

# Family Handbook 2020-2021



## *Core Beliefs*



Conway Elementary School

## WE BELIEVE

- 🐾 Everyone deserves to have their basic needs met.
- 🐾 Everyone should have the opportunity to reach their full potential.
- 🐾 Everyone should be treated with kindness, compassion, and respect.
- 🐾 Everyone should have the opportunity to laugh, smile, have fun, and create every day.
- 🐾 Everyone deserves to be heard, feel a sense of belonging, and know their opinion matters.
- 🐾 Everyone has the potential to be successful.
- 🐾 Everyone has unique learning styles, interests, and strengths.
- 🐾 Growth Mindset and SEL - social emotional learning are lifelong skills.
- 🐾 Effective communication skills are essential for success.
- 🐾 Learning and teaching are collaborative processes.

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## WELCOME

Dear Parents and Students,

On behalf of Conway Elementary School, *Home of the Cougars*, I would like to welcome everyone to the 2020-2021 school year.

Conway Elementary School is a K-6 building that serves approximately 220 students from Conway and Albany. Our staff members are committed to maintaining a safe, healthy, and trusting environment for all children. We offer a balanced and challenging academic program in a supportive atmosphere that fosters our children to grow academically, physically, socially, and emotionally.

In addition to the fundamentals – reading, writing, and math – we seek to expand each child’s interests, reasoning, and communication skills. We strive for our students to be confident, respectful, life-long learners. We value our students’ strength of character, acts of achievement, individual responsibility, pursuit of excellence, and creative spirit.

The Student/Parent Handbook is designed to provide families with information about our school, including its organization, philosophy, curriculum, procedures, expectations, and other general information. It is important for you to be familiar with this handbook. Please take the time to read and review it, as there are changes and additions made to the content each year.

Education is a team effort that must involve the school, students, and parents. Maintaining communication with your child’s teacher is critical to your child’s education. We strongly urge you to be involved. If you would like to be involved as a volunteer, please let us know.

In closing, please know that our students (your children) are extremely important to us. We will do all that we can to provide a high-quality educational experience for each and every child. We look forward to working with your family this year and into the future. Together, the sky is the limit! We wish you and your family a very successful school year!

Sincerely yours,  
Jason Robert  
Principal

# SCHOOL ADMINISTRATIVE UNIT #9 STAFF DIRECTORY

## SAU #9 STAFF

Telephone # 447-8368

Kevin Richard

Superintendent of Schools

Kathryn Wilson

Assistant Superintendent

Pam Stimpson

Director of Special Services

James Hill

Director of Administrative Services

Lilli Gilligan

Director of Budget & Finance

Christine Thompson

Title I Co-Coordinator

Laura Jawitz

Title I Co-Coordinator

Gail Yalenezian

Preschool Coordinator

## CONWAY SCHOOL BOARD MEMBERS

Joe Lentini (Chairperson)

Michelle Capozzoli (Vice-chairperson)

Bill Aughton

Randy Davison

Courtney Burke

Jessica Whitelaw

Joe Mosca

# Conway Elementary School

## Staff Directory

### 2020-2021

|                  |   |
|------------------|---|
| Jason Robert     | Principal                                 |
| Cathy Baker      | Administrative Assistant                  |
| Mary Malkin      | Clerical/Aide                             |
| Patricia Poulin  | Grade K/1                                 |
| Kathy Carrier    | Grade K/1                                 |
| Jen Nelson       | Grade K/1                                 |
| Maika Phillips   | Grade K/1                                 |
| Gina Miller      | Grade 2/3                                 |
| Michelle Dupuis  | Grade 2/3                                 |
| Colleen Koroski  | Grade 2/3                                 |
| Kristin Coleman  | Grade 2/3                                 |
| Sophie Edwards   | Grade 4/5                                 |
| Dawn Scolaro     | Grade 4/5                                 |
| Steve Bamsey     | Grade 4/5                                 |
| Rebecca Fecteau  | Grade 4/5                                 |
| Kim Mathison     | Grade 6                                   |
| Peter Malkin     | Grade 6                                   |
| Kristen Spinney  | Physical Education                        |
| Stevi Laird      | Art                                       |
| Laurie Turley    | General Music                             |
| Donna Towle      | Special Education Teacher/Interventionist |
| Megan Thompson   | Special Education Teacher/Interventionist |
| Melanie Nellson  | Special Education Teacher/Interventionist |
| Brittany Downing | Special Education Teacher/Interventionist |
| Theresa Stanton  | Occupational Therapist                    |
| Pam Robinson     | School Psychologist                       |

