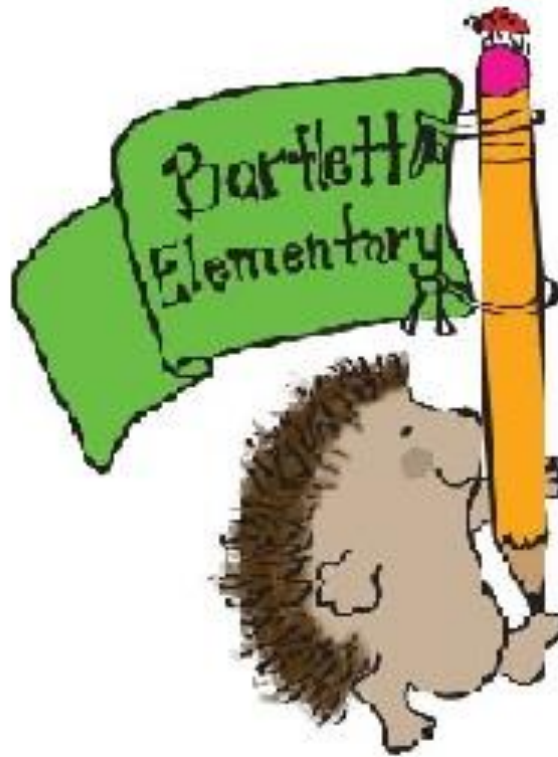


PARENT/STUDENT HANDBOOK



Bartlett Elementary School
Goffstown, New Hampshire

2023 – 2024

Principal: Gerri Goguen

Assistant Principal: Kristine Colburn

BARTLETT ELEMENTARY SCHOOL HANDBOOK

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Annual SAU 19 Notice of Rights and Policies

May be viewed online at <http://goffstown.k12.nh.us> under the “SAU19 Resources” tab.

SCHOOL ADMINISTRATIVE UNIT 19
Serving Goffstown and New Boston

11 School St.
Goffstown, NH 03045
(603) 497-4818
Fax # (603) 497-8425

Office hours 8:00 a.m. - 4:30 p.m. Monday - Friday
<https://www.goffstown.k12.nh.us>

Brian Balke.....	Superintendent of Schools
Wendy Kohler.....	Assistant Superintendent
Jennifer Dolloff.....	Special Education Director
Scott Gross.....	Business Manager
Kate Magrath.....	Director of Human Resources
Jill Girolimon.....	Home/School/Court Liaison
Randy Loring.....	Director of Facilities
Steve Bourget.....	Director of Technology
Megan Bizzarro.....	Director of Food Services

Goffstown School District Vision, Mission, & Guiding Principles

Vision

The **Goffstown School District** is an educational community where students, teachers, professional and support staff, parents, school board members, and the entire community value and support academic achievement and are proud of their schools.

Mission

The Mission of the **Goffstown School District** is to provide the opportunity for each student to obtain a substantive, challenging, and appropriate education consistent with the student's abilities, offered within a safe environment, and serves as a foundation for life-long learning.

Guiding Principles

1. High quality and equitable public education is a foundation of our democracy.
2. Public education accepts and educates students possessing the full range of ability and interest.
3. Public education continues to do a respectable job under increasing societal expectations and demands. We strive to balance the demands with our educational goals.
4. Each student in the Goffstown School District has the right to an academic environment, which allows him or her to grow both intellectually and personally.
5. The responsibility of public education is to educate students to be good global citizens, to prepare them to live rich and rewarding lives, to be life-long learners, and to be valuable and flexible employees in a challenging and ever-changing world.
6. All students have the right to the opportunity to achieve a high-quality education and to be challenged at their own level. For this to occur all students should have access to a fair portion of the appropriated educational resources.
7. Schools must be a safe place in which the full range of learning and intellectual exploration can take place. Safe schools respect and encourage the open exchange and examination of different ideas, beliefs and opinions.
8. Our schools are a reflection of our community, and we can only achieve high standards if the community as a whole expects, supports and upholds those standards.
9. All members of the Goffstown academic community must be held to the highest standards. The academic community, both individually and collectively – must create and maintain a caring, supportive, and rigorous learning environment if the promise of a high-quality education is to be realized.
10. Goffstown schools can be most effective when there is active cooperation and collaboration between the schools and the larger community. Our schools should provide opportunities for involving parents and other members of the community in their schools.
11. The Goffstown community has the responsibility of providing its young people with a genuine opportunity to achieve a high-quality education. Opportunity, however, cannot guarantee results. It is the responsibility of the students and their parents to take full advantage of the opportunities provided to them.
12. Our schools and administration should regularly review and update educational policies to ensure they are in alignment with the mission and vision.

Approved unanimously by the Goffstown School Board on April 18, 2022

Goffstown School Board Mission & Guiding Principles

School Board Mission

The Mission of the Goffstown School Board is to establish and uphold the broad educational goals, resources and policies that ensure a quality education in the Goffstown School District.

Guiding Principles

1. Amid all its responsibilities, the Board must not lose sight of one of its top priorities, the education of the students within a safe and welcoming environment.
2. Students are given equitable access to the full range of educational resources, technologies, opportunities, and services to achieve educational goals.
3. The Board values, celebrates and expects substantive and measurable academic achievement. And to this end, it is the Board's responsibility to set and articulate educational standards and establish measurable goals to provide effective, high-quality education.
4. The Board provides clear direction through policies and expects those policies to be implemented, with appropriate support, to reach the educational goals and standards set by the Board.
5. The Board is committed to providing a safe and productive learning environment.
 - a. Policies regarding discipline are established to manage student behavior and encourage self-discipline. These policies will be administered appropriately, equitably, and consistently in each of the schools.
 - b. Policies, protocols, partnerships and training are established to ensure the physical safety of the school community.
6. The Board provides the public with methods and opportunities for interacting with the Board in a non-threatening and respectful environment.
7. The Board values, encourages and promotes life-long learning for students, teachers and staff.
8. The Board is the steward of the funds that make our public schools possible, and it takes its fiscal responsibilities seriously.
9. The Board values high-quality effective leadership that is transparent and reflective of the mission and vision of the school district.

Approved unanimously by the Goffstown School Board on 11/7/2022

BARTLETT ELEMENTARY SCHOOL

689 Mast Road

Manchester, NH 03102

(603) 497-2210

Office hours 8:00 a.m. - 3:15 p.m. Monday – Friday

<https://www.goffstown.k12.nh.us>

Gerri Goguen.Principal
Kristine ColburnAssistant Principal/Special Ed. Facilitator

BARTLETT ELEMENTARY SCHOOL VISION STATEMENT AND GOALS

Vision Statement

The Bartlett Elementary School will ensure the success of all students in an ever-changing world. Bartlett Elementary School is a community which:

- Creates and supports a safe, pleasant, learning environment that promotes high academic standards and expectations for all students;
- Fosters self-esteem, respect, tolerance, and understanding of others;
- Encourages cooperative involvement among parents, students, teachers, staff, administrators, and the public; and
- Helps young people discover and explore their potential as lifelong learners and become positive, contributing members of our community.

Goals

The goals of Bartlett Elementary School, as outlined in the Local Education Improvement Plan are:

- To utilize a Leadership team structure, which establishes and monitors specific plans for implementing and supporting instructional practices that increase teaching effectiveness and advances student achievement.
- To increase the percentage of students who maintain or increase their Literacy (reading and writing) proficiency.
- To increase the percentage of students who maintain or increase their mathematical proficiency.
- To advance student learning by maintaining a multi-tiered, school-wide positive behavior intervention system that maintains or improves appropriate student behavior and results in a positive school climate.
- To successfully implement science and engineering practices within instruction to advance student learning.

SCHOOL RULES AND POLICIES

ATTENDANCE & ADMISSIONS

SCHOOL HOURS

School hours are from 8:15 a.m. to 2:45 p.m. each day. Staff members are assigned to supervise the playground and the breakfast program beginning at 7:55 a.m. Please note that **children who walk to school or who are driven should NOT arrive earlier than 7:55 a.m.** There is no supervision on the school grounds before 7:55 a.m. Children must not remain on school property after 2:45 unless participating in a supervised activity.

