

# DUNBARTON ELEMENTARY SCHOOL



**Student/Parent/Guardian Handbook  
2011-2012**

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## Appendix

- Annual SAU #19 Notice of Rights and Policies

## **STUDENT/PARENT/GUARDIAN HANDBOOK**

All families entering Dunbarton Elementary School will receive the STUDENT/ PARENT /GUARDIAN HANDBOOK which includes necessary information for the safety of your child and the smooth operation of the school. Copies are also available online. The *Student Information and Emergency Contact sheet* (sent in August) must be signed and returned stating that you and your child(ren) have read all of the standards of conduct, rules and regulations for Dunbarton Elementary School, and will comply with the contents of this handbook

## **DUNBARTON ELEMENTARY SCHOOL**

Welcome to the Dunbarton Elementary School. It is the intent of the administration, faculty and staff to make this school year a most successful year for your child. We welcome your collaborative and constructive input. Communication between parents/guardians and the school is important. If at any time you have a question or concern regarding your child, please contact your child's teacher via email or voice mail. A list of teacher voice mail numbers is attached to this handbook. NOTE: voice mail may be accessed when school is not in session. You can also contact your child's teacher through e-mail addresses found on the school web site, <http://www.dunbarton.k12.nh.us>

A monthly calendar, lunch menu, and other notices will be sent home with students. Please check student backpacks for on-going communications. Many of them will also be posted on the school website <http://www.dunbarton.k12.nh.us>.

**MOTTO:** Striving to be the best elementary school in New Hampshire

**MISSION:** It is the mission of our administrators, faculty and staff members to engage students actively in the learning process, to develop their skills in acquiring knowledge and to have them demonstrate and exhibit the ability to use knowledge in purposeful and measurable ways.

**PHILOSOPHY:** The essence of our philosophy is focused on students as actively engaged learners responsible for their education and their lives. At the core of our belief system is the conviction that we must strive to be a community of learners where intellectual development and adaptability to change become driving forces for students and staff alike. We wish to promote a scholastic community where the climate is humane and caring, promoting not only self-esteem but also a respect for diversity.

**FAMILY SCHOOL COMPACT**  
**"ADVANCING STUDENT LEARNING"**

Advancing student learning is a shared responsibility. It is our belief that student performance will improve as a result of our cooperative efforts.

In partnership with family and community, our goals for STUDENT LEARNING are:

- All students will develop reading ability in order to comprehend content materials at or beyond what is required at each level.
- All students will develop their writing skills in order to communicate effectively in each content area.
- All students will acquire mathematical skills and applications at or beyond the level needed to succeed in each content area.
- All students will participate in educational experiences beyond the core curriculum and the boundaries of the traditional classroom (such as community service, athletics, student council, band, drama, etc.).
- Each member of a partnership plays a significant role. A compact is an agreement that defines the responsibility and tasks that administrators, teachers, and parents have agreed upon to help children learn. Schools need the support of the families and community members  
to fulfill the mission of Advancing Student Learning for All Children.

As an educator, it is my responsibility to:

- Hold high expectations for all students
- Provide positive discipline reinforcement
- Be enthusiastic and positive about school
- Communicate to parents throughout the school year, about what their children are expected to know and do
- Encourage parents as partners in the educational process

- Respect and value the uniqueness of each child and his or her family
- Create and maintain a safe, supportive, healthy, and effective learning environment
- Plan instructional activities that will actively engage students in learning
- Discern the ability and learning levels of each student in my classroom so as to be better prepared to assist them
- Address all of my students learning styles
- Provide select materials and resources for parents related to current curriculum as a guide to use at home to support their child's learning
- Communicate student progress to students and parents frequently

As a parent or guardian, it is my responsibility to:

- Be a role model as a life-long learner
- Be enthusiastic/ positive about school
- Make sure my child reads or is read to everyday
- Know my child's strengths/weaknesses- providing supplemental help
- Be knowledgeable of expectations ( support them) of the school for the child
- Provide proper environment for homework- be sure it is done
- Provide resources, sleep, nutrition
- Fuel interest- exposing to opportunities
- Communicate with classroom teacher
- Provide routines
- Provide positive discipline- responsibility and accountability
- Set goals and rewards
- Provide positive reinforcement
- Make sure the child is on the bus/ at school on time
- Attend meetings/ read notices and agenda books
- Volunteer in schools as able
- Support discipline policies

As a student, it is my responsibility to:

- Make an effort to do my best at all times in all classes
- Be responsive to teachers in a positive way
- Never be mean or hateful to my fellow classmates
- Ask the teacher any question about schoolwork or the homework if I do not understand
- Respect my classmates, my principal, my teacher(s), and myself
- Attend school every day and notify my teacher when I will be out of school
- Talk to my parents or teacher(s) if something is bothering me
- Complete my assignments and homework on time
- Complete long term assignments a little each night. Do not leave it all for the night before it is due
- Comply with school rules
- Work hard to do the best I can in school, at home, and in the community

Ongoing communication between home and school should focus on student progress related to:

- the skills and knowledge students acquire during the school year
- how a student is evaluated and what those assessments mean
- the complementary relationship between home and school, and how homework is connected to the classroom instruction
- individual learning goals, designed with their teacher, to accommodate areas of strength or weakness
- the demonstration of knowledge learned over time and the student's individual effort to meet class expectations

## **SCHOOL HOURS - Daily Schedule**

### **Grades 1-6**

7:55 AM School begins  
2:30 PM Dismissal

### **Kindergarten Schedule**

7:55 AM AM session begins  
10:35 AM AM session ends  
11:50 AM PM session begins  
2:30 PM PM session ends

Students should be at school before 7:55 AM so as not to be marked tardy for the day.

