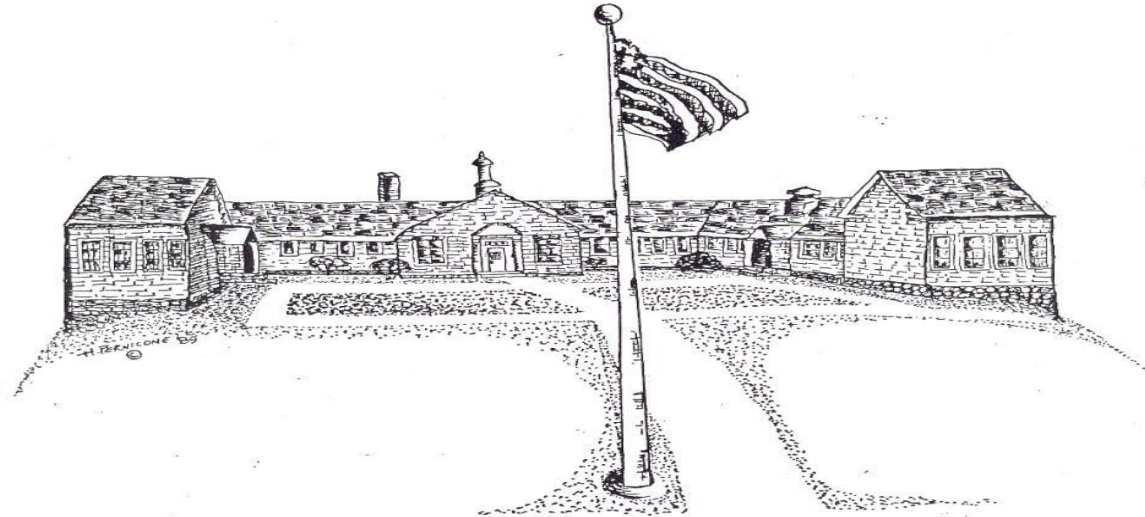


# PEACE DALE ELEMENTARY SCHOOL

2017-2018 Parent Handbook



*Peace Dale School  
Peace Dale, Rhode Island*

109 Kersey Road, Peace Dale, Rhode Island 02879

Phone: (401)360-1600

Fax: (401)360-1601

Website: [pdschools.net](http://pdschools.net)

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September 2017

Dear Peace Dale Families,

Welcome to the 2017-2018 School Year!

Peace Dale School has the proud reputation of academic excellence. The faculty and staff are dedicated to meeting the academic, social, and emotional needs of each and every one of our students. Please take some time to share this handbook with your child, as its intent is to communicate our clear expectations, rules, and procedures to all community members.

**Please read the dismissal procedures carefully as we have made some changes to better improve our security at dismissal.**

As we all know, children flourish when schools and families form a true partnership and a shared sense of responsibility for learning. Therefore, I ask that you communicate with your child about the importance of school and learning, with your child's teacher about anything that may impact their day or learning.

This year there will be many opportunities for you to celebrate your child's talents academically and socially. I invite you to participate in as many offerings as possible. Please look for my monthly updates on the website and the PTO Facebook page. There are two September events I hope you consider. In **September** the PTO is hosting a **Back to School Picnic** in September and I look forward to seeing everyone!

There will be an **Open House** on **October 4th for Kindergarten, grade 1 and grade 2**, and on **October 5<sup>th</sup> for grade 3 and grade 4** for families to visit the school and classrooms. Open House will be from 5:30--6:30. During this evening I will update you on school news and you will have time to learn about your child's day and year to come. There will also be an opportunity to join PTO and get other school district information.

Your feedback is always welcome, so please stop by the office, call, or email me to discuss any comments or concerns you may have about our school. All of us at Peace Dale Elementary School will work extremely hard to ensure that the 2016-2017 academic year is a huge success.

Sincerely,  
Lisa Wilson

## **WELCOME to PEACE DALE ELEMENTARY SCHOOL**

Parental involvement is always welcomed at PEACE DALE ELEMENTARY SCHOOL. We have designed our program of study with your child in mind. STUDENT success is most important to us. We are proud of our reputation and *best teaching practices*.

### **MISSION STATEMENT**

We envision Peace Dale School as a community of learners in which the social, emotional, physical and academic needs of its members are fully met. Parents, students and staff will be equal partners in our success. The highest standards of cooperative, collaborative and collegial behavior will be the norm.

Educational excellence will be the standard achieved by encouraging students and adults to take risks and to expand on traditional ideas. Children will be prepared for the demands of tomorrow and for life in a technological society.

The experience at Peace Dale School is characterized by diversity within our school community. We will celebrate this diversity for it strengthens community and enriches our learning.

SOME SCHOOLS ARE FORTUNATE TO HAVE AN ENTIRE TEAM OF OUTSTANDING EDUCATORS. WE AT PEACE DALE ELEMENTARY FEEL THAT WE HAVE SUCH A TEAM. OUR FACULTY, SPECIALISTS, TEACHER ASSISTANTS, AND STAFF ARE SUPPORTIVE OF OUR CHILDREN. ALL MAINTAIN A POSITIVE OUTLOOK, COMMIT TOWARD ATTAINING GOALS, AND DISPLAY ENTHUSIASM ABOUT THEIR WORK.