ABSENTEE PROCEDURE

ABSENTEE PROCEDURE/TARDINESS

It is very important to call the school office:

1. **Absent child:** Please call **before 8:30am** and leave a message.
2. **Dismissal Change:** If you need to change your child's dismissal routine - Send a note to school with your child or call **before 2:00 pm.**
3. **Emailing:** Absent or dismissal changes, email the teacher and the main office staff at bart_office@sau19.org **before 2:00pm.**
4. **Emergency contact information** – If your contact information or address changes, please let us know immediately (cell numbers, home numbers, work numbers & home address).

Drop off, Tardy and Dismissals:

1. **Student Drop off:** 7:55am is the earliest a child can be dropped off.
2. **Tardy:** A student is considered **tardy after 8:15am** and will require a tardy slip at the main office.
3. **Dismissal:** 2:45pm

For the benefit of your child, we encourage families to plan vacations that coincide with scheduled school vacations. If your child will be on a family vacation when school is in session, please contact the school office prior to the trip.

According to Policy JH (see policy at [at https://www.goffstown.k12.nh.us](https://www.goffstown.k12.nh.us)), the Goffstown School Board recognizes two kinds of absences: excused absence and truancy. Excused absences are absences due to illness, absence for participation in school activities, medical appointments, family emergencies, and necessary absences with the approval of the student's parent. All other absences are considered truancy. Students identified as being truant will be contacted by either a school official (truant officer), juvenile officer, police officer, or police volunteer and may be brought to school by juvenile officer or police officer. When a student has been truant for a total of seven (7) half days, the principal or designee from the school where the student is enrolled will contact the parent or guardian and a meeting will be held to discuss the truancy. The principal or designee will work with the parents or guardian to develop a plan to eliminate any truancy in the future. If the truancy persists and reaches the legal ten (10) half days, the principal or designee will send by registered mail, a letter to the parents or guardian of the truant student, indicating the nature and seriousness of the problem and enclose a copy of the school attendance law. If necessary, a follow up truancy petition, Child in Need of Services (CHINS), will be filed in conjunction with local law enforcement with the local district court.

VACATION NOTIFICATION

For your child's educational benefit, we encourage families to plan vacations that coincide with scheduled school vacations. If your child will be on a family vacation when school is in session, you must submit a letter to the principal prior to the trip.

EARLY DISMISSAL PROCEDURE

If your child is to be dismissed from school before the end of the school day, please send a dated note to your child's teacher stating the reason for dismissal, who will be picking up your child, and what time they will be dismissed. In case of an emergency, a verbal request may be honored. Students will not be dismissed from school until the person picking up the student signs him or her out in the office and presents a photo ID. Adults are not to go to the classrooms to pick up their children. This procedure pertains to dismissals before 2:45 ONLY.

If your child is dismissed and returns back to school before the end of the day, please be sure the office is aware of this.

Bartlett Elementary School Proper DISMISSAL Note

The following 5 items must be on your notes to ensure the safety of all children.

Date:

Student FIRST and LAST Name:

Teacher's Name:

After School Dismissal Change:

- Taking a different bus: Must include bus # and street address where the child is going
- Early Dismissal: must indicate time and reason for pick up (name of person picking up/relation to student – bring picture ID)
- Walker/ Pick-up: must indicate name of person picking up and relationship – bring picture ID

Signature: must be legible signature of parent/guardian

Notes to be on at least a 5x7 sheet of paper.
Please no sticky notes.

NOTE TEMPLATE



Bartlett Elementary School

Date: _____

Student Name: _____
First Name Last Name

Teacher Name: _____

Taking a different bus: _____
Bus # Street Address

Walker/Pickup: _____
Name of person picking up/ relation to student (bring picture ID)

Early Dismissal: _____
Time of pick-up / name of person picking up/ relation to student (bring picture ID)

Parent/Guardian Signature: _____
Please print legibly

EARLY RELEASE / TEACHER WORKSHOP DATES

Early Release days have been built into the school-year calendar. On Early Release Days, students will be dismissed at 12:45. Buses will arrive and walkers will be dismissed at that time. Students will have lunch prior to dismissal. Please refer to the school calendar for dates.

There is no school for students on Teacher Workshop Days. These are days in which staff work on curriculum development and district initiatives. Please refer to the school calendar for dates.

EMERGENCY CLOSING / SNOW DAY / DISTANCE LEARNING DAY

The Superintendent or designee will determine if a “distance learning day” will take place when in-person school is not feasible due to an emergency closing. The Superintendent will make the determination on whether the closing is a distance learning day or a traditional closure. In the event of a distance learning day, the classroom teacher will provide a plan for students to complete assignments.

RESIDENCY REQUIREMENT

Parents registering students must provide proof of residency supported with at least two documents (i.e. driver’s license; utility bill; purchase and sales agreement) as defined in RSA 193:12. Students who do not reside in Goffstown cannot attend Goffstown Schools unless the School Board has made an exception. The school district may ask for updated proof of residency at any point during the school year.

HOMELESSNESS

SAU19 continues to provide outreach to identify homeless children and youth and works with community agencies and shelters to remove barriers to enrollment. The Homeless Liaison can be contacted at (603) 497-4818.

FIRST GRADE ENTRANCE REQUIREMENTS

Any child entering Grade One must be six years old on or before September 30th of the year they plan to attend. Children who turn six years old on or before September 30th are eligible for a full-day Grade One program and may not be enrolled in Kindergarten. Registration for incoming first graders begins in the spring prior to entrance in September. Your child's birth certificate, current physical and up-to-date immunization records are required at registration time or before the start of school.

WITHDRAWALS

Please notify the school if you are planning to withdraw your child(ren). If you anticipate moving, please notify the school in writing.

EVENT PARKING

Parking will be available in the Bartlett Elementary School parking lot. Parking is also available at the following locations: Across the street at Family Dollar on the right side of the building and in parking spots available on Mast Road. For special events, we ask for permission from local businesses to park in their lots. Please be respectful of our local businesses and park only where indicated for each specific event.

Please take note of the following: When parking along the street, your car must be facing the direction of the traffic, do not block mailboxes or driveways, read the signs that are posted along the street and do not park in a no parking zone. Police do take notice of these violations. Please be courteous to the residents and businesses around Bartlett Elementary when considering where to park.

TRAFFIC SAFETY

Your child's safety is of utmost importance to us. In order for the Bartlett Elementary Staff to provide a safe environment for children, we need your help. If your child does not ride the bus, please abide by the following requests:

Drop-off & Pickup Time	Students may be dropped off between 7:55 and 8:15 am.
Drop-off & Pickup Location	Students must be dropped-off in the car line at the back of Bartlett. Please stay in a single file and exit promptly when a staff member meets your child. Do not get out of the car, students should independently get out of their vehicle to keep the line moving efficiently.
Parking	If you wish to park, we strongly recommend you park on the street or across the street on the right-hand side of the Family Dollar parking lot. Parking in the school lot interferes with the buses that drive through the parking lot in the morning and afternoon.
Afternoon Pickup	For afternoon pick-up please stay in the single file car line heading to the back of Bartlett, your child will be called to come to your vehicle.

BUS TRANSPORTATION

Goffstown Truck Center, Bus Contractor

Telephone Number:(603) 497-3111

The Goffstown Truck Center (STA), the District's student transporter, hires certified drivers (commercial licensure) to transport our students. GTC provides annual staff training on topics such as hazardous driving conditions, simple first aid procedures, methods to deal with intruders, and methods to deal with a variety of student behaviors.

The bus routes are published on the School District website at the end of August. If you have any questions regarding bus routes, please feel free to call Goffstown Truck Center. Please fill out the "Transportation Form" for your child. This form tells your child's afternoon destination from school and how he/she will get there. **It is important that the teacher be made aware daily, via a note, if there are changes to your child's afternoon routine.**

It is the policy of the Goffstown School District that all bussed students ride on their assigned bus based on their residency. This means students are not allowed to ride on any other bus for activities such as birthday parties, sleepovers, Scouts, and/or visits, etc.

While waiting for their bus, children should be on the sidewalk, driveway, or any other place a safe distance from the road but also within view of the bus driver. Please discourage rough play while waiting. Before approaching the bus, your child should look to the bus driver to signal their approach and always walk in front of the bus.

