

TABLE OF CONTENTS

ABSENCES/DISMISSALS	5
ANIMALS ON THE SCHOOL GROUNDS	6
ATTENDANCE	6
BICYCLES	6
BUS REGULATIONS	6
CHILDREN'S SAFETY	7
CONFERENCES AND PROGRESS REPORTS	7
CONFIDENTIALITY	7
CONTAGIOUS DISEASES	7
DRESS CODE	8
DISCIPLINE POLICY	9
EIGHTH GRADE CLASS TRIP	10
EMERGENCY CLOSING	11
FIELD TRIPS	11
FIRE DRILLS	12
GUIDANCE	13
HEALTH EDUCATION	13
HEALTH AND IMMUNIZATION POLICIES	14
HOMEWORK POLICY	14
HONOR ROLL REQUIREMENTS	16
ILLNESS WHILE AT SCHOOL	16
IMPLEMENTATION	2
INTRODUCTION	2
MAKEUP WORK	17
MEDIA CENTER	17
MEDICATION POLICY	17
PARENTAL ACKNOWLEDGEMENT/FEEDBACK FORM	25
PARENTAL EXPECTATIONS	4
PHILOSOPHY	3
PHYSICAL EDUCATION	18
PLAYGROUND SAFETY	18
PURPOSE & PHILOSOPHY OF GRADING	19
RECESS SCHEDULE	19
RETENTION POLICY	20
SCHOOL ENTRANCE AGE	21
SCHOOL INSURANCE	21
SCHOOL LUNCH, MILK & SNACK	21
SCHOOL RULES	22
SCHOOLWIDE BEHAVIOR MANAGEMENT PLAN	5
SPECIAL EDUCATION & RELATED SERVICES	23
STAFF LIST	2
STUDENT EXPECTATIONS	4
TARDINESS AND TIME SCHEDULE	24

Implementation

When the Errol School Board approves this handbook, it becomes policy. The Principal shall seek feedback from the parents and prepare any modifications for Board consideration. The Principal is expected to use good judgment and common sense in interpreting these policies and addressing issues that have not been covered in this handbook.

Introduction

Within these pages you will find explanations of the services provided by the Errol Consolidated School as well as general information concerning the daily operation of the school. You will also find specific information on procedures necessary for your involvement for the daily life of the school. We, the staff of the Errol Consolidated School, look forward to serving you and your children throughout the year. If at any time you wish to discuss any concerns regarding your child, please call (603) 482-3341 for an appointment. You may need to leave a message; if so, we will return your call as soon as possible.

2009-2010 Errol Consolidated School Staff

Kathleen A. Urso	Principal
	Guidance Counselor
	Social Studies Teacher Grades 5-8
Sharon Lane	Grades K-4 Teacher
Teri Cote	Grades 5-8 Teacher
Amy St. Cyr	Art Teacher
Carol Hall	Paraprofessional, Library Aide, Administrative Assistant
Open	Music Teacher
Amy St. Cyr	Special Education Teacher
Larry Guile	Physical Education Teacher
	Health/Nutrition Instructor
Open	School Nurse
Nancy Bourassa	Lunch Director
Barbara Lemieux	Custodian

Errol School District Philosophy

We believe that the responsibility for public education is a community responsibility shared with parents, teachers and students.

We believe the role of the community is to recognize the worth of the individual, to support public education through the provision of human and material resources, and to provide the academic and social experiences to assist the individual to fulfill his/her responsibilities to society.

We believe the role of the school is to recognize the individual talents and abilities of its students, to promote the students' curiosity, and to foster a lifetime desire for learning. The role of the school should also be one which fosters honesty, respect for one's self and others, sportsmanship, and responsibility. Above all, it should provide an equal opportunity for all.

We believe the role of the teacher is to try to meet the academic, emotional, and social needs of each student and to provide discipline. To meet those needs the teacher provides opportunities for the student to explore life's experiences, to make choices, and to further his/her learning.

We believe the role of the school board is one, which creates and accepts the responsibility for the operation of the school, for the establishment of a school climate which stimulates each individual, and for the provision of programs which address the talents of each student.

We believe the role of the student is one whereby he/she accepts the responsibility for his/her own learning through the opportunities provided. The student needs to be socially aware of his/her responsibilities to one's self, to others and to the community as a whole.

We believe the Errol School Board, all members of the professional staff, parents, and students must provide the opportunity to exercise responsible freedom, to explore and contemplate, to examine human values, to examine one's cultural heritage, and to take one's rightful place as a productive citizen.

The School Board believes it is the purpose of the Errol Consolidated School to:

1. Provide our students with a basic fundamental education. Specifically, the students should have certain basic academic and social skills.
 - a. Academically, we expect our students to be well versed in the ability to read, write and speak. We expect them to think critically, work independently, work as a team member, possess fundamental math computational technology and reasoning skills and skills associated with becoming a well informed citizen.
 - b. Socially, we expect our students to be respectful, responsible, accountable and courteous; use appropriate language and display good sportsmanship.
2. Prepare our students to succeed on the New Hampshire State Assessment

Tests and for eighth grade students to make an effective transition to the high school of their choice.

