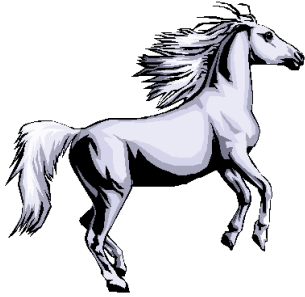


**HINSDALE ELEMENTARY SCHOOL**



**COLTS**  
**Handbook**

**for students & their families**

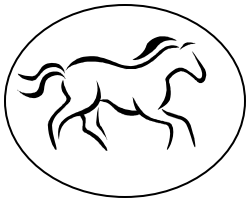
**2011 – 2012**

**SAFETY • RESPECT**



**RESPONSIBILITY • CITIZENSHIP**

Please visit the Hinsdale district schools websites: [www.hnhsd.org](http://www.hnhsd.org)



# WELCOME!

Dear Students & Families:

Welcome to Hinsdale Elementary School! We are looking forward to beginning the year with increased enthusiasm for learning and moving our mission of “Safety, Respect, Responsibility and Citizenship” into the culture of the school.

We will be striving to promote a more positive learning climate throughout the school in many ways. Not only will we be working on the goals and tasks related to implementing more differentiated instruction through Response to Intervention, a school-wide systematic framework to guide instruction and improve outcomes for all students, but we will also be striving to improve attendance and learning behaviors. Your support will be invaluable!

Safety, Respect, Responsibility and Citizenship, or “SRRC”, will be motto as well as our guide for instilling a sense of community and the positive value of learning in all of our students. This handbook includes some of the interventions we have in place to help promote excellent academic achievement, attendance and behavior.

We intend to begin classes at 8:40 sharp and begin dismissals at 3:10, beginning with walkers and car riders. The school days promise to be full and we hope this year will be the best for every child!

Ann Freitag  
Principal

## **HINSDALE ELEMENTARY SCHOOL OFFICE**

HOURS: 8:00 – 3:45

Phone: 603.336.5332 (*please leave a message after hours*)

FAX: 603.336.7522

**Hinsdale School District is an equal opportunity employer and workplace.**

## TABLE OF CONTENTS

	Page
Hinsdale School Board	4
Hinsdale School District Personnel	4
Hinsdale Elementary School Staff	5
Hinsdale Elementary School Support Staff	6
School Hours	7
Dismissal – Regular & Early	7
Admissions and Transfers	7
Attendance	8
Emergency Information	11
Communications	11
Visitors	12
General Information	13
School Specials	14
Health Topics	15
The Circle of Friends Preschool Program	16
Discipline	17
Playground Expectations	19
Transportation	20
Bullying and Harassment	20
Appendix: Discipline Data Form Circle of Friends Preschool Enrollment Contract School Calendar	

## **HINSDALE DISTRICT SCHOOL BOARD**

Mrs. Holly Kennedy, Chair  
Mr. Edward Patenaude, Vice Chair  
Mr. Wayne Temmen  
Ms. Jeana Major  
Mrs. Angela Schill

## **HINSDALE SCHOOL DISTRICT, SAU 92 – CENTRAL OFFICE**

*Office: 603-336-5728*

Dr. David Crisafulli, Superintendent  
*Hinsdale School District*  
*Ext. 408*

Mrs. Ann Diorio, *Administrative Assistant*  
*Ext. 406*

## **HINSDALE ELEMENTARY SCHOOL**

*Office: 603-336-5332*

Mrs. Ann Freitag, *Principal*  
Mrs. Ann Boyd, *Administrative Assistant*  
Mrs. Brenda Ebbighausen, *Receptionist*

## **TECHNOLOGY & CURRICULUM**

Mrs. Debbie Child-Trabucco, *District Tech. Coordinator.*  
Mr. Justin Therrieau, *Technology Support Specialist*  
TBA, *District Curriculum Coordinator*

## **FIRST STUDENT TRANSPORTATION SERVICE OFFICE**

Swanzey, NH

**Phone: 352-2321 FAX 352-9488**

## HES FACULTY

### CLASSROOM TEACHERS

Mrs. Debbie Carrier, *Preschool*  
Mrs. Melanie Zinn, *Preschool*  
Mrs. Melissa Fitz Gerald, *Kindergarten*  
Mrs. Paula Snide, *Kindergarten*  
Mrs. Ellen Gomarlo, *1<sup>st</sup> grade*  
Mrs. Dolores Keane, *1<sup>st</sup> grade*  
Mrs. Melissa Wood, *1<sup>st</sup> grade*  
Mrs. Christine Bowker, *2<sup>nd</sup> grade*  
Mrs. Rosemary Dolbec, *2<sup>nd</sup> grade*  
Mr. Alex Wood, *3<sup>rd</sup> grade*  
Mrs. Mary Wissman, *3<sup>rd</sup> grade*  
Mrs. Ann King, *4<sup>th</sup> grade*  
Mrs. Kim Severance, *4<sup>th</sup> grade*  
Ms. Sara Mockaitis, *4<sup>th</sup> grade*  
Ms. Suzanne Baczewski, *5<sup>th</sup> grade*  
Mrs. Donna Foster, *5<sup>th</sup> grade*  
Mrs. Linda DeLong, *5<sup>th</sup> grade*

### STUDENT SERVICES

Mrs. Juliet Fenrich, *Special Education Coordinator*  
Mrs. Pat Shippee, *Learning Support Classroom Facilitator*  
Ms. Zandra Reagan, *School Psychologist*  
Mrs. Sara Donahue, *School Social Worker*  
Mrs. Terri Drogue, *Guidance Counselor*  
Mrs. Cheryl Bachinski, *Registered Nurse*  
Mrs. Laurie Porter-Olsen, *OT/PT*  
Mrs. Katherine Quassdorff, *Speech Assistant*  
TBA, *SLP (speech)*  
Mrs. Maryanne O'Malley, *Before/ After School Program Coordinator*