### **No students should arrive before 7:35 AM**

There will be a snack time for grades 1-6 at approximately 9:30 AM each morning and during both the AM and PM sessions of Kindergarten. A variety of healthy snacks is offered for sale through our school food service. If you send in snacks with your child, please consider healthy snacks.

### **AM DROP-OFF PROCEDURES:**

Students who walk or are driven to school should not arrive before 7:35 AM, as there is no supervision prior to that time. Please drop your children off in the lower (Community Center) parking lot. Please do not drop them off at the Safety Complex. Students enter the building via the Community Center door where a staff person is on duty, and report upstairs to the Common Area which is outside the library where the students will be supervised until 7:45 at which time they are dismissed to their respective classrooms. Students who arrive after 7:55 AM or 11:50 AM for PM Kindergarten are tardy.

**PM PICK-UP PROCEDURES:** Students who are to be picked up from the school are dismissed @ 2:27 PM or 10:35 AM for the AM Kindergarten. Full day students and PM Kindergarten students will be supervised in the Community Center. The staff person on duty will not allow any student to leave unless he/she clearly identifies the person picking them up. **For the safety of the children, the pickup person must come in to receive their children.**

**STUDENTS RIDING BICYCLES TO SCHOOL:** All students who ride bicycles to the Dunbarton Elementary School should be wearing helmets for their safety. Bicycles are to be walked while on school grounds and are dismissed after PM buses.

**STUDENTS LEAVING SCHOOL GROUNDS:** For their safety, no student will be allowed to leave the school grounds during school hours without the written permission of a parent or guardian and the direct approval of the Administration.

**AFTER SCHOOL CHILDCARE PROGRAM:** After- school childcare is offered at the school. It is run under the auspices of the New Morning School in Goffstown, not the Dunbarton Elementary School. The program starts on the first day of school and follows the school calendar until the last day of school. It begins each day as soon as school is dismissed and runs until 6:00 P.M. Please contact Linda Degler at 669-3591 if you are interested in this program.

**CLASSROOM VISITATIONS:** We welcome your attendance at the Dunbarton Elementary School. Parent/Guardian visitations of up to 1/2 day are welcome. We do ask that a parent or guardian first meet with the teacher to discuss the purpose of the visit and schedule a post-conference to review the visitation. Unplanned visits to the classroom are not helpful to our mission and are usually disruptive to the learning process. You must sign in at the office and wear a visitor sticker while in the building.

**COMMUNICATION CHAIN (PROCESS FOR VOICING CONCERNS):** Parents/Guardians who have school concerns are asked to start at the level from which the concern stems. If satisfaction is not reached at that level, an appeal may be made to the next level. The levels are as follows: Teacher, Principal, Superintendent, and School Board. If a parent has a concern with a teacher, she/he should first call or arrange a meeting with the teacher to see if the concern can be resolved. It is not useful or productive for parents/ guardians to start this process with anyone other than the teacher. If satisfaction is not reached, the parent may appeal to the Principal and so on up through the hierarchy. Meetings with Administration will

often include the classroom teacher to facilitate resolution of particular issues. Similarly, if the concern relates to a matter relevant to the administration of the building, the parent/guardian should start at that level.

**REPORTING ACADEMIC PROGRESS:** Student Progress Sheets will be sent home to all children in grades 1-6 approximately midway through all trimesters. Report cards will be sent home each trimester. We encourage informal and frequent parent/teacher communication concerning your child's progress in school. Please call and leave a message on your child's teacher email or voice mail. Teachers are assessing students' progress on a daily basis, and through standardized tests such as the NECAP and NWEA.

**HOMEWORK:** The Dunbarton Elementary School supports homework and encourages parent/guardians to participate. Please see the Family School Compact. We believe that homework is a learning activity that should increase in complexity with the maturity of the student. A general rule is 12 minutes of homework for each year in school. That means someone in their first year can expect 12 minutes while someone in their fifth year can expect 60 minutes average each night. If your child is taking considerably longer than this amount of time please inform your child's teacher. In addition to time for regular homework, reading should take place in the home as well as the school.

**MAKE-UP ASSIGNMENTS:** When students are absent, it is their responsibility to obtain the makeup work. Makeup work will also be available for parents to pick up when a student is absent two or more days. A phone request to the school office should be received prior to 12:00 noon and books and assignments may be picked up between 2:40 P.M. and 3:00 P.M. that day. Non-school scheduled vacation make-up packets must be requested at least one week prior to the vacation (including extended vacations).

**EXTENDED VACATIONS:** The school does not presume to prohibit or permit the parental decision to keep children out of school for extended vacations. Teachers try to cooperate in

giving work that can be distributed if requested at least one week prior to the vacation. Occasionally, when the vacation has an educational value, special assignments such as the keeping of a journal are used to help substitute for class work missed which cannot be made up (e.g., discussions, certain science experiments, films, field trips, activities, etc.). It is important to remember that teachers are in their classrooms teaching during those extended vacations and students will miss this active learning. Please weigh the educational value of your trip with what your child will miss in active participation with the teacher and the other students in the classroom.

