



130 SCOTT ROAD
CUMBERLAND, RI 02864

STUDENT HANDBOOK

Nidia Karbonik
Principal

Karen Egan
School Secretary

Christine Cipriano
School Nurse

School doors open at 8:45 a.m. Please do not drop your child off before 8:45 a.m. Students arriving after 9:00 a.m. need to be signed in at the office as they are considered tardy. Students are dismissed at 3:25 p.m. School hours are 9:10 a.m. until 3:20 p.m.

PLEASE CALL THE MAIN OFFICE NUMBER AND LEAVE A MESSAGE REGARDING AN ABSENCE. A NOTE MUST ALSO BE SENT TO THE CLASSROOM TEACHER EXPLAINING THE CHILD'S ABSENCE.

IMPORTANT PHONE NUMBERS

MAIN OFFICE NUMBER 333-0554

FAX NUMBER 334-1811

BUS COMPANY 334-3745

NURSE 305-3019

GUIDANCE 305-3149

WEBSITE

www.cumberlandschools.org

nidia.karbonik@cumberlandschools.org

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SCHOOL LUNCH PRICES

Breakfast \$1.00	Reduced breakfast price \$.30
Lunch \$2.60	Reduced lunch price \$.40
Milk \$.50	

School Vision

Ashton School is a diverse family of learners in which a partnership of school, family and community collaborate to develop responsible, ethical, productive and adaptable citizens. We believe in promoting high expectations and high standards of learning and behavior for all students within a safe, supportive and challenging environment.

School Mission

The mission of Ashton School is to educate and inspire our children to become successful, contributing members of society.

We Believe....

- In treating everyone with dignity and respect
- In working together to meet the needs of all of our students
- In setting high expectations
- We can attempt to problem solve challenging situations
- In accountability- both academically and behaviorally within reason
- In supporting teachers, students, and Ashton families

Link to the School Improvement Plan

<https://docs.google.com/document/d/1KFLoekRpLA6ao-nNFyDVqSVTXiRFn0j-Avhp-WzNItE/edit?usp=sharing>

ATTENDANCE

Students must be in school every day of the school year in accordance with the General Laws of the State of Rhode Island §16-19-1 and/or §16-19-6. Students must attend scheduled classes unless students are excused for the reasons recognized by the Cumberland School Department. School districts are required by law and regulations to monitor student daily attendance. Detailed student attendance reports are provided to the Rhode Island Department of Education (RIDE) and are used for individual student review, as well as district and state comparisons across organizations and jurisdictions.

TARDINESS

Students who arrive after the official beginning of the school day (9:05am), should report to the office with a parent.

Students are considered tardy when they arrive after the start of school. If a student has not attended school for at least half of the school day, this is considered an absence. The School Department is required, per the Rhode Island Department of Education, to track student tardiness and report this information on a daily basis.

ABSENTEEISM

Parents/Guardians of all Cumberland schools should call the school on the day of their child's absence to inform office personnel of the absence. Please Note: Email is not an acceptable method of reporting a child's absence. For an absence to be considered excused, the following examples can be provided as documentation of the excused

absence: 1. Doctor's note 2. Court appearance summons or other dated court document 3. Name of deceased and relation.

Following five (5) unexcused absences, or the combination of unexcused absences, tardies and early dismissals which equal five (5) unexcused absences, the school will contact the parent/guardian to notify them of the attendance concerns and provide a link to the attendance policy for their review. Parents may request a hard copy of the policy at any time.

Student absence from class for purposes of family travel or vacation is a loss of valuable classroom instructional time and is strongly discouraged. All work will be provided upon return to school; students are required to make-up all missed work. Absences due to family travel and vacation are considered unexcused absences.

EARLY DISMISSAL

Early dismissal occurs when a student leaves before the end of the school day. The Department is required, per the Rhode Island Department of Education, to track student early dismissals and report this information on a daily basis. Three (3) unexcused early dismissals are calculated to equal one (1) unexcused absence.