# Staff Directory *(Continued)*

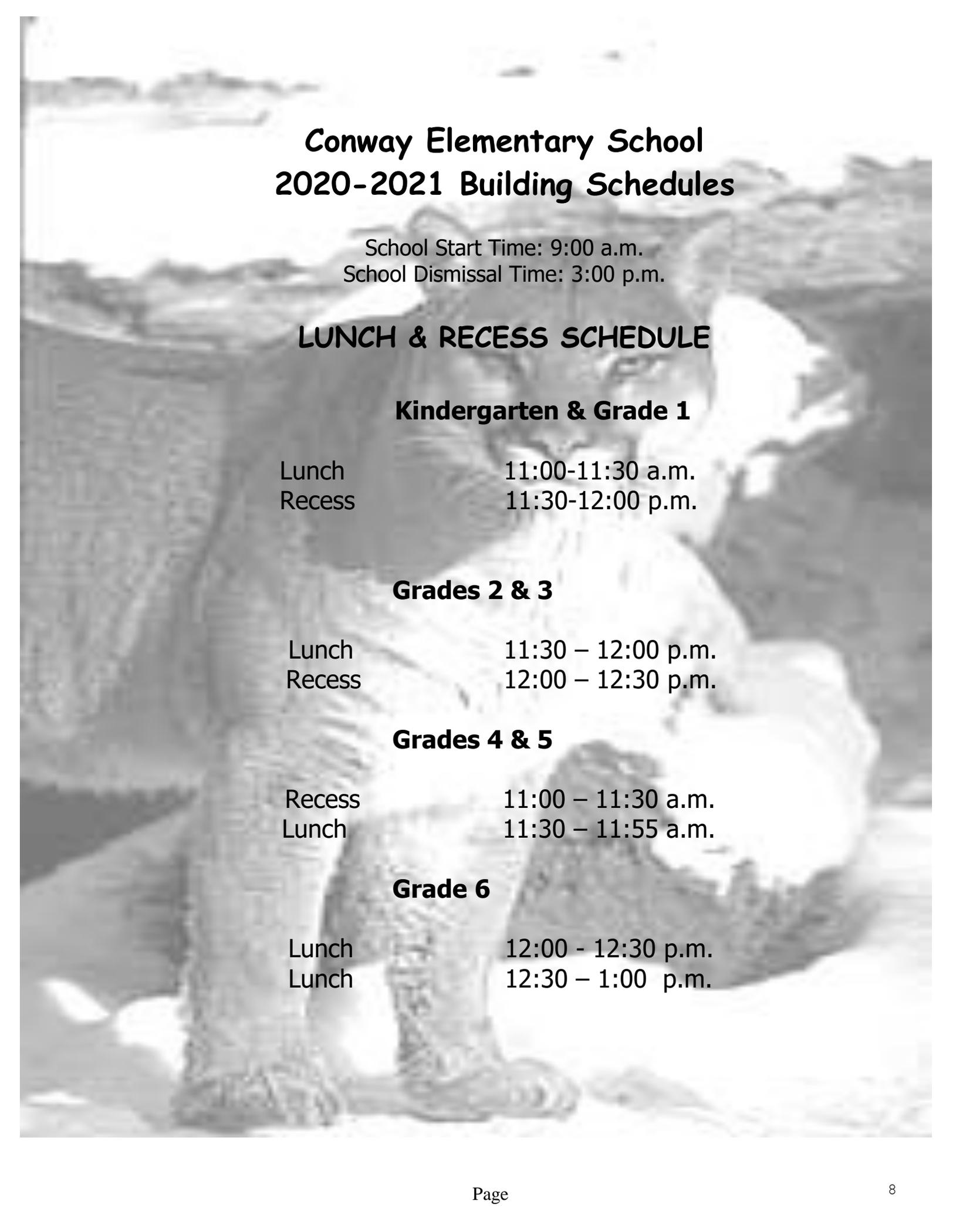
## 2020-2021

|                  |                                  |
|------------------|----------------------------------|
| Alicia Hill      | Reading Specialist               |
| Darcy Kane       | Title I Math                     |
| Eliza Braunstein | Title 1 Teacher                  |
| Kristen W. Burke | Guidance Counselor               |
| Amanda McDonald  | Family Liaison                   |
| Susan Davison    | School Nurse                     |
| Meghan Murphy    | Librarian                        |
| Julie Beach      | Special Education Aide           |
| Samantha Forde   | Special Education Aide           |
| Aimee Robertson  | Special Education Aide           |
| Judy Capreralla  | Special Education Aide           |
| Daiva Hampton    | Special Education Aide           |
| Darlene Noyes    | Clerical/Special Education Aide  |
| Sarah Tatarczuk  | Program Aide                     |
| Melanie Nellson  | Title 1 Aide                     |
| Tim Livingston   | Title 1 Aide                     |
| Gail Jones       | Title 1 Aide                     |
| Stevi Laird      | Title 1 Aide                     |
| Adrianna Freeman | ESOL                             |
| Don Poulin       | Crossing Guard                   |
| Christa Biche    | Math Coach                       |
| Dolly Tamaska    | Cook                             |
| Susan Twombly    | Assistant Cook/Cashier           |
| Lisa Tourville   | Day Custodian                    |
| Thomas Horanzy   | Evening Custodian                |
| Sandy Louis      | Project Succeed Site Coordinator |

# Objectives:

- to educate the whole child; academically, socially, emotionally, and physically
- to develop a positive self-image through the acceptance and respect of each child as a unique individual
- to develop respect for quality, craftsmanship and excellence
- to develop social skills that lead to a respect for the differences among people
- to teach children to assume responsibility for their own lives
- to include the larger community into the educational community
- to continually encourage the interpersonal skills and supportive environment among the adults within the school community





# Conway Elementary School 2020-2021 Building Schedules

School Start Time: 9:00 a.m.  
School Dismissal Time: 3:00 p.m.

## LUNCH & RECESS SCHEDULE

### Kindergarten & Grade 1

|        |                  |
|--------|------------------|
| Lunch  | 11:00-11:30 a.m. |
| Recess | 11:30-12:00 p.m. |

### Grades 2 & 3

|        |                    |
|--------|--------------------|
| Lunch  | 11:30 – 12:00 p.m. |
| Recess | 12:00 – 12:30 p.m. |

### Grades 4 & 5

|        |                    |
|--------|--------------------|
| Recess | 11:00 – 11:30 a.m. |
| Lunch  | 11:30 – 11:55 a.m. |

### Grade 6

|       |                    |
|-------|--------------------|
| Lunch | 12:00 - 12:30 p.m. |
| Lunch | 12:30 – 1:00 p.m.  |

# ATTENDANCE

Regular and punctual patterns of attendance will be required of each student at Conway Elementary School. It is recognized that absence from school may be necessary under certain conditions. However, every effort should be made by students and parents to keep absences and tardiness to a minimum. **State law requires students to be in school and school officials to check when they are out for a length of time. It is the responsibility of the parent/guardian to get the student to school on time every day (unless the student is ill).** It is the responsibility of the school to remind the parent/guardian and to follow attendance laws. When students accumulate 15 absences, in addition to a phone call, the parent/guardian will receive a formal letter from the school indicating concern. *After the 20<sup>th</sup> absence, the principal may request a meeting with the child/parent/guardian to rectify the matter. The principal may refer the issue to help enforce the law.*