### FINE ARTS & ENRICHMENT

Mr. Steve Fecto, *Physical Education*  
Mrs. Karena Bergin, *Art*  
Mrs. Bonnie Royea, *Music*  
Mrs. Roxann LeClaire, *Library Aide*

### READING & TITLE I SERVICES

Ms. Inder Khalsa, *Title I*  
Mrs. Jackie Freitas, *Title I*

## **SPECIAL EDUCATION DEPARTMENT**

Mrs. Juliet Fenrich, *Special Education Coordinator*  
Mrs. Meghan Stella, *Preschool*  
Mrs. Bridget Wold, *Kindergarten and Grade 1*  
Mrs. Samantha Chabot, *grades 2 and 3*  
Mrs. Barbara Houston, *grade 4*  
Mr. James Stella, *grade 5*  
Mrs. Jody Garland, *Special Education Secretary*

## **HES SUPPORT STAFF**

### **CUSTODIAL TEAM**

Mr. Alan Putnam, *Maintenance Supervisor*  
Mr. Alan Smart, *Maintenance*  
Mr. Shawn Wallner, *Day Custodian*  
Mr. Bob Butler, *Night Custodian*  
Mr. James Olmstead, *Night Custodian*

### **FOOD SERVICES**

The Abbey Group, *Food Service Management*  
Mrs. Jennifer Martin, *Regional Director*  
Mrs. Kelly Wojchick, *District Supervisor*  
Mrs. Marlene Rose  
Mrs. Deb Brassor  
Mrs. Sharon Robinson

### **SPECIAL EDUCATION PARAPROFESSIONALS**

Mrs. Nancy Bruce  
Mrs. Kathy Buckley  
Mrs. Jamie Card  
Mrs. Kari Chapman  
Ms. Donna Cole  
Mrs. Chris Dowley  
Ms. Mollie Dreissig  
Mrs. Denise Finnell  
Mrs. Sherry Fisher  
Mrs. Joan Fiske  
Mrs. Elizabeth Gringeri  
Mrs. Amy Hemlow  
Mrs. Liz Hubler  
Mrs. Sandy Lang  
Mr. Norman Oakes  
Ms. Lynne Olson  
Mr. Cody Rogers  
Mrs. Lara Sisko  
Mr. Roman Tsipenyuk

### **FAST FORWARD/COMPUTER LAB**

Mrs. Laura LeClair

## SCHOOL DAY HOURS:

The school day for students starts at 8:40 a.m. and ends at 3:10 p.m.  
(See school year calendar on back of handbook for dates).

### **NOTE: BREAKFAST IS SERVED 8:25-8:40.**

Students arrive at 8:30. Breakfast is not served after 8:40. However, students arriving on late buses will be given an opportunity to eat their breakfast.

## DISMISSAL – REGULAR & EARLY

Regular dismissal time for walkers and car riders is 3:10. Buses are loaded according to arrival schedules between 3:10 and 3:25. Occasionally buses are late due to weather conditions. **Expect delays in the winter.** Parents will be notified by phone through ALERT NOW if a dismissal is unusual or emergency status. (See section on ALERT NOW).

**IMPORTANT:** If parents wish to change location for a child's after school care, **please send a dated/signed note with name of child and change clearly specified.** Without a written message from the parent, children are sent by regular transportation to the location designated at the beginning of the year. **Phoned transportation changes cannot be accepted for safety reasons, primarily because callers cannot always be positively identified.**

Students: If you forget to bring a parent's note, you should tell your teacher in the morning. If the situation is urgent, a teacher may allow you to call home for a parent to confirm a change in plans. Students are not to call parents to ask for a change in plans. ***All change in plans should be decided at home and a permission note written before coming to school.***

## ADMISSIONS & TRANSFERS

Students must be five years of age by September 30 of a school year before they can register for Kindergarten. Students must be six years of age by September 30 to attend first grade.

Students transferring during the school year must register in the office. Adults registering children must provide proof of custodial rights and the required registration documents (medical record, birth certificate and proof of residency). We also need the phone number or contact information of the last previous school. **Students may not attend school until records are received from the previous district.** We also provide 24 hours notice to teachers before a transferring student enters a classroom.

Students transferring from HES to another district need to notify the office as soon as possible, and provide contact information if possible.

## ATTENDANCE

### ATTENDANCE AND TRUANCY

**In July of 2010, the State of NH made changes to the laws that govern school attendance and truancy.** These changes have influenced the changes we have made to our attendance policies and procedures here at Hinsdale Elementary School. These changes include:

- Students are allowed fewer unexcused absences
- Schools, not parents, determine whether an absence is excused
- Every school district must have a truant officer
- Schools must intervene when a child has too many unexcused absences (is truant), and the interventions must involve parents.

In response to changes in the state law, the Hinsdale School District updated their attendance policies. To view the entire policy, you can visit the District website and view Policy JH in the policy manual. The policy is the same for all schools in the Hinsdale School District.

#### **Elementary School Attendance Procedures**

Attendance is required of all students in the district during the days and hours that school is in session. The principal may excuse a student absence when receiving satisfactory evidence of reasonable conditions that may cause an absence.

