

**Hope
Elementary
School**

**Parent/Student
Handbook
2016-2017**



Hope Elementary School

August 30, 2016

Dear Students and Parents,

Welcome to Hope Elementary School. A school "Where Children Come First." It is our goal to make your years with us challenging, rewarding, and happy.

This handbook should serve as a guide for you. The information, regulations, and requirements outlined in this book have been developed to help give you the best education possible, to protect your health and safety, and to enable all of us to work and live together harmoniously. As a resource, this handbook is invaluable. However, as with many handbooks it is impossible to cover every situation and consider all circumstances. Please do not hesitate to ask a question or seek clarification.

It is most important that we maintain strong lines of communication therefore; we invite all parents to become involved in our educational community. An energetic PTA has played a significant role in the success of our school and your contributions of time and talent to this organization would be most welcome.

As you become involved in the school and its programs, you may have some questions. If you need help, please do not hesitate to ask. We are all interested in you and your success during your years at Hope Elementary School.

Sincerely,

Dana Morel, Principal
Along with the Staff of Hope School

**PLEASE BE SURE TO SIGN AND RETURN THE LAST PAGE
INDICATING YOU HAVE RECEIVED A COPY OF THIS HANDBOOK.**

"Where Children Come First"



PTA

The Hope Elementary School PTA is a dynamic group that has added immeasurably to the success of our school. The PTA sponsors a number of cultural programs, provides interesting and meaningful adult evening meetings and involves itself in numerous important student activities. Our PTA is comprised of quality individuals and families who care about the youth of Scituate. Please consider joining this outstanding organization. For your convenience, mail may be sent to the PTA in care of the Hope Elementary School.

School Publicity

The school may take candid photographs of students as they participate in school events or classroom activities. These photographs are for our records and may appear in our publications, district publications or may be submitted to the media (including online) for publication. Children may be videotaped as part of classroom plays, projects, school concerts and activities. **If you have concerns about having your child's picture or videos used in this manner, please let the principal know in a written communication.**

Child Outreach Screenings

Children ages 3-6 yrs. are eligible for a free screening by the Northwest Region Child Outreach Program. This screening shares information regarding your child's overall development and preparedness for a Kindergarten program. All Kindergarten children *not* previously screened by Child Outreach will be screened during the first month of school unless parents contact the school office in writing to exempt their child from such screenings. For more information please contact Julie LePain, Child Outreach Coordinator, at (401) 647-7560.

State Testing

Students in third through fifth grade participate in the Partnership for Assessment of Readiness for College and Careers, (PARCC) in ELA/Literacy and Math. Students in fourth grade will participate in the NECAP Science Assessment. All testing dates will be listed on our school website calendar as well as in school newsletters.

Report Cards

Report cards are distributed at the end of trimester.