**School hours are 9:00 a.m. to 3:00 p.m. Students should not arrive at school before 9 a.m. unless they are in the morning program (currently not available) and should not remain at school after 3:00 p.m. unless they are involved in a supervised activity.**

**Absences** - Students who are absent from school are noted on our daily attendance roster. **When a child is absent...** a phone call is made to the parents' home, verifying the absence of their child. Calls are made between 9:30 - 10:30 a.m. each morning. *In order to help our procedure run smoothly, we ask parents to notify the school, between 8:00 - 9:30 a.m. whenever their child will be absent. If we do not receive a phone call, we will initiate the process and attempt to contact parents.*

**Tardiness** - Students arriving after 9:00 a.m. are considered tardy. Students arriving at school after 9:00 a.m. must report to the office where the late arrival is recorded and a "late pass" is issued, and should be given to the teacher. **It is expected that students arrive on time for school.**

**Early Dismissal** - If students must leave school before the end of the day, a note from parents is requested. **Parents picking up children are asked to report to the office upon entering the building!** The office staff will send for your child and record the early dismissal.

**Extended Leave** – If for some reason, students will be out of school for an extended period of time, an "Extended Leave Form" should be requested from the teacher. With a week's advance notice, the teacher will be able to provide schoolwork for the student on extended leave.

# BICYCLES

Bicycles ridden to school must be parked in the bike racks along the side of the building. It is a good idea to lock bikes while in school. **Conway Elementary School expects all students who ride a bike to school to wear a bike helmet!**

## BULLYING/HARASSMENT PROCEDURES

Each individual in the school community is to be free of victimization by others. It is the responsibility of those who witness peer victimization to seek to stop it.

***Policy JICK of the Conway School Board state the commitment to providing all pupils a safe school environment with which all members of the school community are treated with respect. These policies are intended to comply with RSA 193-F, which defines bullying as a form of harassment. Conduct constituting bullying will not be tolerated and is prohibited by these policies.***

In order to investigate and enforce the above, we believe that these behaviors need to be defined as much as possible

*Bullying means a single significant ("severe") incident or pattern ("pervasive") of incidents that involves a written, verbal, or electronic communication, a physical act or gesture, or any combination thereof, directed at another pupil which physically harms a pupil or damages the pupil's property, causes emotional distress to a pupil, interferes with a pupil's educational opportunities, creates a hostile educational environment, or substantially disrupts the orderly operation of the school.*

*Conway Elementary School opposes and prohibits, without qualification, unlawful harassment based on race, color, religion (creed), national origin, marital status, sex, sexual orientation, or disability.  
(In compliance with Civil Rights legislation).*

### **Conway Elementary School Procedures Related to Bullying and Harassment**

- ◆ determine whether the behavior falls under the bullying/harassment definition

*In the presence of bullying and/or harassing behavior(s), all staff members will:*

- ◆ recognize and identify the situation
- ◆ identify the behaviors
- ◆ identify the behaviors to the perpetrator and victim
- ◆ record the incident
- ◆ report the incident to the principal (see separate referral form)

#### First Report Incident:

1. Principal or designee (Guidance/Family Support Liaison) will meet with the alleged victim and bully/harasser to review and discuss the incident with the individual.
2. If this discussion results in the decision that unacceptable behavior has occurred, consequences may be assigned. Consequences could include but are not limited to: written apology, detention, education, restitution, removal from class, social restriction and/or suspension.
3. The parent/guardian of both the victim and the bully/harasser will receive a phone call explaining the situation.
4. The principal or designee will schedule a follow up meeting with both the target and the perpetrator.

#### Second Report Incident:

1. Principal or designee will meet with the bully/harasser to review and discuss the incident with the individual.
2. The School Resource Officer may be informed and may meet with the individual.
3. If these discussions result in the decision that unacceptable behavior has occurred, consequences will be assigned. Consequences could include but are not limited to: written apology, detention, learning/education
4. Experience, restitution, removal from class, social restriction and/or suspension.
5. The parent/guardian of both the victim and the bully/harasser will receive a letter detailing the situation, the behaviors and the consequences assigned.
6. The principal will schedule a follow up meeting with both the victim and the bully/harasser.

#### Third and subsequent Report Incidents:

1. Principal will meet with the bully/harasser to review and discuss the incident with the individual.
2. The School Resource Officer will meet with the individual. If this discussion results in the decision that unacceptable behavior has occurred, consequences will be assigned. Consequences could include but are not limited to: written apology, detention, learning experience, restitution, removal from class, social restriction and/or suspension.
3. The parent/guardian of both the target and the perpetrator will receive a letter detailing the situation, the behaviors and the consequences assigned.
4. A referral will be made to the Assistant Superintendent of SAU 9.

# BUS CONDUCT AND SAFETY

Students are expected to be on their best behavior when riding the buses. Riding the bus is a **privilege** that can be revoked by the principal if poor and/or unsafe behavior interferes with the driver's ability to safely drive the bus. The bus drivers will review and enforce rules for safe transportation with all students. Disregard for these rules will be reported to the principal and parents for disciplinary action.

A "**Bus Incident Report**" procedure is used to manage and communicate student conduct. The driver will issue a "**Bus Incident Report**" to a student whose behavior is inappropriate or unsafe. Bus Reports are submitted to the principal, who will follow up with the student and the family. In most cases, the first report serves as a warning. Additional Bus Reports can result in the loss of the student's privilege to ride the bus. It is the responsibility of the family to provide or arrange transportation for the student during a period of bus suspension.

Students are required to ride their designated buses. Permission to ride a different bus or to be permitted to get off the bus at a bus stop other than the usual one must begin with a note from home. **Both the teacher and the bus driver must see the note in order for a student to ride a different bus or get off at a different stop.**



## CANCELLATIONS/DELAYS/EARLY DISMISSALS

There are times when it is necessary to cancel or delay school or to close early due to unforeseen and/or dangerous conditions. When this happens you will receive a phone call or text message from the SAU9. In addition, local radio stations will provide clear information. The following radio and TV stations will broadcast information relative to school cancellations, delays, and/or early dismissals: *WMWV-FM 93.5, WBNC-AM /1050, TV channels 3, 8, 6, & 13.* ***When in doubt about the weather, please tune into one of the above sources for information before calling the school!***

# COUNSELING

Conway Elementary School has a full time school counselor, Kristen Burke, who is available to work with students in grades K - 6 and parents. The counselor works in the classroom with large groups of students and also provides individual and small group counseling for students with common issues or more individual needs. Any student is eligible for counseling services. Parental permission is required before any counseling services can begin.