**PDES- Preparing, Developing, and Educating **all** Students**

## STAFF DIRECTORY

<b>Assignments:</b>	<b>Names:</b>	<b>Email Address</b>
<i>Main Office:</i>		
<b>Principal</b>	<b>Lisa Wilson</b>	<b>lwilson@sksd-ri.net</b>
<b>Nurse</b>	<b>Rachel Cruz</b>	<b>rcruz@sksd-ri.net</b>
<b>Administrative Secretary</b>	<b>Teresa Vandemoer</b>	<b>tvandermoer@sksd-ri.net</b>
<b>Administrative Specialist</b>	<b>Patricia Ponte</b>	<b>pponte@sksd-ri.net</b>
<i>Classroom Teachers:</i>		
<b>Kindergarten</b>	<b>Stacie Girard</b>	<b>sgirard@sksd-ri.net</b>
	<b>Briana Casey</b>	<b>bcasey@sksd-ri.net</b>
	<b>Tera Tucker</b>	<b>ttucker@sksd-ri.net</b>
	<b>Eileen Daly</b>	<b>edaly@sksd-ri.net</b>
<b>First Grade</b>	<b>Victoria Wagner</b>	<b>vwagner@sksd-ri.net</b>
	<b>Pamela Dolan</b>	<b>pdolan@sksd-ri.net</b>
	<b>Leslie Perrin</b>	<b>lperrin@sksd-ri.net</b>
	<b>Terri McKinney</b>	<a href="mailto:tmckinney@sksd-ri.net">tmckinney@sksd-ri.net</a>
<b>Second Grade</b>	<b>Beth Just</b>	<b>bjust@sksd-ri.net</b>
	<b>Michael Farrelly</b>	<b>mfarrelly@sksd-ri.net</b>
	<b>Leigh Pelopida</b>	<b>lpelopida@sksd-ri.net</b>
	<b>Dalila Torres</b>	<b>dtorres@sksd-ri.net</b>
<b>Third Grade</b>	<b>Patricia Fogarty</b>	<b>pfogarty@sksd-ri.net</b>
	<b>Shelly Holden</b>	<b>mholden@sksd-ri.net</b>
	<b>Stacie Zamperini</b>	<b>szamperini@sksd-ri.net</b>
	<b>Susan Bertelli</b>	<b>sbertelli@sksd-ri.net</b>
<b>Fourth Grade</b>	<b>Julie Turcotte</b>	<b>jturcotte@sksd-ri.net</b>
	<b>Linda Kamerzel</b>	<b>lkamerzel@sksd-ri.net</b>
	<b>Christina Willett</b>	<b>cwillett@sksd-ri.net</b>
<b>Specialists</b>		
<b>Math Coaches/Interventionists</b>		
	<b>Denise Columbino</b>	<b>dcolumbino@sksd-ri.net</b>

<b>Reading Interventionists</b>	<b>Cindy McVeigh</b>	<b>cmcveigh@sksd-ri.net</b>
	<b>Jill Reardon</b>	<b>jreardon@sksd-ri.net</b>
	<b>Julie Munroe</b>	<b>munroe@sksd-ri.net</b>
<b>Special Education Teachers</b>		
	<b>Colleen Crawley</b>	<b>ccrawley@sksd-ri.net</b>
	<b>Seana Edwards</b>	<b>sedwards@sksd-ri.net</b>
	<b>Amy Santos</b>	<b>asantos@sksd-ri.net</b>
	<b>Sarah Salazar</b>	<b>ssalazar@sksd-ri.net</b>
<b>Psychologist</b>	<b>Christine Romanello</b>	<b>cromanello@sksd-ri.net</b>
<b>Social Worker</b>	<b>Julie Merolla</b>	<b>jmerolla@sksd-ri.net</b>
<b>Occupational Therapist</b>	<b>Margot Izzi</b>	<b>mizzi@sksd-ri.net</b>
	<b>Kristen Pepe</b>	<b>kpepe@sksd-ri.net</b>
<b>Speech &amp; Language</b>	<b>Lori Marshall</b>	<b>lmarshall@sksd-ri.net</b>
	<b>Katelyn Devine</b>	<b>kdevine@sksd-ri.net</b>
	<b>Molly Branoff</b>	<b>mbranoff@sksd-ri.net</b>
<b>Specialists</b>		
<b>Media</b>	<b>Martha Badigian</b>	<b>mbadigian@sksd-ri.net</b>
<b>Music</b>	<b>Christine Pierce</b>	<b>cpierce@sksd-ri.net</b>
<b>Art</b>	<b>Linda Wilkie</b>	<b>lwilkie@sksd-ri.net</b>
<b>Physical Education</b>	<b>Joseph Hooks</b>	<b>jhooks@sksd-ri.net</b>
	<b>James Champion</b>	<b>jchampion@sksd-ri.net</b>
<b>Teacher Assistants:</b>	<b>Brenda Alhgren</b>	<b>Elizabeth Abreu</b>
	<b>Annmarie Southwick</b>	<b>Nancy Fairweather</b>
	<b>Pat Yarnell</b>	<b>Marta Olszewski</b>
	<b>Beth Pavao</b>	<b>Marbra Petrichko</b>
	<b>Barbara Wheeler</b>	<b>Melinda Grasso</b>
	<b>Keila Carvahlo</b>	<b>Kim Whitaker</b>
	<b>Alison Gurnon</b>	<b>Barbara Wheeler</b>
	<b>Faith D'Abrosca</b>	<b>Barbara Hendricks</b>
	<b>Annmarie Mahoney</b>	
<b>Custodians:</b>	<b>Ray Wilkinson</b>	

## **PTO Information**

Our PTO meets monthly on the second Wednesday of each month at 7PM in the Media Center. Membership is open to all Peace Dale Elementary School families and staff. A primary focus of the PTO is to raise funds and provide support for classroom activities and the children of Peace Dale School.