3. Get parents involved in the education of their children on a regular basis.
4. Use school resources to help the community when appropriate.
5. To encourage open and ongoing communications between the school and the community.
6. To provide each student the opportunity to experience success.
7. To help prepare each student to lead a productive and meaningful life.

Adopted: 3/27/89

Revised: 08/08/00

Amended 5/14/09

Errol Consolidated School Student Expectations

The Errol School Board expects students at Errol Consolidated School to:

1. Be truthful, honest, considerate and respectful of everyone, including themselves.
2. Be recognized for achievements in all areas of school life.
3. Arrive at school prepared and ready to learn, willing to do their best at all times, and be willing to accept new challenges.
4. Treat others with dignity and worth as they would like others to treat them.
5. Be willing to help others.
6. Be cooperative with and understanding of others.
7. Take pride in themselves and their accomplishments.
8. Conduct themselves properly at all times.
9. Be willing to accept responsibility for their actions.
10. Consider their personal safety and the safety of others.
11. Attend school regularly and be punctual in arriving at school.
12. Be well groomed, neat and clean at all times.
13. Practice good eating habits both at school and at home.
14. Complete all assignments to the best of their ability.

Errol Consolidated School Parental Expectations

The Errol School Board expects parents to:

1. Always keep your emergency locator card up to date.
2. Encourage students to do their homework.
3. Check assignment notebooks at least twice a week and make any comments you believe appropriate.
4. Be aware of school rules and regulations.
5. Read and sign the handbook.
6. Sign and return paperwork in a prompt manner; i.e., report cards, discipline notices, permission slips.

7. Parents are expected to set a proper example while they are in the Errol School or on the school grounds. To that end, parents should understand that hats are not to be worn inside the building. Smoking is not allowed on school grounds. When attending school performances, parents are asked to be attentive and respectful at all times. When attending sporting events, parents are expected to show good sportsmanship at all times. Harassment or berating of game officials or members of an opposing team will not be tolerated. In addition, during any activity, parents should supervise younger siblings if they are present.

Amended 7/25/07

Schoolwide Behavior Management Plan

- Represent our school in an outstanding manner.
- Work to the best of your ability.
- Treat others with dignity, worth, and respect.
- Keep our school and school grounds beautiful and clean.
- Obey all the rules and regulations set forth by your teachers and the school.
- Work to keep a positive relationship with parents, teachers, and friends.
- Reach beyond your grasp and learn new things.
- Make all of us proud.

Added/Approved 7/25/07

Absences /Dismissals

It is important that your child attend school everyday and not be absent unless they are ill. Excuses other than sickness are **not** acceptable for absences.

If a student will not be attending school on a particular day, it is the parent's responsibility to notify the Principal before 8:45 AM the day of the absence. It is also necessary for you to notify the bus driver if your child rides a bus to school. Without prior written or verbal notice, a follow up phone call to the parent will be made either at home or at their place of employment to confirm the student's absence.

If a student is absent from school (for any reason), that student is required to bring an excuse for his /her absence to the homeroom teacher on the day the student returns to school. The excuse should include the dates of absence, the reason for being absent, and the signature of the parent or guardian. If a written notice is not received within two days, a follow up phone call will be made to the parent. Children will not be allowed to stay inside during recess, after returning to school, unless they have a note from the doctor.

If it is necessary for a student to leave school, he/she must have written permission from the parent. If a parent wishes to pick up their child during school hours,

the parent must give a verbal or written excuse to the teacher before the child is excused. Upon entering the building, the parent will be asked to sign a logbook stating the date, time and reason for taking the child out of school.

Amended 5/14/09

Animals on School Grounds

No animals are allowed on school grounds during the hours of operation except in an official capacity or when approved by the Principal.

Attendance

Every child between six and sixteen years of age shall attend the public school within the district or a public school outside the district to which he/she is assigned or an approved private school during all the time the public schools are in session, unless he/she has been excused from attending on the grounds that his/her physical or mental condition is such as to prevent his/her attendance or to make it undesirable.

Bicycles

Bicycles may be ridden to school but may not be ridden on school grounds during school hours. Students are reminded that bicycles are brought to school at their own risk.

When a student arrives on the playground in the morning, he/she must park his/her bicycle and will not be permitted to leave the grounds until the close of school. Helmets should always be worn when riding a bicycle.

Bus Regulations

Students who come to school on the bus will return home on the bus unless they have a note from their parents. Only regularly scheduled bus students are to ride the school bus. Bus students are to go immediately to the bus as soon as they are dismissed from school in the afternoon. Bus children must have written permission to stay after school, to ride with other people, to walk home or to ride their bicycle home after school.

Kindergarten students may be transported from home to school, if space is available on the bus. Kindergarten students will not be picked up from school and brought to their home at dismissal, unless special arrangements have been made with the driver. If your child will not need either bus pickup or drop off on a particular day, you must give prior notification to the bus driver. If you wish to have your child ride the bus to a friend's house, and they do not regularly ride the bus, you must contact the bus driver prior to bus pickup on that day.