# CURRICULUM

**Kindergarten** - Conway Elementary School offers a full day kindergarten for any child reaching age five on or before September 30th. Kindergarten focuses on the physical, social, emotional, and academic development of our young students. The kindergarten program is developmental in nature, stressing relaxed learning utilizing an experiential, hands-on approach.

**Language Arts** - The language arts program provides instruction in reading, writing, speaking, listening, spelling, vocabulary, penmanship, phonics, and the structure of language. Instruction occurs in a whole class setting, in small groups and on an individual basis, as appropriate. A variety of materials and techniques are used to teach basic skills, extend the students' thinking, and promote and refine language development.

A variety of techniques and methods are used to teach language arts. Commercially produced materials are utilized in conjunction with teacher and student-made materials on a daily basis to teach skills appropriate for the age and development of each child. Students learn and polish their reading, writing, speaking, and listening skills in use and practice with teacher and peer support and assistance. A literature-based approach exposes students to recognize works of children's literature promotes critical reading, thinking and discussion skills and fosters a love of reading.

**Mathematics** - The Conway School District's math curriculum was designed in keeping with the *State Standards for School Mathematics*. We use The Everyday Math Program. This is a research based comprehensive program. The curriculum features a concept-based approach in which students are provided hands-on and representational experiences to help them master math concepts and procedures.

**Social Studies** - Social studies concepts and skills are developed throughout the elementary years in a spiral fashion. Students begin learning about themselves and others in kindergarten and progress through the family and community by grade 3. Students in grades 4 - 6 begin to learn about the world around them as they study geography, history, and government. Current events are an emphasis at all grade levels.

**Science** - Our science program is presented as an activity-oriented subject to the greatest degree possible and covers all major science areas (biological, life, and physical sciences). Environmental education is part of the curriculum at all grade levels. Foss kits are used at CES to provide a hands-on experience for our students.

**Art** - Art classes meet on a weekly basis to learn techniques and concepts of color, shape, design, art history, and proper use of art materials. Projects in art are coordinated with classroom studies whenever possible. Please check out our ever changing "art gallery" as you stroll our halls and peruse our classrooms!

**General Music** - General music classes meet once a week. The music program emphasizes creating and appreciating music. It also introduces the students to the basic concepts of music and musical notation, types of music, musical instrument families and instruments, and movement to music.

**Instrumental Music** - Instrumental music lessons are offered to students beginning in fourth grade. Instrumental music provides students with an opportunity to learn how to play an instrument of their choice. Weekly lessons, band rehearsal, and performances are part of the instrumental music experience.

**Physical Education** - Our physical education program is designed to promote cardiovascular fitness in a fun and non-competitive format. Classes have physical education class on a weekly basis both in the gym and outside on the playground.

Appropriate footwear and clothing on phys. ed. days is extremely important!! Please be sure your child is adequately prepared in terms of attire.

## DELIVERIES

Deliveries of flowers, balloons, presents, etc. are discouraged. These items have the potential to disrupt the learning environment in the classroom and create undue "competition" among students during birthdays, holidays, etc. Deliveries made to the school will be held in the office until the end of the day. At that time, delivered items will be brought to the classroom to be taken home.



# DISMISSAL - END OF DAY

## Conway Elementary Student Arrival & Drop Off Procedures

### Morning Arrival:

Students being driven to school:

- Drop off will be between 9:00 am - 9:30 am.
- Parents will drop students off in the back parking lot at the end of the playground fence.
- Students may not be dropped off unless a staff member is present. (see attached traffic flow map)
- After the student is safely on the playground, the car will follow the traffic pattern to exit the parking lot.
- Students must have their mask on prior to entering the building.
- Students will enter the building through the K/1 playground entrance and report directly to their classrooms without mingling in the hallway.

Students arriving by bus:

- Buses arrive at the main entrance at 9:00 am.
- Masks must be on at all times.
- Students will be led by bus monitor into the building through the main entrance and to their classrooms.
- Only 1 bus may be unloaded at a time to allow students to remain apart while entering the building.

Walkers:

- Arrive at school no earlier than 9:00 am.
- Walker will report to the main entrance and head directly to their classroom.
- The walker must be wearing their mask prior to entering the building.

Project Succeed:

- Students accessing Project Succeed will be dropped off at the main entrance of the building no earlier than 7:30am. A Project Succeed staff member will be present to assist them into the building.

## **Afternoon Dismissal:**

### Parent Pickup:

- Parents will pick students up in the back parking lot at the end of the playground fence.
- To assist with traffic congestion, keeping the parking lot safe, and helping reduce the number of students in the hallway a staggered pick up process has been developed.
  - Students with a last name that begins with:
    - A-M, pick up will begin at 2:55pm
    - N-Z, pick up will begin at 3:10pm
- For blended families, pick up time will default to the last name that is earliest in the alphabet
- Each family will be provided with 2 name cards that should be kept in vehicles to help facilitate the dismissal process. A name card should be displayed in the front window to help identify your vehicle to staff.
- As vehicles arrive, a staff member will radio inside the building and your child will exit the building through the K/1 doors and come out to your vehicle.
- Vehicles should be kept in a single file line for safety (see attached traffic flow map)

### Bus Transportation:

- Buses will arrive at CES's main entrances at 2:45pm for pick up.
- Students will remain in their classrooms until their bus color is called.
- When a bus arrives, the office will notify classrooms and students will bring their belongings to the main entrance and load on their bus.

