

Forest Avenue School Information Packet 2008 - 2009



Stephen Ponte, Principal
315 Forest Avenue
Middletown, RI 02842
401-849-9434

www.ri.net/middletown/forest

SCHOOL PERSONNEL

Principal:	Steve Ponte
Head Teacher:	Betsy Colaneri
Secretary:	DeDe Forgue
Guidance Counselor:	Patsy King
School Nurse:	Cam Ventura
Custodial Staff:	Guy Parker Bill Croughan
Food Service:	Chartwells

DISTRICT ADMINISTRATION

Superintendent:	Rosemarie Kraeger
Asst. Superintendent:	Linda Savastano
Student Attend. Facilitator:	Mike Yates
Dir. of Facilities:	Ed Collins
Business Manager:	Catherine McLeish

SCHOOL TELEPHONE NUMBERS

Office..... (401) 849-9434

Fax Machine..... (401) 846-4709

Administration..... (401) 849-2122

Forest Avenue School Website:
www.ri.net/middletown/forest

MESSAGE TO STUDENTS

Welcome to the 2008 – 2009 school year! This packet is to help you become better organized and be more responsible.

Your parents are very important members of the Forest Avenue School Community. As such, we encourage them to help make your school experience rich and meaningful.

The staff and I invite you to share in the many exciting and rewarding opportunities awaiting you at Forest Avenue School. Best wishes for a productive school year!

Mr. Ponte, Principal

MISSION OF MIDDLETOWN PUBLIC SCHOOLS

To support our mission, we are committed to...

- ◆ Learning as a life-long process.
- ◆ Selecting, developing, and supporting a competent and caring staff.
- ◆ Stakeholders participating in decision-making.
- ◆ Providing and maintaining a safe, orderly and attractive environment.
- ◆ Effective management of resources.
- ◆ *EXCELLENCE* in all we do.

FOREST AVENUE SCHOOL BELIEFS

To support our mission we are committed to:

- ◆ Creating a safe and orderly environment.
- ◆ Respecting individual differences, with no discrimination.
- ◆ Developing literacy skills.
- ◆ Believing that all children can succeed.
- ◆ Recognizing and respecting different learning styles.
- ◆ Providing opportunities for children to learn at their own levels.
- ◆ Implementing age/grade appropriate practices to promote active learners and critical thinkers.
- ◆ Emphasizing the values of friendship, respect, compassion, honesty, and self-esteem.
- ◆ Ensuring that parents make a commitment to be involved actively in every aspect of their child's learning program – at home and at school.



SCHOOL HOURS

8:30 A.M. – 2:40 P.M.

AFTER SCHOOL PROGRAMS

After school programs for our students are offered on-site with the YMCA. There is also a Homework Club, Art Club, Hands on Science, and Foreign Language classes offered throughout the year. Information regarding these programs will be sent home at the appropriate time, and will be available through the school office and our guidance counselor.

ARRIVAL & DISMISSAL

Whenever possible we urge you to use BUS TRANSPORTATION to and from school. We also, URGE you to maintain a CONSISTENT routine for your child. This allows us to maintain the smoothest and safest arrival and dismissal. Most importantly...Please DO NOT CALL THE SCHOOL to make a change to your child's dismissal procedures or pop in to pick your child up. This causes us to have to interrupt classrooms and spend time reorganizing our dismissal plans. **WE WILL NOT accept any verbal changes for dismissal. All changes need to be made in writing** - this can be done by sending a note with your child or by dropping a note off at the school. Additionally, **NO CHANGES will be made after 1:45 p.m.** Parents dropping off or picking up students at school should use the circular drive to the left side (south side) of the school near the playground. Students should arrive no earlier than 8:15 a.m. and report to our playground.

Car riders and walkers will be dismissed at the second bell (2:40 p.m.) through the doors to the playground. Please meet your child in this area. Students being picked up can be met and signed out in the office, an ID will be required, and only individuals listed on the child's emergency card will be allowed to pick up students.

Early Dismissal/Change in Dismissal

We encourage you to try and schedule your child's doctor and dental appointments around school hours. If this is not possible, a note should be sent to the child's teacher by a parent or guardian stating the child's name, release

time, and the person with whom he/she is to be released. This note will be forwarded to the school office. For your child's safety, parents and guardians are required to sign out their child in the office at the time of early dismissal. In some cases, it may be necessary to ask for identification if we are unfamiliar with the person who is picking up the child. Again, no changes will be accepted over the phone. PLEASE only dismiss your child when absolutely necessary for appointments or family emergencies. It is very disruptive to the teacher and the other children's end of the day routine.

