

**STONE HILL SCHOOL
FAMILY HANDBOOK
2017-2018**



***Dear Parents, Students and Friends,
Welcome to Stone Hill School, A Learning Community in
Cranston, RI***

This booklet is intended to provide helpful information about Stone Hill School. It includes descriptions of many of the important procedures, programs and routines that will help you and your child participate more successfully in our school. Please keep this handy for your reference and discuss with your child, the school's expectations, as he/she becomes important members of our community of learners. Also, please note procedures for issues regarding medical attention, attendance, dismissals, and emergencies so that we can ensure a safe environment at all times.

We look forward to a great Parent/School Partnership this year on behalf of every student who attends Stone Hill School. If you have any questions or suggestions, please contact the office at 270-8022.

Sincerely,

Tricia Totolo
Principal

Home/School Communication - Your child has been provided with a folder (K-5) and a planner (2-5) compliments of our PTG. These materials are to be used daily for homework, important papers, or as indicated by your child's teacher. Students will use the planners to record their assignments and homework, and teachers and parents will be able to use these to communicate more readily.

Teachers are available to conference with you throughout the year. Please do not hesitate to call and schedule an appointment as soon as you have a concern, or to discuss your child's progress at any time. I encourage you to call the school for any issue or concern that you may have, and assure you that myself or your child's teacher will get back to you via the phone, a note, or e-mail.

You will also receive email updates from the PTG (Parent Teacher Group) that will keep you up-to-date on all the events, activities, and information regarding our school.

Standards of Conduct and Behavior Expectations for all behaviors involve respect and the assurance of a safe environment for all. Students are expected to demonstrate respect at all times. This is expanded upon in the Cranston Elementary Conduct Code Book which is available on our Stone Hill website. All students and their parents should review these expectations together, and must sign and return the policy agreement.

As elementary students, our children are learning what it means to be courteous and cooperative, how to settle disagreements and conflict, how to communicate effectively, and the importance of kindness. Learning these behaviors is an important part of the developmental process and we take a proactive role in providing the necessary supports and instruction. We thank you for your support and collaboration in this regard.

Attendance and Tardiness - Attending school every day unless ill, and being on time, are very important lessons for our students. This is one of the ways that children learn to become responsible adults who are conscientious and organized and ultimately successful. You will be notified from the school for excessive absences and or tardiness.

In cases of truancy, parents will be notified so that the problem can be resolved. In serious cases, the Home/Visitor/Attendance Officer will become involved and appropriate action will be taken to obtain compliance with the state law pertaining to compulsory attendance.

We ask that if possible, appointments for students be made around the school day so that instruction is not missed. Students dismissed before 12:00 PM will be marked absent as it is a requirement for the student to attend at least ½ the school day. Students who are absent for vacations or other extended periods will make up the work when they return to school.

Homework will not be provided in anticipation of schoolwork missed. Students are asked to “read” and practice math facts and concepts, already learned. This is to ensure that the teacher has an opportunity to present new information and that understanding is assessed. Please see the Cranston Attendance Policy on our web page under Policies.

Emergency Care Cards - Please be sure to keep your child’s Emergency Care Card up-to-date at school after you have filled out the new one for this school year, including phone numbers and address. Please remember that students can only be released to people that you have listed on the Emergency Care Card and they must show identification.

Medication Administration at School – Over-the-counter medication such as aspirin or cough drops as well as prescribed medication such as antibiotics can only be dispensed in the following manner:

1. Prescription from a physician for all prescribed medication or over-the-counter medication
2. Signed authorization by parent for nurse to give medication
3. Documentation by physician and parent renewed annually
4. Medication in properly labeled container
5. Medication is administered at school by School Nurse, parent, or parent designee only
6. Student may be allowed to self-medicate with authorization by a physician and all other guidelines followed.
7. Medication must be transported to school by an adult only.

Arrival - School hours are 8:55 am–3:10 pm. Students in all grades enter through the front door and line up in the cafeteria. Please do not drop your child off before 8:40 as there is no supervision and doors are locked until that time. Students who arrive after 8:55 must stop in the office and will be marked tardy. All students are expected to be at school on time. Please note that large buses will be dropping off bus students on Marlow St. and the students will enter the building through the Marlow St. entrance. Please plan your route accordingly.

Please say good-bye to your child at the front door. Parents are asked not to enter the foyer area and congregate. If your child is going to be absent for the day, please call the school. Absences and times tardy will be maintained in the student's permanent record and will only be marked as "excused" when documentation is provided to the school from a doctor's office.

