

K-5

# Student Handbook 2018-2019

Colleen Loughlin, Principal  
110 Wickford Point Road  
North Kingstown, RI 02852  
401-268-6578 Office  
401-268-6583 Clinic

## A Message from the Principal

Dear Parents and Guardians,

Welcome to Fishing Cove Elementary School. The entire faculty and staff are looking forward to a wonderful year, full of exciting



experiences to help us all learn and grow. Based on the belief that all children can learn and become successful, the faculty and staff have teamed together to integrate the curriculum throughout the school to provide maximum opportunities for all students to learn.

Parents are an essential part of our learning community, and as such, we value your continued support. This handbook was designed to provide you with essential information out our school. We hope you find it helpful.

I am looking forward to a successful and exciting school year.

Sincerely,  
Colleen Loughlin, Pincipal



### Important Contact Information

School Office Hours 8:15-3:45pm

Main Office -----	268-6578
Preschool -----	268-6592
Clinic -----	268-6583
Early Childhood Supervisor -----	268-6596
Transportation Office -----	268-6510

## Arrival



School starts at 8:45am. Please do NOT drop off your child before 8:30am. There is NO supervision for students before 8:30am.

Grades 2-5 students will go to the LARGE playground to the left of the school. Kindergarten and 1<sup>st</sup> grade students will enter the front door and walk to the SMALL playground in the back of the school.

When it is raining, snowing, or below 20 degrees wind chill students will enter the front door and go to the multi-purpose room to wait for their teachers.

If you are driving your child(ren)to school, please do not allow your child to walk through buses and cars alone. Please park in a designated parking spot and walk your child to the playground or the front door. Please do not follow them to their classroom or to the morning line-up area. There are plenty of school staff members available to assist your child(ren). This is to maintain the safety and security of our students and the school. Thank you!

## Dismissal

School ends at 3:05pm. Parent pick up for K-5 students will take place at the back door around the left side of the building. A staff member will meet you there at 3:00pm with a list of students being picked up each day. You will need to provide ID to the staff member. Without ID your child will not be released to you or your designated pick up person.

If you wish to have your child's pattern of going home from school changed in any way in order for him/her to visit a friend, ride with a neighbor, etc., a signed note informing the office of the change is required on the morning that the child will be making the change. The alternate transportation is the responsibility of the parent/guardian.

Children are not allowed to leave school with anyone but their parents/guardians **unless a note is sent to the school** stating specifically who has been designated by the parent/guardian. Anyone who picks up your child **MUST** be in ASPEN as a contact person. This is for your child's protection and will be strictly enforced.

## Arriving Late to School

If you arrive with your child after 8:45am, you must accompany him/her into the front office and sign him/her in for the day. Please do not allow your child to come into the school alone.

There are designated visitor parking spaces for your convenience. Please do not park in the bus circle directly in front of the school.



## Early Dismissal from School

Classroom instruction continues until 3:05pm. If your child needs to be dismissed early, please send a note to the teacher indicating the time of dismissal and who will be picking up your child on that day. Anyone who picks up your child must be in ASPEN as a contact person.

Please no early dismissals after 2:30pm. It is very disruptive for teachers and students while they are teaching and preparing for dismissal.

## Attendance

The Rhode Island Department of Education requires all students in the state to attend school for 180 days each school year. Studies show a positive correlation between good school attendance and academic success. Absenteeism, tardiness and early dismissals disrupt the continuity of learning.

Absences, tardies and early dismissals will be excused for religious holidays, bereavement and medical issues/appointments when documented with a doctor's note.

When a student has missed ten percent (10%) or more of the days in a particular school year through unexcused absences, tardies and/or early dismissals the parent or guardian will be notified in writing.

Attendance at school is part of a student's permanent record and parents/guardians are urged to assist the school by supporting the attendance policy.

## Perfect Attendance

We celebrate perfect attendance monthly with a certificate and student's names announced during morning announcements.



Absences, tardies and early dismissals will be excused for religious holidays, bereavement and medical issues/appointments when documented with a doctor's note.

Students will receive perfect attendance when they have NO unexcused absences, tardies, or early dismissals during the month.