Audio and Visual Surveillance on School Buses (See Policy ECAF at <https://www.goffstown.k12.nh.us>)

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

Student conduct on school buses, including bus regulations and student expectations, is located in Appendix A at the end of this handbook.

CURRICULUM

ASSESSMENT PROCESS

Assessment of student learning is important for monitoring student progress and designing differentiated instruction. Formal and informal assessment methods are used to address a range of skills. These assessments may include curriculum-based measures, quizzes, tests, projects, presentations, reports, demonstrations, and various written and oral activities. Screening takes place throughout the school year for first through fourth grade students in the areas of literacy and language, math, social emotional, and fine and gross motor skills. The purpose of the screenings is to uncover potential indicators or risk factors your child may demonstrate that might benefit from additional targeted support. Screenings and assessments are administered in accordance with local and state requirements.

The School Board has approved the following assessment process:

1st Trimester - A Parent/Guardian - Teacher conference will be held to review your child's progress to date. Prior to the conference, you will have the opportunity to book an appointment date and time. If you are unable to attend at that time, please contact your child's teacher to make alternate arrangements. Conferences will be held in person, via video conference or via telephone.

1st, 2nd, and 3rd Trimester – A Progress Report will be issued to every student.

CURRICULUM / STAFFING

Reading, math, language arts, spelling, writing, social studies, science, guidance, music, physical education, art, library and handwriting comprise the curriculum at the elementary schools. The schools also have programs for children with learning disabilities, speech/language therapists, reading teachers, guidance counselor, school psychologist and an occupational therapist. The New Hampshire College and Career Ready Standards can be found on the NH Department of Education website: www.education.nh.gov click *Who Are We*, then select *Division of Learner Support*, and then select *Bureau of Instructional Support*.

UNIFIED ARTS

All students have art, library, music, and physical education a minimum of once a week. Students in fourth grade may also participate in our strings (violin, viola or cello) program. All children are required to participate in physical education unless a doctor's notice is provided. If on a particular day your child cannot participate, please send a signed note to your child's teacher. Your child will be excused for up to three (3) days. After that time, a doctor's note is required.

FAMILY-SCHOOL PARTNERSHIP/COMPACT

To help assure successful learning of all students, an outline of expectations for students, parents and the school has been developed. This Family-School Compact is an agreement that each participant will do what is necessary to provide an environment conducive to learning. The Family-School Partnership (Appendix B) and the Family Involvement Policy (Appendix C) are located at the end of this handbook.

FIELD TRIPS & ASSEMBLIES

Properly supervised and planned educational field trips are an important part of the instructional program. A signed permission form from a parent or guardian is required for all field trips including out of district trips. If a field trip is scheduled that requires an overnight stay, (which is extremely rare) evidence of health insurance is required or parents must sign a disclaimer, prior to the field trip, stating that the district is

harmless in the event of an accident.

Parents and/or guardians are encouraged to be chaperones on field trips. A field trip chaperone must have fulfilled the requirements of a background investigation and a criminal records check (a designated volunteer – school board policy IJOC (see policy at <https://www.goffstown.k12.nh.us>)). If you are a chaperone and/or choose to take your child home directly from a field trip, you must provide written notification of your intent.

In most cases, the children are not charged a fee for school field trips. Please be assured that all children, whether or not they can afford the fee, will participate in all mandatory field trips.

Assemblies are held periodically during the school year. Students are expected to be courteous and polite to all guests of the Goffstown Elementary Schools. Students should remember that their behavior reflects not only on themselves, but also upon the entire student body.

HOMEWORK INFORMATION

Homework is given to reinforce skills and knowledge taught in class as well as to instill a sense of responsibility. The amount of time it takes a student to complete their homework should not be excessive. A general rule of thumb is 10 minutes per grade level, i.e.: 3rd grade = 30 minutes, 4th grade = 40 minutes. **We also expect every student to read (or be read to) for at least 15 minutes per night.** (see Policy IKB and IKB-R at <https://www.goffstown.k12.nh.us>)

If your child is absent from school and needs his/her assignments, please telephone the school office in the morning. The teacher will be notified and will make a folder of your child's work. The folder can be picked up in the office at the end of the school day or sent home with another child, if requested.

MEDIA CENTER

The Bartlett Media Center is committed to providing a rich and interactive library experience for students, staff and community members at Bartlett School.

It is our goal that students

- access, evaluate and interpret information
- explore, create, and share information and ideas with others
- develop a love and appreciation of literature and reading.

All students visit the media center twice per week, once for library instruction/book checkout and once for media instruction.

The lending policy is as follows:

First grade students may check out 2 books per week. Second grade students may check out 2 books per week.

Third grade students may check out 3 books per week.

Fourth grade students may check out 4 books per week.

Students are expected to return their books each week, with the option to renew for an additional week. Students with the maximum number of books checked out may not check out new books until some are returned. Damaged or lost library books will need to be paid for or replaced by the family by the end of the school year.

NETWORK & INTERNET PROCEDURE

Parents/guardians of students new to the district and students re-enrolling in the district will be asked to review the Goffstown School District JICL-R: Student Use of Computers, Devices and the Internet, outlining the Student Technology Responsible Use Rules. For your student to use the Goffstown School District's Network and set up an internet account, you will need to give your consent electronically using our PowerSchool Ecollect Forms submission. This electronic consent form stays in the student's PowerSchool account through grade 12

Starting in Grade 3 parents will need to review and sign the Office 365 and Google workplace for Education permission form. Additionally, parents will need to review and sign the Adobe Creative Cloud for K12 permission form beginning in grade 5. Once signed, these permissions will be valid until the student leaves the district.

PARENT/GUARDIAN-TEACHER COMMUNICATION

It is very important that you know what is going on with your child at school and we welcome close communication between home and school. Teachers are available for parent/guardian-teacher conversations and conferences. Teachers will make every effort to return phone calls, e-mails and notes within one school day. We encourage parents/guardians to contact the teacher first, not the principal, with any concerns within the classroom.

PARENTS RIGHT TO KNOW – (Title I, Part A of ESEA Section 1111(h)(6)(A-C)

Parents may request and the district must provide in a timely manner, information regarding the professional qualification of the student's classroom teachers including at minimum the following:

- Whether the teachers have met State qualifications for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under an emergency or other professional status that the State has waived;
- The degree major of the teacher and any other graduate certification or degree held by the teacher and the field of discipline of the certification or degree; and
- Whether the child is provided services by professionals and if so their qualifications.

The school must also provide to each parent:

- Information on the level of achievement the child has made on all state assessments; and
- Timely notice that the parent's child has been assigned or taught for four or more consecutive weeks by a teacher who is not highly qualified.

RETENTION

The Goffstown School District recognizes that there are instances where a child has not shown sufficient maturity, social and emotional growth, or has failed to acquire sufficient mastery of basic skills. Therefore, it may be best for the child to be retained in the grade for another year. This decision will only be made after other interventions have been tried. Ongoing communication with parents will take place prior to any decision to retain a student. The teacher along with the parents and building principal will make a determination by the end of May if retention will occur (see Policy JG at <https://www.goffstown.k12.nh.us>)

MULTI-TIERED SYSTEM OF SUPPORTS (MTSS)

The Multi-Tiered System of Supports (MTSS) process is a multi-step approach to providing services and interventions at increasing levels of intensity to students who struggle with learning (academic and behavior). The progress students make at each stage of intervention is closely monitored. Results of this monitoring are used to make decisions about the need for further research-based instruction and/or interventions in general education and special education.

SECOND STEP PROGRAM / SOCIAL EMOTIONAL LEARNING

SAU 19 uses a nationally recognized school-wide behavior curriculum. Second Step is a program rooted in social-emotional learning (SEL) that helps transform schools into supportive, successful learning environments uniquely equipped to help children thrive.

The program utilizes modeling, practice and reinforcement in order for children to witness and repeat positive social behavior. There is specific instruction on skills for learning, empathy, emotion management, problem solving, and friendship skills.

1. If you would like to learn more about Second Step, please visit their website at www.cfchildren.org/programs/social-emotional-learning/

SPECIAL EDUCATION / 504 INFORMATION

Special Education and Section 504 accommodations are defined as specially designed instruction or accommodations, respectively, and necessary related services which are provided at no cost to the parents/guardians or the adult student that are required to meet the unique learning needs of a student with a disability. The specially designed instruction or accommodations are provided to ensure that a student with a disability can access the regular curriculum and ultimately meet the educational standards that apply to all children in SAU19.