**Co Presidents: Melissa Bousquet and Lisa Jones**

**Co Vice Presidents: Andrea Lavigne , Kate Conley and Simone Butterworth**

**Secretary: Rachel Guidera**

**Treasurer:Liz Sekscenski**

## **AFTER SCHOOL PROGRAMS**

- Art and Soul
- C.L.A.S.S. (Creative Learning After School Specials) This program is designed to enrich and expand the regular school curriculum. These after school activities are sponsored by the PTO 2 times a year for approximately 6 weeks. Flyers will go home advertising offerings.

## **ANNUAL EVENTS**

Each year the PTO plans several family events and fundraisers.

All the events are planned to bring the school community together.

Please consider participating and volunteering during these events, as this is an opportunity to meet each other and celebrate being a part of the Peace Dale School community.

Join us for the :

Welcome Back to School Picnic

The Monster Mash Bash

Holiday & Book Fair

The Walk a Thon

Family Dance and Game Night

**SCHOOL HOURS:**  
**8:53 AM TO 3:13 PM**

**STUDENTS ARE MARKED TARDY AFTER 8:53 AM**

***UNLESS YOUR CHILD IS ENROLLED IN THE YMCA BEFORE-SCHOOL PROGRAM THERE IS NO SUPERVISION BEFORE 8:35AM***

**ARRIVALS**

We encourage all eligible students to ride their assigned bus. If a student has to be dropped off by a parent/guardian please take note of the following: Families/guardians are to drop off children following the lower parking lot traffic loop. Vehicles are not allowed in the bus loop during arrival and dismissal times. Before **8:53 AM** students should be unloaded in the designated zone adjacent to the stairs. Students should arrive at school between **8:35 AM** and **8:53 AM**.

At **8:35 AM** kindergarten will be supervised in the media center. Grades one and two will be supervised in the cafeteria. Grades three and four will meet in the gymnasium. Students will be dismissed to their classrooms at **8:53 AM** when the bell rings. Students who arrive after **8:53 AM** will be considered tardy.

**DISMISSALS**

The procedure for our dismissals will be as follows:

1. Students who are walkers/bike riders will report to the front hallway. Walkers will be walked to the end of the drive and released. Bikers will be left at the bike racks. Students must have a note to walk/ ride. There will be no supervision of students at dismissal once they are left to walk/ ride.
2. All pick-ups go to the gymnasium area and YMCA students go into the cafeteria. All families and/or designees who routinely pick up students are to check in at the **GYMNASIUM via the side door**. You will be required to present photo identification. If a parent is assigning another person to pick up his/her child, the school **MUST** be informed in writing. **Under no circumstances will a student be released to a non-authorized person, nor will they be released to an individual who does not have proper identification.**

For the safety of your child, all Student Emergency Information Sheets must be current and accurate. These sheets should be updated when changes occur by the parent/guardian. It is imperative that the office staff be informed of any changes that may occur during the school year in your address, phone numbers or place of employment. Emergency contact numbers should be updated as well.

3. Teaching assistants will walk students to the buses after the bell has rung promptly at **3:13 PM**. **No students will be taken out of line by a parent/guardian waiting in the parking lot.**



### EARLY DISMISSAL

If a student does need to be released early, families are asked to notify the school in writing. Please include in your dismissal note with the student's full name, teacher name and who will be picking up the students. **Please make every attempt not to pick up students early as there is still valuable classroom time until to the end of the day. Please refrain from picking up your child once we have begun the dismissal process. Picking up five minutes early creates a backlog in the office and tracking children down when they are in transit to getting into their bus lines.**

### WALKERS

Those students walking to school should plan to arrive at **8:35 AM**. All walkers will be dismissed at **3:13 PM**. Walkers will be dismissed from their classroom to the front hallway and are supervised down the walk to Kersey Road. Children will be released on their own to walk once they get reach the crossing monitor.

### RIDING BICYCLES TO SCHOOL

Students under the age of 16 who ride bicycles to school are required by law (Rhode Island General Law Title 31 Chapter 21-19-2.1) to wear helmets. Bikes are to be stored in the bicycle rack located on the west side of the building. Students are asked to walk the bicycles, skateboards, scooters, and etc. while on school property. At dismissal time, bicycle riders will be dismissed from their classroom with the walkers.

## **ATTENDANCE/TRUANCY POLICY (School Committee Policy 8415)**

**“ Be on time! Be on Task! Every day! Every class! “**

**School Begins at 8:53am and ends at 3:13pm**

### **School Absences:**

Please call the school (360-1600) and leave a message on the absence line if your child will be absent from school. **Please do not email the teacher about your child’s absence.** If you do not call the absence line, a school official will contact you to be certain the child is at home or with a designee. If you desire homework for your child, please call the school by 9:30 a.m. It may be sent home with another child or picked up at the main office at the end of the day. Also, do not send a child to school if s/he is sick. You will be called to pick up any child deemed sick by the school nurse. A doctor’s note is required after three consecutive absences in order for your child to be admitted back into school.

### **Excused Absence:**

Excused absences include a student’s participation in an approved school-sponsored activity, suspension days, religious holidays, family emergencies to be approved by an administrator, doctor excused illness or injury (a note from a doctor or medical professional excuse must be submitted within 3 days of the absence), or funerals. If a student is absent for a medical reason 3 or more days, a doctor’s note **MUST** be provided to the principal or school nurse when re-entering.

### **Unexcused Absence:**

Every absence is considered “unexcused” even when a phone call by the parent/guardian has been received stating the specific reason for the absence by the attendance office. For an absence that is 1 or more days in length to be considered excused, a note from a doctor or medical professional must be received within 3 days of the absence. Student absence from class for purposes of family travel or vacation is a loss of valuable class time and is strongly discouraged. The number of days missed will be counted as unexcused absences.