### Project Succeed

- When called, students will exit their classrooms with belongings and head to their designated area. This area will be assigned based on the number of students enrolled in Project Succeed.

### Conway Rec

- When called, students will exit their classrooms with belongings and head to the main entrance.
- Students will be escorted outside by a staff member until a Conway Rec staff member is available.

## Walkers

- When called, students will exit their classrooms with belongings and head to the gym where they can maintain physical distancing. Once all walkers are present, students will be walked out by a staff member and crossing guard.

## Mid Day Drop Off/Dismissal

- In the event that a student will need to be dismissed or picked up during the school day. Please arrive at the main entrance and notify the office by calling 603-447-3369.
- A staff member will walk students to the car for dismissal and will greet them at the door for access to the building.

# DRESS

Concern for personal appearance is an indication of self-respect and of courtesy toward others. The following list details what can be worn during the school day. Failure to comply with the dress code will be treated as insubordination. If a student is not sure if something may or may not be worn, he/she should check with a faculty member or administrator before wearing it to school.

## **Shirts, Blouses, Tops:**

### **Acceptable**

Shirts; full button down or polo style shirt, buttoned, sweaters, sweatshirts, turtlenecks, Jersey dress shirts, or T-shirts

- ◆ Appropriate Fit
- ◆ Covers Midriff-must be "tuckable" in length
- ◆ Covers Shoulders-no spaghetti straps, tube tops, muscle shirts
- ◆ Free from writing or graphics deemed offensive or in violation of school policy.

### **Unacceptable**

- ◆ Sheer (see-through) material
- ◆ Low neck lines (cleavage)
- ◆ Visible undergarments, including camisoles
- ◆ Holes, rips, tattered clothes

## **Pants/Skirts/Shorts:**

### **Acceptable**

- ◆ Dress/khaki pants, jeans, cargo pants, corduroy, shorts and skirts must be no more than 4" above the knee
- ◆ Appropriate fit
- ◆ Free from offensive writing or graphics of any kind

### **Unacceptable**

- ◆ Visible undergarments
- ◆ Pants/skirts/shorts worn lower than the hips
- ◆ Holes, rips, tattered clothes
- ◆ Sweat pants, sweat pajamas, sweat athletic pants, sweat shorts, or sweat skirts

### **Shoes:**

- ◆ Foot apparel must be worn at all times for safety purposes. For safety reasons, school administrators will use their discretion in prohibiting anything that interferes with safety.

### **Accessories:**

- ◆ Hoods, hats, and sunglasses cannot be worn in any building unless it is attire required as part of a specific program or curriculum.
- ◆ No materials that could pose a safety hazard including, but not limited to chains, spiked clothing and accessories.

### **Other Issues:**

- ◆ Gang-related apparel, including insignias, bandanas, colors, mottos, or symbols, is considered inappropriate for school attire and is prohibited. School administrators have the authority to prohibit any other messages that they determine to be disruptive to the school's learning environment.
- ◆ At school-sponsored events, students must dress appropriately.

## **EMERGENCY PROCEDURES**

Safety is number one! Conway Elementary School has a process in place that deals with emergencies such as fire, natural disasters and other forms of emergency that may affect students and staff. We work as a team with local and state police and the fire department to do everything we can to ensure that students and staff are safe. We have an *Emergency Response Guide* available upon request.

# ESL

ESL support services are provided for limited English speaking students. The instruction includes in-class and out-of-class help with oral skills, reading, and writing. The ESL teacher uses interpreters and translators if they are necessary to help students and their parents understand enrollment forms, permission slips, and student report cards. Interpreters may also be used at parent/teacher conferences.

# FIRE DRILLS

We are required to have a number of fire drills every year. Each classroom has an exit route posted near the door. Students are to leave the building in a quiet and orderly manner, as quickly as possible.

# FOOD SERVICES

Conway Elementary School provides both a breakfast program and a lunch program. All students in grades K-6 are eligible to participate in the breakfast and lunch programs.

Free and reduced breakfast and lunch are available to students whose family meets the Federal income guidelines. *Free and Reduced Lunch Applications* are sent home with all students at the beginning of the school year and are available at any time during the year. You can also apply online on the SAU 9 website, [www.sau9.org](http://www.sau9.org). A lunch menu is sent home each month. You can also find the monthly lunch and breakfast menu on the Conway Elementary School website.

**Breakfast Program** - The breakfast program serves students in grades kindergarten through 6<sup>th</sup> grade. Breakfast begins at 8:30 a.m. and ends at approximately 9:00 a.m. The price for breakfast is:

|                       |           |
|-----------------------|-----------|
| Regular price =       | \$2.00    |
| Reduced meals price = | no charge |
| Free breakfast =      | no charge |

**Lunch Program** - The lunch program serves students in grades K - 6. (SEE BUILDING SCHEDULE FOR SPECIFIC TIMES) The price for lunch is:

|                       |           |
|-----------------------|-----------|
| Regular price =       | \$ 3.00   |
| Reduced meals price = | \$ .40    |
| Adult lunch =         | \$ 4.50   |
| Free lunch =          | no charge |

Parents are encouraged to pay for meals by the week or month. This helps alleviate the need for daily payments and transportation of money from home to school. Lunch envelopes are provided for your convenience.

Milk or juices are included in the cost of breakfast and lunch. They are also available for purchase during morning snack and during lunch. The cost of milk or juice is \$.50.

## HEALTH SERVICES

Conway Elementary School has a full time nurse on duty every day. The nurse may see students, who become ill during the day. Accident reports are required for any serious injuries and parents are notified.

No internal medications (including aspirin) will be given without the parents' written permission. Please be sure that the proper paperwork is filled out in the nurse's office if your child requires medication of any kind during the school day.