If you have questions about your student's eligibility and need for the services described above, please contact the Assistant Principal / Special Education Facilitator at Bartlett Elementary School. That person will provide you with more detailed information about how to work with the school to address your concerns.

DISCIPLINE

PBIS

Bartlett Elementary School participates in the PBIS (Positive Behavior Intervention Systems) program. PBIS is a proactive process that improves social, behavioral, and academic outcomes through positive rewards and reinforcement, preventive strategies, collaborative teaming and data-based decision making. Children are expected to be **Responsible, Respectful and Safe** in every area of the building. We expect respect and safe behavior and for children to take responsibility for their own actions while in school. Parents/guardians are asked to impress the importance of appropriate social behavior in school in order to foster an atmosphere conducive to effective learning for all students. Additional information regarding discipline of students with disabilities can be found in the New Hampshire Special Education Procedural Safeguards Handbook.

Below is a non-inclusive list of behavioral rules for students at Bartlett Elementary School. Consequences for noncompliance of these rules will be progressive, based on the severity and frequency of the inappropriate behavior.

GOFFSTOWN ELEMENTARY SCHOOL RULES

1. Students will be courteous and respect the rights and belongings of their fellow classmates.
2. Students will treat all staff members with respect and obey their requests.
3. Students will play in a safe manner at recess.
4. Students will use the playground equipment in the appropriate way.
5. Students will quietly walk when in the school building.
6. Students will respect and take care of the school property and grounds.
7. Students will remain on the school grounds at all times during the school day.
8. Students will behave appropriately during class times so that proper learning can take place.

APPEALS PROCESS

Any decision by a school administrator can be appealed if, in the eyes of the student or student's parents/guardians, the decision is unfair or excessive. All appeals should be made to the next level should the student or parent/guardian so desire.

For example:

If a teacher makes a decision and the student or parent/guardian deems the decision incorrect, the next step for appeal must be to the Principal of the school, then to the Superintendent of Schools, and then to the School Board should this be necessary.

The person should first contact the teacher to see if an agreeable solution can be reached; if not, the principal will need to act on the appeal. All appeals are to be made in writing so that facts from both parties can be checked for accuracy before rendering a decision. Appeals will not be accepted via the telephone or in person; they must be in written letter form. Anyone requested to attend an appeal hearing may have legal representation (at their expense) at said hearing. Should questions arise relative to suspensions or expulsions relative to State Law, please contact the Superintendent's Office for copies of the RSA.

SAFETY DRILLS AT SCHOOL

School emergency drills are held periodically during the school year. The purpose of these drills is to familiarize students with safety procedures inside and outside the school. For more information on safety drills contact the building principal.

SCHOOL SAFETY ACT

The NH Legislature has passed the Safe School Zones Law (RSA 193-D). The purpose of this legislation is to address issues relating to areas of theft, violence, and destruction within the boundaries and facilities of our school property, including school buses. This legislation requires that any public or private school employee must report in writing any act of theft, destruction, or violence witnessed by such employee in a safe school zone to the school principal who must file it with the local law enforcement agency within forty-eight hours. The Goffstown Police Department, upon receipt of such a written report, shall determine the need for further investigation and/or take further action.

In addition, this legislation requires that all matters pertaining to student discipline relative to acts of violence, theft or destruction and incidents involving suspensions or expulsions or delinquent or criminal acts must become part of a student's permanent record. This information must remain part of the student record should the student transfer to another school either in or out of state.

If students, parents, or guardians wish to obtain a more detailed summation of the new legislation and related RSA's, they may contact their local school principal. Copies of this information will be available.

Pupil Safety And Violence Prevention -- Bullying (See Policy JICK at <https://www.goffstown.k12.nh.us>)

I. Definitions (RSA 193-F:3)

1. Bullying. Bullying is hereby defined as a single significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another pupil which:

- (1) Physically harms a pupil or damages the pupil's property;
- (2) Causes emotional distress to a pupil;
- (3) Interferes with a pupil's educational opportunities;
- (4) Creates a hostile educational environment; or
- (5) Substantially disrupts the orderly operation of the school.

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

2. Cyberbullying. Cyberbullying is defined as any conduct defined as "bullying" in this policy that is undertaken through the use of electronic devices. For purposes of this policy, any references to the term bullying shall include cyberbullying.

3. Electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, and websites.

4. School property. School property means all real property and all physical plant and equipment used for school purposes, including public or private school buses or vans.

5. Perpetrator. Perpetrator means a pupil who engages in bullying or cyberbullying.

6. Victim. Victim means a pupil against whom bullying or cyberbullying has been perpetrated.

WEAPONS IN SCHOOLS

It is unlawful for any student to use or possess a firearm or explosive device of any kind while on school property or at a school-related function. Any student who violates this policy may, by law, be subject to mandatory expulsion for not less than one year. The possession of a dangerous object in the school building or on school property, school buses, or at school functions is prohibited and may result in suspension, police intervention and possible expulsion. Dangerous weapons include, but are not limited to: knives, slingshots, pepper spray, firecrackers, and brass knuckles. Students in possession will have weapons confiscated, parents/guardians notified, and appropriate disciplinary action including suspension and police notification of the incident, will be taken (See Policy JICI and JICI-R at <https://www.goffstown.k12.nh.us>).

WEAPONS – TOYS & REPLICAS

We discourage violent and aggressive play. Instead, we foster and support cooperative play and a nurturing environment. Therefore, replica (toy) weapons of any type are not allowed in school unless they have an academic purpose and specific written permission from a staff member has been obtained.

EMERGENCY POLICIES

BUILDING SECURITY

For the safety and security of our students and staff, doors into the school are locked at all times during school hours. Parents and visitors may only enter the school when "buzzed" through the front door into the school lobby. If appropriate, visitors may then be "buzzed" into the building. Our students and staff have been directed not to let anyone (including parents) through any other door. ALL visitors must sign in at the office through the digital kiosk to receive a "VISITOR" Sticker and must sign out through the digital kiosk upon leaving the building. Any non-staff member seen in the building or on school grounds without a Visitor Sticker will be asked to return to the office to properly check in. The safety of our students and staff is of paramount importance to us.

CUSTODY / RESTRAINING ORDERS

It has become necessary to address the legal issue of custodial rights, restraining orders, etc. Please note that unless the office is in possession of legal documents prohibiting access to the student, he or she will be released to either parent or anyone else that you have authorized to pick up your child.

If there is a restraining order or limited access right against either parent, it is the responsibility of the custodial parent to supply the office with a copy of legal documentation stating this. If this situation should change, please notify the office.

EMERGENCY INFORMATION

An Emergency Information Form is sent home for each school year. It is very important that you list two (2) **local** people to whom the school can release your child in the event we cannot reach either parent if your child is ill or an emergency arises. **THE TWO (2) PEOPLE YOU LIST PLUS THE PARENTS WILL BE THE ONLY ONES TO WHOM THE SCHOOL WILL RELEASE YOUR CHILD, UNLESS YOU SPECIFY OTHERWISE VIA A NOTE, TELEPHONE CALL OR LEGAL ORDER. *It is imperative that the school office be notified immediately of a change in address, home or work telephone number, or emergency information during the school year.*** For the safety of your child, we request that this Emergency Information Form be returned to the office or to your child's teacher immediately upon receipt. Photo identification is required for the release of your child.

EMERGENCY SCHOOL CLOSING PROCEDURES

The Goffstown School District uses a district wide alert notification system. This system allows more effective communication with parents should an emergency issue or need to communicate arise. Notifications may include school cancellations, school delays or early dismissals due to inclement weather or building emergencies such as loss of heat, water pressure or electricity. Every means of communication will be used to notify parents and guardians. In addition to the alert notification system, any school closing or delay because of weather conditions will continue to be announced on WMUR-TV. Please refrain from calling the school. ***Please note that breakfast will not be served when there is a delayed opening.***

Emergency Closing/Snow Day—A “distance learning day” will take place when in-person school is not feasible due to an emergency closing. *The Superintendent will make the determination on whether the emergency closing is a distance learning day or a traditional closure. See Distance Learning information above for more details.