## Reporting Absences

To report your child's absence from school please call the clinic at 401-268-6583. Please let us know the reason why your child is absent and how long your child will be out of school, if known. Please send a note to school explaining the absence when your child returns to school

## School Cancellations or Delays



If we have severe weather the Superintendent may decide to delay the start of school, dismiss school early, or cancel school for the day. In this case an announcement will be made by means of district wide phone calls and emails to parents. It will also be broadcast on local radio and television stations.

## Buses

Students are NOT allowed to ride on buses other than the one they are assigned to, and must use their assigned stop. Every child will be required to take the bus home unless we have a note from their parent or guardian. There will be **NO EXCEPTIONS!**





## Traffic Flow

We have a very busy parking lot. Please remember: This is a **SCHOOL ZONE – SPEED LIMIT IS 10mph.** Children as young as 3 years old and adults are moving through the lot. Be aware – look around your car. Please drive slowly as you approach the parking lot. This is for everyone’s safety. **Students CANNOT be dropped off before 8:30am. There is NO supervision before 8:30am!**

## Dress Code

Children should dress according to the weather. The school realizes that dress is largely a matter of personal judgment and taste. However, the following are not appropriate for school:

Tube tops; camisole tops; halter tops; muscle shirts; bare midriffs; short shorts; mini skirts; hazardous footwear (such as high heels, sandals without a back strap); t-shirts with inappropriate or offensive images, words or advertisements; hats indoors.

All items brought to school including clothing, outerwear, lunch boxes and backpacks should be labeled. No “wheel sneakers” allowed.

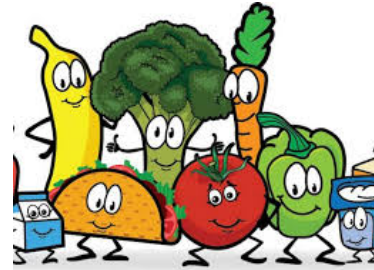


## Recess

All children participate in a daily twenty-five minute outdoor recess (weather permitting). In the winter we will still go out for recess if the temperature including wind chill or feels like temperature is 20 degrees or above. When there is snow on the ground, students may play in the snow if they have: snow pants, boots, coats, hats and mittens or gloves. Without winter “gear” students will have blacktop only recess.

## Breakfast and Lunch

Breakfast is available for purchase every morning at 8:45am to be eaten in the classroom. Hot/cold lunches are served everyday. Lunch money is collected at the beginning of every school day.



Milk can be purchased daily in the cafeteria. Children are not allowed to return to the classrooms if items are forgotten.

Your child may be eligible for free or reduced price lunch/breakfast; applications are always available in the school offices or online at <http://fc.nksd.net/>, Parents tab, Free/Reduced Lunch Application.

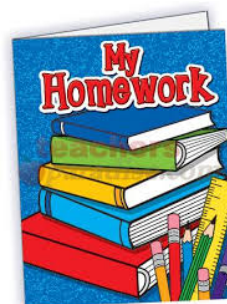
Parents are encouraged to pre pay for their child’s lunch, making the process less burdensome for everyone. Checks for one week, one month, ½ year or the entire year are happily accepted. Checks should be made payable to: North Kingstown Food Services. You can also make payments online at <http://fc.nksd.net/>, Parents tab, My School Bucks.

## School Supplies



Children should have a backpack large enough to carry items (including lunchbox) to and from school. Families who need assistance with school supplies can call the main office 401-268-6578 for assistance.

A communication folder will be provided for you and your child and will go between home and school daily. This folder will be used for all school



correspondence, homework, progress notes, updates and school work. Any notes or forms parents are sending from home to school can also be put in the folder.

## Classroom and School Celebrations

The North Kingstown School Department Health and Wellness Policy states: The distribution of candy by students and/or staff is prohibited in the classroom and on school grounds. Classroom and school celebrations will not be centered on food, except on a limited basis, with principal approval. Parents/guardians must be given advance notice of any classroom or school activity where food will be served. Due to food safety and allergy issues, ingredient lists for all food/beverages need to be available.



Birthdays are happily recognized at school. As the School Committee's policy strictly prohibits celebrations that **include food**, please be creative in your proposal to

celebrate your child's birthday in the classroom. Read a favorite book to the class, do an art project, etc.