End of marking periods

1st Trimester – 12/2
2nd Trimester - 3/17
3rd Trimester - last day of school

Report Cards

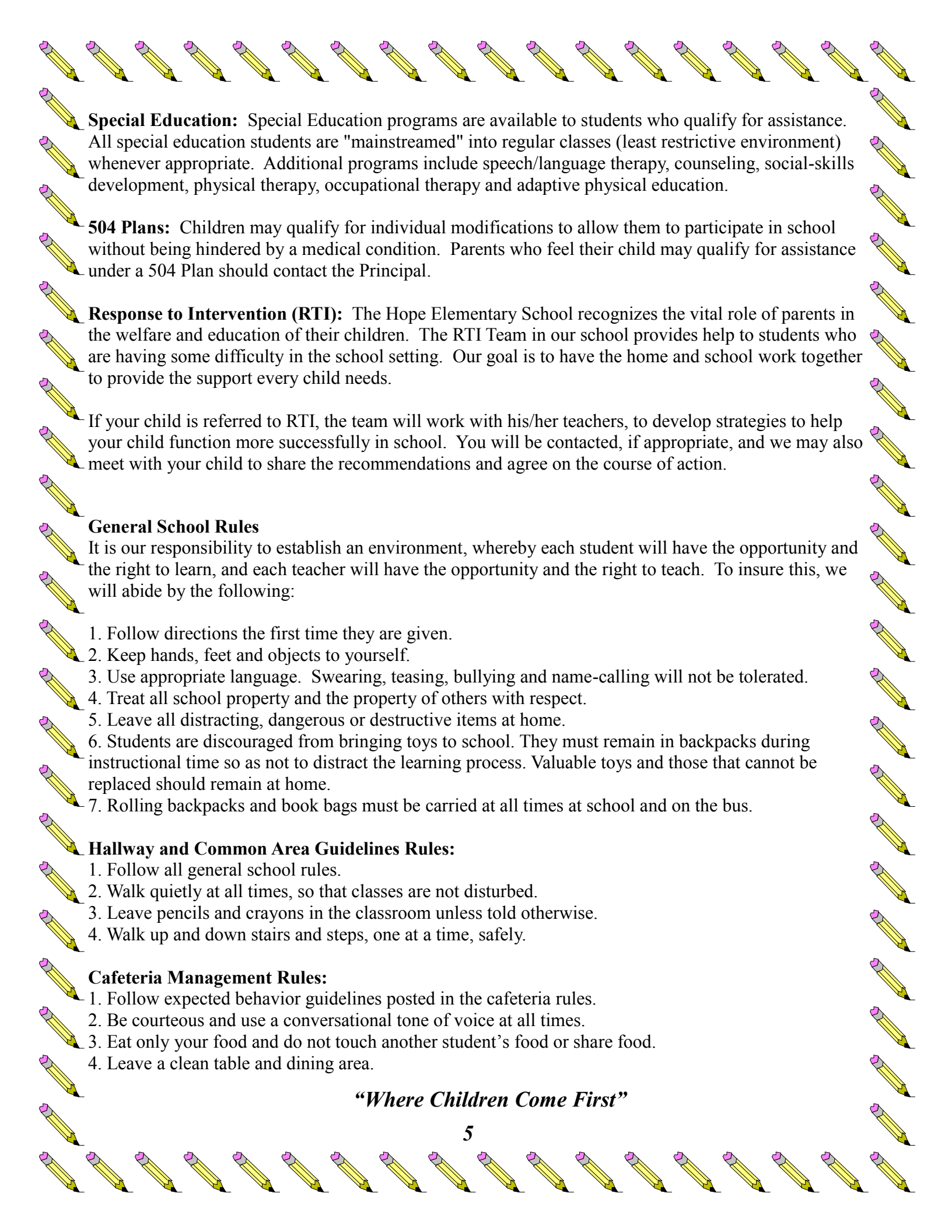
12/13
3/28

Parent Conferences

Conferences will be held in December and on an as needed basis. Conferences provide a meaningful method of communication between the home and school regarding your child's individual progress. Thank you for participating in your child's education with attendance at requested conferences. Please sign up for conferences during our Open House scheduled for Monday, September 12, 2016.

Parent Conferences: December 13th and 15th

“Where Children Come First”



Special Education: Special Education programs are available to students who qualify for assistance. All special education students are "mainstreamed" into regular classes (least restrictive environment) whenever appropriate. Additional programs include speech/language therapy, counseling, social-skills development, physical therapy, occupational therapy and adaptive physical education.

504 Plans: Children may qualify for individual modifications to allow them to participate in school without being hindered by a medical condition. Parents who feel their child may qualify for assistance under a 504 Plan should contact the Principal.

Response to Intervention (RTI): The Hope Elementary School recognizes the vital role of parents in the welfare and education of their children. The RTI Team in our school provides help to students who are having some difficulty in the school setting. Our goal is to have the home and school work together to provide the support every child needs.

If your child is referred to RTI, the team will work with his/her teachers, to develop strategies to help your child function more successfully in school. You will be contacted, if appropriate, and we may also meet with your child to share the recommendations and agree on the course of action.

General School Rules

It is our responsibility to establish an environment, whereby each student will have the opportunity and the right to learn, and each teacher will have the opportunity and the right to teach. To insure this, we will abide by the following:

1. Follow directions the first time they are given.
2. Keep hands, feet and objects to yourself.
3. Use appropriate language. Swearing, teasing, bullying and name-calling will not be tolerated.
4. Treat all school property and the property of others with respect.
5. Leave all distracting, dangerous or destructive items at home.
6. Students are discouraged from bringing toys to school. They must remain in backpacks during instructional time so as not to distract the learning process. Valuable toys and those that cannot be replaced should remain at home.
7. Rolling backpacks and book bags must be carried at all times at school and on the bus.

Hallway and Common Area Guidelines Rules:

1. Follow all general school rules.
2. Walk quietly at all times, so that classes are not disturbed.
3. Leave pencils and crayons in the classroom unless told otherwise.
4. Walk up and down stairs and steps, one at a time, safely.