**SPECIALS:** We offer classes in Art, Physical Education, Music, Health, Technology and Library/Media Studies throughout the week. We also offer string lessons and band lessons on designated days.

**LUNCH PROGRAM:** The school provides a healthy and tasty "home cooked" hot lunch program for all children wishing to participate. Meals are planned and prepared here each school day. It is possible for your child to purchase a complete meal/alternative lunch with milk or alternative lunches and/or just milk. We have a variety of milk choices, juice, and healthy snacks available for the mid-morning break. We do not offer a charge or credit program. You must complete the weekly food service form, enclose the money for your selections and return it on FRIDAY morning for the following week. **Lunch can also be ordered on a daily basis.** If a student does not bring in money or a lunch order and does not have a lunch; a cheese sandwich and milk will be offered if hot lunch is not available.

\$2.50 Lunch with milk

\$.50 Lunch milk

\$.50 Snack milk

\$.60 Juice

A menu will be sent home each month listing the hot lunches, as well as a la carte items and a price list. Lunches, snacks, and milk or juice should be ordered and paid for weekly.

While it is not possible to guarantee a nut or peanut-free environment, DES does maintain a peanut and tree nut safe table which is monitored by lunch staff for obvious sources of allergens.

### **LUNCHROOM RULES:**

#### Manners:

- Eat neatly and clean up the table and floor area appropriately
- Practice good manners; use the food utensils
- Say please or thank you to the food service personnel
- Bring only food to the cafeteria
- Raise hand and get recognized to get up from table to clear trays, use the restrooms, etc.

#### Respect:

- Respect all adults and staff on duty in the cafeteria
- Peanuts, nuts, or peanut butter is not allowed at the peanut free table
- Touch only your own food
- Treat yourself and other students with respect
- Respect personal boundaries at all times
- Taunting, bullying, or harassing of other students is unacceptable
- Use inside voices/conversational levels at all times
- Changing or saving seats is not allowed
- When the bell rings- the respectful attention of all is required

#### Safety:

- Stay seated facing the table
- Form a line and stand quietly – no running, pushing or shoving
- Respect each other's personal space
- Follow the kitchen procedures
- Raise your hand for permission to leave your seat. Walk at all times

- Leave the table only when dismissed by a teacher or staff person

**Possible Consequences** **If** the student chooses not to follow the rules:

- Reminder/Redirection
- A different seat/or place in line
- Assistance with clean-up, loss of recess
- Continuous misbehaviors will result in a note sent home to parents
- Severe behaviors which are harassing or hurtful to others either physically or verbally, or the use of inappropriate language may result in: extended loss of recess, extended office lunch, community service, suspension and/or a phone call and/or note home to parents

### **VOLUNTEER PROGRAM/PTO:**

We have an excellent volunteer program at our school and hope that you will consider being part of it. The DES Program has been a NH State recognized "Blue Ribbon" program for 20+ years. Please contact the PTO Volunteer Coordinator to find out how you can join this State Partners in Education Blue Ribbon Volunteer Team.

The first PTO meeting will be held in the fall in the Library of the school. The exact date and time will be included in the notices and posted on the school sign. We hope you will be able to attend. Meetings are monthly and childcare is available.

**COMMUNITY CENTER:** Our cafeteria/gym also serves as the Dunbarton Community Center for the town and is in use most every evening with various activities and events for students as well as adults. NOTE: We do reserve blocks of time for our school programs.

### **SCHOOL-WIDE DISCIPLINE PLAN**

The purpose of the school-wide discipline plan is to establish a positive school climate where the student is ultimately responsible for his/her behavior. The school-wide plan provides

consequences for both positive and negative behavior. It is in effect both inside and outside the building, on field trips and includes all school activities. (Also see Family School Compact)

School-wide discipline focuses on the following major themes for behavior that we expect Dunbarton Elementary School students to exhibit.

- Respect, caring, and courtesy for others
- Pride in caring for school property, and respect for the property of others
- Cooperation with all school staff and fellow students
- Personal maintenance of a safe, orderly, and clean learning environment
- Following school procedures that make the school run smoothly so that our time and energy can be devoted to Advancing Student Learning
- We do not want to make a rule for every possible misbehavior. We expect students to take responsibility for their actions.

## **SCHOOL RULES**

- 1) Walk and move safely
- 2) Follow directions
- 3) Show respect
- 4) Keep our school neat and clean

**SECOND STEP PROGRAM:** SAU 19 uses a nationally recognized violence prevention curriculum called Second Step. *Second Step* is a program that teaches children skills to help them recognize conflict, assume responsibility for themselves, and solve problems in safe, fair, caring, and workable ways. The program uses modeling, practice and reinforcement in order for children to witness and repeat positive social behavior. When a classroom of students learn these skills together, not only the students who are at a high-risk of being victims are helped, but all the students benefit through stronger classroom ties and fewer conflicts in general. *Second Step* teaches the use of tools – thinking, observing others, listing personal options, and choosing an action step or steps, which fits the situation. As a result, *Second*

*Step* can be introduced and integrated in any subject area, and can dramatically enhance core subject learning and related educational skill scores. The School District recognizes that violence cannot be curbed solely by efforts in the classroom. Parent communication with their children and their children's school is a necessary element of student and school success. An overview videotape is available to all parents for home viewing and home discussion. Information on all of these program opportunities will be sent home to parents and caregivers directly from the school counselor when *Second Step* is introduced in their classroom. If you would like more information about *Second Step* please visit their website at [www.cfchildren.org](http://www.cfchildren.org) or contact the School Counselor.

