

# Hope Highlands Elementary School Student Handbook 2010-2011



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Thea Kazianis, Secretary  
Susan Dubuque, Secretary  
Joanna Flynn, School Nurse  
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# Welcome to Hope Highlands Elementary School

The faculty, administration, and staff of Hope Highlands Elementary School welcome you as a member of the Hope Highlands student body. This school agenda has been prepared as a means of assisting you in setting goals and organizing your schoolwork for the coming school year.

## CRANSTON SCHOOL COMMITTEE

Michael A. Traficante, Chairperson  
Andrea M. Iannazzi, Clerk  
Paula McFarland  
Stephanie Culhane  
Steven A. Stycos  
Janice Ruggieri  
Frank S. Lombardi

Members of the Cranston School Committee can be contacted at 270-8143.

## Cranston Public Schools

Peter Nero, Superintendent  
Judith Lundsten, Assistant Superintendent  
Cheryl Coogan, Exec. Director of Pupil Personnel and Curriculum  
Joseph Balducci, Exec. Director of Business Management/Operations  
Raymond Votto Jr., Exec. Director of Human Resources

Members of the Administrative Staff can be reached at 270-8000

## PTO Executive Board

Dawn Sasa, President  
Elaine Harrington, 1<sup>st</sup> Vice President  
Don Cowart, 2<sup>nd</sup> Vice President  
Karen DiFazio, Recording Secretary  
Karen Spater, Corresponding Secretary  
Paula DeRuosi, Treasurer

[dawnsasa@verizon.net](mailto:dawnsasa@verizon.net)  
[harringtony2k@cox.net](mailto:harringtony2k@cox.net)  
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# **Cranston Public Schools and Hope Highlands Elementary School Policies and Procedures**

## **School Hours**

Classes begin at 9:00 AM. Supervision begins at 8:40. Breakfast is served at 8:15. Therefore students are NOT to arrive at school prior to 8:15 AM. The 1<sup>st</sup> bell rings at 8:50am. At this time, children will begin to enter their classrooms and begin the school day. Students arriving after the second bell at 9:00 AM are considered TARDY and are to report to the Main Office for a tardy slip. Students are dismissed at 3:00 PM. There is no supervision after 3:00 PM, students not participating in after-school activities are to LEAVE the school grounds and report home. Students attending an after school program need to notify the office by note when they will and will not be attending.

## **Parent Conferences**

Conferences can be scheduled at any time during the school year. Your child's teacher may request a conference with you. If you feel a conference is beneficial, please contact your child's teacher or the Main Office at 270-8148.

## **Leaving the Building**

Students are not allowed to leave the building without the knowledge and permission of the principal. Parents are asked to pick up and sign students out in the Main Office only.

## **Illness /Absences**

1. If a student is ill and will not be in school, parents must call the Main Office.
2. Parents must write a note explaining the reason for the absence.
3. Any student who becomes ill during the school day should ask the classroom teacher for permission to report to the Main Office. No student who is ill is to leave the building without permission from the Main Office.

## **Tardiness**

If a child is FREQUENTLY late, the parents will be notified via letter from the principal. If tardiness CONTINUES, a parent conference will be held and/or the TRUANCY OFFICER will be called upon to assist in correcting the problem.

## **Early Dismissals**

All parents who wish to have a student dismissed early MUST report to the Main Office to sign the child out. Office staff will call the child's classroom to arrange for dismissal. Children cannot be released directly from their classroom. Children can only be released to an adult LISTED on the EMERGENCY CARE CARD. If the name doesn't appear on the Emergency Care Card, then the child WILL NOT BE RELEASED. All individuals picking-up must show a picture ID.

## **Early School Closing**

Parents should be mindful of weather conditions during the time their child is in school. If weather conditions indicate a possibility of an early school closing, please tune to one of the local media outlets for information. These stations are also used to indicate school closing or a delay in the opening or closing on any particular day. The school Listserv will also be used to share this information by e-mail.

## **Morning/Afternoon Drop Off/Pick Up**

Parking IS NOT allowed in front of the school while school is in session. Buses need this area to drop off/pick up students. Parents who drop-off/pick-up their students should do so at the parking areas at the corners of the building and should not impede the flow of traffic. Children should not be crossing between parked cars and/or moving vehicles. Children are to report directly to their classrooms.