When the entire school is dismissed early by the Superintendent's authority (due to inclement weather or building emergencies such as loss of heat, water pressure, or electricity), every attempt will be made by staff members to contact parents/guardians. If a parent/guardian cannot be reached, the individual you have named on your Emergency Information Form will be contacted. It is of utmost importance that you complete this form and discuss with your child where he/she should go in the event of a mid-day emergency school closing

PERMISSION FOR AFTER-SCHOOL ACTIVITIES

If at any time your child will be attending any after-school activity that is a variation of the child's ordinary schedule, a note must be sent to school giving permission for him/her to attend. For example, if your child is to walk home with a friend one day, a note is required. If the activity is to be for an extended period of time, i.e., Parks & Rec. Activities, Girls Inc., YMCA Programs, Empowering Lives etc., please list the specific dates your child will attend each activity so we may have this information on file in the office. A note will be needed if for some reason your child will not be attending the program on a previously specified date.

REQUIRED FACULTY REPORTING POLICIES

There are numerous emergency and safety situations, which the school is obligated to report. Depending on the situation, these situations may be reported to the Superintendent of Schools, police department, and/or Department of Health and Human Services. In order to ensure student safety, staff members are required to report incidents of and/or violations of:

- Suspected abuse, sexual abuse, and neglect (RSA 169-C)
- Hazing (RSA 631:7)
- Bullying (RSA 193-F)
- Safe School Zones Act (RSA 193-D)
- Harassment (RSA 354-A)
- Smoking and Tobacco (RSA 126-K and 155:66)
- Drug Free School Zones (RSA 193-B:2)
- Workplace Safety that all hazardous or unsafe circumstances must be reported immediately to the principal or designee

It is expected that all faculty and staff members assume the responsibility of being appropriate role models for students.

Food Service—Elementary

Welcome back to school! The Culinary Creators are thrilled to be serving students breakfast and lunch this year. We offer a wide variety of choices within five food groups: fruits, vegetables, breads/grains, lean meats and low fat or skim milk. Students choose 3 to 5 of the food groups including a fruit or a vegetable to make a complete meal. Menus are planned following the US Department of Agriculture's (USDA) meal patterns. Menus include current pricing and are located on each school's website.

The Food Service program uses the prepay Titan computer program to track purchases and payments. All students are issued an identification number that is used to access his/her account when making any purchase. Payments can be made by sending cash or checks to the school cafeteria or online at Titan Family portal [Titan School Solutions \(titank12.com\)](http://Titan School Solutions (titank12.com)). Checks are to be made payable to Goffstown Food Service. Please send payments in an envelope clearly marked with the student's first and lastname.

If a paper check or online check is returned to the district, the amount of the payment plus any fees will be deducted directly from your student's account.

Students are allowed to charge the value of 2 lunches. Students will receive a sun butter and jelly sandwich as their entrée with all the sides until the account is paid. Families are emailed balance information Sunday thru Thursday to assist with keeping the accounts up to date. Paper notices are sent home weekly to those families without emails. Please refer to the school board regulation (EF-R) at the school board website for further information.

The Food Service program also provides parents access to the free and reduced price meal program. Applications can be found on the food service website, school offices, school kitchens and the food service office. Families can also apply online at the Titan Family portal [Titan School Solutions \(titank12.com\)](http://Titan School Solutions (titank12.com)). All information is kept confidential in accordance with USDA regulations. Families can apply for this program at anytime during the school year. Please note that only breakfast and lunch qualify for the reduced and free pricing.

If your child has an allergy or other food needs please contact the Food Service Office at (603) 660-5311 for assistance. Please do not have your child purchase lunch or breakfast until you have discussed your child's needs with the food service director.

Additionally, the school district has a Wellness Policy which is school board policy JLCF (see policy at <https://www.goffstown.k12.nh.us>) District Wellness.

This policy provides guidance on nutrition and physical activity goals throughout the district. If you have further questions, please contact the Food Service Office at (603) 660-5311.

As always, we welcome any concerns or ideas you or your student may have to improve our services to you. We look forward to serving your student this year!

HEALTH SERVICES

The Health Office is staffed by Registered Nurses who are available for students during regular school hours. The Health Office will assist all students in maintaining good health practices, manage chronic conditions, treat minor ailments and injuries, and work to prevent the spread of communicable diseases. Screenings for vision and hearing may be performed routinely depending on the age of students or by special request.

NH state law requires that all new students entering SAU 19 provide documentation of a physical examination and immunization record dated within one year of enrollment. Any information made available regarding allergies, physical disabilities or other health conditions or concerns will become part of the student's health record. Parents should complete the yearly Health Information Form at the start of each school year and parents whose students have specific health concerns should contact the school nurse directly. Documentation of medical exemption is required to exempt a student from participation in the academic physical education program.

(MVMS/ GHS ONLY) Physical exams are required to participate in school sports programs; parents/guardians are responsible for arranging physical exams with their student's health care provider. Parents are then responsible to provide the school with documented evidence of the required physical.

IMMUNIZATIONS

Proof of immunizations are required by the New Hampshire Department of Education before your student is enrolled in our schools and at recommended intervals as determined by NH Department of Health and Human Services (NH DHHS). Please visit the NH DHHS website at <https://www.dhhs.nh.gov/sites/g/files/ehbemt476/files/documents2/imm-req-schools22-23.pdf> for a full list of required immunizations. Please contact your student's school nurse with any questions.

Requirements for immunizations may be waived for medical reasons if documentation is provided from your student's health care provider that immunizations will be detrimental to the student's health. A waiver may also be granted for religious reasons. Completion and submission of a Religious Exemption Form is required to waive immunizations for religious reasons. Please visit the NH DHHS website at <https://www.dhhs.nh.gov/programs-services/disease-prevention/immunizations/immunization-exemptions-children> for more information regarding exemptions. Please contact your student's school nurse with any questions.

ILLNESS

In the interest of the general health and well-being of all students and staff, no student who is ill should attend school. A student having a fever, sore throat, cough, severe congestion, vomiting or diarrhea, rash of unknown origin, untreated impetigo, should not attend school. Students must be fever free for 24 hours off medication and have no episodes of vomiting/ diarrhea for 24 hours prior to returning to school. Students who are deemed too ill to attend classes/ activities may be dismissed from school. If you are unsure if/ when your child should return to school, please contact the school nurse for assistance prior to sending your student to school. Parents must ensure all emergency contact phone information is up to date in the event that the school must dismiss your student due to an emergency or illness.

MEDICATION

Medications can be dispensed by the school nurse, principal, or the principal's designee. The Health Office stocks certain over the counter medication which may be dispensed, with parental permission. The Over-the-Counter Medication Form must be completed and signed by parents yearly, verbal permission is not allowable for medication administration per NH Department of Education. Any additional medication that needs to be given during the school day must be brought to the Health Office by an adult. Outside medication must be in its original container, over the counter medication requires written consent from parents to dispense, prescription medication requires the written consent of both the parent/guardian and the physician. Students with asthma and/or life-threatening allergies may self-carry their inhalers and/or Epi-Pens with written permission from their parents/guardians and the physician. All students who have asthma and/ or a life-threatening allergy must have a completed asthma action plan and/ or allergic reaction plan on file with the school nurse, this form must be updated yearly.

ACCOMMODATIONS AT SCHOOL

A Special Dietary Medical Statement is required when a child needs a special diet while at school if the school will be providing food. This form must be signed by a health care provider and a parent/guardian. A link to the form is available at: <https://www.education.nh.gov/sites/g/files/ehbemt326/files/inline-documents/2020/specialdietary-medicalstatementform.pdf>

Please notify the school nurse when your child has any significant injury so the school may prepare for any special care that may be needed. If your child requires any special accommodations while at school a note from a health care provider is required. Additionally, a note from a health care provider is needed when a child needs to be excused from physical education classes for health reasons.

TEMPORARY EXCLUSION FROM SCHOOL

If your child has a contagious illness, **it is very important** that you notify the school nurse **before your child arrives at school**. The nurse will determine if your child meets the criteria to return to school based on your child's condition and the disease transmission period.