GETTING TO SCHOOL BY BUS

All students in grades K through 5 are picked up in the morning at their neighborhood bus stop. For information regarding busing you can call the bus company, **DURHAM BUS COMPANY** at (401) **334-3745** or fax them at 334-3775.

DISMISSAL PROCEDURES

“Walkers” is the term used for students being picked up by their parents from school.

Parents are asked to fill out a dismissal plan indicating the arrangements for their child each day. Please send a note to school in advance if the arrangements change or call the school by 2:30 p.m. - for emergency situations only.

If a student is a walker for the entire year, please fill out the dismissal plan accordingly and your child will be placed on the walkers list as a permanent walker. Day to day walkers be added to the list once we receive a note from the parent. Please send a note with your child if they are being picked up early or if they are not going on the bus and they are not permanent walkers.

Every student has been assigned a number (students in the same family have the same number) and it will be attached to his/her backpack. A card with the same number will go home to the parents/guardians. This card will be used at pick-up of walkers, to match the families together. A photo ID will still be required if the person picking up is not known to the staff monitoring dismissal. You may take a photo of the card and use that, as well as share it with anyone that will be picking up your student(s). If at any time a replacement is needed, please contact the school.

We are doing this in an effort to maximize the safety of all of our students and appreciate your cooperation.

Parents must park on the blacktop near the playground and may enter the building **through the gym doors**. Please wait outside until dismissal time at 3:25 p.m. and be prepared to show your child's dismissal ID # student number upon entering the building. Parents without a dismissal ID card must report to the office. If we are not familiar with the person picking up a child, we will ask for a valid photo ID and the person must be listed on the dismissal plan. If you are not on the list, you will also need to report to the office.

STUDENT DROP-OFF PROCEDURES

Parents should drive into the teachers' parking lot located on your left hand side of the school as you drive into the school. Please drive to the blacktop area to drop off at the second set of double doors. These are the doors with an overhang that lead to the gymnasium. Parents are asked NOT to get out of their car but to drop off and continue making the loop around the blacktop to exit the parking lot. An Ashton staff member will be next to the school doors welcoming the children into the building. Parents will not be allowed to come into the building through the student drop off area. Parents who need to come into the building are asked to find a parking spot in the parking lot near the baseball field and use the front door of the building.

BIRTHDAY AND HOLIDAY CELEBRATIONS

Due to the increasing number of students with food allergies, we will **NOT** be celebrating birthdays in the classrooms. ***Any other classroom celebrations are coordinated through the room parent and the classroom teacher in order to monitor the food and comply with the District Wellness policy.***

CONFERENCES

*Parents will be invited to make an appointment for a parent-teacher conference in the fall, per the district calendar. Additional conferences may be requested by the parent and/or classroom teacher at any time during the school year. Please email the teacher or call the school for an appointment (401) 333-0554. The teacher emails are listed on our school website in the following form: *first name.last name@cumberlandschools.org**

VOLUNTEERS

The Cumberland School Department appreciates volunteer efforts in its schools. A volunteer is any non-compensated person who wishes to donate his/her time within a school building, at a school sponsored event, or where children are present. Volunteers must adhere to all Cumberland School Department policies and regulations including, but not limited to, Code of Conduct and Confidentiality.

Upon initial application, all volunteers shall be required to obtain a Rhode Island BCI. [BCI Form 2019-20](#). All out-of-state volunteers, or volunteer applicants who have not resided in Rhode Island for a period of one (1) year, shall be required to obtain a National Fingerprint BCI. The cost of the background check, if any, is the responsibility of the

applicant. The Rhode Island BCI, per the statute, is valid for one (1) year. Volunteers will be required to submit the Application and an Information and Disclosure Statement each school year to be eligible to volunteer. Volunteers should not be with a student(s) unless in the presence of a classroom teacher, administrator, or appropriate school personnel. A volunteer shall not be in a one-on-one situation with a child, during or outside of a school day. Volunteers must provide identification and sign in/out at the school's main office. Volunteers shall wear the "Visitors" badge or other means of identification, as required by school policy.