### **Truancy:**

A student is considered truant when he/she purposely stays away from school without parent/guardian permission and or is consistently late or dismissed early. Students who do miss school with parent/guardian permission, however, can be considered truant at the discretion of the administration.

### **Tardy/Early Dismissal:**

By Rhode Island State law, dismissals from school for any reason are considered part of a student’s attendance record and are counted as an absence. Students who arrive late and leave early miss out on valuable instructional time and causes a distraction to the teaching and learning going on in the classroom. Please make every effort to help your child be in school on time every day and stay in school for the entire day.

### **Vacations During School Calendar:**

We discourage families from scheduling vacations outside of the regular school vacations, holidays, and summer break, as quality learning time will have been lost. Teachers are not responsible for preparing school work that a student will miss during a vacation that is not scheduled during school vacation periods. Vacations are not excused absences and will affect truancy.

**Your student’s attendance information can be found on South Kingstown’s Student Information Management System, Skyward/Family Access component on the South Kingstown School’s web page [www.skschools.net](http://www.skschools.net) under the Parent heading.** (Ex: *Username(parent): smithj*

*PW: southkingstown\*)*

*Consistent student attendance is essential to productive learning.*

**LUNCH POLICY AND RECESS**

**Please be advised that students are not permitted to share food at anytime during the school day.**

Chartwells School Dining Services runs our school’s breakfast and lunch program. Each month a menu will be sent home with the lunch selections on the front and breakfast selections the the back. You can pre-pay for your student’s meals by visiting [www.skschools.net/parents/food service information](http://www.skschools.net/parents/food_service_information) to pay for school breakfast and lunch. Parents/guardians are strongly encouraged to submit free/reduced meal application forms yearly. Applications can be submitted at any time and are available on the school department website. Chartwells will mail and/or email letters to parent guardian of students with negative balances of \$10.00 or more. School administrators will work with District Social Workers to reach out to parents regarding unpaid balances. Chartwells School Dining Service PHONE: 360-1055 FAX: 360-1059

Recess is part of the daily routine for all children, it is important to their social and physical development. All children are expected to participate unless there is written notice from a parent. Recess will be held outdoors unless the determination is made by the school nurse teacher that the health and welfare of students is at risk. All schools will use the Child Care Weather Watch chart for guidance in making the decision for inside/outside recess. **Students are also expected to be dressed properly for the weather. Snow boots, snow pants, coats, hats, mittens, should be worn or at the very least stored in the backpack during the cold months because we go outside year-round. We also strongly urge you to write your child’s name in all clothing so that we can return it as soon as we find it.**

**APPLICATIONS FOR FREE OR REDUCED PRICE BREAKFAST OR LUNCH**

Students may be eligible for free or reduced price lunch/breakfast if they have completed an approved application on file. **A new application is required each year.** It is important to report ALL income of ALL household members. Parents may complete an application any time during the year, but this benefit is not retroactive.

\*Please note that milk is served with a complete meal or can be purchased for \$.50. Federal regulations do not permit the distribution of free milk to a student who brings a lunch from home but is eligible for a free lunch.

**LUNCH AND RECESS SCHEDULE**

GRADE LEVELS:	TIMES:
Kindergarten	11:30 - 12:15
First	11:45 – 12:35
Second	12:05 – 12:55
Third	12:20 – 1:10
Fourth	12:35 - 1:25

## Peace Dale Elementary School Behavior Expectations and Discipline Procedures

We are a P.B.I.S. (Positive Behavioral Intervention Supports) school. This behavior process ensures that staff and students acknowledge the positive behavior school-wide expectations. Three rules apply to all areas of the school. (The school bus is considered an extension of the school.) The rules are basically the same in all areas with some modifications for specific settings. All students are responsible for their own behavior. We do not tolerate bullying and have added anti bully component to our expected behavior chart. Throughout the school year we meet with students to discuss behavior expectations and strategies- via class meetings, whole group assemblies, lunch discussions and small group or individual meetings when necessary.

### Peace Dale School Expectations Be Respectful, Be Responsible, Be Safe

	<b>Classroom</b>	<b>Bathroom</b>	<b>Hallway</b>	<b>Playground</b>	<b>Cafeteria</b>	<b>Assemblies</b>	<b>Bus</b>
<b>Be Respectful</b>  <b>We will not bully others</b>	Follow classroom rules  Use appropriate words and quiet voices	Give people privacy  Be in your own space  Always use bathroom appropriately	Respect others' space  Be aware of other classes  Follow adult directions  Use quiet voices	Play fairly  Respect each other's space  Include everyone  Use appropriate words and quiet voices	Respect others' space  Use quiet voices  Listen to adults  Allow anyone to sit next to you  Use proper manners while eating	Look at and listen to presenter  No talking  Respect others' space  Respond appropriately to the program	Follow directions of bus driver and bus monitor  Allow anyone to sit next to you  Use appropriate words and quiet voices
<b>Be Responsible</b>  <b>We will try to help others who are being bullied</b>  <b>We will include others who are left out</b>	Do your best  Do all of your work  Do your own work  Take care of your own things  Do your homework  Have all materials ready for class	Be quick  Inform an adult of low supplies and other bathroom concerns  Place towels in garbage  Use bathroom at appropriate times  Use closest bathroom  Flush	Keep hallways clean  Walk facing forward  Keep hands and body off walls  Go directly to your destination	Stay in recess area  Ask for permission to go inside  Stay away from fence  Stop and listen to directions when the whistle blows  Line up when asked	Stay in line  Clean up your area  Bring your lunch money  Bring your jacket	Follow directions  Be attentive  Sit quietly and wait for performance to begin	Be on time  Keep bus clean  Be prepared and ready to enter and exit bus
<b>Be Safe</b>  <b>If we know someone is being bullied we will tell an adult at school and home</b>	Keep hands and feet to yourself  Use all materials safely	Use soap and water for washing hands  Keep soap and water in sink	Walk slowly and safely  Keep hands and feet to yourself  Stay in your line	Use equipment properly  Follow adult directions  Do not throw rocks over the fence	Walk slowly and safely  Sit on chairs with your feet on the floor	Keep aisles clear  Stay seated  Hands and feet to yourself	Sit and stay seated  Keep hands and feet to yourself  Keep aisle clear