ATTENDANCE

School is in attendance for 180 days. Children should be present in class except in cases of illness. For your child's safety, we request that in the case of an absence you call the school office at 849-9434 prior to the start of the school day. If we do not receive a call, we will assume your child is absent without your knowledge or approval. In that case, our staff will contact you. We will request a note from the Doctor verifying the appointment or number of days out due to illness.

Vacation Absence

We encourage you to schedule your vacation time during our winter or spring breaks. If the need arises to take your child out of school for an extended period, please notify your child's teacher and the office. While teachers often plan their lessons weeks in advance, individual assignments are given based on the outcome of daily lessons. It is not always possible to have these assignments before a family vacation. Upon return, makeup work may be assigned dependent on the lessons missed and the subject matter involved.

BICYCLES

Forest Avenue students who ride bicycles will follow safety rules including walking bikes across streets and on school grounds. Students are required to park their bicycles in the racks on the playground and lock them for added

security. Bike helmets should be worn for added safety.

Bicycles are the responsibility of the students. The students ride at their own risk.

BUS SCHEDULES

Children should be at their bus stops five to ten minutes prior to the scheduled time.

Appropriate behavior is expected at the bus stops and cooperation from the parents to assure this will be greatly appreciated.

Please note: During the first few days of school the buses tend to run off schedule. It will take the children, drivers, and monitors a few days to learn the stops and routes.

BUS TRANSPORTATION

Bus transportation is provided for students as determined by the Director of Student Services.

If a student's behavior creates a safety hazard on the bus, the student may be deprived of bus riding privileges. Parents will be expected to transport the student to school if a bus suspension should occur. The behavior and safety of the student at the bus stop is the parent's responsibility.

Video cameras will be installed on the buses to provide safety and security for all passengers. In order to minimize problems resulting from bus transportation, observation of the following rules should be encouraged:

- ◆ Arriving at the bus stop 5-10 minutes ahead of schedule should be sufficient. Arriving too early may result in mischief.
- ◆ While waiting for the bus, remain in the loading area, not in the street.
- ◆ Wait until the bus stops before advancing to board the bus.
- ◆ Board the bus and be seated. Stay in your seat.
- ◆ Talk softly with your neighbor when conversing on the bus.
- ◆ Keep aisle clear of books, feet, etc.
- ◆ Keep hands, arms, head and feet inside the bus.
- ◆ No eating or drinking on bus.

- ◆ Keep bus clean. Do not write on or destroy bus seats.
- ◆ Cooperate and be courteous to the bus driver and monitor.
- ◆ The bus driver is authorized to assign seats if necessary.
- ◆ A note granting permission to ride a different bus must be turned into the teacher to be given to the bus driver at the end of the day.

CAFETERIA

Forest Avenue School participates in the Chartwells School Lunch Program. The menu, developed by Chartwells, for breakfast and lunch is published in the Newport Daily News. Monthly menus are sent home at the beginning of each month along with a calendar of events. Regular and reduced costs for breakfast and lunch are posted on the menu. Applications for free/reduced breakfast and lunch will be passed out at the beginning of the school year and will be available at the office.

The breakfast program is available to interested students from 8:15 a.m. – 8:30 a.m. students may choose to go to the cafeteria during that time. They will be sent to class at 8:30 a.m.

Hot lunches are available daily and include dessert and a carton of milk. Students choose from three selections when they order their lunch in the morning.

Lunch money is collected each day. We also have implemented an advanced payment plan which enables parents to deposit money into their child's account. The lunches are ordered from the central kitchen for delivery to the school before lunchtime. If you are going to arrive late, you may call the school and give your menu choice prior to 9:00 a.m. Milk and snacks are available for purchase during lunch. The lunch aides will make every effort to make sure that students finish their lunch before being allowed to purchase a snack.

Bag lunches may be ordered and paid for 48 hours prior to leaving for a field trip.

CHANGE OF ADDRESS/PHONE NUMBERS

In order to reach parents or authorized individuals in case of illness or emergency, home/work addresses and telephone and cell phone numbers must be kept current. The importance of maintaining updated information cannot be overemphasized.

CLINIC & MEDICATIONS

Please be aware that Forest Avenue School only has a part time nurse. The school clinic serves as a temporary resting-place for sick children and to administer first aid for minor injuries. Parents will be called to pick up their child if he/she is running a temp of 100 degrees or over, or is unable to return to class. In the event of an emergency, if parents cannot be reached, an ambulance will be called to take the child to the emergency room at the hospital.

MEDICATION

The administering of prescription medication will be supervised by certified school nurse teachers. A current medication procedure form, completed by the physician and parent, must be on file in the school. Students will be sent to the nurse to receive any and all medication. Medication not prescribed by a doctor cannot be given at school. Please contact the school nurse if you have any questions.

PLEASE contact the school nurse regarding any changes in your child's medical condition or medication that may require her attention.