Students will be picked up and dropped off at only one location (normally home) unless the district is closer to the alternative pick-up/drop off. The school is not responsible for students until they are actually picked up by the bus and are not responsible after they are dropped off. Should any incident occur before pick-up or after

drop off, the police should be notified.
Amended 7/25/07
Amended 5/14/09

Children's Safety

The Errol Consolidated School practices accident prevention in the school building, on the playground, in transporting students, and in Physical Education classes. It is the policy of the school to protect the students and to take safety precautions where necessary.

The Safety curriculum is part of the general Health curriculum. Coordination of the safety program makes safety instruction concrete and meaningful to the students.

Conferences and Progress Reports

Progress reports will be sent home halfway through each marking period or as frequently as the teacher determines necessary. Parents are urged to contact the teacher to request a conference to discuss any issues you may have concerning your child's progress. Teachers may request conferences with parents or with students in order to arrange individual help and to clear up any misunderstandings. The Principal will be available to participate in conferences when necessary.

At no time should parents be in doubt of their child's progress. If **at any time** a parent wishes to have a conference with school personnel, please call the school at 482-3341 to set up an appointment. **DO NOT HESITATE** to contact the school concerning your child.

Confidentiality

This is one of the most important but misunderstood elements of school policy. The only person (s) school personnel are to discuss any individual student matter with is that student's parent or guardian or other people designated in writing by the parent or guardian. This is especially important when parents want to compare what their child is doing compared to another student. **We cannot make those comparisons.** It also is important when a parent sees a school employee "around town" and wants to talk about their son or daughter and there are other people present. Please do not be offended if we decline to talk about the situation with you at that time.

Contagious Diseases

All contagious diseases need to be reported to the school. Prior to returning to school, the child needs to be checked by school personnel to verify if it is permissible for the child to return to school. A note from the doctor must be brought in by the student in order to return to school after recovering from the following contagious diseases/conditions.

A. Chicken Pox: excluded from school until one week AFTER rash appears or until all vesicles (pox) have dried. Communicable from 5 days before until 6 days after onset.

B. Conjunctivitis: excluded until 24 hours AFTER treatment is started. Pay strict attention to hand washing and immediate disposal of tissues or other articles soiled with eye discharge.

C. Impetigo: excluded from school until 48 hours from the START of effective antibiotic treatment. Communicable as long as postulate lesions continue to drain.

D. Head Lice: exclude infested individuals until AFTER their first treatments have been received. Head checks are done on all students upon returning from vacations or at times deemed necessary. Parents/guardians or the student infested with lice/nits are notified and provided information about, identification, Rx, etc. As in most schools, Errol Consolidated School has a “**nit free**” policy.

E. Ringworm: while under treatment, minimize contact by excluding from gym, swimming pools, and activities likely to lead to exposure to others.

F. Scabies: excluded from school for 24 hours AFTER they and their families have been treated. Communicable until mites and eggs are destroyed by treatment.

G. Scarlet Fever and Strep Throat: excluded from school until 24 hours AFTER adequate treatment has been started.

H. Fifth Disease: There is no specific treatment for Fifth Disease and children with this disease may attend school, as they are not contagious after the onset of rash.

Amended 7/25/07

Dress Code

No student should be allowed to wear inappropriate clothing to school such as shirts, hats, jewelry, jackets, pins, etc. that displays the following:

1. Alcohol products
2. Tobacco products
3. Drug products
4. Foul or vulgar language
5. Anything with sexual sayings or pictures
6. Discriminatory or hate information

Extremely short skirts, shorts and dresses are not allowed. Any clothing that exposes bellies or backs during normal daily activities is not acceptable. Extra clothing

will be available for students to wear if their clothing is deemed unacceptable. No hats are to be worn in the building. Jewelry that is deemed unsafe (long, dangling earrings, necklaces with spikes, etc.) is not allowed.

The Principal is the final authority on the safety and appropriateness of clothing or jewelry.

Discipline

The behavior of any student at Errol Consolidated School is to be that of a reasonable, thinking person. The school needs and expects students to conduct themselves in a reasonable manner so that the learning activities can go forward. To achieve this objective, it is necessary for students to develop a sense of responsibility toward the school, towards others and towards themselves. When necessary, the administration will help the student develop success plans, verbal and written, to help them solve the problem. **Unacceptable behavior is defined as any behavior that is disruptive, disrespectful or destructive. The primary purpose of a school discipline policy is to maintain order in the school.**

Our discipline policy stresses preventative discipline and rehabilitative/punishment actions.

Examples of preventative discipline include the following:

1. Clearly established rules and expectations
2. Individual student counseling at the early stages of potential discipline issues
3. Discussions with parents
4. Assignment of aides for certain activities
5. Behavior plans
6. Anger management

Examples of rehabilitative/punishment actions would be:

1. Time outs
2. Loss of recess
3. Detentions
4. In-school suspensions
5. Out of school suspensions
6. Denial of participation in extra curricular or school sponsored activities (dances, field trips, etc.).

This discipline policy applies to all students in grades K – 8. The board realizes the application of this policy will differ slightly based on the grade level and maturity of the student. The school Principal will apply common sense and good judgment in disciplining students in the lower grades; develop procedures to insure parents are notified of their son or daughter's behavior and insure discipline is equally applied to all students.