Positive Behavioral Interventions and Supports ~ "PBIS"

Our school expectations are: **Respectful, Responsible and Ready to Learn**

In all settings, we teach our students that they can achieve these goals in a positive manner. The entire school uses the same terminology when speaking to the children. For example, all students know the terminology "Calm, Straight and Quiet" will be used when students are walking down the hall. They also know "Go, Flush, Wash, Leave" for the bathroom. The students have also learned the newest terminology "Go with the Flow", which will teach children that sometimes there are changes in our daily routine that we can't control.

As part of our PBIS process, teachers and other staff members use evidence-based practices to increase student learning, decrease classroom disruptions, while encouraging the development of positive behaviors. These practices are:

1. Incorporate school-wide expectations using the same terms.
2. Provide students with more praise than correction.
3. Talk to students with respect.
4. Actively engage everyone in the class during instruction.
5. Use pre-correcting, prompting and redirecting as we teach.

Behaviors are separated into minor and major behavior infractions. When minor infractions occur, they are documented on a Behavior Incident Report or Office Discipline Referral. Then, a copy may be sent home so that parents/guardians are involved in our PBIS program at home. Examples of minor infractions include: disruption, defiance, property misuse, and inappropriate language.

Major infractions require immediate attention by administration and include such things as: abusive language, fighting/ physical aggression, bullying, overt defiance, chronic disruption, property damage, forgery, and weapons.

Major infractions are also documented and sent home to parents/guardians.

Students earn individual paws when they follow our school expectations. Ashton students have a variety of ways to spend their individual paws. Here are some ways your child may elect to spend his/her paws: necklace charms, PBIS no homework passes, school supplies, computer pass, lunch in the classroom pass, raffles, etc. Ashton students also earn classroom tokens. Class incentives are usually decided with student input. Some of the classroom incentives include: no homework night, pajama day, movie, extra recess, etc.

SAMPLE OF OFFICE INCIDENT REPORT/INCIDENT FORM

Parents will receive the bottom part of this form for minor incidents. Principal will communicate with parent about major incidents via the ODR form, phone call or a meeting.

Ashton Elementary School Behavior Incident Report

Student Name: _____ Date: _____ Time: _____

Grade: _____ Referring Staff: _____

Location: Cafeteria Hallway Classroom Library Bathroom Bus
 Gym Playground Special Event/Field Trip Music Other _____