DISCIPLINE

Code of Conduct

Safety:

Are my actions safe for myself and others?

Respect:

Do my actions show respect for myself and others?

Honesty:

Do my words and actions represent truth?

Responsibility:

Do my actions meet the expectations to take care of myself?

Can the teachers and staff count on me to make the right choices?

Courtesy:

Do my actions help make Forest Avenue School a nice place to be?

Do I help make other students feel accepted and welcome?

Can I be counted on to do my school work to the best of my ability and not be a disruption?

DRESS CODE

Students are encouraged to dress in a neat and attractive manner that reflects pride in themselves and the school. Consequently, the school relies on parents' good judgment as to what their children are to wear. Students are also encouraged to wear sneakers/shoes rather than flip-flops or sandals.

It is critical that all outerwear be labeled with the child's name so that an owner can be readily identified. Please keep track of your clothing. Lost/forgotten items are on a table in the lobby.

Fridays are designated as "School Spirit Day."

Students are encouraged to participate by wearing school colors on that day. (Our colors are blue and white). Forest Avenue shirts are available at the school store.

FIELD TRIPS

Field Trips are an opportunity for students to participate in cultural activities as well as to get to know the community and surrounding areas. The PTG sponsors a field trip program in which every class participates. All field trips are an extension of the instructional program, enhancing learning. **Good school behavior is required to be eligible to attend.**

Permission slips will be required for all field trips. Students who do not bring in permission slips prior to going on a field trip will not be allowed to participate in that field trip. Bag lunches can also be ordered in the cafeteria. They must be ordered 48 hours before the day of the field trip.

FIRE DRILLS

Fire drills are required and all students must participate in them. Visitors to the building must exit along with all other school personnel.

GOOD BEHAVIOR

Students can earn STARS by being good citizens and showing exemplary behavior. Drawings for prizes are held daily. Monthly celebrations are held to honor students. Individual students are honored with the Principal's Award and the Student of the Month Award.

HEALTH SCREENINGS

Health screenings include heights, weights, speech, vision, hearing and dental screenings, are conducted as routine health checks by the school nurse or by school district personnel. Health records are maintained for all students.

HOMEWORK

Daily homework assignments are given. Teachers give out homework on either a daily or weekly basis. The length of daily homework assignments generally follows the guideline of 10 minutes/grade level.

LISTSERVE

If you would like to be contacted by email, you may sign up in the office and receive notices which will be sent by the principal/clerk informing parents of important reminders, cancellations and other events.

NOTICES

Students are expected to carry home all school notices that are handed out in class and give them to parents/guardians.

PERSONAL LITERACY PLANS (PLP'S)

All students will undergo testing to determine their level of proficiency in reading in the Fall and Spring. Any students who fail to meet the norm-referenced benchmarks will be placed on personal literacy plans. These plans serve as an

intervention for your child so that they will continue to make progress in reading. If your child continues to have difficulty, they will progress from one level to the next in the PLP process. The parents are an integral part of the PLP and will be asked to work with their child in specific areas, as determined by the gaps that were identified by the testing. Parents will be asked to attend a meeting with the teacher and principal as they review the testing results and set up the support plan.

PINK SLIPS

If a child misbehaves in the classroom, cafeteria, or out on the playground, a pink slip will be issued by the person in charge. A copy goes to the teacher, the Principal, and the pink copy goes home to be signed by a parent. This is just a warning!

PROGRESS REPORTS

Progress reports are issued each trimester in the form of "Interims" and Report Cards. Interims are sent home to notify parents at midterm if a student is experiencing difficulties. Not all children receive interims. All students receive report cards, which are sent home three times a year. These reports should be reviewed by parents and students, the contents discussed, and goals set. A conference can be made with the teacher to discuss a student's progress.

CONFERENCES

There will be Parent/Teacher Conferences on: TBA

PTG

The Forest Avenue PTG actively supports the schools instructional program, and enhances community relations. This volunteer parent group is energetic and enthusiastic about planning activities for students and their families. The group holds fund raising activities, as well as school programs and family events throughout the school year. All money raised by this organization directly benefits and supports the students of Forest Avenue School. Meetings are the 1st Thursday of the month.

SAFE SCHOOLS

Middletown Public Schools has adopted a **zero-tolerance policy**. Students are required to report any behavior that would compromise the safety of the school. Safety issues to be reported would include, but not limited to: a student with a weapon, or any such material that could cause harm to him/herself or others; a student discussing plans to do harm to the school or others, a student talking about suicide; or a student selling drugs or any other illegal materials.

We are proud to say that Forest Avenue School is a very secure building! Everyone must now be “BUZZED” in. A button on the right side of the front door alerts the office that you are out there, and the magnets are released so you can open the doors. This is a Middletown Public School Security Policy.