The Board firmly believes that:

One student should not be allowed to disrupt the learning opportunity for other students.

There is no room at Errol School for a student who is violent or who consistently displays bullying, intimidating or harassing behavior.

Teachers should make every effort to handle simple discipline issues in their classroom before referring the student to the Principal.

Students must respect the staff.

Eighth Grade Class Trip

The eighth grade class at the Errol Consolidated School traditionally participates in a class trip as a culminating activity for their last year at the school. Activities related to this trip, including trip planning, costs incurred, dates of trip and the fundraising event held during the year to provide funds for this trip are the responsibility of the students. Parents are encouraged to give advice and guidance to their children but are not to do the tasks for them. One major fundraiser will be held per year for this activity. The fundraiser will be pre-approved by the building administrator and trip coordinator. A school staff advisor will monitor preparations and planning for the trip. The trip as well as the planning of the trip is intended to be a learning experience for the students.

The class trip is a school sponsored function; the school administrator, in a school account as required by state regulations, will hold all monies. These funds will be used to reimburse the students and/or parents for meals, lodging, travel and admission costs related to the trip, students are responsible for their own spending money and souvenirs.

Once the trip has been completed and original receipts are submitted to the principal, funds will be dispersed to reimburse students and parents; please note that receipts are required. In some cases reimbursement may be paid for hotel reservations or other costs that have been paid in advance of the trip. No school-sponsored field trip will be conducted without a district employee in attendance, as the person responsible for that trip. Consequently, a staff person is required to attend the eighth grade class trip as a chaperone.

The main focus of the trip is student learning, life experiences and academics. To that end, visits to museums, historical sites, and cultural events are required. Additionally, “fun” activities may also be included if time allows. The class trip should include no more than one excused day from school in order to prevent staff and students from missing too much time and activities at the school.

The building administrator will meet with all future eighth grade students, parents and the trip coordinator prior to the close of school at the end of their seventh grade year to discuss and review the trip. This will allow students to begin to explore the many trip options, choose a destination, and begin to determine costs and trip itinerary etc, during the summer. During the first two weeks of school, of the students eighth grade year, the building administrator will meet with the students and parents to find out the status of the preparations for the trip. Students are expected to attend a school board meeting to present their plans for the trip to the members of the school board for final approval.

Amended August 2003

Amended 7/25/07

Amended June 2008

Emergency Closing

The school will be open during inclement weather unless it is considered to be too dangerous for the pupils to commute to the school.

Parents of young children or those in unusual situations are expected to use discretion regarding attendance of their children on a stormy day. Age of students, location within the town, and other factors place each family in the best position to determine whether to send children to school on days when weather conditions are questionable. If the school is closed, you will be contacted (assuming phones are operational) by the SAU using the Alert Now automated system.

Radio and Television stations who carry the no school announcements are WMUR (Channel 5), WGME (Channel 13), WCSH (Channel 6), WMOU 1230, WHOM 94.9, and WPKQ 103.7.

Amended 7/25/07

Amended June 2008

Amended May 14, 2009

Field Trips

Field trips will be offered periodically throughout the school year in the various classes. Bus transportation will be arranged. Parents and teachers are in charge of small groups of children during transportation and at the site of the trip.

Field trips are special events and students must earn the privilege to attend. Behavior during school and at school sponsored functions will be taken into account when determining if a student has earned the privilege to go on the trip. Attendance at school the day before the field trip is required in order to attend the field trip. If your child is not allowed to go on a field trip, they will be expected to attend school that day and complete work that their classroom teacher will provide for them. Parents will be notified in advance if their child will not be going on the field trip.

No school-sponsored field trip will be conducted without a paid district employee as the person responsible for that trip.

Amended June 2008

Fire Drills

The school will conduct fire drills as often as necessary to assure that all students become familiar with evacuation procedures. This is a specialized part of our accident prevention program.

LOCKDOWN PROCEDURE

When the announcement is made:

1. Students should report to the nearest classroom.
2. Close all windows, lock your doors and do not leave for any reason.
3. Cover all room and door windows.
4. Stay away from all doors and windows and move students to interior walls and drop.
5. Shut off lights
6. BE QUIET!
7. Wait for further instructions.

SHELTER IN PLACE

When the announcement is made:

1. Students are to be cleared from the halls immediately and report to assigned classrooms.
2. Close and tape all windows and doors and seal the gap between bottom of the door and the floor.
3. Take attendance. Use intercom to report missing students.
4. Do not allow anyone to leave the classroom.
5. Stay away from all doors and windows.
6. Wait for further instructions.

DROP, COVER & HOLD

When the command drop is given:

DROP – Take cover under a nearby desk or table and face away from the windows.

COVER – Your eyes by leaning your face against your arms.

HOLD – On to the table or desk legs.

EVACUATION

When the announcement is made:

1. Take the closest and safest way out as posted.
2. Do not stop for student/staff belongings.
3. Go to designated area and wait for further instructions.
4. Check for injuries.
5. Take attendance. Report missing students to command post.
6. If students are to be evacuated for an extended period of time our primary evacuation area will be the Errol Town Hall.