The Board considers the following to be excused absences:

1. Illness
2. Recovery from an accident
3. Required court attendance
4. Medical and dental appointments
5. Death in the immediate family
6. Observation or celebration of a bona fide religious holiday
7. Such other good cause as may be acceptable to the principal and permitted by law

**All absences will be recorded as unexcused**, and will be **changed to excused** when the parent/guardian provides the following satisfactory evidence of a reasonable cause for the absence:

1. In the event of an illness or serious injury (#'s 1 and 2 above), parents/guardians must call the school and inform the District of the student's illness and absence.
2. For other absences (#'s 3-6 above) parents must provide a written notice or a written excuse that states one of these reasons for non-attendance.
3. If parents wish for their child to be absent for another reason (#7 above), the parent must provide a written explanation for the reason for the absence, including why and for how long the student will be absent. The principal will make a determination as to whether the stated reason for the student's absence constitutes good cause and will notify the parent/guardian of the decision. The principal's decision shall be final.
4. The principal may require the parent/guardian to provide additional documentation in support of any absence, including but not limited to doctor's notes, court documents, obituaries, and other documents.

## **Truancy**

**Truancy is defined as any unexcused absence from school.** Ten half-days of unexcused absence during the year constitute habitual truancy per state law.

### **Partial-Day Absences**

A half-day absence is defined as a student missing more than two (2) hours of instructional time and less than three and one-half (3 ½) hours of instructional time.

Any absence of more than three and one-half (3 ½) hours of instructional time is considered a full-day absence.

An absence from school (tardiness and/or early dismissal) of less than two hours does not count as an absence. However, if a student is chronically less than two hours late to school and/or dismissed less than two hours early and there is no excused reason for the tardiness/dismissal, then the missed minutes may be added together and applied toward a half-day unexcused absence. In this case, the intervention process would apply.

### **Intervention Process to Address Truancy**

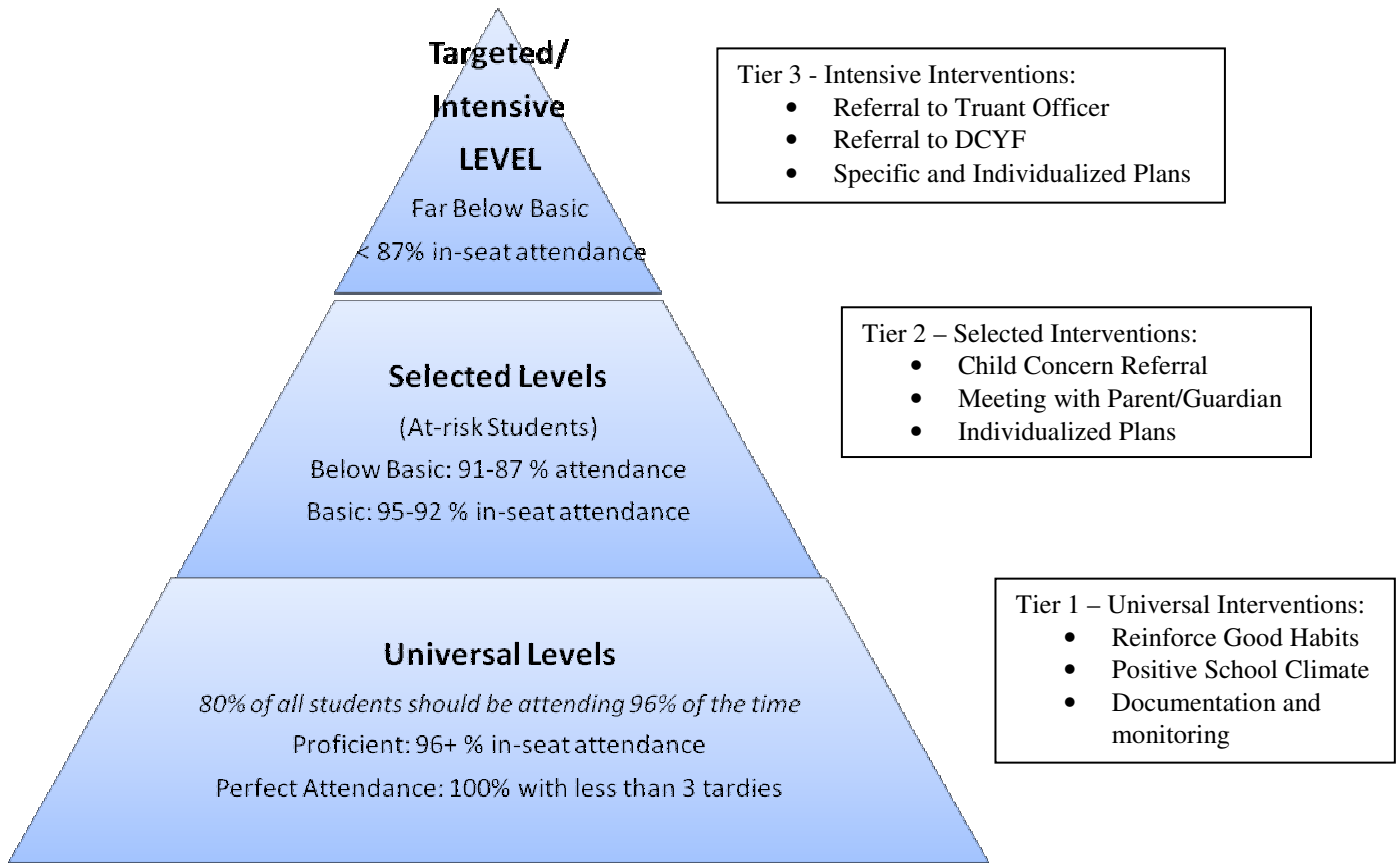
Student attendance will be monitored on a regular basis. A student will be identified as being in danger of becoming habitually truant if they have the following number of unexcused absences:

- A total of two (2) unexcused absences at any time during or by the end of the first quarter.
- A total of three (3) unexcused absences at any time during or by the end of the second quarter.
- A total of four (4) unexcused absences at any time during or by the end of the third quarter.