<i>All that apply</i>	<i>Most significant</i>	
<p>Preventative Actions</p> <p><u>What actions were taken?</u></p> <p><input type="checkbox"/> Offered a replacement behavior/activity <input type="checkbox"/> Acknowledged on-task behaviors of others <input type="checkbox"/> Used proximity <input type="checkbox"/> Quietly redirected child <input type="checkbox"/> Conference privately with child <input type="checkbox"/> Offered child a "break" <input type="checkbox"/> Offered a quiet work space <input type="checkbox"/> Re-taught skill <input type="checkbox"/> Delayed non-preferred task <input type="checkbox"/> Other _____</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><u>Possible Motivation:</u></p> <p><input type="checkbox"/> Obtain Peer Attention <input type="checkbox"/> Obtain Adult Attention <input type="checkbox"/> Obtain Items/Activities <input type="checkbox"/> Avoid Peer(s) <input type="checkbox"/> Avoid Adult(s) <input type="checkbox"/> Avoid Task/Activity <input type="checkbox"/> Other _____</p> </div> <p><u>Others involved in incident:</u></p> <p><input type="checkbox"/> None <input type="checkbox"/> Teacher <input type="checkbox"/> Peers <input type="checkbox"/> Staff <input type="checkbox"/> Substitute <input type="checkbox"/> Other</p>	<p><u>Classroom Managed</u> (File in Minors folder)</p> <p><input type="checkbox"/> Inappropriate Language <input type="checkbox"/> Physical Contact <input type="checkbox"/> Disrespect/Non-compliance <input type="checkbox"/> Disruption <input type="checkbox"/> Other</p> <hr/> <div style="text-align: center; font-size: 2em; color: blue;">↓</div> <p><u>Staff Decision</u></p> <p><input type="checkbox"/> Conference with student <input type="checkbox"/> Loss of privilege <input type="checkbox"/> Time away from group (time out) <input type="checkbox"/> Phone call, note, conference with parent <input type="checkbox"/> Personal reflection form <input type="checkbox"/> Other _____</p>	<p><u>Office-Managed</u> (File in Principal's office)</p> <p><input type="checkbox"/> Abusive/Inappropriate Language <input type="checkbox"/> Fighting/Physical Aggression <input type="checkbox"/> Disrespect/Insubordination <input type="checkbox"/> Harassment/Bullying <input type="checkbox"/> Disruption <input type="checkbox"/> Property Damage <input type="checkbox"/> Forgery/Theft <input type="checkbox"/> Inappropriate location/Out of bounds area <input type="checkbox"/> Other _____</p> <hr/> <p><u>Administrative Decision</u> Principal Only</p> <p><input type="checkbox"/> Loss of Privilege <input type="checkbox"/> Parent Contact/Meeting <input type="checkbox"/> Conference With Student <input type="checkbox"/> Time In Office <input type="checkbox"/> In-School Suspension <input type="checkbox"/> Out of school Suspension # of days suspended____ <input type="checkbox"/> Other _____</p> <hr/> <p>Was additional staff needed? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p><input type="checkbox"/> Support Staff <input type="checkbox"/> CPI Called-No Restraint Needed <input type="checkbox"/> CPI Called - Restraint Required <input type="checkbox"/> Risk Assessment</p>

Dear Parent(s) of _____ Date: _____
 I just wanted to let you know that today in school your child had a behavior incident.

____ Education is a partnership between home and school. Please review the expectations with your child. No further action is needed at this time. Please feel free to contact me if you have further questions.

Sincerely,

 Teacher Signature Principal Signature Parent/Guardian Signature

ASHTON SCHOOL –RECESS VOLUNTEERS

Dear Parent/Guardian:

Are you interested in becoming an Ashton School recess volunteer? We currently have a need for a number of parent volunteers to help us supervise the students during recess time.

Volunteers will work with the staff recess supervisors and the principal to insure a safe, well behaved and enjoyable recess time for all students. During recess, volunteers are invited to organize games or activities for students, spend time talking to our children and actively supervise them. No prior experience needed, just a positive attitude and your willingness to help.

If you are interested please complete and return the bottom portion of this form. You are welcome to help us during all three recesses if available on any day of the week. Recess volunteers are needed during the Fall and Spring months when students go outside for recess.

I am available on the following days/times:(please check where appropriate in sections A and B)

Section A

_____ First Recess 11:20- 11:40 Kindergarten & Grade 1

_____ Second Recess 12:30-12:50 Grades 2 & 3

_____ Third Recess 1:00-1:20 Grades 4 & 5

Section B

Monday_____ Tuesday_____ Wednesday _____ Thursday _____ Friday_____

Parent Name_____ Telephone _____

Email: (print clearly)_____

Child(ren) enrolled at Ashton School and grade:

Name_____ Grade_____

Name_____ Grade_____

Name_____ Grade_____

Once a schedule is created to cover recess duty, you will be contacted to start volunteering. All volunteers must have a BCI check on file with the district prior to volunteering.

_____ I have a current BCI in file with the district.

_____ I need to complete the BCI check and will submit a copy prior to volunteering.

[BCI Form 2019-20](#)

Thank you!

Nidia Karbonik, Principal