REVERSE EVACUATION

When the announcement is made:

1. Move students/staff inside as quickly as possible.
2. Report to homeroom.
3. Take attendance. Use intercom to report missing students
4. Wait for further instructions.

Amended 7/25/07

Guidance

Generally, the Principal performs the basic guidance functions. Additional individual and group guidance assistance may be available through a Student Assistant Program and Special Education Programs.

Health Education

The Health Education program shall include instruction in the following topics: nutrition, first aid, mental health, diseases (including communicable diseases) and the prevention of these diseases, the effects of drugs and alcohol on the human body, personal health habits (including exercise, recreation and dental health), the use of health services, the prevention of accidents (including the identification of hazards) and the promotion of safe practices.

Health and Immunization Policies

NH state law (141-C: 20) requires that all children residing in this state be immunized against certain diseases and that they not be admitted or enrolled in any school unless these requirements are met. Specific guidelines must be followed if a child seeks exemption from immunizations.

At the beginning of the school year, parents are asked to provide emergency information, which will be kept on file in the office. The information that you provide the school is very important and is kept confidential. It should be kept up to date; especially the phone numbers where a parent/responsible adult can be reached should a child need to leave school because of an emergency. We ask that you provide several emergency numbers.

We also ask parents who have children entering Errol Consolidated School for the first time to have the following information available upon registering:

1. Child's immunization record
2. Child's birth certificate
3. Child's social security number
4. Date of child's last physical

It is mandated by law that all children entering school for the first time must have a physical exam. At Errol Consolidated School, this requirement includes students enrolled in kindergarten, students enrolled in third and sixth grade and all transfer students. **For kindergarten, third and sixth grade students, examinations must be completed prior to school entry in the fall.**

For transfer students, verification that a physical has been done within the previous year must be presented to school officials at the time of transfer. If a student has not received a physical within the previous year, a date for an appointment must be presented at the time of entry. All transfer students will have 60 days to provide results of a physical to the school.

Homework Policy

Homework refers to any assignment to be prepared during a period of supervised study in or outside of class or to be completed at home. Homework should be meaningful and relevant to the student's learning needs; it must serve a purpose.

The purposes of homework are to help students maximize their learning, prepare them for future lessons, expand their knowledge, develop independent work habits and study skills and develop responsibility for their own learning. Homework is to be expected and is the rule, not the exception. The amount of work actually taken home will be in a large part determined by how efficiently the student uses his/her own time during the school day.

Homework will fit into one of the following categories:

1. Remedial Drill - This is an extension of work that has been introduced in class. It is

designed to strengthen a child's weak areas.

2. Research- This is work that involves the use of reference materials. It is often given on an extended time basis.

3. Unfinished work- This is work that is not completed in class and is within the student's capability to finish at home.

4. Review- Students should spend some time at home studying and preparing for tests.

5. Reading and Enrichment- Developing the habit of reading and learning for learning's sake will help a child throughout his/her education.

Daily completion of homework assignments will affect the child's grade. The parents or guardian should encourage completion of assignments. The homework itself is the responsibility of the student. Students learn to be responsible when given responsibility. Sometimes a student will have difficulty understanding an assignment. A good way for parents to help in this situation is to have the student explain to the parent how to do the assignment. The gap in understanding will become apparent and the student will know what kind of help he/she needs from the teacher. Good faith effort on the student's part will help them learn responsibility. If the effort has been put forth and the child is unable to complete the assignment, the opportunity to bring the work back, get help from the teacher, and turn it in later will be provided.

The total amount of homework should be regulated to avoid making the student's day excessively long. As a general rule, teachers at Errol Consolidated School will be expected to observe the following homework schedule:

Grades K-2: Homework should not exceed 15 minutes per day.

Grades 3-4: Homework should not exceed 30 minutes per day.

Grades 5-6: Homework should not exceed 1 hour per day.

Grades 6-8: Homework should not exceed 1-2 hours per day.

It is the parents and student's responsibility to contact the teacher if time spent on daily homework continually falls away from the guidelines listed above.

It is the teachers, students, and parents responsibility to address the needs of individuals who fall outside the norms. Any individual homework assignment adjustments must meet the purpose of the homework outline listed above.

It is our hope that homework will not become burdensome and a source of tension in the family. To that end, the school has developed this policy: assignment notebooks will be provided to students to help to improve communication around homework issues. Teachers will instruct the students on how to properly use their planners.

Previous years we have had students that either do not complete their assigned homework, or they forget to pass it in. We do allow students to catch up on their homework assignments during recess. However, homework is assigned as a review or for practice and should be completed so that the students are prepared to move ahead in the classroom each day. Naturally, there are times when students may have difficulty

with an assignment and need extra help to complete it or grasp a concept and we are more than happy to work with them, however, students should make an attempt to do the work, even if they are having a difficult time with it. Grades for homework that is passed in late do have points deducted and if multiple assignments are late, it could have a dramatic affect on grades.