When a student is identified as described above, an intervention will be put into place with the student, the student's parents/guardians, and other staff members as may be deemed necessary. The intervention may include any/all the following:

1. A letter will be mailed home to inform the parent/guardian of the concern.
2. A phone call will be made to the parent/guardian by the principal (or designee) to discuss the cause(s) of the student's truant behavior.
3. A Child Concern Referral will be submitted to the school counselor and a team including the school counselor, classroom teacher, parent, and other pertinent school staff will meet to develop a plan designed to reduce the truancy.
4. Alternative disciplinary measures may be considered, but the school may still impose discipline in accordance with the District's policies.
5. Inform the truant officer of the concern. Depending on the severity of the situation the truant officer may be required to take legal action.
6. File a report with the Division of Children, Youth, and Families (DCYF) as required by law in cases of suspected abuse/neglect. When a parent/guardian does not comply with the state laws that require their child to receive an education then the school may be required to file a report with DCYF of possible educational neglect. It is the responsibility of the school to file the report, and the responsibility of DCYF to investigate each report on a case-by-case basis.

### 3-Tiered Approach to Attendance



### **EMERGENCY INFORMATION**

ALL PARENTS: Please notify the office immediately with ANY CHANGE in address or phone number or emergency contacts.

**ALERT NOW** is a communication service which the school provides. In the event of an emergency or unexpected school closing, a school official can activate the calling service which can contact all of our parents within about 6-7 minutes. Please make sure you have provided the school secretary with three current contacts so that we may have these in our ALERT NOW data.

School closings due to weather are announced on the following stations as early as possible:

**92.7 FM (Brattleboro)**  
**96.7 FM (Brattleboro)**  
**103.7 FM (Keene)**  
**TV Channel 9**

**School is IN SESSION unless a change is mentioned in closings or delays.**

### **EMERGENCY INFORMATION**

ALERT NOW is an emergency calling service which allows an authorized office staff member to contact the families of all our students within about 7 minutes. The use of this service will generally be limited to unusual circumstances such as an early dismissal due to weather or an emergency. Parents need to provide THREE current phone numbers of persons to contact for their children. The ALERT NOW service can make up to three contacts if the first, or second does not go through. More detailed information is available through the school office.

### **EMERGENCY CONTACT SHEETS**

The office staff needs information about your child that may aid in an emergency. Please provide current, accurate information about people to contact if you cannot be reached at your home or work numbers. We may need to know any health factors that may impact your child's safety, your family doctor's contact number and your preference in hospital or emergency care.

***PLEASE NOTIFY THE OFFICE OF ANY CHANGE IN CONTACT INFORMATION.***

***Radiological Emergency Response Plan:*** *In case of emergency or accident at Vermont Yankee Nuclear Power Station, a plan & procedures are in place. If evacuation is recommended, all students are transported to Keene High School. Parents are to drive to KHS where authorities will direct them to a parking lot where connections with you child will be ensured. The entire procedure is on file in the HES office and is available for parents to review.*

## **COMMUNICATIONS**

**AFTER SCHOOL CARE:** Please make arrangements for after-school care or for After School Program activities with your child before the school day begins. If you must call, please call before dismissal at 3:10. Your message will be relayed during the afternoon announcement just before dismissal, unless the situation is urgent.

**PARENT CONCERNS:** If you have any concern regarding your child's progress, programs, or behavior in school, it is important that you contact the school authorities immediately. Your child's teacher should be the first person you contact. If you continue to be concerned after discussing an issue with the teacher, you may contact the building principal. If you feel the issue is still not resolved, you may contact the assistant superintendent of the Hinsdale school district. Nearly all concerns can easily be resolved through a conversation with your child's teacher. Our entire staff is very eager to help your child enjoy very safe, healthy, and enjoyable experiences at school. Your concerns are respected.

**TEACHER CONFERENCES:** Parents are welcome to arrange conferences with their children's teachers. We ask that you schedule a time before or after school and that you make arrangements for the care of all of the child's siblings to avoid distraction from the focus of the conference.

Please see the HES school calendar for dates that have been dedicated to Parent-Teacher Conferences.

## VISITORS

Teachers may arrange for visitors in their classes, and families/guests may be invited to special holiday dinners at the school. With the exception of preschool parents/guardians, we ask that all parents/guardians and other guests show respect for the importance of supporting a positive learning environment for all students by not escorting students to class or by entering classrooms unless invited. Please note that anything you hear and see at school is strictly confidential by law. Visits of classrooms that include special education students require signed permission forms from the parents/guardians of these students. Contact your case manager/special education teacher for the required forms and arrangements.

All visitors must come into the office to sign a register. Visitors must wear an ID tag. First time visitors who are not recognized by office staff may be asked for a form of ID before being cleared to pass through the school.

**PARKING:** At arrival or dismissal times Visitors and parents may only park behind or adjacent to the Gymnasium. Parking in front of the school on School Street is only permitted for handicapped persons. NOTE: Buses arrive a little later during bad weather to give parents more time to depart from the parking area after picking up their children.

**VOLUNTEERS** are encouraged to contact the school. Teachers enjoy having adults in the classrooms who can prepare bulletin boards or visual aids, and who can listen to children read, work on math or help small groups with hands-on activities or tasks. The HES staff and PTA offer support and training for a pool of regular volunteers. If you are interested, please call the school office (336-5332).

**SAFETY NOTICE:** MySpace.com, Facebook, and similar sites are very popular websites for young people as they provide the opportunity to publish information about themselves that they can share with their friends. Children and teens do not always use good judgment in what they post on their pages. They may also be naïve about the potential dangers involved in publishing personal information on websites, which can be accessed by potential predators as well as by future employers or school personnel. In the Hinsdale district, we are currently blocking access to blogs on school computers in order to ensure compliance with our acceptable Internet use policy for students. As many educators recommend, discussion of this issue at home and supervision of computer use at home is very important. If you have any questions not answered by this announcement, please feel free to call our school office.