A child should be kept home if he or she has a fever of 100 degrees or more within the last 24 hours, a severe sore throat, vomiting and/or diarrhea within the last 24 hours a severe cough or cold, or a severe upset stomach. A child should not return to school if they have received any fever reducing medication such as Tylenol or Ibuprofen within the last 24 hours for fever reduction. Children with these conditions in school will be sent home. It is the responsibility of the parents/guardians to provide transportation when a child is dismissed. An ill or injured child may be excused by the principal in conformance with the school district's dismissal policy.

The nurse may prohibit the child's return if she is not satisfied with the condition of the child in the absence of a physician's release.

DRESS CODE

It is recommended that you send your child to school in comfortable, washable clothing. Students should dress appropriately for school with an emphasis on the age of the children, safety, and non-offensive clothing. Bartlett Elementary School prohibits the wearing of "Belly" shirts, revealing clothing, short shorts, backless tops, clothing with graphic or offensive language or pictures, hats in the building, and backless shoes while at school. Revealing clothing and clothing with writing, pictures or symbols that depict drugs, alcohol or vulgarity are not allowed. If a student's dress or grooming disrupts the education process or climate, the student will be asked to change into more appropriate attire. The school administration has the responsibility for monitoring the school dress code.

RECESS & SUITABLE CLOTHING

Children should dress for the weather because they go outside for recess unless the weather is inclement. Bartlett Elementary School's practice is to have outdoor recess unless the wind chill makes it feel like it is below 15 degrees. Children benefit greatly from fresh air and sunshine. Clothes worn to school must be worn outside during recess, i.e., coats and boots, unless indicated by a note from parents/guardians. Snow pants and boots are required for outside snow play. The teacher on duty will determine if the weather is favorable for outdoor recess.

SAFE FOOTWEAR

Safe footwear is a shoe that is firmly attached to the foot (no flip-flops, no backless shoes, no heels over 1 inch). Shoes that lace, buckle, zip or close with Velcro are best. For safety reasons, students who wear unsafe footwear will not be able to play on the playground equipment and will have to stay on the blacktop.

Boots are necessary for snow and mud season, but shouldn't be worn in the classroom. Sneakers are required for physical education class. Fire regulations state that shoes must be worn in school.

MISCELLANEOUS INFORMATION

BI-WEEKLY NEWSLETTER / SCHOOL WEBSITE / SCHOOL FACEBOOK PAGE

As a way to foster positive communication and connections between school and home, we provide a bi-weekly newsletter, ~~also~~ posted on the school website, with essential information for families, and teacher-maintained webpages with specific classroom information. We also have a school Facebook page that showcases achievements and events.

BEFORE AND AFTER-SCHOOL DAY CARE PROGRAM

The YMCA provides private day care programs in the morning starting at 6:30 a.m. and ending at 8:15 a.m. and in the afternoon from 2:45 p.m. to 6:00 p.m. for students at Bartlett Elementary School.

The YMCA Allard Center and Girls Inc. provide transportation for after-school day care. Information may be obtained by calling the YMCA at (603) 497-4663 or Girls Inc. at (603) 623-1117.

CELEBRATING BIRTHDAYS

Birthdays are an important event for most children. The staff at Bartlett Elementary School feels it is important to recognize this event. Student birthdays will be recognized with a Birthday Book, donated by the Bartlett PTA, and some other small birthday memento for the child. If you wish to send something to school for your child to pass out to classmates in honor of his or her birthday, this is permissible. However, due to the number of food allergies and medical issues among our students, as well as the differing beliefs among parents regarding snack foods and sweet treats, no food items will be accepted or shared among students. Please do not send cupcakes or any other food item. Your child will be disappointed when he or she is not permitted to distribute the snack. Because of latex allergies, balloons are also not allowed in school. Although it is certainly not necessary to do so, if you wish to send something special for distribution to classmates, please consider special pencils, bookmarks, non-latex erasers, etc. Thank you for understanding and for your cooperation.

DISCLOSURE OF CONFIDENTIAL INFORMATION

Due to confidentiality policies, Bartlett Elementary School will not disclose a student's contact information such as address and phone number. Please do not request this type of information from the teacher or office. Bartlett Elementary School is responsible for maintaining confidentiality.

DISTRIBUTION OF PARTY INVITATIONS

The Superintendent of Schools must approve all fliers, invitations or information on non-school events or activities before they are sent home with students. Party invitations and other personal correspondence may not be distributed at school.

The student directory published by the parent group (PTA) provides parent approved student contact information. The student directory is made available to assist parents in mailing party invitations, contacting playmates, etc. If a student is not listed in the directory, it is because the parent has not given permission. School staff will not provide student contact information.

ELECTRONIC GAMES / PLAYERS

Students may not use cell phones during school time without the permission of a staff member. During the school day, cell phones must be kept "off" and in the student's backpack. If a child needs to be contacted in school, please call the office and we will get the child.

Electronic equipment such as tablets or gaming systems, are not to be used during school hours and must be kept off and in the student's backpack. They are a distraction to students and there is always the risk that these expensive items will be broken or lost.

If a child does bring a cell phone or electronic equipment to school, it is the responsibility of the child to secure it so it is not lost or damaged. If students are using these items in school, the principal will hold them until the parent/guardian comes to school to retrieve them.

ACCIDENT INSURANCE

The school does not assume financial responsibility for expense of medical or dental treatment required by students as a result of accidents while at school or going to or from school. An application for school insurance is made available to each student in September for those parents/guardians who desire such protection. Your School Board, as a public service, made the adoption of this insurance plan. The insurance application is available online at <https://www.goffstown.k12.nh.us>. Insurance is through Lefebvre Insurance, 850 Franklin Street, Wrentham, MA 02093.

HEALTH INSURANCE

If your child is in need of health insurance please contact the school nurse. Applications for NH Medicaid for children (formally NH Healthy Kids) are available through our health office. NH Medicaid has coverage for vision, dental and routine yearly physicals and much more. Please call (603) 497-2210 with any questions and to request an application.

LOST AND FOUND

It is strongly suggested that **ALL** children's clothing and other personal belongings be clearly marked with the child's name to ensure reconnecting misplaced belongings with the owner. For misplaced items, a Lost and Found Box is kept at the school. Parents/guardians are encouraged to check the Lost and Found Box frequently. Unclaimed lost and found articles are donated to local charities at winter break and at the end of the year.

PARENT ORGANIZATION - BARTLETT SCHOOL P.T.A.

The purpose of this association is to bring the parents/guardians, faculty, and administration of Bartlett School together and to enhance communication, community, and to ensure the quality of education. Meetings are held at Bartlett School once a month, date and time are determined at the beginning of the school year. Please be active in your child's education and get acquainted with other parents/guardians and faculty at the school. Contact the P.T.A. for additional information, upcoming meetings and events via their website, www.bartlettpta.org.

PARKING DURING SCHOOL DAY

There is very limited parking at Bartlett. Visitor parking is allowed along Mast Road and across the street at Family Dollar on the right side of the building.

Since the front circle needs to be open for emergency vehicles and special transportation vans, parking in the circle is prohibited except when quickly dropping off or picking up your child while school is already in session (8:30-2:30). Parking in the circle is prohibited when picking up your child after school.

Please refrain from parking in the business parking lots around our school. We strive to be respectful members of our community and appreciate your cooperation.

SCHOOL VOLUNTEERS

“Designated volunteers shall include but not be limited to any volunteer who has assigned unsupervised contact with students or one-to-one contact with students and/or have unsupervised access to the building as a whole. Designated volunteers, or any other volunteer that the Superintendent, or his/her designee determines, will be required to undergo a background investigation and a criminal records check” (see *Policy IJOC at <https://www.goffstown.k12.nh.us>*).

Bullying Prevention Training

As part of the bullying prevention focus in schools, there is a NH law (RSA 193 F) that requires all school volunteers to be trained annually on bullying. Our district is requiring that school volunteers read the school board policy JICK (Pupil Safety and Violence Prevention – Bullying) and view an online anti-bullying training video. The policy and the video can be found on the SAU 19 website: <https://www.goffstown.k12.nh.us> and click Anti-Bullying Project. There is also a “Volunteer Verification of Bullying Training” form that must be signed by school volunteers.