**Please do not send birthday party invitations to school with your child unless you are inviting the whole class.** Thank you!

## Emergency Drills

We are required to do 15 emergency drills each school year. We will notify you via email after each practice drill.



## Lost and Found

The lost-and-found table is located downstairs next to the Wild Things hallway. Students are encouraged to check it on a regular basis. Please make sure that all personal items are plainly marked so your child can identify his or her belongings.



## ASPEN Parent Portal Accounts

Every parent is given an ASPEN Parent Portal Account. You will use this account to keep informed of your child's school information. At the beginning of every school year you will be asked to complete three workflows to verify that the information the school has is complete. This is also where you will access your child's report cards. Please view the following video for instructions:



<https://youtu.be/f6Ox8wkp-ho>

You can update your contact information at anytime. Please keep your contact information up to date via your ASPEN Parent Portal Account. It is critical for the school to be able to contact you if your child needs assistance or when school announcements are made. This will help to relieve stress for your child. It is very upsetting for children when we are unable to locate a parent in a timely manner. If you have forgotten your ASPEN account information contact Diane Tedford at 401-268-6578 or by email: [diane\\_tedford@nksd.net](mailto:diane_tedford@nksd.net) for assistance.

## Visiting the School

Visitors are always welcome at Fishing Cove Elementary School. In an effort to provide a safe and secure environment for all students and staff, all visitors are required to stop at the school office. If you have made prior arrangements to visit the classroom please sign in and take a visitor badge.



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All visitors/volunteers to the classrooms must have an approved BCI on file with the school department. A new BCI must be completed for each school year July 1<sup>st</sup> to June 30<sup>th</sup>.

In an effort to keep the cafeteria and playground safe and secure and for the teacher assistants to effectively monitor the students we kindly request that parents not join their child for morning arrival, lunch and/or recess.

## Title I Target Assistance School



Did you know that Fishing Cove is a Title I Target Assistance School? We are very fortunate to have a Title I funded teacher focused on reading and math instruction in grades K-2. Title I is a federal program that funds supplemental instruction and teaching supplies to help students identified by the school as needing extra help. As a result, you have the right to know about the professional qualification of your child's teachers and teaching assistants: all are very highly qualified at Fishing Cove. Please contact Lydia Hanhardt, the District's Title I Coordinator, at [lydia\\_hanhardt@nksd.net](mailto:lydia_hanhardt@nksd.net) with any questions you have about the Title I program.

## Communicating With the School

The main office is open from 8:15am to 3:45pm every day that school is in session. Mrs. Tedford and Ms. Wosny can be reached at 401-268-6578. They can help with almost any question or problem you have.



As teachers are involved with their classes during the day, it is difficult to speak to them immediately by phone. You can leave a message with the school secretary and the teacher will return your call as

soon as possible. You can also email the teachers directly. Staff emails can be found on our website: <http://fc.nksd.net/>, About Us tab, Staff Directory.



## Getting Involved



Fishing Cove encourages parents to be involved in the education of their children. In order to accommodate parent's busy schedules, there are many levels of involvement that are encouraged and appreciated.



### Parent Teacher Organization (PTO)

The mission of the PTO is to enrich and enhance the education at our school. The PTO sponsors cultural arts activities, school social events and buses for field trips. The PTO also purchases needed equipment for the school. Fundraising activities are coordinated throughout the year. PTO meetings are every other month and are announced in the weekly listserv. Parents are encouraged to attend PTO meeting, assist with fundraising and attend PTO events. All levels of involvement are appreciated. Visit their website at: <http://fc.nksd.net/>, Parents tab, Fishing Cove PTO or email them at: [fishingcoveempto@gmail.com](mailto:fishingcoveempto@gmail.com) for more information.

### School Improvement Team (SIT)

The School Improvement Team consists of parents, administrators and community members interested in playing a role in creating a roadmap to success for the school. The team meets monthly and welcomes parent involvement. Interested in joining the team? Email: [colleen\\_loughlin@nksd.net](mailto:colleen_loughlin@nksd.net) for more information. We would love a parent representative on our SIT team.