**CELL PHONES:** Students are not permitted to have or use cell phones at school.

**Appropriate school wear:** It is the parent/guardian's responsibility to provide appropriate school clothing for students. School wear should be appropriate to the weather at all times; "layering" (for example: wearing a short sleeve shirt with a sweater) is advised in spring and fall as weather is unpredictable. Winter wear should include a warm coat with working fasteners, snow pants, boots, hats, mittens or gloves. School clothes should be suitable for a focused learning environment.

Clothing should cover the body from mid-thigh to shoulders; it should be comfortable for play time as well as activities in the classroom. Students, who wear clothing that is distracting, or showing inappropriate logos or artwork, will be asked to change, turn a shirt inside out, or to call a parent for a replacement. Shoes that may cause a child to fall, such as clogs, flip-flops, house slippers, high heels, skate-shoes or untied shoes, are not permitted in school. Students are not to wear hats during the school day or anything that is distracting to classmates or offensive or disrespectful. It is recommended that students bring gym shoes to keep at school.

## GENERAL INFORMATION

**Items from Home:** Students are not to bring expensive, valuable, or distracting items to school. Such things as electronic equipment, games, cards, collectibles, or expensive toys will be sent to the office and kept until a parent comes to get them. Items not picked up by a parent within three weeks will be discarded or donated to charity.

**Pets or Animals:** In accordance with health regulations, pets and animals are not allowed in the school building due to health risks such as allergies, asthma, infections or bites.

**Lost & Found:** Please mark all of your child's belongings. Lost & found items will be placed in a container in the south end of the cafeteria. After 3 weeks, the items will be given to charity.

**Outdoor Recess:** Children will be expected to participate in outdoor recess except in rain, excessive wind or bitterly cold temperatures. Please provide boots, coats, leggings, scarves, hats and gloves. Students should have inside shoes as well as boots to wear outside.

**Field Trips:** Teachers plan field trips to support classroom studies. Permission slips must be signed and returned before the day of the trip. Phone calls are not accepted as permission. If you do not want your child to participate in a field trip, please contact the teacher to make other arrangements. Parents are discouraged from participating on fieldtrips, unless they are asked to chaperone

**Homework:** Homework is an opportunity for students to practice skills and develop independent mastery of learned concepts. As teachers assign homework, please support this skill development by providing an appropriate time and place for its completion.

**School Meals:** Breakfast and lunch are available every day. Menus are sent home at the beginning of every month. Free & Reduced forms are available in the office. We encourage every family to apply for free and reduced school meals whether or not the student is approved. Some of our school's state funding depends on the number of students who receive free or reduced meals.

**School Bills:** Please pay fees or lunch bills on time and return all borrowed textbooks or instructional materials, equipment, and resources. A lunch account with negative balances (unpaid lunches) forces the school to make a very unpleasant choice: pursue parents by legal means or stop providing food to the students. We all want to avoid doing either; please help us by paying for your child's meals in advance. If borrowed books and school supplies are lost or destroyed, children and/or their parents are responsible for replacement or payment.

## SCHOOL SPECIALS

**Art:** Art classes meet on a weekly basis for students in grades K-5. The art program is designed to broaden the student's experience in the visual arts. Through files, slide presentations or reprints of famous works of art, the student will learn about art and artists of the past. Through actual hands-on experiences the student is given the opportunity to learn and to develop his/her own creativity. Some concepts the students will explore are color coordination, depth perception, distortion, proportion and spatial relationships.

**Music:** Music classes for grades K-5 are given once a week. Recorder lessons will be given in third grade.

**Physical Education:** Physical education classes in grades K-5 are given twice a week and are held outside (weather permitting) or in the gym. Students are expected to dress appropriately. Attire should include sneakers. If a student has a medical reason for not being able to participate fully, he or she should present a dated note signed by the parents or the attending physician. The parents may be contacted if further information is needed.

**Special Program:** The Hinsdale Elementary School has a speech, language and hearing program. The program was developed to help children who have trouble saying certain sounds and children who are delayed in their normal language acquisition. If a student is referred by a parent and teacher, the speech therapist will assess the student to see if special services are needed. If it is felt that the student needs services the speech therapist devises unique goals to be worked on during the year. Team meetings are then set up with the parents to discuss the student's goals and progress throughout the year.

**Special Education:** Children with special needs are provided services within the regular classroom. Special education staff and aides help these children develop the individual skills they may need. Special education services are primarily focused on mathematics and language arts, and given in addition to regular instruction. If students are pulled out for additional instruction in these areas, it must be done during other scheduled curricular classes.

**Reporting Pupil Progress:** Information about a pupil's progress in school is provided to parents by means of a report card and parent conferences. Report cards are issued four times yearly and each report covers approximately 9-10 weeks of work. Parents may be asked to come to the school for conferences at the end of the first marking period. Additional conferences may be arranged as needs arise. Conferences allow parents to ask more detailed questions about their child's individual progress and see his/her records.

**Guidance:** The guidance program functions to make the education experience more valuable for each child. To achieve this goal, the guidance counselor performs various activities which include the directing and coordinating of the following programs:

- Drug and alcohol prevention
- Parent/Teacher effectiveness
- Pupil adjustment and placement
- Child abuse and neglect prevention and referral
- School and social agency interaction
- Safety Awareness
- Problem solving

School counselors are trained to assist students, parents and teachers to work together to create an effective and desirable environment for teaching and learning.

If you have any ideas or concerns about your child's education please contact the guidance counselor at 336-5332.

**Testing:** Throughout the year standardized tests will be administered to your child. These tests assist us in planning instructional programs to meet the needs of the students. Every effort should be made for children to attend school when these tests are given. The New Hampshire state tests or New England Common Assessment Program (NECAP) are given to students in the 3<sup>rd</sup> through 5th grades in October. Measures of Academic Progress (MAP) tests are computerized assessments given 2-3 times each year. Students who are referred to the Local Educational Placement Team may be given additional tests in intelligence and achievement. The results of these tests are available to parents.