SNACK TIME

Proper nutrition is seen as an essential factor in maintaining a child's health and a fundamental prerequisite for learning. Parents should send a healthy snack and drink to school with their child. Some suggestions are raisins, apples, oranges, bananas, grapes, fruit cups, yogurt, celery and carrot sticks, cheese and crackers, pretzels, water, and 100% juice boxes. Due to the number of students with food allergies and to prevent the spread of illnesses, sharing of food is not permitted. In order to provide a safe learning environment for our students with life threatening peanut allergies, we ask that you refrain from sending snacks that contain peanut products.

Snack time is a great opportunity for the children to practice appropriate social skills and hygiene. They practice the skills by asking politely for help with their snacks, socializing with their classmates, and cleaning up their area when they are finished snacking.

STUDENT SURVEYS

New Hampshire Senate Bill 43, states that no student will be given a non-academic survey or questionnaire without written consent of a parent or legal guardian. It is the policy of the Goffstown School District that all surveys are presented to the School Board for approval and the parents are notified prior to the use of surveys with students (*Policy ILD at <https://www.goffstown.k12.nh.us>*).

Parents have the right to withhold their permission for their child's participation in any and all school surveys. Parents also have the right to inspect, upon request, a survey created by a third party before the survey is administered or distributed by a school to a student.

TELEPHONE & CELL PHONE USE AT THE SCHOOL

Children are only allowed to use the telephone in an emergency situation. If you find it necessary to telephone your child at school, the office will relay the message to him/her. This should be done only in emergency situations. If possible, all instructions should be given to your child before he or she leaves home in the morning. Student cell phones may not be used during school hours unless the student has a staff member's permission. They must be kept "off" at all times. The school will not be responsible for lost or damaged cell phones.

TOYS

We supply appropriate balls and playground toys to use during recess. All toys and materials at Bartlett Elementary School have been chosen for their creative and/or educational potential and their durability. Parents are asked to see that children do not bring balls, trading cards, and other toys from home.

Goffstown Adult Education Program (GAP)

SAU 19 is committed to lifelong learning. The primary goal for the Goffstown Adult Education Program (GAP) is to facilitate adult students' completion of their high school education by providing a flexible and supportive environment where the foundation is laid for success in either post-secondary education or the job market. HiSET exam preparation, as well as courses for credit toward a GHS or an Adult Diploma, is offered for each semester. The GAP also offers non-credit courses in areas of interest to community members. For more information, contact the adult education office at GHS (603) 497-4841

Pupil Safety and Violence Prevention – Bullying
(See Policy JICK at <https://www.goffstown.k12.nh.us>)

I. Definitions (RSA 193-F:3)

1. **Bullying.** Bullying is hereby defined as a single significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another pupil which:

- (1) Physically harms a pupil or damages the pupil's property;
- (2) Causes emotional distress to a pupil;
- (3) Interferes with a pupil's educational opportunities;
- (4) Creates a hostile educational environment; or
- (5) Substantially disrupts the orderly operation of the school.

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

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

GUIDELINES FOR SAFETY INTERVENTION PROCEDURES

The safety of all students is of primary importance to the School District. The following guidelines address the assessment and crisis intervention procedures for students with safety concerns.

SAFETY ASSESSMENT

All threats to harm or kill oneself or others shall be taken seriously and reported immediately to the Principal and/or designee.

Identification of Safety Concerns

Safety concerns are addressed by these guidelines and may include:

- Any threats to harm or kill oneself or others
- Actions or behaviors that threaten self or others with harm
- Any expressed desire to die, whether verbally, written or in art
- Behaviors that indicate self-harm and/or harm to others

A. Purposes of Safety Assessment:

1. To determine if a student is a danger to him/herself or others. Does a safety issue exist?
2. To determine if the student should remain in the educational environment or does he/she need to be transported home/other?
3. To determine the immediate safety needs of the student and the school.

B. Safety Assessment will include:

1. Consultation with administrators and school staff (e.g. teachers, nurse, guidance counselor) as needed.
2. Interview with the student.
3. Consultation with the parents.
4. Consultation with other professionals (e.g. therapists, health provider), with signed authorization from the child's parent or legal guardian.

C. Expectations of Safety Assessment:

1. Provide information regarding safety issues. It should be noted that this information is ascertained from conversations and an interview with the student. A formal psychological assessment will not be conducted. As such, the safety assessment represents the safety of a student at the moment in time. A determination of future psychological and/or behavioral functioning cannot be made.
2. Provide parent/guardian with written information, which may include:
 - a. Facts about suicide, depression, violence, etc.
 - b. Warning signals
 - c. Website links for further research
 - d. Recommended actions to be taken by parent/guardian
 - e. Hotline telephone numbers and/or resources

CRISIS INTERVENTION PROCEDURE FOR STUDENTS WITH SAFETY CONCERNS

- A confidential record keeping procedure shall be established and located in a secure central location within each school. The record keeping procedure shall include the nature of the incident, the student's name, and the action taken. Maintenance of this record will provide additional information as the procedures for assessment are followed by school staff.
- Annually, as part of the transition process between schools, guidance counselors will confer regarding student safety issues.
- At the beginning of each school year, school staff will be oriented to the safety issues and concerns students may demonstrate.
- Annually, crisis team members will be provided with a comprehensive overview of the initial assessment process. The school psychologist assigned to the school will provide the training. The following guidelines provide a general sequence of steps to be taken with students who are demonstrating safety concerns.
 1. When an individual receives information indicating that a student is demonstrating a safety risk to him/herself or others, he/she shall immediately inform the Principal, Principal's designee, or guidance counselor.
 - The Principal and/or designee shall coordinate the crisis procedures. The appropriate crisis management team shall be alerted and one person shall be identified to coordinate the activities. An "appropriate crisis team" shall be defined as consisting of a building administrator, guidance counselor and person(s) with knowledge of the student and the current situation.
 2. The counselor and/or building administrator shall talk to the student and other team members to discuss the following:
 - a. If the crisis management team feels the student needs an immediate assessment, the assessment process will be pursued with school district personnel.
 - b. The parent and/or guardian will be notified immediately.
 - c. If the crisis management team determines the student to be in need of an immediate assessment, a referral will be made to the school district's school psychologist. If a school district psychologist is not available, referral for an emergency medical assessment of mental health will be made to an individual or agency designated by the school district (e.g. Mental Health Center of Greater Manchester (603) 668-4111; Catholic Medical Center (603) 668-3545; Elliot Hospital (603) 669-5300.
 - d. The parent or guardian may choose to use his/her own counselor or health provider. If the parent designates his/her own provider, for which the parent accepts financial responsibility, the school district will ask the parent to sign a release form so that necessary information can be shared with the appropriate school personnel. The purpose for this is to provide support for the child as he/she returns to the school environment.
 - e. If a parent/guardian refuses to comply with the school's request to seek a safety assessment, the Principal and/or designee will take further action based on authority conferred by the local school board. Those actions may include:
 - Contacting the local police department; and
 - Contacting the NH Division for Children, Youth and Families
 - f. The student will not be allowed to return to school until the safety assessment has been conducted and wherein written documentation is presented stating that the child is determined "safe" to return to school.
 - g. After an assessment has been conducted and the child is determined "safe" to return to school, the parent/guardian will provide the school with relevant information so that the school can support the child. The child then returns to school. If documentation has not been submitted to the school within three days of an event giving rise to a referral for a safety assessment, the appropriate school psychologist will be designated to contact the family and conduct such assessment.

