistant K-4	Jennifer Calner
Grade K Teacher	Dorinda Pizone		Teacher Assistant K-4	Doreen Reilly
Grade 1 Teacher	Robyn Clavet		Teacher Assistant K-4	Cynthia Woodmansee
Grade 1 Teacher	Kristen Emery		Teacher Assistant K-4	
Grade 1 Teacher	Wendy Ann Poulos		Teacher Assistant K-4	
Grade 1 Teacher	Kirstyn Zaborski		Teacher Assistant K-4	
Grade 2 Teacher	Sarah Hesford		Behavior Management Assistant	Dana Palmisciano
Grade 2 Teacher			Library Media	
Grade 2 Teacher	Margaret Webster		Nurse Health	Erin Plucinski
Grade 3 Teacher	Nicole Westcott		PE Health	Robert Gargaro
Grade 3 Teacher	Kate Ficarra		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		ELL	Joseph Lopes
Grade 4 Teacher	Thomas Rock		Speech Language Pathologist	Jillian Perez
Grade 4 Teacher	David Caplette		Speech Language Pathologist	Amy Manchester
Grade 4 Teacher	Katelyn Caswell		Physical Therapist	Dr. Eric Dauphinais
Grade 4 Teacher	Shelly McGlinsey		Occupational Therapist	Precille Augeri
Special Education Teacher	Sheri McCue		PT Assistant	Suzanne Winchell
Reading Specialist	Franca Bartkiewicz		Psychologist	Dr. Lisa Smith
Reading Specialist	Karrie Carreiro		Adaptive PE	Matthew Bishop
Reading Specialist	Paige Leddy		Food Service	Lelah Sciarra
Math Specialist	Daniele Teoli		Food Service	Nancy Marino
Math Specialist	Katie Kent		Custodian	Joe Souza
Resource Teacher	Vanessa Freelove		Custodian	Carroll Irwin
Resource Teacher	Kathy Paris		Custodian	
Resource Teacher	Laurie Gigliotti		Custodian	
Teacher Assistant Sped.	Laurie Capizzano			