Dismissal – Kindergarten, Grades 1 and 2 are dismissed from the side door near the K classrooms to their parent/guardian. Grades 3 through 5 exit out the back door on the street side (right hand side of the building). Children are only dismissed to parents/guardians listed on the Emergency Care Card. Parents/guardians should always be prepared to show a photo ID in the event they are asked by a faculty member. For example, if your child has a substitute teacher and is being dismissed as a walker, the

teacher may ask for a photo ID. We are asking that you avoid picking your child up from school early as it disrupts their learning.

Planned Early Dismissal and/or Any Change in Dismissal plans. If there is any change in your child's dismissal routine (ex. Not taking the bus or leaving early for an appointment, etc.) you must send a note to the school with your child that morning. The student will give it to his/her teacher who will note the change and then it will be sent to the main office to inform them as well.

If you wish your child to go home with another student we must have a note from both children's parents verifying that you are aware of the plans.

Unplanned Early Dismissal/School Delay - In the event of early dismissal or school delay, please listen to your local radio, TV, or email alerts for notification so that you will be available for your child. You may also receive a Robo call from the school to the phone number you have listed in ParentLink.

A free breakfast is available from 8:40 am-8:55 am in the cafeteria for all students.

Lunch - Students may purchase lunch and/or milk at school. Menus will be sent home monthly. Please post them so that you will not have to call the school to inquire about the lunch choices and your child will not need to call you because they do not like what is on the menu. You can put money on your child's lunch account at any time or send money in on the day of purchase. You may go to www.MySchoolBucks.com to register for a free account in order to add money to your child's lunch account (you will need the student's name and student ID number).

Recess - Students will go outside after lunch for their recess time. Unless the weather is extreme, recess is outside. Please make sure that your child has the appropriate clothing including hats and gloves.

Snacks - Students are encouraged to bring nutritious snacks which they may have in the morning before lunch and during instructional time. All classrooms are Tree Nut Free (peanut butter, etc.-so please do not send those kinds of snacks). Students can have Tree Nuts in the cafeteria, we will make accommodations by arranging seating for safety.

Activities - Stone Hill School offers a variety of activities and programs through the PTG and the school. These may include activities such as homework clubs, sports and crafts as well as evening activities. You will be notified of these opportunities as they are scheduled.

Please do not have your child bring to school: cards, toys, or food to share with classmates unless requested by the teacher for special events. Party invitations may be distributed as long as they are passed out to all the boys in the class, all the girls in the class, or the entire classroom. Also, distribution of invitations must be during non-instructional times (i.e. before or after school, recess time, etc.)

Building Security/Visitor Protocol - We encourage and welcome parent and community volunteers to our building. We often have visiting professionals since this is a learning environment that we are proud to share. We believe that this type of community involvement is one of our greatest assets. However, unauthorized persons can cause an interruption in the teaching and learning process, and may even pose a safety threat. Since the educational needs and welfare of our students is of primary concern, we have established the following procedure for admitting visitors to our building.

- 1. All visitors must report to the Main Office upon entering the building.**
- 2. Visitors who will be volunteering must sign into our Visitor's Log in the main office and will be required to wear a Visitor's Badge.**
- 3. All Volunteers must complete the Cranston Public School application and BCI check yearly if you wish to volunteer for an activity or field trip. There are no exceptions. Please do not wait until right before the event as this process takes time.**
- 4. Students should be entering and leaving the building via designated areas, before and after school.**
- 5. In the event that a child must be dropped off or picked up at the front door, parents should remain in the Main Office to avoid any confusion or disruption of class time. Parents may not walk their children to classrooms or walk to classrooms to get their child.**
- 6. Any visitor picking up students, including those who are not guardians, must be listed on the child's emergency care card and must present a photo ID – no exceptions.**
- 7. Parents who wish to speak to their child's teacher should leave their name and phone number in the Main Office or call the school to request a meeting. The teacher will then contact the parent to arrange a meeting.**

We appreciate your cooperation with these policies as it will help us to supervise and operate the school in a safe and orderly manner.

Coming to School, Ready to Learn

Attending school and working hard are expectations for all students. Children need to have routines that help them grow in their learning. These routines include going to bed at a reasonable time so that children are rested and ready to learn as well as having enough time in the morning to have breakfast and be prepared for school. Children need help scheduling quiet time to complete homework requirements and to read for pleasure.

We look forward to working with you and your child this school year!

Helpful school links:

Cranston Public Schools: www.CPSED.net

Stone Hill Elementary School: Stonehillschool.weebly.com

Stone Hill Elementary School PTG on Facebook: www.facebook.com/StoneHillPTG

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