STUDENT CONDUCT ON AND AROUND SCHOOL BUSES

The safety and well being of all students is paramount. Understanding that, and that riding the bus is a privilege, students are expected to understand and adhere to the established bus regulations. The bus driver will have the responsibility to maintain orderly behavior of students on school buses and will report misconduct to the terminal director and school administration in writing. The terminal manager of the transportation company will have the authority delegated by the Superintendent to suspend riding privileges of students who are disciplinary problems on the bus by failing to conform to the rules and regulations set forth by the School Board in policy JICC-R(see policy at <https://www.goffstown.k12.nh.us>). Parents of children whose pattern of behavior and conduct on school buses endangers the health, safety and welfare of other riders will be notified that their children face the loss of school bus riding privileges in accordance with the student discipline code. Suspensions in excess of twenty consecutive days must be ratified by the Board (RSA 189.9a)

BUS REGULATIONS & STUDENT EXPECTATIONS

The SAU 19 guidelines regarding the eligibility of students to ride the school bus are as follows:

Students in grades K through 12 who use school bus transportation should follow these regulations:

1. Profane language, obscene gestures, excessive noise, fighting, wrestling, or other acts of physical or verbal aggression are unacceptable behaviors.
2. Throwing things on, out of, or at a school bus are unacceptable behaviors. Students are expected to keep their heads, hands, feet, etc. inside the bus at all times.
3. Anything that would create a safety hazard for the passengers or vehicle is unacceptable behavior.
4. Students are expected to seat themselves promptly when getting on the bus. Students are to remain in their seats until they reach their designated stop and the bus has stopped. Emergency doors are for emergency use only.
5. Once a student has boarded the bus, she/he may not get off except at his/her destination.
6. Students may ride only the bus to which they have been assigned. The bus driver has the discretion to allow other students to board a bus if prior approval through the school office is made and there is ample capacity. The law allows and students are expected to sit three passengers per seat if necessary.
7. Students are expected to be at their bus stop 5 minutes before the bus is due: bus drivers do not have to wait.
8. Students are expected to properly identify themselves to the driver upon request.
9. Students are required to cross the street in front of the bus.

10. Vandalism, including marking and defacing the bus is not acceptable and will be reported to the appropriate authorities, including the police.
11. Eating or drinking on school buses is not allowed.
12. Smoking or use of smokeless tobacco products is not allowed on any bus, including charter and athletic trips.
13. Drivers will keep seating charts on each bus. Drivers are allowed to assign seating.
14. Bus drivers are responsible for safe bus operation and their decisions and requests are expected to be followed.
15. Only authorized riders will be permitted on the bus.
16. Video surveillance may be utilized on any bus to monitor student activity and behavior.

CORRECTIVE ACTIONS

Bus drivers will report rule infractions to the terminal manager, with a copy to the appropriate school administrator as soon as possible. The terminal manager will address the consequences with the student/parent/bus driver.

DISCIPLINARY ACTIONS SHALL BE AS FOLLOWS

1ST offense:

- a. A verbal warning will be issued for less serious infractions.

2nd offense:

- b. A written "Bus Incidents Report" warning will be issued to the student and parent/guardian on a second or more serious offense.

3rd offense

- c. Bus suspension ranging from 1-3 days, written notification to parents/guardians and school administrators will be provided.

3+ or extremely serious offenses:

- d. Possible removal from the bus for up to 20 days or more with a letter home to the parent/guardians and school board referral for further action if necessary. No student shall be put off the bus while traveling to and from school unless a dangerous situation occurs. The daily trip will be completed and then parents/guardian will be notified before the student can be removed from transportation service.

- For serious infractions, a greater consequence may be imposed immediately.

Questions should be directed to the terminal manager at (603) 497-3111.

BARTLETT ELEMENTARY SCHOOL FAMILY-SCHOOL PARTNERSHIP COMPACT

Schools need the support of the families and community members to fulfill the mission of *Advancing Student Learning for All Children*.

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

1. All children will develop their skills in reading, writing and mathematics to comprehend content materials at or beyond what is required to succeed in each content area.
2. All children will develop strategies to successfully solve problems regarding real-life experiences.
3. All children will respect themselves and others in the community.
4. All children will know how to keep themselves healthy and safe.

Each member of a partnership plays a significant role. A compact is an agreement that defines the responsibility and tasks that teachers, parents and students have agreed upon to help children learn.

As a educator, it is my responsibility to:

- Hold high expectations for all students.
- Communicate to parents early in the school year what their children are expected to know and do over the year.
- Welcome parents as partners in the educational process.
- Respect and value the uniqueness of each child and his or her family.
- Create and maintain a safe, supportive, and effective learning environment.
- Plan instructional activities that will actively engage students in learning.
- Gain knowledge of the abilities and learning levels of each student in my classroom.
- Communicate frequently student progress to students and parents.
- Provide materials and resources for parents to use at home to support their child's learning.

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

- Show respect and support for my child, the staff, and the school.
- Hold high academic and behavioral expectations for my child(ren).
- Set aside time for my child(ren) to do homework.
- Read all communication from the school promptly and respond in a timely manner.
- Communicate with the school staff regarding my child's progress or share information that may affect my child at school.
- Attend parent-teacher conferences.
- Talk with my child about his or her day at school.
- Read with my child daily.

As a student, it is my responsibility to:

- Ask the teachers any questions about schoolwork if I do not understand.
- Respect myself, my classmates, my teacher(s) and school staff.
- Attend school every day.
- Talk to my parents or teacher(s) if something is bothering me.
- Complete my assignments on time.
- Comply with school rules.
- Work hard to do the best I can in school, at home, and in the community.

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

POLICY

FAMILY INVOLVEMENT POLICY

Shared Responsibility for Student Learning and High Achievement

The Goffstown School Board recognized that the more families and teachers share information, the better equipped they will become to help students achieve. We further support parent/family involvement in children's education.

In compliance with the requirements under the Elementary and Secondary Education Act *No Child Left Behind 2001*, the Goffstown School District is committed to:

1. Involving parents in the development of school plans, curriculum standards, and in the process of school review and improvement.
2. Providing parents with: timely information about programs, school performance profiles and their child's individual student assessment results including an interpretation of such results, a description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet, opportunities for regular meetings to formulate suggestions, sharing experiences with other parents, and participate as appropriate in decisions relating to the education of their children if such parents so desire, timely responses to parents' suggestions.
3. Educating school staff on how to reach out, communicate, and work with parents.
4. Providing coordination, technical assistance and other support necessary to assist schools in the planning and implementing of strong partnerships with families and the community.
5. Providing assistance to parents to understand state and local standards and assessment.
6. Providing parenting materials and training to help parents.
7. Coordinating and integrating parent involvement activities with Head Start, and other local programs to support parents and their children.
8. Meeting regularly with parents to communicate the results of student achievement on state and local assessments.
9. Maintaining parent / school compacts (see regulation)
10. Providing appropriate accommodations for families who are homeless, LEP, migrant, and/or who have children with disabilities, or for parents who are disabled.
11. Ensuring information shared with parents is in a language parents understand.

To ensure strong Family – School Partnerships, the Goffstown School District promotes the following:

Administrative support: For a parent involvement program to be successful, it must have the support of school administrators. Their willingness to recruit parents and community members for school tasks to listen to others' viewpoints, and to engage families and community members in a collaborative process is essential to a successful program.

Training: All staff need to develop the essential skills for working effectively with parents and families. The school district is committed to providing formal training on collaborating with parents and in understanding the complexities of modern family life.

Two-way communication: All Staff need to establish two-way and ongoing communication between home and school. Contact should be frequent and designed to share good news as well as bad. All methods of communication should be clear, easily understood and in the child's home language.

Such communication might include weekly notes, parent-teacher compacts, telephone communication, classroom newsletters, or a welcome packet.

Evaluation: Teachers and administrators must carefully evaluate the effectiveness of the strategies and activities they implemented to foster parent participation in the schools, as well as ask for parent feedback.

Statutory Reference:

Elementary and Secondary Education Act
No Child Left Behind 2001

PROPOSED: 8/19/02

ADOPTED: 10/21/02

Bartlett Elementary School
689 Mast Road
Manchester, New Hampshire 03102-1448
(603) 623-8088 Fax (603) 644-8488

September 1, 2017

Dear Parents/Guardians:

During the summer of 1990, all friable (easily crumbled by hand pressure) asbestos was removed from the Bartlett Elementary School. However, it is a requirement of the Asbestos Hazard Emergency Act and the school's AHERA Management Plan that building occupants and their legal guardians be notified that there is asbestos-containing materials in the Bartlett Elementary School.

Although all friable asbestos-containing materials have been safely removed, there still is floor tile in the building that contains asbestos. Please be assured that this floor tile is being monitored so that it does not become a health hazard. This asbestos-containing material is categorized under the Operations and Maintenance section of the AHERA Management Plan. This plan is available for review at the school and located in the Principal's Office.

Any questions or concerns should be directed to the school principal.

Sincerely,

Principal

Cc: Superintendent of School's AHERA file.
