Aquidneck School Information  Michelle L. Fonseca, Principal

School Bag Tags
A name tag has been included in this packet for each student. Please put your child’s name, address, phone number, grade, bus stop, bus number or daily dismissal information on this tag. Attach the tag to their backpack.

First Day Procedures
All students will meet INSIDE the school. Kindergarten and Grade 1 to the cafeteria, Grade 2 and 3 will report to the gym. Bus students will be directed to these areas. If you choose to drop off, we encourage parents to say goodbyes and allow children to line up with their classes.

Arrival and Dismissal
**This is the MOST important section, please read carefully!**
One of our top priorities is the safety of your child to and from school!

BUS TRANSPORTATION
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. BUS SCHEDULES will be printed in the Newport Daily News and posted on our website. Children should be at their bus stops 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.

CAR TRANSPORTATION
DROP OFF 8:25-8:35 We try to have a smooth and orderly drop off in the am. Drop off cars should enter the Reservoir lot, parents should remain in their vehicles and drop students off in two lanes. (the lane closest to the school and the lane at the crosswalk) There is a crossing guard available. Please pull all the way forward and unload your children as quickly as possible. *PLEASE do not block our parking spots if you are waiting for drop off to begin. If you need to come into the school with your child, please find a parking space. (PK parents, please park and come in)

PICK UP 2:45 Anyone picking up students by CAR is REQUIRED to come in and SIGN OUT the student in the GYM. You may be asked for an ID, and only individuals listed on the child’s emergency card will be allowed to pick up students. Although we have expanded our parking, please keep in mind that our lot still does not accommodate all the vehicles that choose this form of transportation. (please use the bus option, if possible) You may not use the bus circle lot to park; you must utilize the Reservoir lot. We do allow DOUBLE PARKING during this small window of time (2:45-2:50). We ask that you NOT PARK IN THE FIRE LANES AT ANY TIME. (PK PARENTS- Your pick-up time is at 2:30. You may pull up to the front lane of the school and remain in your car, students will be walked out to you.)

WALKERS GRADES 2-3:
Students who WALK should arrive no earlier than 8:25 and report to our playground. Walkers will be dismissed at the second bell (2:45) through the doors to the playground. THIS OPTION IS FOR WALKERS ONLY, NOT CAR RIDERS.

A DISMISSAL OPTIONS SHEET will be sent home on the first day of school. PLEASE COMPLETE AND RETURN TO THE SCHOOL. Again, choosing a consistent dismissal procedure for your child is what we recommend. (Please be sure your child knows how he/she is being dismissed during our first week of school, make sure all information is on his/her bag tag)

SCHOOL HOURS ARE 8:35-2:45
DROP OFF / BUS UNLOAD begins at 8:25
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**Early Dismissal/Change in Dismissal**
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. All changes need to be made in writing; this can be done by sending a note with your child. Additionally, NO CHANGES will be made after 1:45 PM. All notes should include your 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.

**School Hours 8:35-2:45**
Supervision on the playground begins at 8:25 A.M. Students are sent in to classrooms at 8:30. For the safety of your child, please do not drop him/her off or let them walk to school prior to 8:25 AM. Prompt arrival at school is expected of all students. All students are expected to be inside the building by 8:35 A.M. Any child not arriving by 8:35 A.M. is considered tardy.
For your child’s safety, we request that in the case of an absence you call the school office at 847-4921 prior to the start of the school day.

**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. 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, make-up work may be assigned dependent on the lessons missed and the subject matter involved.

**Food Services**
Aquidneck School participates in the Chartwells School Lunch Program. The menu, developed by Chartwells, is sent home monthly. They also offer a breakfast program. Breakfast is served each morning from 8:25-8:40, students may choose to go to the cafeteria during that time. You will be able to place money on your child’s automated lunch account. A form will be sent home explaining this system. We encourage you to take advantage of this feature.

**Medication**
Due to state regulations, all medication in school MUST be accompanied by a doctor’s order at all times. Forms for the doctor are available in the school office. Medication not prescribed by a doctor cannot be given at school. Please contact the school nurse, if you have any questions.

**Parent Volunteers- All volunteers MUST complete a criminal background check.**
Aquidneck School considers its parent volunteers as a very special resource. Parents are encouraged to help in 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.

**Behavior-** Our school wide behavior plan is in place to help all students be their best. This positive and ever improving program has been designed to make Aquidneck School a safe, happy and nurturing place for all students to learn. On the behavioral level, we have three goals for our students; safety, responsibility and respect. We work to be fair through this process. We will be sharing our plan with you during the start of school. We will also remind students we have a zero tolerance policy for bullying, or fighting in our school. We practice kindness.

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**SCHOOL HOURS ARE 8:35-2:45**
DROP OFF / BUS UNLOAD begins at **8:25**