In order to promote better study habits and insure that students understand the importance of completing their homework, new homework guidelines went into effect in October, 2006. The homework guidelines are as follows: The first step is to reinforce the importance of the students' use of their assignment books, because we all know how important it is to write things down on a "to do" list. The second step is that if a student fails to pass in three or more homework assignments per week on time, does not complete assigned class work when due or needs to stay in at recess twice a week or more to do their work; they will be asked to attend a **one hour after school homework club**. This mandatory study club will be from three to four o'clock, days to be announced, and will be monitored by staff members.

Success in the classroom is a priority and successfully completing assignments, whether in class or homework, is an integral part of school success. It is our job as parents and educators to help them succeed. Two copies of the homework notice will be sent home. Please sign and return one copy of the notice to acknowledge your understanding of the homework policy. Students will also be asked to sign.

Amended 7/25/07

Amended June 2008

Amended May 14, 2009

Honor Roll Requirements

Students in grades 1-8 are eligible to earn student honors each marking period.

Highest Honors will be based on the overall mathematical average of ALL academic classes taken. Students must have an A or better average. No grade may be lower than a 90.

Honors will be based on the overall mathematical average of ALL classes taken. Students must have a B or better average. No grade may be lower than an 80.

No student will be eligible for honor roll if he/she receives an S or an N on his/her report card.

Amended 7/25/07

Illness While at School

In the event your child becomes ill while at school, the parents will be contacted to take the child home. Emergency information is requested for each child at the beginning of each school year in case the parent cannot be reached.

Make Up Work

Teachers are always willing to prepare work for children who are absent, but they ask that the following courtesies be extended:

1. Let them know early in the day if homework is to be requested for the same day.
2. Allow more time for preparation when a child is going to be absent longer than one day.
3. Check to be sure all assignments are completed and returned to the teacher.
4. Students will have two days to make up the work missed for each day they are absent. If the student has a long term absence (more than 5 school days), the teachers will make arrangements with the individual students. Unless the student completes all of the make-up work by the required time, they will receive a zero.

Media Center

The school library is open to the students to borrow independent reading books and to use reference books. The students are expected to return books promptly. If a student has not returned the borrowed books by the end of each term, his/her report card will be held until the book is returned or paid for. If not returned by the end of the year, parents will be billed for the materials not returned.

Medication Policy

Should your child need to take **PRESCRIBED MEDICATION**, you **must**:

1. Sign a parent's request for giving medication.
2. Provide a written physician's order for the medication, stating the child's name, name of medication, dosage, and time it is to be given.
3. Provide medication in the original container, from a pharmacy with the above information listed on the label.

All medications are to be turned into the office upon arrival at school or any school sponsored activity. **Teachers or the school nurse may not give medication in a New Hampshire school without the above guidelines being met.** If the above guidelines are not followed, the teacher must call the parent to notify them that the medication cannot be dispensed. Parents have the option of coming into school to dispense the medication to their child. **No exceptions will be made.** Parents should notify the school if they plan to come in and give their child medication during school hours.

Over the Counter Medications shall be given ONLY with the written request and permission of the parent/guardian. Forms are sent home in parent packets at the beginning or each year and are also available in the school office. This includes throat lozenges, cough syrup and Tylenol.

Field Trips: When students going on a field trip require medication, a staff

member will assist the student in taking the required medication. The staff member must safeguard the medication in **ORIGINAL** containers during trips and observe students as they take the medication. Information is documented and attached to the student's medical records. Parents should send in a second original pharmacy bottle with a smaller dose of the medication so that the amount of medication taken on the trip is minimized.

Amended 7/25/07

Physical Education

Physical Education is a required subject taught once a week in grades K-8. Students are graded on sportsmanship, skill improvement, participation, and fitness, sport and game knowledge.

Students **must** come to class wearing sneakers and appropriate clothing in order to participate.

For safety reasons, sneakers must be able to be tied tightly. It is recommended that a set of gym clothes be sent into school and left in the student's cubby. Students are not allowed to participate in gym class without proper clothing (elastic waist shorts or pants and a jersey or T-shirt) that meets our dress code requirements (see page 11). Staff will send clothing home for washing periodically. Students who miss PE class for lack of appropriate attire and/or behavior issues will be given a written Physical Education assignment so that they do not lose credit towards their PE grade.

Amended 7/25/07

Amended 5/14/2009

Playground Safety

All students are expected to use playground equipment in a safe and courteous manner. Using the equipment properly can prevent playground accidents at school. Safety on school grounds is everyone's responsibility.

Skateboards, rollerblades, toy guns, toy knives, and toys in general should not be brought to school. These items will be taken from the student and may be returned at an appropriate time. Hockey sticks may be brought to school and placed in the office for use at the hockey rink after school.

No verbal or physical threats or bullying will be allowed. All threats will be taken seriously.

No weapons of any kind (real or simulated) will be allowed on school grounds. One of the few exceptions may be the use of simulated weapons for student presentations or plays.

Purpose and Philosophy of Grading

The purpose of the report card and progress report are to communicate to students and their parents how well they are progressing in relation to both their own goals and to other students.

The Errol Consolidated School uses a system of grading to inform and to communicate with parents as to how their child is perceived in school, socially and academically; as well as to help the student see himself/herself as a learner. This enables the student to set his/her goals and enables the school to monitor the student's progress.