## **STUDENT HEALTH**

**Health:** The school nurse and the teachers direct health services toward health protection and health education. These services include administering vision and hearing tests, maintaining cumulative health records, assisting in physical examinations, and helping to maintain a healthy school atmosphere. The nurse is available to confer with teachers, parents, pupils, medical personnel and others regarding health problems. Any pupil who is required to take a medication prescribed by a licensed physician, during the school day, shall be assisted by the school nurse or another member of the school staff, so designated by the building principal. Medication forms may be obtained in the school office. The administration of medication during the school day is provided to enable the pupil to remain in school, to maintain or improve health status and to improve potential for education. If at all possible, prescribed medication should not be taken during school hours:

**Prescription Medication at School:** Prescription medication that cannot be given at home may be administered to a student at school once arrangements are made by the parents or guardians.

The procedure for prescription medication is as follows:

1. Parent shall bring medication to school and pick it up when discontinued.
2. Parent shall bring the medication in the original container with appropriate label with the student's name, date of prescription, dosage information, pharmacy name and prescription number, and the prescribing physician.
3. Parent signs authorization for the medication to be given at school. New permission slips are needed for the beginning of each school year signed by Doctor and Parent.
4. Parent brings in a note from the physician detailing administration instructions.
5. Any changes in medication require a new note from the prescribing physician, detailing the change.

**Non-Prescription Medication at School:** Non-prescription medications and cough drops (over the counter medicine) may be administered with these guidelines:

1. Parent brings the medicine to school in an original pharmacy (store) container. The medicine is labeled with appropriate information and student's name.
2. Authorization is signed by parent (forms are available in office). New parental authorization is needed for the beginning of each school year.

Most medications can be administered at home. Please check with the student's physician regarding the need for medication at school or call the school nurse. Parents are to bring any medication to the school in the original container, accompanied by a written order of the physician who prescribed the medicine, and a note signed by the parent with directions. No medication is given to students at school without these requirements.

The classroom teachers will be informed about students who are given medications during school hours. Student will notify the teachers when they need situational medications (inhalers, etc). Teachers are responsible for sending students to the office for scheduled medications. The school nurse, principal or designee, may make the prescribed medicine available to the student and observe the students taking the medication.

**Health Screening:** Students are required by the State Board of New Hampshire Education to participate in a health screening during the school year. Heights, weight, vision, hearing and tympanometry is conducted periodically to detect visual or hearing problems.

**Immunizations/Physical Examinations:** Immunizations are required prior to school entrance according to the current recommendations of the State Public Health Agency (RSA 200:38) . DPT and Oral Polio series and boosters after the age of 4 and MMR vaccines are required.

**Illness:** A child should be kept home if s/he has a fever, sore throat, earache, cough or cold, upset stomach, diarrhea, skin rash or communicable disease. If he/she cannot participate in all school activities the child should be kept home. Parents need to make arrangements for their children in the event they become ill during the school day.

## **The Circle of Friends Preschool Program**

The HES Circle of Friends Preschool program is a five-day program for three and four year old students. The morning session is for the three year olds (8:30-11:00 a.m.), and the afternoon session for the four year olds (12:30-3:00 p.m.). This year, the delayed opening will be extended in order to facilitate assessing student needs, making home visits, and allowing time for smoother transitions for the students. The first official day will be on September 12, 2011.

The tuition remains at \$600.00 for either the three or four year old program. The enrollment contract (appendix) shows how credits for attending the scheduled parent trainings may be applied to reduce your tuition cost.

We believe that excellent attendance is important to ensure that students benefit fully from the programs we offer. Students who exceed the 10 day limit of unexcused absences will be un-enrolled from the program. Please see our attendance policy in this Handbook for more details.

We also expect that all four year olds will have successfully mastered toilet training. If your three year old is not yet toilet trained, we would ask that you follow the toilet training protocols established by their teacher.

## **DISCIPLINE AT HES**

We strive to make our school community a place where all members demonstrate Safety, Respect, Responsibility, and Citizenship – also known as **SRRC**. The entire staff has adopted this mission to improve school climate, instill a value for learning and promote a positive learning experience for all students:

### **Safety ~ Respect ~ Responsibility ~ Citizenship**

**We expect everyone to practice habits promoting “SRRC”:**

1. Safety first in all areas –accept and stay within the safe boundaries of school-wide and classroom rules
2. Respect – for the rights and property of others and behave in a courteous, considerate and honest manner
3. Responsibility - for consequences of decisions and behaviors
4. Citizenship – demonstrate leadership and participate in activities that benefit the community

When a student’s behavior shows a disregard for one or more of the **SRRC** standards, then their classroom teacher will work with the student to identify how/why their behavior did not meet the standard and what they need to do differently next time. The student may receive consequences for their poor choice in order to emphasize their responsibility to meet the **SRRC** standards throughout the school day.

We believe that it is crucial for parents to stay informed about their child’s behavior at school, and we are optimistic that parents will welcome this information and use it as a tool to further support their child’s developing sense of making positive behavior choices. If your child receives a Discipline Data Form (see sample in appendix), we will send a copy of the form home to you so that you will be aware of the details of the incident.

In most cases the form will be a simple notification and other than discussing the issue with your child there will be no further action required of you. If the incident is moderate or severe, or your child accumulates 5 minor incidents, then you may be asked to meet with the teacher and/or other staff at the school to discuss possible interventions to address the child’s concerning behavior.