Cafeteria Management Rules:

1. Follow expected behavior guidelines posted in the cafeteria rules.
2. Be courteous and use a conversational tone of voice at all times.
3. Eat only your food and do not touch another student's food or share food.
4. Leave a clean table and dining area.

"Where Children Come First"



Playground Management Rules:

1. Follow all expected behavior guidelines.
2. Remain within the designated area.
3. Share and use equipment as directed by staff members.
4. Place all litter in the appropriate containers.
5. Due to safety concerns, no basketball, kickball, or soccer games allowed.
6. When permitted, “two-finger tag” is allowed on the grass field only.
7. Stop all play and line up quietly when the bell rings or directed to do so.
8. Games deemed by staff as aggressive and/or dangerous are not allowed.
9. All snacks are to be confined to the picnic tables.
10. Game balls provided by the office are the only ones that are permitted for recess.

Classroom Management

Rules are posted in the classrooms; consequences will begin with a warning and progress in severity.

Health Office Policies, Procedures and Service

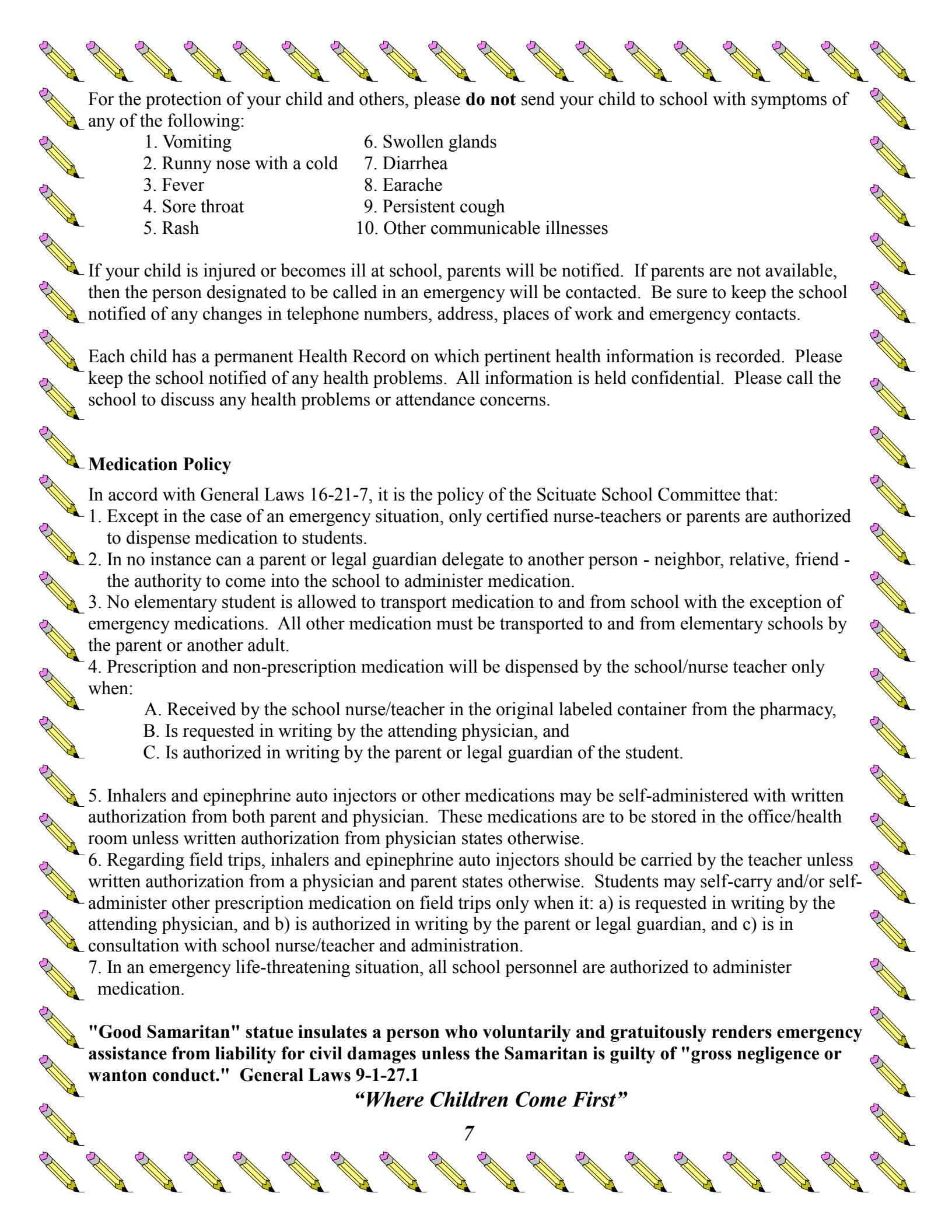
1. Students with a suspected communicable disease, should be seen by their physician, or parents may contact the school nurse by phone before sending their child to school. All communicable diseases and/or conditions must be reported to the nurse. Examples are: Strep, Head Lice, Conjunctivitis, Impetigo, Chicken Pox, Ringworm, Pinworms, etc.
2. Parents are to call the school on the first day of a student's absence and the pupil must bring a written excuse when returning from an illness or for any other reason.
3. Students will be required to participate in the full and regular program unless excused in writing by a doctor (e.g. recess, gym)
4. Children who have a temperature over 100° F should remain home until they have been fever free for 24 hours (without the use of fever reducing medication) before returning to school.