The parent should view the report card as an assessment of the achievement level of the student. The report card also provides to parents the opportunity to confer with the student's teacher. Students are graded on recitation, tests, quizzes, papers, participation and in some cases, extra-credit work. Halfway through each marking period progress reports will be sent to the parents of all students. Particular attention will be given to students who have a grade below a 70. Parents will be asked to meet with the teacher to discuss the difficulties their child is experiencing and determine ways to assist the student in achieving a greater success.

The teachers understand that children learn at different rates and have different needs. Students may be placed in a particular grade and be given advanced work. They may also be placed in a particular grade and be given work that is below their grade level and receive extra tutoring. Students are expected to complete the assigned work. A student's failure to complete the assigned work may result in his/her having to repeat a grade (see retention policy).

Grading: Depending upon the grade the student is in; their report card may include the following:

90 - 100	A	E Excellent
80 - 89	B	G Good
70 - 79	C	S Satisfactory
65 - 69	D	N Needs Improvement
Below 65	F	

Music, Art, Library and Physical Education and other "specials" will use the letter grades (E, G, S, N) listed above.

Recess Schedule

All students will have a scheduled morning snack time and scheduled lunch recess. The students will use the play area around the school building during lunch recess. Students are not allowed to play on the property to the right of the school grounds at this time.

During recess, students are expected to listen and obey any request made by the staff. It is the responsibility of the staff to maintain a safe environment for all students. No snowballs or snowball throwing will be allowed.

Students who display poor sportsmanship, fail to follow the directions of the staff

or who do not follow the “rules of the game” will not be allowed to continue to participate in that activity.

Retention Policy

Students are expected to reach certain competencies by the end of each grade. “Moving the student on” (social promotion) without having him/her meet these competencies is not in the best interest of the student in the short or long term. **Generally, social promotion is not encouraged.** Retention of a pupil must be considered on an individual basis and some of the factors that must be considered are the student’s age, maturity, motivation and the benefits of retention for that specific student. Mastery of fundamental skills is critical for student success and life successes. For instance, elementary students who cannot master fundamental mathematic skills (addition, subtraction, multiplication and division) will have a serious handicap in later grades and in life. The retention of a pupil necessitates the serious consideration of the teacher(s) to determine what is best for the child. In the process of making the decision the teacher(s) should consider all aspects of the child’s needs as appraised through the following:

1. How many, and what subjects has the pupil failed for the year?
 - Failure in reading or mathematics in grades K-3 would normally justify retention.
 - Failure in two major subject areas (math, science, language arts, social studies) in grades 4-8 would normally justify retention.
2. What do the test results indicate? These would include standardized testing such as the NH State Assessment Tests. It may also include any academic evaluations on students evaluated for special education.
3. What does the attendance record indicate? A student with a history of absences would be more likely to be retained.
4. Have the parents been contacted and what are their feelings? Generally, parents would be notified at the end of each trimester if there might be a retention issue. Parental concerns will always be addressed but the staff will make their decisions based on what they believe is in the best educational interest of the child.
5. Has the pupil been retained previously? Retention of a student more than once requires even more scrutiny than the first time. We don’t want to be faced with a situation where we have a 21 year old 8th grader but neither do we want to be in a position of having to “move a student on” who does not have the fundamental academic skills for high school. This is, in effect, educational malpractice.
6. Retention, whenever possible, should be limited to grades K-4 unless other circumstances warrant.
7. Should the pupil be retained, what are the benefits to be derived for the child? Would the child repeat the same identical curriculum previously failed? What

- special arrangements would be made to assist the child another year?
8. Retention should be limited to maximum of two years in the first eight years.
 9. As a pre-condition to retention, a thorough evaluation should be made and specific recommendations developed. Part of this process would be a determination of whether the student *can't or won't* do the work. *Can't* means the student legitimately doesn't understand the work because of teaching methods or intellectual limitations. *Won't* refers to a student who refuses to do homework, participate in class or make a legitimate effort to complete his/her work.
 10. As a post-condition of retention an Individual Education Plan (IEP) shall be developed and implemented. Full participation of the parent(s) in determining the educational needs of the child shall be required.

Students retained will generally be allowed to move on to the next grade if the student successfully completes summer school, passes any test required by the teacher on the subject matter they studied at summer school and, with the parent, completes a contract with the teacher for academic performance during the upcoming year.

School Entrance Age

Kindergarten and first grade children must be five and six years of age, respectively, on or before September 30 of the current school year. All kindergarten and/or first grade children will be requested to participate in a pre-school screening prior to entering school in the fall.

School Insurance

School Insurance is available to all students. A packet will be available to each student in September of each year. Purchase of this insurance is optional and a private, parental action. The school district is not responsible for student school insurance.

School Lunch, Milk and Snack

Students may bring a lunch to school or purchase school lunches. Those students who bring lunches may purchase milk at school. In addition, students may purchase milk, water, or juice for snack time.

Money for lunch, milk and snack drinks should be sent in on the first day of the school week. An updated price list will be sent home at the beginning of each school year.