**CLASSROOM RULES:** Classroom rules are created by teachers and their students and will be sent home during the first weeks of school. DES utilizes the *Responsive Classroom* model and enforces the bullying law.

### **PLAYGROUND RULES**

#### Manners:

- Take turns on the equipment
- Include all students in the play
- Practice good sportsmanship

#### Respect:

- Respect all adults and staff on duty on the playground
- Treat yourself and others with respect
- Use respectful language

#### Safety:

- Appropriate play only
- Fill in all holes dug in the sand

- When whistle blows, listen for directions
- When instructed to do so line up quickly and quietly; students may proceed into the school building only after they are quiet
- Throw only balls and Frisbees
- Stay within school playground boundaries. Do not go into the woods.
- Use equipment properly
- Rough physical play is not allowed
- Only plastic bats and Nerf balls or similar footballs are allowed
- Balls should be plastic, foam, or rubber. Tennis balls are fine

**Possible Consequences** if Students Choose to Break the Rules:

- Reminder/Redirection
- Logical consequences such as: time out, loss of privilege (i.e. team sport, recess, equipment use etc.)
- Continuous violations will result in a note and/or phone call home to parents.
- Severe behaviors that are harmful, unsafe or destructive, either physically or verbally and/or any inappropriate language or harassment of others may result in extended loss of recess, a phone call and/or note home to parents, community service, and/or suspension.

**COMMON AREA, RESTROOMS, AND CORRIDOR EXPECTATIONS:**

Manners:

- Knock before entering other classrooms, and say, "excuse me"
- Flush toilets
- Use proper bathroom etiquette
- Wash hands before leaving bathroom

Respect:

- Keep your hands to yourself

- Talk softly
- Show respect and pride for your school. No marking the walls or other surfaces
- Peeking under or climbing over bathroom stalls is not allowed
- Use respectful language at all times

#### Safety:

- Walk at all times
- Hold on to the railing on the stairs, going down and coming up
- No jumping up to touch the ceiling or top of the doors
- Do not turn hall lights off

#### Possible Consequences if Students Choose to Break the Rules:

- Reminder/Redirection
- Logical consequences such as: loss of privilege to move around the building unsupervised, loss of recess, move to the end of the line, go back and walk, apology, etc.
- Continuous violations will result in a note and/or phone call home to parents
- Severe/Harmful behavior either physical or verbal, property damage, harassment, and/or inappropriate language may result in extended loss of recess, community service, suspension, repairs, and/or a parental conference

## **PUPIL SAFETY AND VOILENCE PREVENTION - BULLYING POLICY JICK**

### **Pupil Safety And Violence Prevention – Bullying (See Policy JICK)**

#### **I. Definitions** (RSA 193-F:3)

1. **Bullying.** Bullying is hereby defined as a single significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another pupil which:
  - (1) Physically harms a pupil or damages the pupil’s property;
  - (2) Causes emotional distress to a pupil;
  - (3) Interferes with a pupil’s educational opportunities;
  - (4) Creates a hostile educational environment; or
  - (5) Substantially disrupts the orderly operation of the school.

Bullying shall also include actions motivated by an imbalance of power based on a pupil’s actual or perceived personal characteristics, behaviors, or beliefs, or motivated by the pupil’s association with another person and based on the other person’s characteristics, behaviors, or beliefs.

2. Cyberbullying. Cyberbullying is defined as any conduct defined as “bullying” in this policy that is undertaken through the use of electronic devices. For purposes of this policy, any references to the term bullying shall include cyberbullying.
3. Electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, and websites.
4. School property. School property means all real property and all physical plant and equipment used for school purposes, including public or private school buses or vans.
  5. Perpetrator. Perpetrator means a pupil who engages in bullying or cyberbullying.
  6. Victim. Victim means a pupil against whom bullying or cyberbullying has been perpetrated.

(see pgs. 5-9 of Annual SAU #19 Notice of Rights and Policies for complete policy)

## **TRANSPORTATION**

School bus transportation is provided for all pupils who live beyond one mile from the school. Pupils are expected to go home on their regular buses. This provides the home and school with a secure knowledge of each child’s whereabouts and safety. The only exception will be if a written note from the parent is submitted to the office, teacher and bus driver at least one (1) day prior to the change. This note policy is very important for the safety of all children and your cooperation is appreciated. Bus routes and stops are authorized by the School Board upon the recommendation of the Superintendent/Principal.

**DUNBARTON SCHOOL BUS POLICY (EEACC)**: Each school bus driver is responsible for maintaining discipline on the school bus. Parents are responsible for the safety of their children to and from school except when the child is actually riding in the bus. The school administration wants the bus drivers to be able to safely drive the bus and not be distracted by improper student behavior. Improper school bus behavior puts all students on that bus at risk. This type of behavior will not be tolerated and may result in disciplinary consequences that may include the loss of bus privileges. Bus drivers will give warnings directly to the student involved and report each case to the transportation contractor and the principal of the school the student attends. Goffstown Truck Center (GTC), the district’s student transporter, hires certified drivers (commercial licensure) to transport our students. GTC provides annual staff training on topics such as hazardous driving conditions, simple first aid procedures,

methods to deal with intruders, and methods to deal with a variety of student behaviors. All questions regarding school buses should be directed to the GTC @ 497-3111 and if necessary, the Superintendent if GTC is not able to resolve the matter.