### **Building-Wide Guideline for Discipline at HES**

1. On the first day of school, all students in grades 1 -5 will participate in a “Roll-Out” of the behavior expectations for all areas of the school; classroom, hallways, lockers, bathrooms, cafeteria, playground, specials classrooms, etc. These behavior expectations will be directly linked to the **SRRC** standards, and concrete demonstrations will be provided.
2. Posters and other written reminders of the **SRRC** standards will be posted in all areas of the school building to serve as a reminder to students.
3. All teachers and staff will provide positive verbal reinforcement when students are meeting the **SRRC** standards. This will help students learn and remember the standards.
4. Students who are not meeting one or more of the **SRRC** standards will be given a simple reminder or redirection by the teacher/staff person, and there will be emphasis placed on the appropriate behavior

that needs to be demonstrated. Teachers may use a variety of classroom management techniques to help students learn and consistently demonstrate the **SRRC** standards.

5. If a student shows disregard for one or more of the **SRRC** standards after having learned and demonstrated knowledge of the standards, then a Discipline Data Form will be completed and the child will meet with his/her classroom teacher to discuss the incident. The following consequences may result:
  - a. Discussion/warning (with classroom teacher).
  - b. Re-teaching of the **SRRC** standard(s) – by classroom teacher or other staff.
  - c. Apology note (if applicable) – assigned as homework.
  - d. Lunch Detention – student may be assigned to eat lunch with the school counselor or other staff person, resulting in a loss of social time with peers and an opportunity to discuss the importance of the **SRRC** standards.
  - e. Teacher Detention – student may be assigned a 15-30 minute detention with their classroom teacher in order to discuss the importance of the **SRRC** standards. If this detention takes place before or after school, the parent will be responsible for transportation. This may not be assigned until the student has had at least 1 lunch detention.
  - f. Office Detention – student may be assigned a detention in the main office until 3:30 p.m. The parent will be responsible for transportation. This may not be assigned until the student has had at least 1 teacher detention.
  - g. Child Concern Referral – if a child accumulates 5 minor incidents and/or a moderate/major incident, the classroom teacher will complete a Child Concern Referral. This form is submitted to the school counselor who will contact the parent to schedule a meeting to discuss the issue and possible interventions.
  - h. In-School Suspension – student may be assigned this consequence when all other consequences have been ineffective, and/or for a moderate/major infraction. Student will complete their assigned school work during the suspension.
  - i. Other – some serious infractions require more serious consequences, and will be handled on a case-by-case basis. In addition, some situations may require discipline strategies not listed here and will also be handled on a case-by-case basis.
6. After the form is completed the classroom teacher forwards it to the principal for her review. The principal will sign the form and will ensure the information is recorded in the school data system. A copy of the form will be placed in the student's file, and 2 copies will be returned to the classroom teacher. The teacher will keep a copy and will send a copy home with the child. For serious incidents, every effort will be made to also notify the parent by phone or email on the same day of the incident.
7. In most cases the form will be a simple notification and other than discussing the issue with your child there will be no further action required of you. If you have any questions or concerns you should start by contacting the classroom teacher.

**\* SEVERE BEHAVIORAL SITUATIONS: There is a CPI (Crisis Prevention and Intervention) Team at HES which consists of staff members trained to de-escalate students who are demonstrating serious or aggressive behaviors. This team will be called to assist in situations in which all other efforts have been ineffective.**

**HINSDALE ELEMENTARY SCHOOL**  
**PLAYGROUND RULES FOR FAMILIES**

- **Adult Supervision** is required at all times when children are playing.
- **Prevent Injuries!** Ensure that children are using playground equipment appropriately. No climbing on top of tube slide! Instructions are available at the school's office.
- **The Pre-School playground is reserved for children aged 1-4.**
- **Report defective equipment immediately.**
- **Do not play with surfacing material.**
- **Pick up your own trash.** Leave the playground as you have found it – or better.
- **Bucket swing is reserved for children aged 1-3, and children with disabilities.**
- **Middle- and High School students (and adults) may not use playground equipment** due to high risk of injury and equipment failure.
- **The use of tobacco products, alcohol and drugs is strictly prohibited.**

**Thank you for your cooperation!**

To ensure SAFETY & PEACEFUL INTERACTIONS, students will be expected to:

1. Play according to the rules of organized games;
2. Walk quietly and orderly to and from recess;
3. Use all playground equipment appropriately;
4. Walk to and from activities appropriately;
5. Put all litter in the trash bins;
6. Play only games that do not involve rough contact (activities like tackle football, karate or wrestling are prohibited);
7. Honor other students' space and be very careful not to hurt others by your actions;
8. Use only the crosswalks to cross the road when directed by a supervisor;
9. Obey the supervisors' instructions;
10. Play only in designated areas;
11. Immediately line up when the bell rings or when a supervisor instructs you to do so;
12. Take good care of recess & playground equipment.
13. Playground equipment is designed for students aged 3-12. Teenagers (including middle and high school aged students) are not allowed to use the playground for safety reasons

## TRANSPORTATION

To ensure SAFETY & PEACEFUL INTERACTIONS, WALKERS & BICYCLE RIDERS should:

1. Cross only at crosswalks;
2. Walk on the sidewalks, but when sidewalks are not available, walkers should use the side of the street facing traffic;
3. Ride bicycles on the right side of the road;
4. Wear helmet when using a bicycle;
5. Have only one student on a bicycle (no passengers);
6. Promptly leave the school grounds when dismissed from school;
7. NOT arrive before 8:30 a.m.
8. Walk a bike to the edge of school property before starting to ride.

## BULLYING

People of all ages experience conflict in relationships with others. Distinguishing bullying from normal conflict is an important skill for children and adults to master. The teachers and staff at HES are constantly assisting students in treating each other with respect in order to minimize conflict. When minor, everyday conflicts do occur, students receive assistance in resolving these conflicts in a fair respectful manner.