All students are provided a break during the morning. At this time, students may have a snack that is brought from home or buy a nutritious snack from the cafeteria. We encourage these snacks to be simple yet nutritious. We suggest the snack include items such as fruit, raw vegetables, nuts, peanut butter, whole wheat or rye products and milk. Foods that are high in sugar or starch such as candy, gum, or soda, may interfere with the learning process of some children and are not allowed.

Amended June 2008

School Rules

Expected Behaviors

- A. Students shall move in the hallway in a quiet and orderly manner. Teachers shall monitor their classes when movement is necessary.
- B. Students shall respect school property and displays.
- C. Students shall not arrive at school before 8:00 AM unless they are bus or breakfast students.
- D. Students shall enter a classroom only if a teacher or adult is present or arrangements have been made for an adult to watch the class.
- E. Students shall not chew gum, eat candy or have soft drinks in class or within the school building.
- F. Students shall play in their designated areas on the playground.
- G. Students shall report playground problems to the teacher on duty.
(Violations of rules A through G should be handled by the teacher using appropriate consequences for each infraction.)

Loss of Privileges/Detention

Students may lose privileges or be given a detention for inappropriate behavior. Detention will be held after giving advance notice to parents.

- 1. Playground misbehavior not covered under the rules of referral may result in loss of recess. Misuse of playground equipment will result in the loss of privilege to use it.
- 2. Students who misbehave during an assembly shall be removed and be excluded from the next assembly.
- 3. Students who misbehave during instructional time may be removed from class and are subject to disciplinary policy.
- 4. Any misbehavior not covered by the above shall result in the loss of privilege/detention as deemed appropriate by the teacher.
- 5. Students shall use proper and respectful language at all times. Any swearing,

use of abusive or vulgar language directed toward **any** individual shall not be tolerated.

6. Students shall not throw any objects, except those in approved sports. Rocks, hard balls or snowballs are forbidden.
7. Students shall respect the rights of other students. Any threatening, intimidating or aggravating of other students through word or gesture will not be tolerated.
8. Any fighting, play fighting or rough play which may lead to student injury will not be tolerated.
9. Students shall respect the property of others. Students shall not steal or damage items which do not belong to them. Parents and Police will be notified and restitution will be made.

Disciplinary referrals may be issued when rules 5 through 9 are broken. These referrals are written notification that must be signed by the parent and returned to school.

Order of Discipline Actions

1. Loss of recess
2. 1 hour detention; 3:00PM - 4:00PM
3. 2 hour detention; 3:00PM – 5:00PM
4. In School Suspension
5. Out of School Suspension

Consequences for Disciplinary Referrals

First Offense: One day detention and a parent conference.

Second Offense: Three day detention and a parent conference. Should a student not attend an assigned detention, an additional detention will be added. Medical appointment or illness will result in a rescheduled detention. Detention will be held 24 hours after parent notification. Transportation is the responsibility of the parent.

Third Offense: Discipline Team Review (parent, student, teacher, Principal).

Special Education & Related Services

Errol Consolidated School recognizes the need to provide appropriate services to meet the educational needs of all students. If a teacher or parent suspects their child may

have an educational disability or be in need of a related service such as speech therapy, occupational therapy or physical therapy, they should contact either the special education teacher or the Principal.

The following procedure will then be followed:

1. The classroom teacher or parent shall refer students in need of special services to the special education teacher.
2. The special education teacher shall assess the needs of the student by:
 - consulting with the Director of Special Services
 - checking the attendance of the student
 - checking the health history of the student
 - scheduling all necessary testing
 - referring to and reviewing the results of any Achievement Tests
 - meet with the parent to determine areas of concern
3. The instructional needs will be identified by the special education teacher in consultation with the classroom teacher and Director of Special Services.
4. The special education teacher, jointly with the classroom teacher shall develop an individual instruction plan for the child.

The parent shall approve the assignment of the child in the remedial program.

Tardiness and Time Schedule

Promptness to school is very important. All students are expected to be at school by 8:15 AM and leave by 3:00 PM. Unless special arrangements are made with the Principal, any student entering the school building after 8:15 AM will be marked tardy. Students who are walking to school or whose parents drive them to school should not arrive before 8:00 AM.

All students who are walkers and are actually walking home must leave the school grounds as soon as they are dismissed at 3:00 PM. Unless on school business, no student will be allowed to stay on the school grounds after 3:00 PM. There is a great concern of students getting hurt by school buses entering and leaving the grounds. Students are welcome to return to school to use the playground after the last bus leaves.

PARENTAL ACKNOWLEDGEMENT /FEEDBACK FORM

The Errol School Board approved this handbook September 10, 2002 and addendums were approved on July 25, 2007. Additional addendums were approved in June 2008 and May 2009. The Board requests your input. Should you have any comments, please list them below and return to the Principal no later than September 8, 2009. If any significant changes are made, the Principal will provide you with written notification of these changes.

Comments:

You must detach, sign and return this form to the Errol School by September 8, 2009, certifying that you have read and will comply with the policies as stated in this handbook.

Parent Signature: _____

Date: _____

Children enrolled in Errol Consolidated School:

Name: _____

Grade: _____

Name: _____

Grade: _____

Name: _____

Grade: _____

Thank you for your continued support of our school.