

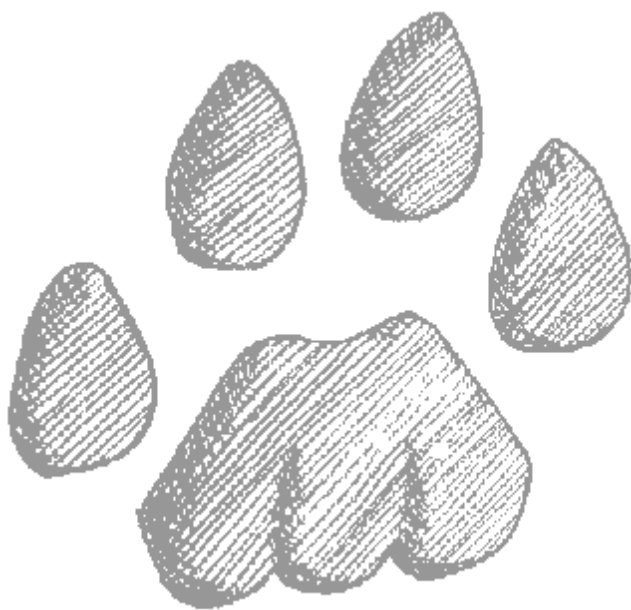
Conway Elementary School



2023-2024 Family Handbook

Table of Contents

Welcome/Introduction.....	3
SAU #9 Directory, Conway School Board Members	4
CES Staff Directory	4,5
CES Core Values	6
School Calendar	7
Attendance, Drop off/Pick up Procedures	8, 9, 10
Building Schedule, Academic Expectations	10, 11
Bullying/Harassment Procedures	11, 12
Bus Conduct/Safety, Cancellations (Snow Days)	12, 13
Counseling, Personal Appearance.....	13, 14, 15
Emergency Procedure, Fire Drills	15
Food Services, Health Services	15, 16
Homework, Insurance, Library, Lost & Found	16
Newsletter, PTO, Placement Requests, Report Cards, Special Education	17
Student Discipline.....	18, 19
Student Support Center.....	19
Student Activities, School Programs	19, 20
Student Records	20, 21
Telephones, Title 1, Transfers	21
Visitors, Volunteers, Concerns	21,22



WELCOME

Dear Parents and Students,

On behalf of Conway Elementary School, ***Home of the Cougars***, I would like to welcome everyone to the 2023-2024 school year.

Conway Elementary School is a K-6 building that serves approximately 200 students from Conway and Albany. Our staff members are committed to maintaining a safe, healthy, and trusting environment for all children. We offer a balanced and challenging academic program in a supportive atmosphere that fosters our children to grow academically, physically, socially, and emotionally. In addition to the fundamentals – reading, writing, and math – we seek to expand each child’s interests, reasoning, and communication skills. We strive for our students to be confident, respectful, life-long learners. We value our students’ strength of character, acts of achievement, individual responsibility, pursuit of excellence, and creative spirit.

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

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

We will do all that we can to provide a high-quality educational experience for each and every child. We look forward to working with your family this year and into the future. Together, the sky's the limit! We wish you and your family a very successful school year!

It’s going to be another amazing year!

#CougarPride

Katy Bedley
Principal

SCHOOL ADMINISTRATIVE UNIT #9

STAFF DIRECTORY

SAU Office Phone Number 603-447-8368

Kevin Richard
Kathryn Wilson
Pam Stimpson
James Hill
Brigitte Ouellette
Christine Thompson

Superintendent of Schools
Assistant Superintendent
Director of Special Services
Director of Administrative Services
Director of Budget & Finance
Title I Co-Coordinator

CONWAY SCHOOL BOARD MEMBERS

Michael DeGregorio (Chairperson)
Amy Snow
Barbara Lyons
Michaela Clement

Ryan Wallace (Vice-chairperson)
Randy Davison
Matt Stearns

Conway Elementary School Staff Directory 2023-2024

Katy Bedley
Cathy Baker
Heather Odell
Maika Gordon
Kathy Carrier
Michelle Dupuis
Gina Miller
Jen Nelson
Dawn Scolaro
Kristin Coleman
Steve Bamsey
Hannah Spies
Annabel Nash
Colleen Koroski