**STUDENT BUS RULES:** (Policy EEACC)

Students are expected to remain seated and conduct themselves properly while riding on the school buses. Students who violate accepted standards of proper conduct will receive a warning or an incident report.

1. Students are expected to conduct themselves properly while riding on the buses. Students who violate accepted standards for proper conduct will receive a warning slip from the driver.
2. Students will be picked up only at authorized school bus stops. Such stops will be authorized by the School Board. All students will be delivered to their designated bus stop on the way home, except by written permission from the parents.
3. Students must be on time at the designated school bus stops to meet the school bus. The school buses are operating on a tight schedule and cannot wait for students at bus stops.
4. Ordinary conversation between pupils is permitted, but loud, vulgar, and improper language is not permitted.
5. Smoking is not permitted on school buses or on any school grounds.
6. Waste paper or any other articles shall not be thrown in the bus or out the window.
7. Students are not permitted to get on or off the bus while it is in motion.
8. Students shall not put arms, hands or heads out of windows.
9. The rear emergency door shall be used only in case of emergency.
10. All students shall be seated while the school bus is in motion; no moving from seat to seat.
11. Students shall not stand or play in the roadway while waiting for the school bus.

12. Students shall not write on or damage the bus. Students damaging the bus shall pay for the damage.
13. Students, who have a physical disability, either temporarily or permanently, may use school bus transportation if they can board or disembark from the vehicle without assistance. If special help is needed, parents should contact Administration to have their special situation considered.
14. Fighting on School buses is not allowed.
15. The bus driver may assign seats to students riding school buses. Students refusing to ride in the assigned seat may be subject to disciplinary action.
16. Eating or drinking on the bus is not allowed.
17. Students must keep their hands off other students' clothing and belongings.
18. There will be no skis/poles, hockey sticks, baseball bats, large musical instruments, or any other large objects allowed on the bus.
19. No music boxes (radio, CD or tape player, etc, of any type) will be allowed on the buses. Although not allowed to be played at school, miniature ones with no built-in speaker (earphones only) may be used on the bus.

**SUSPENSION FROM RIDING THE BUS:** Warnings or suspensions from riding the school bus may be given for violation of the above rules. For the first offense the student will receive a verbal/written warning. The second offense may result in up to a five (5) day suspension from the bus. The third offense may result in up to a ten (10) day suspension and the fourth offense up to an indefinite bus suspension. The bus driver will give the warning.

**AUDIO AND VISUAL SURVEILLANCE ON SCHOOL BUSES POLICY ECAF**

Video cameras may be used in buses to monitor student behavior. Audio recordings in conjunction with video recordings may also be captured on school buses in accordance with the provisions of RSA 570-A:2.

**INSPECTING INSTRUCTIONAL MATERIAL:** A parent/guardian of a student has the right to inspect any instructional material used as part of the educational curriculum for the student.

Reasonable procedures will be in place for granting a request by a parent/guardian for access to instructional material, within a reasonable amount of time.

## **HEALTH, HYGIENE and SAFETY**

**SCHOOL NURSE:** The school nurse is the direct health and safety contact for the school. She provides direct health care to students and conducts health education in the classroom setting on a regular basis. The school nurse also provides leadership for the provision of health services; promotes a healthy school environment; promotes health; serves in a leadership role for health policies and programs; and serves as a liaison between school personnel, family, community, and health care providers.

The school nurse is also responsible for the oversight of other school services such as maintaining accurate health and medication administration records, ensuring compliance with state immunization laws, and coordinating health screenings such as vision and hearing screenings.

**STUDENT SAFETY:** We want your child to be safe at school. Therefore, it is critical that parents/guardians notify the nurse of their child's health issues or concerns throughout the school year. In addition, please report any changes in contact information throughout the school year. It is very important that the school is able to contact a parent/guardian during the school day as needed.

It is also important that you make sure your child understands that all injuries or illnesses occurring during the school day should be reported to his/her teacher. Preliminary care will be administered by the school nurse or a qualified person at the school with further treatment left to the parent/guardian. If your child comes home with an injury and has not told the teacher, it would be appreciated if you would notify the school nurse.

**INSURANCE:** It is recommended that all students have personal health insurance. Please contact the school for information on low cost insurance for children.

**HEALTH RECORDS:** Each student must have a complete physical examination within one year preceding first entry to school. Record of physical examination is kept in the student's confidential health file. In addition, all students must provide proof of meeting immunization requirements. It is helpful if parents provide up-to-date changes to their child's physical condition or immunization status so that school health records can be kept up to date.

**MEDICATION ADMINISTRATION:** All medications, both prescription and over the counter (OTC) medications, are administered by the school nurse, principal or designee. **Any medication must be delivered to the health office by an adult.** No more than a 30-day supply will be kept and maintained by the school. Medications must be in the pharmacy or manufacturer labeled container. All medication must include written instructions detailing the

method of taking the medication, dosage, and the time schedule of the medication. A parent or guardian signature is required for all medication. Prescription medication must have written permission from the physician as well as the parent. Feel free to contact the school nurse for forms and additional information.

Parent/guardians are strongly encouraged to teach their children about the dangers of sharing medication. Students who share prescription or over-the counter medication with other students will be subject to discipline consistent with applicable DES Board policies.