### **Guidelines to Follow:**

In order to help parents decide whether or not to send their child to school when they are ill, the following guidelines have been developed:

- When a child has a fever, his/her temperature should be normal for 24 hours before returning to school. Remember that temperatures are lower in the morning and those fevers tend to reoccur in the afternoon.
- When a child vomits during the night, he/she should not go to school the next day. Electrolytes need to be replaced with a liquid or soft diet.
- If your child has a cold, keep him/her home if the symptoms are severe or uncomfortable enough to interfere with learning. Also please consider other students and staff members in trying to control the spread of infection.
- When in doubt regarding infectious diseases or contagious conditions, call the school nurse for information regarding school policies. Your child may need to be on antibiotics or properly treated for a specified period of time before returning to school.



# HOMEWORK

## CES Homework Policy/Guidelines

Homework is an important and ongoing element of your child's educational experience. According to research, "***student achievement rises significantly when teachers regularly assign homework and students conscientiously complete it.***" Although homework is essentially a contract between teacher and student, all children work better if they know their parents are interested in what they are doing. Parent involvement in school work leads to greater success for the child.

Homework can help establish good study habits while providing valuable practice and reinforcement of concepts and skills taught at school. By the upper grades (4 - 6) students can expect homework on a regular basis. Completing and returning homework in a timely and thoroughly completed manner is very important.

The best homework tasks are those, which extend or expand upon classroom studies, discussions, or activities. Frequently, homework assignments require a written product; however, they may also require students to carry out activities or discussions at home. In the upper grades, homework expectations frequently include on-going work on long-term projects. This calls upon students to budget and use time effectively over several weeks. Families are encouraged to help children establish good homework and time management habits by expressing interest and monitoring progress of homework activities.

### *Establish a homework routine:*

#### → ***A time to do homework:***

- ◆ A time slot right before/after dinner?
- ◆ A family "study hall" time?
- ◆ In the afternoon, after a fresh air break?

- ***A place to do homework:***
  - ◆ At the kitchen counter or dining room table?
  - ◆ At a desk in the bedroom?
- ***A place to put homework when it's done, so it makes it back to school!***
  - ◆ Put in backpack, then place backpack by the door?
  - ◆ Have a family "don't-forget-to-take-it" table?
- ***Have homework tools close at hand:***
  - ◆ Sharpened pencils, erasers, paper, etc.
  - ◆ Dictionary
  - ◆ Timer (for marking study and break times)
  - ◆ Calendar (for keeping track of long-term projects)
- ***If possible, preview homework before taking an afternoon break:***
  - ◆ This can just be a verbal preview, or a quick look through the day's assignments to get a clearer picture of what needs doing. This can help to take some of the worry out of homework.
- ***Stuck on an assignment?***
  - ◆ Reread the directions
  - ◆ Problem-solve with an adult or older brother or sister
  - ◆ Call a classmate or teacher

## INSURANCE

The Conway School District provides limited accident insurance coverage for all students. This policy covers all activities during the school day and all school-sponsored extra-curricular activities and events. The District's policy is not a comprehensive accident insurance policy. This basic insurance is designed to supplement existing family policies. Additional 24-hour accident insurance is available at a modest cost. You will receive this information at the beginning of the school year. You may also request information and purchase this additional insurance at any time during the school year.

## LIBRARY

The library and its many books and resources are available for all students and parents. Books are loaned for a two-week period and can be renewed. Guidelines for the number of books that can be borrowed are established for each grade level. We ask that lost and/or damaged textbooks be paid for at replacement costs.

## LOST AND FOUND

"Found articles" are kept in a "*Lost and Found*" box. This box should be checked as soon as possible after an article has been lost. Parents can help prevent lost items by clearly marking their child's name on everything that comes to school! ***PLEASE***

**NOTE** - The school is not responsible for personal property lost while at school. Items not claimed in a reasonable time from the "Lost and Found" box will be donated to charity on a **monthly** basis.

## **NEWSLETTER\WEBSITE**

The "**Conway Cougar News**" is emailed to parents periodically throughout the month. The newsletter contains news from classrooms, school-wide news, and a calendar of upcoming events and activities, and any special flyers and notices. In addition to our newsletter, Conway Elementary School has a website that includes the monthly newsletter and other important information for parents. You can also view our Facebook page from the website. That website is: [www.conwaycougars.com](http://www.conwaycougars.com).

## **NON-DISCRIMINATION**

The Conway School District does not discriminate on the basis of race, color, religion, national origin, handicap, sex, or age in admission to, access to, treatment in, or employment in its programs and activities. The following person can be contacted with inquiries regarding the non-discrimination policies:

Kevin Richard  
Superintendent of Schools - SAU #9  
176A Main Street  
Conway, N.H. 03818  
Telephone: 447-8368

Inquiries concerning the application of non-discrimination policies also may be referred to the Regional Director, U.S. Department of Education - Office of Civil Rights, 222 J.W. McCormack Post Office and Courthouse, Boston, Massachusetts 02109-4557

## **PARENT-TEACHER ORGANIZATION (PTO)**

The Conway Elementary School P.T.O. is an organization that brings together parents and school staff for the purpose of enriching the educational environment at Conway Elementary School. The P.T.O. supports our school both financially, through fund-raising, and educationally, through programs designed for parents, staff, and students. We urge all parents to become involved with this important and enthusiastic group.

# PLACEMENT/PARENT REQUESTS FOR TEACHERS

Each spring, homeroom rosters are developed for the following year. The staff works together in order to develop well-balanced classrooms that meet the unique needs of all students. In developing well-balanced classrooms, many factors are considered, including: class size, numbers of boys and girls, learning styles of students, behavioral issues, academic standing, special needs, work habits, and social considerations.

**Parents who feel the need to make a specific request are asked to do so in writing to the principal by April 1st.** For planning purposes, this deadline is firm and requests must state a sound educational reason. All parent requests will be reviewed and considered. However, final placement determination will be made by the principal and will be based on the criteria above. Your support, patience, and understanding are greatly appreciated during the complex process of student placement.

## REPORT CARDS

At the end of each marking period, a formal report of progress for each student is provided to parents. Report cards are issued on a trimester basis.

Each report card includes teacher comments as well as marks for various skills in different subject areas. While report cards provide valuable information in an easily read format, Parent/Teacher Conferences serve as the best way to truly understand how a child is doing in school. We strongly encourage parents to contact teachers on a regular basis or whenever a conference is desired.