Attendance and Health

Your child should attend school each day he/she is well. Every absence, even part of the school day, interferes with your child's progress at school. Each subject is taught in sequence, which builds understanding and correct habits of study. In order to be ready for new steps in learning, your child must have mastered the previous steps and be sufficiently ready to profit from new materials. **The District's Attendance Policy states that excused student absences require proper documentation. Parent phone calls for student illness will be marked as excused up to 4 times per trimester. Chronic absences may result in referral to truancy court by the School Resource Officer.**

Parents are asked to telephone the School Office **prior to 9:00 am**, when their child will be tardy or absent from school on that day. When your child is picked up for early dismissal, you may be requested to provide us with identification for your child's safety.

“Where Children Come First”



For the protection of your child and others, please **do not** send your child to school with symptoms of any of the following:

1. Vomiting
2. Runny nose with a cold
3. Fever
4. Sore throat
5. Rash
6. Swollen glands
7. Diarrhea
8. Earache
9. Persistent cough
10. Other communicable illnesses

If your child is injured or becomes ill at school, parents will be notified. If parents are not available, then the person designated to be called in an emergency will be contacted. Be sure to keep the school notified of any changes in telephone numbers, address, places of work and emergency contacts.

Each child has a permanent Health Record on which pertinent health information is recorded. Please keep the school notified of any health problems. All information is held confidential. Please call the school to discuss any health problems or attendance concerns.

Medication Policy

In accord with General Laws 16-21-7, it is the policy of the Scituate School Committee that:

1. Except in the case of an emergency situation, only certified nurse-teachers or parents are authorized to dispense medication to students.
2. In no instance can a parent or legal guardian delegate to another person - neighbor, relative, friend - the authority to come into the school to administer medication.
3. No elementary student is allowed to transport medication to and from school with the exception of emergency medications. All other medication must be transported to and from elementary 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. Is requested in writing by the attending physician, and
 - C. Is authorized in writing by the parent or legal guardian of the student.
5. Inhalers and epinephrine auto injectors or other medications may be self-administered with written authorization from both parent and physician. These medications are to be stored in the office/health room unless written authorization from physician states otherwise.
6. Regarding field trips, inhalers and epinephrine auto injectors should be carried by the teacher unless written authorization from a physician and parent states otherwise. Students may self-carry and/or self-administer other prescription medication on field trips only when it: a) is requested in writing by the attending physician, and b) is authorized in writing by the parent or legal guardian, and c) is in consultation with school nurse/teacher and administration.
7. In an emergency life-threatening situation, all school personnel are authorized to administer medication.

"Good Samaritan" statute insulates a person who voluntarily and gratuitously renders emergency assistance from liability for civil damages unless the Samaritan is guilty of "gross negligence or wanton conduct." General Laws 9-1-27.1

"Where Children Come First"



Parent Participation:

PTA

The Hope Elementary School PTA is a dynamic group that has added immeasurably to the success of our school. The PTA sponsors a number of cultural programs, provides interesting and meaningful adult evening meetings and involves itself in numerous important student activities. Our PTA is comprised of quality individuals and families who care about the youth of Scituate. Please consider joining this outstanding organization. More information will be available on the school website.