**ILLNESS/COMMUNICABLE DISEASE:** A concern in all schools is the danger of spreading communicable diseases. We therefore urge parents/guardians to keep children home when they are ill with symptoms such as **fever, chills, vomiting, pain, rash, excessive coughing, etc.** The student should not return to school until he/she has been free of symptoms for 24 hours.

In addition, any illness or condition that prevents the student from participating comfortably in the school setting or would result in a greater need for care than the school staff can provide without compromising the health and safety of others would indicate the need to stay home from school.

Communicable diseases such as strep throat, impetigo, head lice, flu, conjunctivitis, etc. should be reported directly to the school nurse as they occur throughout the year. There are specific treatment and/or *exclusion* requirements that must be fulfilled before a student with a communicable disease can return to school. These vary depending on the illness. Please contact the school nurse for the specific recommendations for your child's *situation*.

The following are *exclusion and treatment* requirements for the more common conditions:

- Purulent conjunctivitis (ie "pink eye") *exclusion from school* until 24 hours after effective treatment by a health care provider has been initiated.
- Impetigo, *exclusion from school* until 24 hours after treatment has been initiated.
- Strep throat, *exclusion from school* until 24 hours after treatment has been initiated.
- Head lice, *may remain in school until* the end of the school day and *return after the* first treatment.
- Varicella, *exclusion from school* until all lesions have dried and crusted. Zoster lesions must be able to be covered until crusted.

The school nurse is responsible for determining if a child exhibits symptoms of a communicable disease and will determine if the child should be excluded from school. Students who are vomiting or have a fever of 100 degrees or higher will be sent home.

The school nurse welcomes any questions or concerns you may have about your child. Please feel free to contact the school nurse by phone at 774-3181 ext 205 or stop in to the health office during school hours.

**SUITABLE CLOTHING:** We believe that fresh air and exercise is important for all children. All students, therefore, will be expected to participate in outdoor recess and activities unless excused for medical reasons and a letter from a physician is received. It is often windy and colder here on the hill than at your home. Please make sure that your child comes to school appropriately dressed for the prevailing weather conditions including boots, mittens, hats, etc. When school children are dressed in comfortable clothes, they are more ready for active work and play.

Clothing which is labeled with the child's name is less likely to be lost or exchanged with another student. A loop sewn on coats and sweaters saves clothing from the wear and tear of dropping off hooks. Boots should also be labeled with child's name for proper identification. We discourage open shoes where toes may be injured and black soled boots, which mark up the hardwood or tile floors.

If your child is missing an article of clothing, please see that he/she checks the school lost and found box located in the gym. A parent is welcome at any time to check the lost and found for items their child may have lost. If still not found, please call the nurse. Each year, at the December break and at the close of the school, we collect all unclaimed items and donate them to charity.

**STANDARD FOR STUDENT DRESS:** Students should dress so as not to distract from the academic atmosphere we wish to encourage at our school. Clothing should allow students to fully participate in all aspects of the school program. The school nurse will administer this program.

- Shorts and skirts must be at least the length of where the fingertips fall when hands are at the side.
- Tight clothing, spaghetti strap tops, or crop tops are not allowed.
- Tank tops, muscle shirts, T-shirts with inappropriate messages or those which promote sex, drugs, alcohol, smoking or violence are not allowed.
- Hats, pajama bottoms, extra large or dangling belts or chains shall not be worn in school. Flip flops (shower sandals) or sneakers with wheels (Heelies) are not allowed.

**CELL PHONES:** Students are required to keep their cell phones off and put away in their backpacks/cubbies during school hours. At no time will any student operate a cellular phone or other electronic device with video capabilities in a locker room, bathroom, or other location where such operation may violate the privacy right of another person.

**NO SCHOOL ANNOUNCEMENTS:** In the event that school is cancelled, a “no school” announcement will be given by the following radio stations and WMUR-TV Channel 9 between the hours of 5:30 A.M. and 8:00 A.M. The decision on closing school is made by the Superintendent of Schools, in consultation with the road agent, and bus contractor. The following radio/TV stations carry the announcements along with the SAU/School websites, if available:

101 FM-WGIR	105.5 FM-WJYY	97.5 FM-WOKQ
95.7 FM-WZID	1370 AM-WFEA	61 AM-WGIR
WMUR-TV Ch. 9	WCVB-TV Ch. 5	

### **SAFETY PROCEDURES**

DES regularly practices the following safety drills which are supported by New Hampshire’s Emergency Management department: Evacuation drills, Lockdown, Shelter in Place. Review and evaluation of emergency response plans is on-going.

# **DUNBARTON SCHOOL DISTRICT NETWORK AND INTERNET**

## **ACCEPTABLE USE/ ETHICS POLICY\***

Technology users' responsibilities go beyond network use. The Dunbarton School District also addresses copyright, security as other issues as well as networking in this policy. Unless otherwise specified, the following regulation shall apply equally to students, employees, volunteers and contractors employed by the District. Employees, volunteers and contractors may have additional obligations owing to the nature of their positions and/or access privileges.

The Dunbarton School District's Network system is a local and wide area technology network linking schools together providing access to public Networks.

The use of the Dunbarton School District's Network is solely for the purpose of facilitating the exchange of information to further communication, education and research and is consistent with the mission of SAU # 19 and the Dunbarton School District. The Dunbarton School District Network and the messages transmitted and documents created on them are the property of the District. The District has the right to supervise the use of such property. An authorization form must be completed by each person requesting access to this Network. Any use without authorization is prohibited.