## **Report Cards**

Report cards are distributed at the end of each 45 day quarter of the school year in grades 1-6. Students in grade 1 will receive only comments and work habits on their 1<sup>st</sup> quarter report card, Kindergarten students will receive report cards at the end of the second and fourth quarter only.

## **Medical Problems**

PLEASE let the office know in WRITING, of any chronic medical condition your child might have such as asthma, diabetes, orthopedic problems, allergies, etc. Teachers will be provided with a copy of your child's care plan.

## **Medication Policy**

Prescribed and over the counter medication (in original prescription container with the Doctor's name), can be given at school only after the parent has provided the school with the written prescription from the Doctor. A note from the parent giving the School Nurse permission to administer this medication must accompany the prescription.

## **Lunch**

11:40 -12:10 = Grades 1 & 2

12:15 -12:45 = Grades 3 & 4

12:50 -1:20 = Grades 5 & 6

Proper behavioral standards are maintained at all times. A lunch/milk count is taken each morning by the teacher. Lunch money is paid to the cashier in the lunch room upon receiving the lunch. Drinks in a plastic bottle, Thermos, and/or box are allowed. SODA IS NOT ALLOWED. FAST FOOD DELIVERED TO, OR TAKEN IN BY THE STUDENT IS NOT ALLOWED. Each day students are given the choice of a hot or cold meal. Please refer to the monthly calendar/menu for specific daily choices. The cost of the lunches is noted on the menu.

## **School Visitors**

For the protection of all students and school employees, all persons visiting the school must report to the MAIN OFFICE. All school volunteers must complete a Volunteer Application and have BCI check down.

## **Disciplinary Code**

To provide a positive educational school setting the conduct, behavior, respect for authority, and respect for the rights of others are of prime importance. To achieve high standards of personal conduct and responsibility in all pupils, a set of reasonable rules and regulations have been developed for the Cranston Public Schools. Please take time to read and review with your child the "Pupil's Conduct Code" booklet. In the back there is a Parent/Student Sign Off which should be completed and returned to school as soon as possible.

## **Field Trips**

Field trips are valuable teaching aids. They provide children with direct learning experiences and enable teachers to extend what is being taught in the classroom. A signed permission slip is required and a fee may be collected for all field trips. The school disciplinary code is in effect on all field trips.

## **Change of Address/Phone**

Any changes in address, phone number, cell phone numbers, or the person to be notified in case of emergency must be submitted as soon as possible. If you have changed your address, you must provide the school with a PROOF OF YOUR RESIDENCY (i.e. electric, gas, insurance, tax bill).

## Hope Highlands PTO

The PTO actively supports the school's instructional program and enhances school community relations. Our PTO sponsors yearly fundraisers, coordinates our book fairs, cultural arts programs, and many other activities which benefit the young people of Hope Highlands School. The PTO also helps to subsidize field trips and provide students with a number of marvelous after-school activities. All parents are encouraged to join and become active members of the PTO.

## Toys and Games

Students are discouraged from bringing toys, games, cell phones and other electronic devices to school. Often times, these are expensive items and we cannot be responsible for such items. If such items are removed from the student by the teacher or principal, a parent will have to come to the school to get them back.

## Playground/Recess Rules

- ✓ The supervising teacher and the teacher assistant are in charge.
- ✓ Students are to stay in the recess area.
- ✓ Throwing stones or other objects is strictly forbidden. Only gym balls are allowed for the play of 4-Square or similar games.
- ✓ Students are to always re-enter the building quietly.
- ✓ There is to be no touching or throwing of snow before school, during recess, or after school.
- ✓ Students are expected to display courtesy, consideration, and respect at all times.
- ✓ Fighting is not tolerated and is a suspendable offense.
- ✓ For the safety of all children, no animals are allowed on school premises.
- ✓ In accordance with Rhode Island law, all schools are tobacco free areas.
- ✓ Parents should not be visiting students while they are at recess.

## Withdrawing a Student

The following procedure must be followed if you are planning to withdraw your child from Hope Highlands School:

- ✓ The Main office must be notified of the date your child will be leaving so that records can be put in order to facilitate a smooth transition to the student's new school.
- ✓ All books must be returned before records can be sent to the new school.
- ✓ When enrolling your child at the new school, please sign a release of records form. It is also advantageous to sign a release of records at Hope Highlands prior to your departure. Once we have a signed release your child's records will be forwarded to the new school.