BCI

District Policy requires all parents and school volunteers to maintain a current BCI check and to RENEW all BCI checks yearly prior to volunteering in classrooms/school or field trip activities. The Attorney General's office is located at 250 South Main St. in Providence. Please contact the school office if you are in need of a form.

Field Trips

Field trips are viewed as a logical enhancement to the school curriculum. Students participating in the trip have been researching and studying many aspects of the site to be visited. Upon return to school, the students may have reports, activities and projects focusing on their observations and experiences.

Chaperones are an integral part of our plans to insure the highest benefits to the students. Chaperones also help to provide additional safety and security during the trip. It is essential that chaperones be able to focus on the supervision of the students they are assigned. It is our school policy that chaperones not bring siblings along on the trip to distract their attention from the students they are responsible to watch. All chaperones are required to have a current BCI on file at the school office.

School Department Policies and Regulations:

Statement of Policy-Title IX

It is the policy of the Scituate School Department, not to discriminate on the basis of sex in its educational programs, activities, or employment policies as required by Title IX of the 1972 Education Amendments. Inquiries regarding compliance with Title IX may be directed to Dr. Lawrence Filippelli, Superintendent of Schools, Scituate School Department, 197 Danielson Pike, P.O. Box 188, North Scituate, Rhode Island 02857-0188.

Bullying Policy

Please refer to the Scituate School Department district policy.

School Programs & Procedures

We are proud of the school's programs, which are designed to meet the individual needs of our students. Subject matter includes reading, writing, math, science, social studies, and health. Also addressed is the social and behavioral development of students. All are guided in demonstrating respectful and responsible behaviors in their classroom and throughout the school.

“Where Children Come First”



Special Area Subjects

Art: Each class meets with the art teacher once each week.

Health: Students receive instruction in health topics from their classroom teacher, physical education teacher, and the School Nurse/Teacher.

Library Media Center: Students have access to the Library Media Center each week.

Storytelling, appreciation of literature and computer literacy skills are emphasized. (The student and the parent must sign an Internet Use Agreement, which is valid for all years at Hope).

Music: Students in all grades have one general music lesson per week. In addition, third, fourth and fifth graders may voluntarily participate in a chorus experience weekly, held during a Thursday recess period.

Physical Education: All students have physical education class each week. Sneakers are required for participation. Students should be dressed appropriately. Comfortable slacks and casual shirts are ideal. Dresses and skirts are not appropriate. If students are to be excused for medical reasons, a note to the School Nurse/Teacher or School Secretary is required.

Dress Code

Although Hope Elementary School does not have a dress code for its students, we have prepared a few guidelines that should for a safe and appropriate learning environment. We suggest sneakers, loafers, shoes, or boots for the feet. Shoes with open toes, sandals, clogs, and flip-flops **are not safe** for the recess field, stairs and where objects could be dropped on children's feet. Athletic shoes are required for physical education class. Short shorts and very short skirts are not practical for children to work in on the carpet, or at recess. Over-sized tank tops, beach shirts, bare mid-riffs, items with loose or dangling fringe, clothing with unacceptable language, and over-sized cut-out arm holes are not appropriate. Wallets, purses, and key holders worn with dangling chain or straps are a hazard on the stairs and on the playground. Thank you in advance for your support.

Daily Dismissal

Teachers will dismiss children from classrooms to bus waiting area when the P.A. calls for them beginning at 3:00 pm. Children picked up from school by parents/guardians will be called to the designated area at 2:55. Each child will be dismissed as parents sign them out. Picture I.D. is required. School Department policy states that we DO NOT dismiss children to anyone under 18 years of age.

Early Dismissal

We ask parents to refrain from scheduling doctor, dental or eye appointments as well as music and dance lessons during times which would require early dismissal from school. If such an appointment is unavoidable, written permission, signed, dated and addressed to the child's teacher is required and must accompany the child to school on that day. Please contact the office as soon as possible in emergency situations to give teachers adequate time to prepare your child for an early dismissal. Please note that dismissal without notice is disruptive to the classroom environment. Also, vacations planned during the school year disrupt your child's learning. Make-up work is not available, as the direct instruction on a daily basis can never be replicated outside the classroom environment.

“Where Children Come First”



Early Closing and No School Announcements

Student safety is a top priority for the Scituate School Department. We utilize a rapid automated notification service which allows us to send a telephone and/or e-mail message to you providing important information about school events or emergencies. In the event of an emergency at school or early dismissal, you can have peace of mind knowing that you will be informed immediately by phone and/or e-mail. This service allows us to send voice and/or email messages to all of our students' parents on all of their contact numbers within minutes.