**DISCIPLINE PROCEDURES (School Committee Policies Section 8000 /8310, 8315, 8320, 8325)**

**Our focus is on recognizing and reinforcing positive behaviors, however we must also have structures for addressing behaviors that disrupt learning or may result in harm to others.**

Through PBIS (Positive Behavior Intervention and Support) and our OLWEUS BULLY PREVENTION PROGRAM (OBPP), our focus is on recognizing and reinforcing positive behaviors, however we must also have structures for addressing behaviors that disrupt learning or may result in harm to others. Our school's expectations are to Be Respectful, Be Responsible, Be Safe. We also have 4 Anti-bullying rules that are explicitly taught throughout the school year through class meetings using the OLWEUS curriculum. They are; 1. We will not bully others. 2. We will try to help students who are bullied. 3. We will try to include students who are left out. 4. If we know that somebody is being bullied we will tell an adult at school and an adult at home. The matrix outlines the expectations in all areas of the school.

Students are expected to demonstrate good citizenship and appropriate social behavior at all times. Behavior is never to infringe upon the rights of other students or adults, thereby disrupting the learning process or school environment. A teacher or supervisory adult may remove a student from the classroom or playground area when the student deliberately caused a discipline offense that violates the safety or civil respect of others. At that time our PBIS structures are used to reteach the expected behavior, impose consequence, and to communicate with families as necessary. Please do not hesitate to contact your child's teacher directly at any time if you feel there is an issue that needs to be brought to our attention.

**BUS DISCIPLINE (School Committee Policy 8325)**

The policy governing suspension of bus privileges is published in the South Kingstown District Calendar & Handbook. Briefly:

First Offense:	Verbal reprimand, letter to parents
Second Offense:	Warning letter to parents
Third Offense:	Five (5) school-day bus suspension and conference with parent, bus driver, student, and principal
Fourth Offense:	Bus suspension for remainder of year

Bus students must see that their bodies, books and personal belongings are kept out of the aisles. Special permission must be granted by school authorities and the bus company to transport large items. Band instruments that cannot be kept on the student's lap may not be permitted on the bus. School projects which cannot be kept on the student's lap are not permitted. Students must ride their assigned buses, getting on and off at their assigned stops unless a note is written by a parent granting permission to ride a different bus with a friend. The office and the bus driver must see the note.

### **SUSPENSION AND EXPULSION (School Committee Policy 8305)**

Suspension means an exclusion of a student from attendance at school, school property, and all school sponsored activities for disciplinary reasons, it may not be given for more than ten consecutive days, provided such suspension shall not extend beyond the end of the school year in which it is imposed. Suspension is determined by an authorized member of the administrative staff. Listed are some examples of breaches of conduct that may lead to suspension/expulsion:

- **Threats**
- **Striking or assaulting a student or member of the staff**
- **Use of obscene or profane language**
- **Deliberate refusal to obey a member of the school staff**
- **Possession of a weapon or alcohol, or dangerous drugs or narcotics**
- **Destruction of school property**
- **Disruption of school day by bomb threat or false alarms**

### **BCI PROCEDURES FOR FIELD TRIPS AND VOLUNTEERING**

**Background Checks:** BCI's must be on file with the South Kingstown School Department at the School Administration building – 307 Curtis Corner Rd., Wakefield, RI. in order to participate in any school field trip and to volunteer at school. This must be done annually.

**Field Trips:** To comply with the new field trip policy, you must have a cleared current BCI on file. The BCI must be dated within 12 months of the trip.

**Volunteers:** If you hope to volunteer in a classroom or at a school in SK, you must have a BCI current AND receive training from SK CARES

\* see the skschools website for volunteer and BCI information.

### **FIELD TRIP POLICY (School Committee Policy 7120)**

**All chaperones must be at least 21 years of age and have an annual background check (BCI) that meets the satisfaction of the school department and state requirements.** All information is found on the skschools.net website and through the CARES organization. **Medical Guidelines:** If any student has a serious medical condition, be sure that his/her doctor writes a letter indicating the child may safely attend and participate in trip activities. For students possibly needing prescribed medical care while on the field trip, there must be an exchange of information between the school nurse teacher and the teachers on the field trip regarding care of the student. Students requiring specialized medical care must be chaperoned by a school nurse or medically trained equivalent. Parents may attend or designate another adult to attend in their place in order to relieve the necessity of a licensed nurse to attend in order to dispense medication or perform specialized procedures. No student shall be denied access to a field trip or other activity solely on the basis of disability or medical condition.

### (SK)CARES

**Cares** is a non-profit educational organization with the mission of developing community resources and coordinating their use in support of the educational goals of the South Kingstown School Department

South Kingstown CARES Programs: - Mentoring - Classroom volunteers - College and Career Center - Homework Clubs

CARES works with families students, community members, area businesses, retirees and the University of Rhode Island to create a diverse, committed and energetic group of volunteers, who provide resources to supplement the academic and social/emotional need of our students. CARES Office is located at:

Peace Dale School  
109 Kersey Rd.  
Wakefield, RI 02879  
Phone: 360-1604

### CLASS PLACEMENT (School Committee Policy 8135)

Our students are placed into their next year's classrooms very carefully and thoughtfully. The teachers make placement decisions as a committee and meet over a series of weeks. Classes are heterogeneous (classrooms with all ability levels). Grade level teachers, resource teachers, itinerant teachers, your child's prior teachers, and the principal make placement decisions based upon information gathered throughout the course of your child's year/s at PDES.