Principal
Administrative Assistant
Clerical Aide
Kindergarten
Kindergarten
Grade 1/2
Grade 1/2
Grade 1/2
Grade 3
Grade 3
Grade 4/5
Grade 4/5
Grade 4/5
Grade 6

Staff Directory (*Continued*)

2023-2024

Rebecca Fecteau	Grade 6
Kristen Spinney	Physical Education
Stevi Laird	Art/Title I Aide
Alexandra Donaruma	General Music
Brett Gagnon	Library Media Specialist
Donna Towle	Special Education Teacher
Rhonda Cameron	Special Education Teacher
Melanie Nellson	Special Education Teacher
Brittany Downing	Special Education Teacher
Kate Lammeck	Occupational Therapist
Maria Black	Speech Assistant
Alicia Hill	Reading Specialist
Darcy Kane	Title I Teacher
	Title I Teacher
Kristen Burke	School Counselor
Amanda McDonald	Family Liaison
Jean Bugbee	School Nurse
Aimee Robertson	Special Education Aide
Judy Capreralla	Special Education Aide
Lisa Lubchansky	Special Education Aide
Maureen Coffin	Special Education Aide
Darlene Noyes	Clerical/Special Education Aide
Sarah Tatarczuk	Program Aide
Tim Livingston	Title 1 Aide
Gail Jones	Title 1 Aide
Andrianna Freeman	ESOL
Lisa Bates	Crossing Guard
Dolly Tamaska	Head Cook
Catherine Belanger	Assistant cook
Lisa Tourville	Day Custodian
	Evening Custodian

SAU 9 Vision Statement






Realizing the full potential of each and every student

Conway Elementary School Mission Statement

Conway Elementary School is a diverse learning community committed to the academic successes of all through best teaching practices, engaging families, and developing respectful and responsible students.

Conway Elementary School Core Beliefs

We Believe!

-  We believe being present, with an open mind and a willingness to learn, creates a growth mindset.
-  We believe effective communication skills are essential for success.
-  We believe that everyone should be encouraged to think critically, problem-solve, and be creative.
-  We believe everyone should treat each other with kindness, empathy, and respect; recognizing and appreciating the unique strengths and differences of others.
-  We believe that everyone should have the opportunity to learn in a safe, nurturing, and supportive environment.

School Administrative Unit No. 9 **2023-24 School Calendar**

August - 4T/ 1S days

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
TW	TW	TW		31

September - 20T/ 20S days

M	T	W	Th	F
				1
X	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

October - 21T/ 20S days

M	T	W	Th	F
	2	3	4	ER TW
X	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

November - 18T/ 18S days

M	T	W	Th	F
		1	2	3
6	7	8	ER SC	X
13	14	15	16	17
20	21	X	X	X
27	28	29	30	

December - 16T/ 16S days

M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
X	X	X	X	X

January - 21T/ 21S days

M	T	W	Th	F
X	2	3	4	5
8	9	10	11	12
X	16	17	18	19
22	23	24	25	26
29	30	ER		

February - 16T/ 16S days

M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
X	X	X	X	X
26	27	28	29	

March - 21T/ 20S days

M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	ER SC	TW
25	26	27	28	29

April - 17T/ 17S days

M	T	W	Th	F
1	2	3	4	5
8	9	ER	11	12
15	16	17	18	19
X	X	X	X	X
29	30			

May - 22T/ 22S days

M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	ER	16	17
20	21	22	23	24
X	28	29	30	31

June - 10T/ 9S days

M	T	W	Th	F
3	4	5	6	7
10	11	12	ER TW	
MU	MU	MU	MU	MU
24	25	26	27	28

August 28-30	Teacher Workshop (TW)	February 19-23	February Vacation (X)
August 31	1st Day of School for Students	March 21	Early Release for Students -
September 4	Labor Day (X)	March 21	Conferences (SC)
October 5	Early Release for Students (ER)		* 3 Hour Evening for Conferences
October 6	Teacher Workshop (TW)	March 22	Teacher Workshop (TW)
October 9	Indigenous People's Day (X)	April 10	Early Release for Students (ER)
November 9	Early Release for Students - Conferences (SC)	April 22-26	Spring Vacation (X)
November 9	* 3 Hour Evening for Conferences	May 15	Early Release for Students (ER)
November 10	Veterans' Day (Observed) (X)	May 27	Memorial Day (X)
November 22-24	Thanksgiving Recess (X)	June 13	Last Day of School for Students
Dec.25 - Jan.1	Holiday Break		and Early Release
January 15	Martin Luther King Jr. Day (X)	June 14	Teacher Workshop Day (TW)
January 31	Early Release for Students (ER)	June	Make-up Days (MU)