We also suggest you listen to the radio or check the websites of local news stations for school closings. It is for your child's safety that we attempt to keep our school phone lines open during inclement weather. The radio and television stations that will announce **NO SCHOOL, DELAYED OPENINGS and EARLY DISMISSALS.**

Kindergarten Bus Dismissal

For kindergarten students, if no one is at the bus stop to meet your child, the bus driver will attempt to gain your attention by beeping the horn. If no one appears, the driver will return your child to the **school and personnel will try to contact you by phone to let you know your child should be picked up at the school. No child will be left at an unattended home.**

Weather Delays

During winter the potential for inclement weather increases the option of using a one-hour delayed opening of school. On these days all students will be picked up one hour later than normal. School will open at 9:45am. On a one-hour delayed opening day, students should not arrive prior to 9:15am. On days with longer delays, students should not arrive prior to one-half (1/2) hour prior to the start of school.

Breakfast/Lunch Services

The Scituate School Department provides a school breakfast/lunch program for those who wish to avail themselves of this service. Our program is provided by ARAMARK Services. Students may purchase breakfast for \$1.25 and lunch for \$2.50. Students bringing lunch from home may purchase milk separately for .50 cents. School lunch menus are sent home monthly to assist in planning for purchased meals and are posted on the Scituate Schools website at www.scituateri.net.

Publicity

The school uses candid photographs of students as they participate in school events or classroom activities. These photographs may appear in our publications, presentations or may be submitted to the local newspapers and/or district newsletters for publication. Children may be video-taped as part of classroom plays, projects, school concerts, and activities. **If you have any concerns about having your child's picture or videos used in this manner, please let the school know in a written communication.**

Security:

Hope Elementary School is a safe and secure environment for your child. The Scituate School Department insists on each building being locked during the day. **All visitors are required to proceed to the school office and register upon arrival. There will be no exceptions.**

“Where Children Come First”



Evacuation Drills

Please discuss with your child the importance of an evacuation/lock-down drill. State law mandates 15 drills per year.

1. Children walk, single file, out the designated exit and/or move quietly to the designated area.
2. Children will listen for instructions.
3. Teachers will check attendance when they are clear of danger.
4. Children will return quietly to class work at the all-clear signal

Bus Transportation:

The Scituate School Department provides bus service for students who reside more than a specified distance from their schools, depending on their age. Generally pupils should ride home on the bus to which they are assigned. In the event that it becomes absolutely necessary for a child to ride a bus other than the one to which he/she is assigned, a note must be submitted to the teacher. Notes are sent to the office for approval and then returned to the teacher so the child can take it to the bus driver.

Switching buses will only be allowed on a "Space Available" basis. Please note that there are days when the buses run at capacity and switching cannot be accommodated.

Should a problem arise, the procedure followed will be as presented by the Scituate School Department:

1. The driver reports chronic misbehavior or a serious incident to the building principal who will discuss the problem with the student.
2. Should a second report be necessary, the matter is discussed with the student and the parent is notified by a referral form.
3. A third incident requires that the child lose bus privileges for a period of time.
4. Any further report will require a parent conference and further disciplinary action.

(In cases where the offense is of such gravity as to endanger the safety and well-being of other occupants of the bus, the above procedure may be disregarded and immediate suspension affected, after the parent is duly notified. In cases of vandalism to the bus, the student and parents are responsible for correcting or repairing the damages).

Elementary School Bus Rules

- Behave in a manner that is appropriate, courteous, and respectful.
- Respect the property of the Bus Company and the property of others.
- Conduct oneself in a manner that does not distract the bus driver.
- Cooperate with the bus driver and monitor by following all of their directions.
- All students must be seated and facing forward.
- Keep hands and feet in your own space.
- Talking with others is permitted. Use quiet voices when talking.
- Use respectful language only. Using words or actions that humiliate or harass another student is not permitted.
- Limited cell phone use is at the discretion of the bus driver. The camera function of cell phones is prohibited as well as displaying images.

“Where Children Come First”

Please return this slip to your child's classroom teacher once you have read the Student/Parent Handbook.

Please sign and return this page by September 9, 2016

Name of Child(ren)

Grade

I _____ have received a copy of Hope Elementary School's Student/
(please print name)
Parent Handbook.

Parent/Guardian signature

"Where Children Come First"