To make balanced classes student placement decisions will consider the child's academic abilities, learning style, work habits, individual needs, school behaviors and peer relationships.

All parents will have the opportunity to inform the school of their child's special learning needs through the use of the Student Information Form (available in the office in April and due by May 1<sup>st</sup> by request). The faculty values your insight and will take this information into consideration in our placement decisions.

Notification of a student's placement for the upcoming year will be placed on the last report card of the current school year. Unanticipated personnel and enrollment changes, which occur during the summer, may affect and change a child's assignment. Parents and students will be notified as soon as changes are confirmed.

*(Please refer to Policy: Section 8000 / 8125 for additional information.)*

## ABCs of IMPORTANT SCHOOL INFORMATION

### APPOINTMENTS for DISCUSSION OF SCHOOL ISSUES

One time per year formal Parent/Teacher conferences will be scheduled by the district. There will be no school that day and you will be notified in advance. At any time during the school year, if you need to speak to your child's teacher or the principal, please leave a message on voice-mail, send an email or a note. We will reply as soon as possible.

### BOOKS

Throughout this year, your child will be bringing home hundreds of practice reading books as part of their daily reading workshop. These books need to be returned to the school the VERY NEXT day so that your child's classmates can use them the next night. **They may be small books and seemingly insignificant, but they are precious to us.** Please ensure that your child reads them, then, puts them back in their backpack each night. Books not returned in a timely manner will be charged as a cost to your family because we will need to replace the book and put it back into the classroom's reading library.

### CELEBRATIONS (School Committee Policy 7751)

Due to the many food allergies, including those that are life-threatening, we do not allow treats to be brought to school for distribution to the whole class. An alternative option to honor a birthday might be to purchase a book for the class or school library with a bookplate honoring your child. Stickers or pencils are also options to consider. If teachers request food, they will be specific about the allergies of concern. All food brought to the class must include ingredients and be approved by the school nurse. Please be very careful. We allow invitations to be distributed in the classroom **only if ALL classmates are invited.**

### DRESS CODE

Children should dress appropriately for school and the weather. Clothing should conform to reasonable standards of modesty and cleanliness. "The bottom of the tops should touch the top of the bottoms." Tee shirts and other clothing with messages should be appropriate for elementary school children. Children should wear suitable clothing and footwear on the days they have physical education. No hats are to be worn inside the school building or classrooms.

Recess is part of the daily routine for all children, it is important to their social and physical development. All children are expected to go outside for recess unless there is written notice from a parent. Students are also expected to be dressed properly for the weather: Snow boots, snow pants, coats, hats, mittens, should be worn during the cold months because we go outside year-round.



## **EMERGENCY PROCEDURES**

The General Assembly of Rhode Island enacted a law entitled “Health and Safety of Pupils,” which requires school districts to have comprehensive safety plans. We routinely practice Fire Drills, Lockdown and Emergency Evacuation drills. In the event of an emergency, the principal will determine if students and staff should be evacuated outside of the building, or to a nearby relocation site. Crisis Team Members will coordinate the orderly transfer of students to the evacuation center. Each school has a designated primary relocation site and parents will be notified by the district automated telephone system with important information regarding reunification. **Please be sure to update your telephone contact information throughout the year.** State law requires 15 fire and emergency drills per year. Students are expected to leave the building in an orderly, quiet manner. The teacher will take attendance to assure accountability for all children. It is imperative that all classroom volunteers sign in and out consistently so that everyone is counted accurately.

## **FORGOTTEN ITEMS**

Forgotten items from home including homework, lunches, band instruments, etc., may be left at the office for delivery at a time which will not disrupt classroom routine. Unless the item is absolutely necessary for the day, we suggest helping your child become responsible by allowing her/him to experience consequences for forgetting the item(s). This will help develop a sense of responsibility and self-reliance.

## **HOMEWORK POLICY (School Committee Policy 7125)**

### **Suggested Total Times for Daily Homework (10 minutes per grade level)**

Kindergarten	may read or be read to for 10 minutes per day
Grades 1-2	10-20 minutes per night
Grades 3-4	30-40 minutes per night

### **Role of the Student:**

- Understand the homework assignment before leaving school;
- Take home all necessary materials to complete the assignment;
- Schedule time for homework that is compatible with family and/or after-school activities;
- Do their best on homework assignments with a minimum of parental help;
- Complete and return homework on time.

### **LEGAL CUSTODY (School Committee Policy 8410)**

Anyone (parent, relative, friend) having a court order granting custody of a child must file a copy of said order with the principal of any school which the child attends. Changes in said documentation must also be submitted to the principal. Permission to release children to others must be in writing to the building principal and signed by the person having custody. No child may be released without this written permission.

### **LOST AND FOUND**

**Please put your child's name on every item brought to school.** We will donate unclaimed, unmarked items to a charity such as The Johnnycake Center. Check the Lost and Found frequently for any items lost. Sometimes the items do not appear in the Lost and Found immediately, but surface later.