**NETWORK:** The use of the Dunbarton School District Network is to promote the exchange of information to further education and research and is consistent with the mission of the Dunbarton School District.

- This Network or the Internet connection is not for private or commercial business use, political or religious purpose.
- Any use of the Network or Internet for illegal activity is prohibited.
- Use of this Network or Internet to access obscene or pornographic material is prohibited.
- School standards regarding communications apply to the Network and Internet.
- Using programs that harass Network or Internet users or infiltrate a computing system and/or damage the software components is prohibited

- Users will make the most efficient use of Network resources to minimize interference with others.
- Any use of this Network or Internet that accesses outside resources must conform to those network policies.
- Subscriptions to Listservs, bulletin boards, and on-line services must be pre-approved by the district.
- Users will respect the rights and property of others and will not improperly access, misappropriate or misuse the files, data or information of others.
- Users will not share accounts with anyone or leave an account open or unattended.
- Users will keep all accounts and passwords confidential and not accessible to others.
- Users are responsible for making back-up copies of the critical documents
- Users will not willfully introduce a virus on to the District's equipment or networks.
- The illegal installation of copyrighted software or files for use on the District's computers is prohibited.
- No software may be installed without the written approval of the Computer Coordinator.
- E-mail is provided for the purpose of exchanging information consistent with the mission of SAU #19 and the Dunbarton School District. E-Mail cannot be used for private or commercial offerings of products or services for sale or to solicit products or services. E-MAIL POLICY: We do not allow students to e-mail other people or groups, without parental permission, during the school day or after school hours.
- E-mail messages are subject to the District review at any time.
- School standards regarding communications apply to Networks and Internet as well as E-mail
- Mail should be deleted regularly from our E-mail directory to conserve the file space.

Interpretation, application and modification of this Acceptable Use Policy is within the sole discretion of Dunbarton School District. Any questions or issues regarding this policy should be

directed to the SAU #19 Administration. Violation of any conditions of use described here and in the District's Technology Regulation may be cause for disciplinary action.

COPYRIGHTED SOFTWARE: Users of software shall abide by the software licensing agreement provided by the software publisher. Without notice, any equipment on the District's property may be audited for compliance. Software piracy, the illegal use or possession of copyrighted software, is strictly prohibited.

SITE LICENSED SOFTWARE: Site license software is that which can be used on any equipment at the site for which the software was purchased. This software can be copied legally by anyone to any equipment at the site belonging to the license. Unless permitted by the license, it shall not be copied to equipment not owned by the license. Before equipment is moved from one site to another, any site license software shall be removed.

NETWORK USE OF SOFTWARE: Network use software is purchased for use by a limited number of concurrent users. This software is launched from a server, and concurrent use is regulated by server software. Unless permitted by the license, this software shall not be copied off of the server to individual hard drives or storage devices

CONCURRENT USE OF SOFTWARE: It's the same as Network use software except that it can be copied to workstations, if regulated by metering program

SINGLE LICENSE SOFTWARE: Single license software can be owned by a school, a department, or sub organization within the District. Such software shall not be copied to multiple machines or media in violation of the license agreement.

Such software owned by individuals in the District may be brought into the District under the following conditions:

- The user can prove ownership
- The user adheres to the licensing agreement for that software

- The user has registered software with the Software Company.
- The user has registered the software with the building's Information Specialist and received permission to use the software.

PROPERTY RIGHTS: The District has the right to specify who uses its equipment and the information contained therein, under what circumstances, and to what purpose. Equipment purchased by the District belongs only to the District and neither employees, volunteers, nor students in the District have ownership rights to any equipment loaned to them by the District. Extensive use of District equipment and software for private or personal business is strictly prohibited and will subject the violator to disciplinary action.

No person shall have exclusive use of District equipment unless authorized by the Superintendent/ designee

DATA SECURITY: The District assumes no responsibility or liability if documents stored on District equipment are lost or damaged, nor will the District be responsible for security violations beyond the proper punishment of those persons involved in such violations

FALSE ENTRY/ALTERATION: No student, volunteer, or District employee shall make any false entry or alteration of any document, either paper or electronic, used or intended to be used in connection with the operation of any school within the District nor shall any students open or alter official school documents or private documents, either paper or electronic.

**\* This policy is currently being revised.**

ENFORCEMENT: The District shall rigorously uphold laws pertaining to the use of technological equipment and the information contained in them and/or generated by its use. Anyone found to be violating such laws shall be subject to suit for civil damages as well as prosecution by the District to the full extent of the law.

Proposed 12/6/95

Adopted 1/4/96

## **STRATEGIC GOALS TO SUPPORT THE SCHOOL'S MISSION**

The Dunbarton Elementary School prides itself on its accomplishments and continues to build on the successful experiences observed in schools that integrate the 'Arts' into the core content for learning. The administration, teachers, school staff members and community are working together to advance the learning of students within the school. We continuously audit our school programs by examining areas that are the basis for participatory self-assessment and planning related to a common understanding of the criteria that fosters school success.

### **The goals of our administrators, teachers and staff are three fold:**

#### **1. to engage students actively in the learning process**

The Dunbarton Elementary School has embraced the Higher Order Thinking Skills Model and integrates the 'Arts' into day-to-day instruction. This curriculum driven integration model positively affects overall student achievement, broadens the student's knowledge of the arts and contributes to the development of higher order thinking skills for all of our students.