ATTENDANCE

Regular and punctual patterns of attendance will be required of each student at Conway Elementary School. It is recognized that absence from school may be necessary under certain conditions. However, every effort should be made by students and parents to keep absences and tardiness to a minimum. **State law requires students to be in school and school officials to check when they are out for a length of time. It is the responsibility of the parent/guardian to get the student to school on time every day (unless the student is ill).** It is the responsibility of the school to remind the parent/guardian and to follow attendance laws. When students accumulate 5 unexcused absences, in addition to a phone call, the parent/guardian will receive a formal letter from the school indicating concern. *After the 10th unexcused absence, the principal may request a meeting with the child/parent/guardian to rectify the matter. The principal may refer the issue to help enforce the law.* [SB Policy - JH](#)

School hours are 9:00 a.m. to 3:15 p.m. Students should not arrive at school before 8:45 a.m. unless they are in the morning program and should not remain at school after 3:15 p.m. unless they are involved in a supervised activity.

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

Tardiness - Students arriving after 9:00 a.m. are considered tardy. Students arriving at school after 9:00 a.m. must report to the office where the late arrival is recorded and a "late pass" is issued, and should be given to the teacher. **It is expected that students arrive on time for school.** Please note that if students are chronically late to school a meeting with the classroom teacher, school counselor, family liaison, and/or principal will be set up to develop a plan to support the students' prompt arrival.

Early Dismissal - If students must leave school before the end of the day, communication (note, phone call, email) from parents must be made to inform the main office and classroom teacher. Parents picking should ring the buzzer at the main entrance upon arrival and the office staff will walk your child out.

Family Vacations/Educational Opportunities - Generally, absences other than for illness during the school year are discouraged. The school principal or his/her designee may, however, grant special approval of absence for family vacations, provided written approval is given in advance. Parents are asked to write a note to their child's teacher and notify the main office at least two weeks before the trip. Work will accumulate while the student is out and will be made up upon the return to school.

Pick Up & Drop Off Procedures

Students riding buses must ride their assigned bus. **If there are any extenuating circumstances, please contact the main office.**

Walkers/bike riders must be especially careful to follow the rules of the road as they walk or ride to or from school:

- Walk on the sidewalks, not in the road
- When there is no sidewalk, walk on the left, facing traffic
- Cross at crosswalks
- Plan the morning walk so that arrival at school does not occur before 8:45 a.m.
- Leave school and walk directly home after dismissal, unless there is participation in some supervised after-school activity.

Parent Drop Off

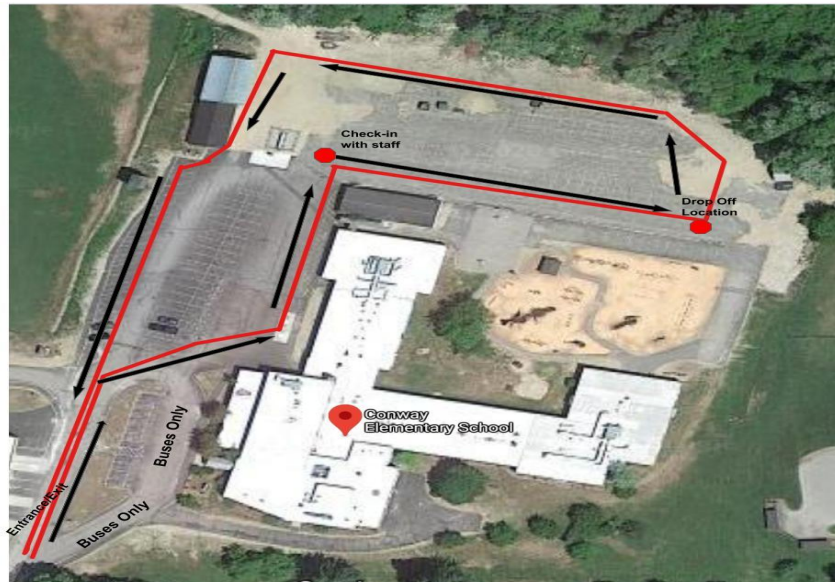
Students being driven to school:

- Drop off will begin at 8:30 am.
- Parents will drop students off in the back parking lot at the end of the playground fence.
- Students may not be dropped off unless a staff member is present.
- After the student is safely on the playground, the car will follow the traffic pattern to exit the parking lot.
- Students will enter the building through the playground entrance and report directly to their classrooms.

Parent Pickup

- **Students will be dismissed starting at 3:15pm**
- Parents will pick students up in the back parking lot at the end of the playground fence.
- When passing the portable classroom please stop and check in with the staff member on duty
- To assist with traffic congestion, keeping the parking lot safe, and helping reduce the number of students in the hallway a staggered pickup process has been developed.

Each family will be provided with 2 name cards that should be kept in vehicles to help facilitate the dismissal process. A name card should be displayed in the front window to help identify your vehicle to staff.



Walkers

- Arrive at school no earlier than **8:45 am**.
- Walkers will report to the main entrance and head directly to their classroom.
- Bicycles ridden to school must be parked in the bike racks along the side of the building. It is a good idea to lock bikes while in school.
- Conway Elementary School expects all students who ride a bike to school to wear a bike helmet!

Conway Elementary School 2023-2024 Building Schedule

School Start Time: 9:00 a.m.
School Dismissal Time: 3:15 p.m.

LUNCH & RECESS SCHEDULE

	Recess	Lunch
Kindergarten	10:30-11:00	11:00-11:30
Grades 1&2	11:00-11:30	11:30-12:00
Grades 4&5	11:30-12:00	12:00-12:30
Grades 3&6	12:00-12:30	12:30-1:00

ACADEMIC EXPECTATIONS

Academic honesty and personal integrity are fundamental components of a student's education and character development. Conway Elementary expects that students will not cheat, lie, plagiarize, or commit other acts of academic dishonesty. All students that attend Conway Elementary School are expected to adhere to our academic honesty policy.

Plagiarism is not tolerated at Conway Elementary School. Plagiarism includes (but is not limited to) the following:

- Using someone else's words or ideas without proper citation
- Copying someone else's work and calling it your own
- Copying and citing a work that is longer than a paragraph (print or online sources)

Academic Dishonesty is work that doesn't reflect your own effort and understanding. Cheating includes (but not limited to) the following:

- o Looking at others' answers on tests and homework
- o Taking someone else's paper and putting your name on it
- o Copying someone else's work, answer for answer
- o Rearranging words from someone else's work
- o Allowing someone to copy from your paper
- o Telling someone else the answers on an assignment or test
- o Having someone else do your work for you (Friends, Family... etc.)

Academic dishonesty falls within the behavior system at CES and will be addressed as needed with students.

BULLYING/HARASSMENT PROCEDURES

[SB Policy - JICK](#)

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

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

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

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

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

Conway Elementary School Procedures Related to Bullying and Harassment

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

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

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

First Report Incident:

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

Second Report Incident:

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

Third and subsequent Report Incidents:

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

BUS CONDUCT AND SAFETY

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

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

SCHOOL BUS RULES



- Keep the aisle clear at all times
- Remain seated while the bus is moving and until the bus stops
- Keep your head, hands and arms inside the bus
- No eating or drinking on the bus
- Be courteous and talk quietly - NO foul language
- Treat the driver and other students with respect
- Do not throw any objects
- Treat the bus and equipment appropriately
- You must cross in front of the bus at the driver's signal
- Seats may be assigned by driver as needed

Since this bus is considered an extension of the school day, you are subject to all school rules once you board the bus. Additionally, you are responsible for following school bus rules as designated by each school district and the State of New Hampshire.