## READING IS FUNDAMENTAL - (R.I.F.)

The P.T.O., along with other community service groups and organizations, helps sponsor our R.I.F. Program, which provides free books to every child several times a year. Information regarding book distribution times and procedures will be sent home during the year.

# SPECIAL EDUCATION

Some children have special learning needs, which require specialized help in order for them to fulfill their educational potential. State and Federal laws prescribe that these children be identified, referred by their parents or teachers, evaluated and provided with an Individual Education Program (IEP). The IEP describes what skills are to be taught and the methods and materials to be used for accomplishing educational goals. Each step in the identification and planning process requires and encourages parental involvement. Our special education program is comprehensive and incorporates related services such as speech therapy, counseling, and physical and/or occupational therapy. It is the responsibility and the intent of the District to provide students with special needs a "*free appropriate public education in the least restrictive environment.*"

If you have specific questions or concerns regarding your child, we encourage you to contact your child's teacher, special education case manager, the principal, or the Director of Special Services.

# STUDENT DISCIPLINE

A comprehensive Discipline Policy exists at Conway Elementary School. A brief synopsis of this policy is outlined below. The Discipline Policy, in its entirety, is available to parents upon request in the office.

## **The Discipline Policy shall be in effect:**

- on the playground
- in the lunchroom
- in the classrooms and other school areas
- on the school bus
- during any school-related activity occurring in or out of the building at any time

# STUDENT RULES AND EXPECTATIONS

## **STUDENTS WILL:**

- Arrive at school on time and ready to learn - chronic absenteeism and tardiness is a violation of the state law and will be addressed
- Complete and submit all schoolwork and homework within established timelines
- Show respect for all students, staff, and visitors
- Respect all property inside and outside the building
  
- Help make school a safe place by:
  - Walking in the building - running is allowed only on the playground

- Reporting damaged and/or broken items
  - Avoiding dangerous play and situations
  - Keeping dangerous toys and items away from school
- Model positive behavior for others. Students will try to be good role models for those around them
  - Do Your Best all the time in all situations (DYB)
  - Move in a courteous and orderly manner in the building
  - Respect other people's space and property (**The "Hands - Off Rule"**).
  - Use **"Please"**, **"Thank you"**, and **"Excuse me"** as part of their daily vocabulary when at school and everywhere!
  - Understand that possession, distribution, or use of *weapons, alcohol* or *drugs*, including tobacco, on school premises, buses, or school-related activities is strictly forbidden. Violation of this rule will result in immediate disciplinary action.

## **DISCIPLINE RECORD KEEPING**

Teachers are responsible for developing behavior management plans for their classrooms. These plans are to include classroom rules that will be posted clearly in the classroom, a warning system, a "cool down" or "time-out" space in the classroom to which students can be removed or to which students may remove themselves, a predetermined list of consequences, and alternate plans should they become necessary. Should the nature of a behavior infraction require that the student leave the classroom, a referral to the Student Support Center or the Principal's Office will result.

## **STUDENT SUPPORT CENTER**

The Student Support Center is a processing center where trained staff works individually with students. Its purpose is to de-escalate the acting-out student, process the behavior infraction, prepare the student for consequences and return the student to the class as soon as possible. A team that includes the principal, guidance counselor, school nurse, and the Student Support Center Supervisor manages the center. This team meets weekly to review the list of students who were processed in the center and to plan for those students as needed.

### ***Who Visits the Student Support Center?***

Students who demonstrate moderate or severe intensity behaviors can be sent or escorted to the Student Support Center.

### ***Behaviors***

Mild-intensity behaviors can and should be handled in the classroom. These are behaviors that are inappropriate to the learning situation, but do not constitute a major interference with instruction or a potential threat of danger.

Moderate-intensity behaviors might be handled in the classroom, the Student Support Center or the Principal's Office. These are behaviors that interrupt and/or seriously compromise instruction.

Severe-intensity behaviors can be handled in the Student Support Center, in the Principal's Office, or by the Behavior Intervention Team. These are behaviors that halt instruction or compromise safety or are blatantly insubordinate to adults. The Behavior Intervention team includes staff that are trained in crisis intervention strategies and techniques.

### ***Procedure for Accessing the Student Support Center***

- Staff member contacts the office to assure that the Student Support Center is staffed
- Staff member fills out a classroom referral form
- Staff member sends/escorts student to the Student Support Center
- Upon return to the classroom, student is welcomed back, and directed to the time-away space. A brief processing between teacher and student occurs, and student is returned to task.
- Teacher gives out a consequence
- A parent phone call is made by either the teacher or Student Support Center supervisor
- Student Support Center supervisor and teacher may meet to discuss incident

## **OFFICE REFERRAL PROCEDURE**

- Staff member fills out an Office Referral when warranted
- Staff member who wrote the Discipline Slip turns it into the homeroom teacher for review
- Principal reviews the Office Referral and takes appropriate action if necessary

## **STUDENT ACTIVITIES/SCHOOL PROGRAMS**

**Chorus** - Conway Elementary boasts an outstanding chorus under the direction of the music teacher, Mrs. Turley. The Chorus is open to students in the upper elementary grades.

**Drug Abuse Resistance Education (D.A.R.E.)** - Thanks to the concern and cooperation of the Conway Police Department, our sixth graders participate in the nationally known sixteen-week DARE program. This program provides information about drugs, alcohol, and violence and teaches students strategies for informed decision making and healthy living. DARE culminates with a graduation ceremony at the end of the year. Our DARE Officer also works in classrooms throughout the building, teaching about general safety and other important topics.

**ESSC** - Students in grades 1 - 6 have an opportunity to participate in a nine-week ski program during the winter months. The Junior Ski Program offers both cross- country and down-hill skiing for all students. The ski program occurs on Tuesday afternoons in cooperation with Mt. Cranmore. Rental equipment is available for a small fee. Students may also choose to ice skate at the Ham Arena instead of skiing.