### **MEDICAL**

#### **MEDICATIONS (School Committee Policy 5141)**

Parents/guardians are requested, whenever possible, to schedule administration of medication outside of the normal school day. Parents of students needing medication during the school day are required to bring the medication to the school nurse with an authorization form signed by your physician. **Both Prescription and Non-prescription medications require licensed health care provider's written order and a written parent authorization.** All medication must be in a pharmacy labeled and/or prescription container and/or manufacturer's container. At the time the prescription is filled, the parent/guardian shall have the pharmacist dispense an extra labeled container for use at school. No student shall have in his/her possession any medication while on school property. **All medication shall be dispensed by a School Nurse -Teacher. No medication shall be dispensed without following this procedure. Never send your child to school with medication.**

#### **COMMUNICABLE DISEASES**

Please notify the school if your child has any communicable conditions such as Strep Throat, Lice, Chicken Pox, Fifth disease, etc... This is a responsibility that must be practiced by all families.

#### **PEANUT FREE/NUT FREE CLASSROOMS**

By law, several classrooms and cafeteria areas are designated as "nut free" due to severe food allergies of students in our schools. You will be notified if your child is in a "nut free" classroom. They will not be allowed to eat any food containing nuts in the classroom at any time. However, food containing nuts may be eaten in the lunchroom

#### **SCHOOL INSURANCE**

School insurance is available at the beginning of the year. You are not obligated to purchase this insurance. If your child is not covered by health insurance, it is strongly recommended that you purchase the insurance in the unfortunate possibility of your child being injured at school. Brochures and applications are online at [www.skschools.net](http://www.skschools.net). For any questions, call Maria Parrillo at 360-1306.

## **OPEN HOUSE / REPORT NIGHT**

During Open House Night the principal or designee will present parents with updated state report data and other information pertinent to the upcoming year.

## **PERSONAL PROPERTY**

Children are not to bring toys to school. **We do not allow children to buy or trade personal items with other children** and we will not mediate differences of opinion about ownership of items brought to school that are not labeled with a child's name. **Electronic devices are not to be used during school or recess unless they are part of the academic program. If devices are confiscated, parents will be notified to pick up item from the principal.** (They sometimes help children who have long bus rides. The use of these devices is between the parent/guardian and the bus driver.)

## **REPORT CARDS**

Report cards are distributed quarterly in November, February, April, and June. Parents are encouraged to request an appointment with their child's teacher when there is a concern about their child's academic or social progress.

## **REPORTING CHILD ABUSE (School Committee Policy 4205)**

School Committee Policy requires that parents of all children be informed of the following requirement concerning child abuse or neglect: **In compliance with Chapter 11 of Title 40 of the General Laws of the State of Rhode Island, employees of the school department are required to report any knowledge or suspicion of child abuse or neglect to the Rhode Island Department of Children and their Families no later than 24 hours after such knowledge is learned or suspicion is raised.**

## **RESPECT FOR PROPERTY**

We expect that proper care and attention be given to school materials. Lost or destroyed textbooks, library books, supplies, and materials must be replaced by the student or parent.

## **SCHOOL CANCELLATION ANNOUNCEMENTS**

The superintendent will make the decision to close schools. A district-wide automated phone message will be sent to the telephone number listed on students' registration information form. Cancellation, delay or dismissal information can also be found on local television and radio stations. If school is dismissed early due to inclement weather or emergency circumstances, any activity planned in the school that evening is canceled. When an after-school program is canceled due to inclement weather or other factors, the sponsoring organization is responsible for notifying parents of the cancellation.

## **SCHOOL NEWS**

There are many methods that the school will be communicating important information. Please be sure to check e mails and your child's backpack for up to the minute information. The school website will also have additional information- and monthly newsletters. Additionally the South Kingstown School Department has an app you can download from the app store. This app will allow you access to district and school news.

## **STATE ASSESSMENT**

### **RICAS (Rhode Island Comprehensive Assessment System)**

The goals of the comprehensive assessment system is to increase student learning by producing actionable data, evaluate the effectiveness of programs and ensure that all students are making progress towards achieving learning goals. The RICAS assessment will be administered in grade 3 and 4 in the spring. Please encourage your child to do their best and be well rested during the assessment window RICAS assessment For more information, visit the RIDE website at [www.eride.ri.gov](http://www.eride.ri.gov).

## **STUDENT PLANNERS**

Students in grades three and four will be issued a student planner at the start of the school year. If lost or destroyed, it will be the responsibility of the student to replace. Another planner may be purchased at the school office.

## **TITLE I**

Title 1 federal funds come to the school based on the number of students who qualify for free and reduced lunch. These funds pay for educational supports to help all students reach their academic potential:

- Parents will be notified if their child is a Title I student
- The school will host Title I events throughout the school year, which will include:  
In the fall an annual meeting with all Title I parents regarding Title I regulations, parent involvement policy, services child will receive, the rights of parents to be involved and parent information sessions
- Title 1 families will receive notifications and invitations to events through the school flyers and mail
- Childcare will be provided at Title I events
- Parents and students will be asked to provide feedback regarding Title 1 programs (parent workshops, student intervention programs during the school day, afterschool and summer) in order to plan future programs
- Annually-Title I parents will be involved in reviewing and planning the Title I plan.

**\*\*\*Peace Dale Elementary School receives Title 1 funds. Under the Act, parents of children attending Peace Dale may request the professional qualifications of their child's teachers. Parents may request information related to state certification, highly qualified status, emergency certification, and degrees as well as information about the qualifications of paraprofessionals. This information is available by calling the main office at 360-1600 and speak to the principal. SOUTH KINGSTOWN PUBLIC SCHOOLS**

**District Title I Parent Involvement Policy**  
*Title I Requirement, Section 1118, Parent Involvement*

**PART I. GENERAL EXPECTATIONS**

The South Kingstown Public Schools will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I targeted assistance programs, consistent with the section 1118 of the Elementary and Secondary Education Act (ESEA). Parents are partners with the district in the development and dissemination of both the district and their school's parent involvement policies. Furthermore, they are also our partners in the process of school improvement through meetings, surveys and written communication. These programs, activities and procedures have been and will continue to be planned and operated with meaningful consultation with parents of participating children.