Our approach for instruction also includes a continuum of activities that expands upon learning opportunities for students exceeding grade level expectations. The teaching-learning process continuously supports student achievement through differentiated instruction that focuses on the individual learning profile of each student. The Dunbarton Elementary School educators seek to have all students reading, writing and mathematically on grade level by the end of grade 3. We recognize the whole learner with a variety of methods including the incorporation of technology into the core curriculum, which also enhances learning experiences. This recognition allows students to research topics, explore concepts, nurture their individual abilities and talents, and foster a democratic school community.

Demonstrating learning in a variety of ways provides a broad foundation for each individual child to become a caring, involved, and productive citizen. By implementing a professional development process that aligns individual goals with re-certification requirements and

standards for excellence in teaching we continue to foster individual leadership skills in all members of our school.

Community and parent involvement is supported by continuous communication between the school, parents and community using our regular, weekly procedures that highlight learning activities related to the curriculum so parents can participate in their child's learning. The ongoing availability of teachers for conferences, access to the DES web site and an organized volunteer program support classroom interactions that encourage residents to participate in local school events and establish partnerships to advance student learning.

## 2. to develop student skills in acquiring knowledge

Our adopted format of curriculum and instruction assures that the curriculum effectively meets the most current grade level expectations (GLE's) and aligns that curriculum with effective instruction. By continuously identifying, evaluating and measuring student progress, which then assesses the effectiveness of both the curriculum and instructional practices student learning is maximized.

The implementation of instruction that is supported by specific techniques and strategies establishes the backbone of instruction; i.e. Scholastic Reading Series, Guided Reading, Six Traits of Writing, Everyday Math, *Rebecca Sitton* Spelling, Second Step, etc. Our monitoring of student achievement employs classroom-based assessments and standardized evaluations. This provides immediate feedback to the teacher and student, and justifies the adoption of specific programs and/or the celebration of growth over time. The development of a comprehensive student assessment package that monitors achievement informs instruction and guides our students to reach higher levels of performance.

By implementing a systematic approach with integrated lesson plans that capitalize on the individual's unique learning style we teach the elements that lead to academic proficiency. Cooperative learning experiences and positive interactions are used to strengthen the opportunities that apply critical thinking and problem solving skills, enhance character

development and support the self-discipline of every child. Assured learning experiences such as a proactive approach to early literacy and language development becomes an integral part of the classroom instructional practices.

**3. to have students demonstrate and exhibit the ability to use knowledge in purposeful and measurable ways**

The approach for leadership and decision making is a team based collaborative leadership model that supports the shared goal of advancing student learning; we set goals, take action and evaluate progress to achieve targeted accomplishments evidenced by the demonstration of student learning. Assessing daily school operations and developing access to state and local standards through technology and effective instruction supports the ongoing decisions concerning instructional materials, curriculum expectations, daily lessons and anticipated student growth.

The opportunities to become skilled in problem solving and decision making by participating in the educational data collection and research necessary for effective education establishes close partnerships with parents and children. By welcoming community input related to the educational practices adopted at DES our student community becomes self-directed and in charge of their own learning. The school climate is established by working as a team; professional staff provides students with a physically safe, clean environment where children are excited about learning, and proud of their accomplishments. By fostering a true community school that involves all members to share the town's history and commitment to education we build on the successful experiences of our students.

## **SCHOOL-WIDE TELEPHONE DIRECTORY**

Dunbarton Elementary School Office/Principal: 774-3181

Fax Number: 774-3186

### **Extensions:**

Secretary – Mrs. Hubbard	201	Secretary – Mrs. Morel	202
Kindergarten – Mrs. Belanger	210	Grade 5 – Ms. Schult	226
Grade 1 – Mrs. Turcotte	211	Grade 5 – Mrs. Pierson	228
Grade 1 – Mrs. Gagne	212	Grade 6 – Mr. Polzin	227
Grade 2 – Mrs. Campbell	214	Grade 6 – Ms. Wight	225
Grade 2 – Mrs. Brightman	216	Reading – Mrs. Robidoux	204
Grade 3 – Ms. Harrison	215	Speech – Mrs. Eggens	204
Grade 3 – Mrs. McCormack	218	Nurse – Mrs. Hast	205
Grade 4 – Mrs. Spill	220	Special Ed. – Mrs. Romein	204
Grade 4 – Miss Smith	221	Guidance – Mrs. Routhier	219
		Library – Mrs. Spencer	213
		Food Service – Mrs. Maille	207

<b>Superintendent's Office:</b> 497-4818
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Stacy Buckley – Superintendent
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Brian Balke – Asst. Superintendent
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MaryClaire Barry – Asst. Superintendent
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Goffstown Area High School (Grades 9-12)	497-4841
Mountain View Middle School (Grades 7-8)	497-8288
New Boston Central School	487-2211
Glen Lake School (Preschool)	497-3550

### **Dunbarton School Board Members:**

Mr. Rene Ouellet	774-5028
Mr. Carl Metzger	774-8479
Mrs. Debra Foster	774-5932
Mrs. Betty Ann Noyes	774-4611
Mrs. Deborah Trottier	774-7648
<b>Goffstown Truck Center</b> (Dunbarton School Buses)	497-3111