**Extra-curricular Athletics** - The Town of Conway supports a comprehensive recreational program under the direction of John Eastman, Recreation Director. The program includes a full roster of seasonal sports and many single recreational opportunities throughout the year. Permission slips are sent home prior to each new activity. Students are encouraged to explore the many different after-school programs and activities offered by the Recreation Department, some of which may occur at the end of the school year. Please call the Conway Recreation Department at 447-5680 for information about programs available for your child.

**Instrumental Music/Band** - Instrument lessons are available for all students in grades 4 - 6. An elementary band rehearsal is scheduled once a week and an opportunity to perform in several concerts is also part of the instrumental music experience.

**Open House** - Though parents are welcome to visit our school at any time, Open House evenings are held each year in the fall, specifically so that parents can tour the school and meet the staff.

**Project SUCCEED - Morning Program (currently not available)** - a supervised morning program that is offered to all students' and runs from 7:30 – 9:00 a.m. in our cafeteria. Board games, etc. are available and quiet socialization is encouraged. Fees are based on Free/Reduced lunch status. **Students are not to arrive at school before 7:30 a.m**

**Project SUCCEED - Afterschool Program (currently not available)** – an afterschool program open to students in grades K-6 runs from 3:15 – 5:15 p.m., Monday through Friday in our cafeteria. Homework assistance, computer lab, enrichment activities, arts & crafts, physical exercise and fun games are offered to all students. There is a modified late bus run. Fees are based on Free/Reduced lunch status.

**Recess** - Our daily schedule provides for a supervised recess before lunch. Teachers also may take their classes out for a short recess break either in the morning or in the afternoon. Recess is an important time for students, providing a break from academics and allowing students to socialize and engage in physical activity.

All students in attendance are expected to go outside at recess time unless otherwise instructed by their teacher. Children with health concerns will be allowed to remain inside at recess time only upon specific request of a physician.

New Hampshire weather is often unpredictable. Recess is held indoors only on rainy or extremely cold (below zero with wind-chill) days; otherwise, children go outside for the benefits of fresh air and activity. It is essential that children come to school properly dressed for the weather! Hats, mittens, and boots are required during snow season, and students must have snow pants if they wish to slide.

**School Pictures** - School pictures are taken during the fall of each school year. These pictures are sold in a variety of packages made available to parents. Information regarding packages and pricing is sent home prior to picture day.

## STUDENT RECORDS

The **Family Educational Rights and Privacy Act (FERPA)** affords parents and student over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

- (1) The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the Conway School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and

- advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
  - (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605

## **CONWAY ELEMENTARY SCHOOL INTERNET AND TECHNOLOGY GUIDELINES**

Conway Elementary School understands the benefits of technology access as a valuable educational tool for students. The benefits of this educational opportunity outweigh the possibility that students may have access to inappropriate material. The parents and students make a final decision for the use of Internet and educational tools.

The use of the Internet is a privilege and use for any purpose other than educational will result in cancellation of the privilege. The Internet is used in conjunction with curriculum to broaden the educational opportunities for our students. Internet use in Conway Elementary School is not considered private and may be monitored at any time by the school. CES uses a proxy server to filter and record all Internet sites accessed. These logs are examined on a regular basis to verify use of the Internet for educational purposes.

Students must receive permission from a supervising staff member each and every time they access the Internet or use a technology device. Students will not be left unattended while connecting to the internet or using the device.

Cell phones and other personal devices are expected to be put away during normal school hours, unless given permission specifically by a staff member and is being used in

the classroom to enhance their learning experience.

**Telephones** - The telephones are for the convenience and use of staff. *Students are allowed to use the telephone for emergency purposes only. Plans for after-school activities and transportation **must** be made before leaving home in the morning.*

Parents calling the school may leave a message for their child but ***please try to send a note with your child in the morning to help with the overload of telephone calls in the office at the end of the day.*** Messages will be delivered at the end of each day. Teachers cannot leave a classroom to answer a phone call but will return the call at their first opportunity.

We have installed a new phone system this year. After you dial our main phone number you will be able to access each teacher's voice mail in addition to the CES calendar and important school dates, messages regarding school cancelations and early dismissal, and an appointed voice mail for you to report your student out sick.

**Title I** - Our Title I program is funded by the Federal Government to provide academic help to children who need additional support to work at grade level. The program emphasis is in reading and math and is focused primarily at the younger primary grades. Conway Elementary is a *Title I Schoolwide School*, which means that all our students are eligible for extra support as needed.

**Transfers** - In addition to customary transfer of school records between schools, we like to provide information for the new school and teacher whenever a Conway Elementary School student leaves us. To help with a smooth transition, we ask that parents notify both the teacher and the office, in advance, to allow time for information to be gathered.

**Visitors** - We encourage and welcome your visits and ask that **everyone report to the office prior to entering instructional areas.** Parents who wish to visit their child's classroom are asked to contact the classroom teacher in advance to set up a mutually convenient time.

We do not encourage students from other schools to visit. Special permission may, in some cases, be obtained through the principal.

Families anticipating a move into the Conway Elementary School area are welcome to tour the school by prior arrangement with the principal.

**Volunteers** - The staff and students at Conway Elementary School are grateful for the many hours given by parents and community volunteers to assist in classroom preparations and supervised direct instruction. This contribution of time and energy is invaluable to our school, and, we hope, rewarding for our dedicated volunteers. Any person wishing to become a volunteer or to obtain more information about our schools is encouraged to call the office.

**Concerns:** Regular communication with your child's teacher is essential for his/her success. When a parent has a concern about their child's, educational, behavioral, social, or emotional needs, they are requested to bring the concern to the teacher of the child's classroom (homeroom) teacher. This fosters open communication between the home and the school. Problems are best worked out at this level. In the event the issue is not resolved with the homeroom teacher, the parent should bring their concern directly to the building principal. The goal in meeting with the principal will be to focus on the educational, behavioral, social and emotional needs of the child. This may require that all adults involved make some adjustments to help the child.