South Kingstown Public Schools truly believe that everyone gains if the school and parents work together to promote high student achievement. Neither the school nor parents can do the job alone. Parents play an extremely important role as children's first teachers. Parental support for children and for the school is critical to the success of each child. Our core beliefs, outlined below, will be reflected in all our work with families and with the community

**Transparent Evidence-Based Decision Making**

- The use of data will guide our decisions both for Title I students and for our entire district.
- Evidence-based decision making will be shared with families to help them better understand student goals.

**When We Support the Whole Child Now, We Support the Whole Community**

- South Kingstown believes that children are our future. Supporting them in all aspects of their education translates to success for the entire community.
- Support for students should draw upon the guidance outlined in the RI Board of Regents Regulations that requires each child to have at least one adult who is knowledgeable about the child's social/emotional, academic, and career goals.
- Resources need to be spent in ways that have a direct effect on student achievement.

**When the Whole Community Supports its Schools, it Supports its Future**

- We need active engagement of all members of the community to promote success for all students in all aspects of their life and especially for our neediest population.
- Active engagement comes in many forms, from mentoring or volunteering students, to sharing information with families, or to providing training for our staff.

**Academic Rigor for Each and Every Child**

- High quality, rigorous educational programming for all but especially for those in danger of being "left behind"
- Equity of all educational opportunities for all students

**PART II. DISTRICT SUPPORT FOR PARENT INVOLVEMENT**

The District will, with the assistance of our Title I schools and families, educate our teachers, principals, and staff as they reach out to, communicate with, and work with parents as equal partners. This professional development will emphasize:

- The value of parental contributions
- How to reach out to and work with parents as equal partners

- **How to strengthen the ties between the parent community and the school community**

The District will offer technical assistance, coordination, and other support necessary to help schools plan parent involvement activities to improve student and school academic performance and build school and parent capacities for strong parent involvement in a variety of ways, including assistance for our Title I targeted assistance schools in the design of effective parent involvement programs that include the six types of parental involvement detailed by Joyce Epstein:

- **Communicating** – communication between home and school is regular, two-way, and meaningful
- **Parenting** – parenting skills are promoted and supported
- **Student learning** – parents play an integral role in assisting student learning
- **Volunteering** – parents are welcome in the school and their support and assistance are sought
- **School decision making and advocacy** – parents are full partners in the decisions that affect children and families
- **Collaborating with the community** – community resources are used to strengthen schools, families, and student learning

The District will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with the District pre-school, with Parents as Teachers, and with other parent resource centers. This will support our efforts to encourage and enable parents to more fully participate in the education of their children. Support may include providing families with workshops on transition from pre-school to kindergarten, literacy at home, and understanding grade level expectations.

### PART III. ANNUAL EVALUATION

The South Kingstown Public Schools will take the following actions to evaluate the content and effectiveness of the parental involvement policy in improving the quality of its Title I targeted assistance schools:

- **Examining gains in student data, including student achievement, school performance and attendance.**
- **Surveying families annually to assess the effectiveness of the parent involvement activities in our Title I targeted assistance schools. This includes determining whether families have been provided with information in a timely manner and in a format and language that is easily understood.**
- **Using family outreach coordinators, in partnership with the Rhode Island Parent Information Network, to help families make good use of community resources to increase support for themselves and for their children and to address barriers to greater participation in school based activities. The effectiveness of this work will be assessed through the annual survey and through increased attendance at school sponsored events.**
- **In addition to the annual meeting, the Title I schools will hold meetings throughout the year to provide parents with information and strategies that build on a parents' capacity to help their child read at home. Feedback from these meetings will be used to design future parent involvement activities.**

First Reading: May 22, 2012, Second Reading/Adoption: June 12, 2012

## UNIFIED ARTS

Students have art, music, library once a week and physical education(P.E.) twice a week. Please make sure that students come ready to school to participate in physical education, wearing sneakers. For library please make sure they return books that they have checked out so they may select new ones during their scheduled time.

## VISITORS

Parents and community are welcome to visit our school upon prior notification and approval; however, for the safety of students and staff, **all visitors must stop at the office to sign in to obtain a VISITOR BADGE.** Children should **not** be escorted to their classroom door by their parent, including parent volunteers, unless special permission is granted by the principal. *(Please refer to policy #1250 for additional information.)*

**Smoking is not permitted in any school building or on immediate grounds.**

## HISTORY OF PEACE DALE ELEMENTARY SCHOOL

The first Peace Dale Elementary School, built in 1854, was a one-room building. The school was built on land donated by Isaac Peace Hazard in 1922. Thirty thousand dollars, which was appropriated by the town, along with additional contributions from the Hazard family, allowed for the construction of a new school.

The brick building with slate roof consisted of two wings facing a courtyard, connected at the north by an assembly hall. The west wing had five rooms and housed older students, while younger children studied in the four rooms of the east wing.

The school library and cafeteria were located in the basement below the west wing. This building was dedicated on Saturday, September 8, 1923.

Peace Dale Elementary School has since undergone major additions; however the original facade, including brick exterior and slate roof, remain intact. The school presently has a full size gymnasium, a centrally located media center, a computer lab, and thirty classrooms. The school has the potential of accommodating 625 students with approximately 430 children presently enrolled.

Although this once little schoolhouse has undergone significant alterations, the spirit of enthusiasm and commitment for learning and teaching remains intact. Peace Dale Elementary School continues to strive to reach each and every child that walks through its doors.