It is sometimes difficult to determine when a conflict has escalated to the point of bullying. In order to help make that distinction we teach students the following definition of bullying:

**Bullying is unfair and one-sided. It happens when someone keeps hurting, frightening, threatening, or leaving someone out on purpose.**

This definition comes from a bullying-prevention program called *Steps to Respect*. The *Steps to Respect* program is an effective tool that can be used to decrease bullying at school and help students build more supportive relationships with each other. The program's dual focus on bullying and friendship is based on research showing that friendship protects children from the harmful effects of bullying. As part of the school counseling program, the school counselor works with all students to learn and apply this definition of bullying, and also works with all students on building friendship skills.

If despite all of the efforts of teachers, staff, and parents, if a student does engage in bullying behavior then an investigation is required to take place and the District Policy (below) must be followed. Bullying is considered a major discipline offense and will be handled accordingly.

### **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.

Any reference in this policy to "parent" shall include parents or legal guardian.

**Hinsdale Elementary School – Discipline Data Form**

Teacher/Staff person who witnessed the incident is to complete #1 - #5 on the top of the form, then forward the form to the classroom teacher by the end of the school day. If other students are involved, use a separate form for each student.

Student: \_\_\_\_\_ Referring Staff: \_\_\_\_\_

Grade: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ Classroom Teacher: \_\_\_\_\_

**1. Brief Description of Incident :** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2. Location: Check One**

- |                                    |                                     |                                |                                       |
|------------------------------------|-------------------------------------|--------------------------------|---------------------------------------|
| <input type="checkbox"/> Classroom | <input type="checkbox"/> Cafeteria  | <input type="checkbox"/> Gym   | <input type="checkbox"/> Computer Lab |
| <input type="checkbox"/> Hallway   | <input type="checkbox"/> Playground | <input type="checkbox"/> Music | <input type="checkbox"/> Title        |
| <input type="checkbox"/> Bathroom  | <input type="checkbox"/> Library    | <input type="checkbox"/> Art   | <input type="checkbox"/> Other _____  |

**3. Problem Behavior: Check only one minor, moderate, or major**

**Minor:**

- Inappropriate language
- Light physical contact
- Misuse of property
- Disruptions
- Defiance/disrespect

**Moderate:**

- Harassment/teasing
- Disruption
- Lying/cheating/forgery
- Dress Code
- Defiance/disrespect

**Major:**

- Bullying
- Fighting/physical aggression
- Defiance/disrespect
- Non-compliance
- Property damage/vandalism
- Alcohol/drugs/tobacco
- Weapons
- Bomb Threat
- Theft
- Arson

**4. Possible Motivation: Check One**

- |   |  |   |                                       |
|---|--|---|---------------------------------------|
| <input type="checkbox"/> Obtain peer attention  | <input type="checkbox"/> Obtain items/activities | <input type="checkbox"/> Avoid peer(s)  | <input type="checkbox"/> Don't know   |
| <input type="checkbox"/> Obtain adult attention | <input type="checkbox"/> Avoid tasks/activities  | <input type="checkbox"/> Avoid adult(s) | <input type="checkbox"/> Other: _____ |

**5. Others Involved:**

- None     Peers     Teacher/Staff     Substitute     Unknown     Other: \_\_\_\_\_

**To be completed by the classroom teacher and student:**

Student's description of what happened: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What school-wide expectation was involved:  Safety     Respect     Responsibility     Citizenship

What could you do differently so it doesn't happen again? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Consequence:**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Discussion/Warning | <input type="checkbox"/> Lunch detention   | <input type="checkbox"/> Child concern referral (must be completed after 3 discipline incidents) |
| <input type="checkbox"/> Re-teach           | <input type="checkbox"/> Teacher detention | <input type="checkbox"/> In-school suspension  |
| <input type="checkbox"/> Apology note       | <input type="checkbox"/> Office detention  | <input type="checkbox"/> Other: _____  |

**Parent notification** (check all that apply):  copy of form     phone message     phone conversation     email     meeting     other

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Logged into data system (date) \_\_\_\_\_

**Hinsdale Elementary School Circle of Friends  
Pre-School Enrollment Contract**

Child's Name: \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Agreement:

I, \_\_\_\_\_ would like my child to attend the Circle of Friends Pre-School five days/week.

My child is 3 years old and will attend the morning session (8:30-11:00) \_\_\_\_\_

My child is 4 years old and will attend the afternoon session (12:30-3:00) \_\_\_\_\_

**Please choose one of the following options:**

**The tuition is \$600.00 per year, but, the following payment options are available, and credits for attending scheduled trainings may be applied to reduce the tuition.**

**Option 1:** \_\_\_\_\_ I agree to pay the flat rate tuition of \$500 in advance for the 2011-12 school year, on or by September 12, 2011. For each of the six trainings I attend, \$50.00 will be reimbursed to me. (Paying up front and attending all the trainings results in a total cost of \$200 per year)

**Option 2:** \_\_\_\_\_ I agree to pay the flat rate tuition of \$600 for the 2011-12 school year in two installments of \$300 each on or by September 12, 2011, and January 27, 2012. For each of the six trainings I attend, \$50.00 will be reimbursed to me. (Paying up front and attending all the trainings results in a total cost of \$300 per year)

**Option 3:** \_\_\_\_\_ I agree to pay the flat rate tuition of \$600 for the 2011-12 school year in four installments of \$150 each on or by September 12, 2011, November 4, 2011, January 27, 2012, and April 6, 2012. For each of the six trainings I attend, \$50.00 will be reimbursed to me. (Paying up front and attending all the trainings results in a total cost of \$300 per year)

I understand that failing to follow the tuition payment schedule I have chosen will result in un-enrolling my child from the Circle of Friends Pre-School.

Parent/Guardian  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_