SCHOOL SUPPLIES

Teachers will send home a list of supplies needed by your child. These lists are also posted on the Forest Ave web page. Basic supplies are given out at the beginning of the year.

STUDENT INSURANCE

School insurance is offered at the beginning of each school year. The cost is small compared to the potential cost of medical care and parents are encouraged to take advantage of this service.

TARDINESS

School begins at 8:30 a.m. Students arriving after 8:30 a.m. are late, and must report to the office to be checked in and then sent to the cafeteria to order lunch. If tardiness becomes habitual, a warning letter will be sent home that discusses the effect that tardiness has on instructional time for the child. If tardiness continues, we refer the family to Truancy Court.

VISITORS – SAFETY PROCEDURES

- ◆ All visitors to the school are required to enter and exit by the main entrance.

- ◆ All visitors are required to check into the office to sign in and receive a badge before proceeding to their meeting place.
- ◆ Forest Avenue School is a smoke-free facility.
- ◆ A visitor, unfamiliar to office staff, may be asked to produce identification for the safety of our children.

VOLUNTEERS

Forest Avenue School considers its parent volunteers as a very special resource. Parents are encouraged to help in all classrooms, programs, and extra-curricular activities. Please let us know if you have time or skills you can donate to make our school a better place for students to learn and grow. A letter from the PTG will go home at the beginning of the school year, we encourage you to look it over and sign up to help.

WEATHER EVENTS

Sometimes school is cancelled or dismissed early by the Superintendent due to weather or other circumstances. If a poor weather condition causes you to wonder about the possibility of school cancellation, you are advised to listen to any of the following radio or television stations:

RADIO STATIONS:

WADK - 1540 am
WPRO - 630 am
WPRO - Lite105 fm

TELEVISION STATIONS:

WJAR Channel 10
WPRI Channel 12
WLNE Channel 6

INTERNET:

www.ri.net/middletown (cancellations)

Please do not call the school for this information as the telephone lines need to remain open for emergency use.

****MIDDLETOWN PUBLIC SCHOOLS ****
IMPORTANT DATES for 2008-2009

September 1	Labor Day
September 3	First Day of School (Grades K- 12)
September 9	Primary Election Day
October 13	Columbus Day
November 4	Election Day
November 11	Veteran's Day
November 20	Parent/Teacher Conferences 3 – 6 pm
November 27, 28	Thanksgiving Vacation
December 22 – January 2	Christmas Vacation
January 19	Dr. Martin Luther King, Jr. Day
February 16 – 20	Winter Vacation
April 10	Good Friday
April 13 – 17	Spring Vacation
May 25	Memorial Day
June 22	Last Day of School
June 23 - 26	Make-Up Days

SCHEDULE FOR INTERIMS, REPORT CARDS

First Trimester	October 20 – 24 December 3 December 10	Interims K-8 Trimester ends Report Cards
Second Trimester	February 2 – 6 March 19 March 26	Interims K-8 Trimester ends Report Cards
Third Trimester	May 11 – 15 June 22, 2009	Interims K-8 Last day of school - Report Cards

Forest Avenue School Faculty & Staff

2008 - 2009

Principal

Stephen C. Ponte

Secretary

DeDe Forgue

Guidance

Patsy King

Nurse

Cam Ventura

Kindergarten

Karolyn Bowley
Kim Ceglarski &
Maureen Sullivan

Multi-Age

Camille Moy
Christa Robinson

First Grade

Mary Clark
Colleen Martin

Second Grade

Keri McLaughlin
Melissa Paiva

Third Grade

Mary Colaneri
Karen Weikert

Fourth Grade

Carol Hutchinson
Deanne Reilly
Joanne Reilly-Chaves

Resource

Elizabeth Fontaine
Dylan Roy

LSP/Reading Recovery

Ruth Lynn Butler

Speech/Language

MaryAnne Miller-Allan
Melissa Kleinknecht

Special Education

Karen Goulart

Special Education Assistants

Gisele Boog
Laurie Bradley
Kathy Edwards
Maria Figueiredo
Diane Furtado
Whitney Troutman
Annette Nedeau
Rosewitha Wilner

Teacher Assistants

Maureen Aboyoun – Lib
Joyce Ardito
Sue McIntosh
Ann Tetrault

Music

Claire Johnson
Jennifer Vaillancourt

Art

Jon Paquette

Library

Renee Kaminitz

Physical Education

Tom Fennessey

Pre-School

Melanie Salomone
Karen LaFleur

School Psychologist

Elaine Salvadore

Technology Specialist

Betty Roderiques

Coz Center

Carmela Geer

PAT (Parents as Teachers)

Judy Coppola

Custodians

Guy Parker
Bill Croughan