CANCELLATIONS/DELAYS/EARLY DISMISSALS/INCLEMENT WEATHER DAYS

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

COUNSELING

Conway Elementary School has a full-time School Counselor, Kristen Burke, who is available to work with students, staff and parents. The School Counselor is available to consult with staff and parents regarding student well-being and adjustment to school. The School Counselor works with all students in classrooms, school-wide events and activities to promote personal/social growth and a positive school climate. The School Counselor also provides small group and individual counseling on an as needed basis, to help students have a successful school experience. The School Counselor will also assist families with resources and referrals for outside counseling/mental health services.

NOTICE OF NONDISCRIMINATION

The Conway School District does not discriminate on the basis of age, sex, gender identity, sexual orientation, race, creed, color, ancestry or national origin, marital status, familial status, physical or mental disability, religion or economic status in employment, or in admission to, access to, or treatment in its programs and activities. Inquiries concerning the application of the district's nondiscrimination policy should be directed to the Director of Special Services or to the Assistant Superintendent of SAU 9 (176 A Main Street Conway, NH 03860; 603-447-8368).

The Director of Special Services also serves as the district Section 504/ADA Coordinator (regarding disability matters) and the Assistant Superintendent serves as the district Title IX Coordinator (regarding gender-based matters); together they coordinate the district's compliance with applicable nondiscrimination policies and

applicable Federal and State laws. Those seeking additional information concerning the district's nondiscrimination policy (Policy AC), or who wish to access the district's grievance procedure (Policy ACAA-R) in order to file a complaint of discrimination, can access those policies at the district website at:
https://www.sau9.org/school_boards/conway/policies.

PERSONAL APPEARANCE

SB Policy - JFCA

Mission statement: Schools are responsible for ensuring that student attire; hairstyle, jewelry, and personal items do not interfere with the education, health or safety of any student and do not contribute to a hostile or intimidating environment for any student.

Beliefs:

- Students should be able to dress and style their hair for school in a manner that expresses their individuality without fear of unnecessary discipline or body shaming.
- Students should be treated equally and the dress code will not reinforce or increase the marginalization of any group or be more strictly enforced against individuals because of racial identity, ethnicity, gender identity, gender expression, gender nonconformity, sexual orientation, cultural or religious identity, household income, body size/type, or body maturity.
- Students should not face unnecessary barriers to school attendance because of the dress code. Students should be able to dress comfortably within their school environment.
- All students are expected to be neat and clean All students should be dressed in attire appropriate to the classroom (i.e. Career Tech Center).

Students must wear:

- Top (shirt, blouse, sweater, sweatshirt, tank, etc.) A top is an item of clothing beyond an undergarment. All tops must be held up by some type of supportive strap or sleeve and must cover the stomach and back.
- Bottom (pants, shorts, skirt, dress, etc.) All bottoms must fully cover the buttocks.
- Footwear (must have a sole).

Hats and/or hoods may be worn in hallways, cafeteria, and libraries as long as they do not cause disruption or obscure the face (except in religious observance). They may also be worn as a part of a specific program/curriculum/occasion. **They are not to be worn during an event, in a classroom, or auditorium.**

Students May Not Wear Clothing, Jewelry or Personal Items That:

- Include pornographic images, contain threats, swears, or that promote illegal or violent conduct such as the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia
- Demonstrate hate group association/affiliation and/or use hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or other protected groups
- Intentionally show private parts (nipples, genitals, buttocks)
- Does not cover private parts in opaque (not able to be seen-through) material so that undergarments are not visible; Visible straps and waistbands are accepted.
- Covers the student's face to the extent that the student is not identifiable (except clothing/headgear worn for a religious or medical purpose)
- Could pose a safety hazard including, but not limited to chains, spiked clothing and accessories

****NOTE:** This is a non-exhaustive list.

Additionally:

- Sunglasses cannot be worn in any building unless it is attire required as part of a specific program or curriculum or they are medically necessary.
- Gang-related apparel, including insignias, bandanas, colors, mottos, or symbols, is considered inappropriate for school attire and is prohibited. School administrators have the authority to prohibit any other messages that they determine to be disruptive to the school's learning environment.

EMERGENCY PROCEDURES

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

FIRE DRILLS

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

FOOD SERVICES

Conway Elementary School provides both a breakfast program and a lunch program. All students in grades K-6 are eligible to participate in the breakfast and lunch programs. Menus will be sent home monthly and are available on the Conway Elementary webpage.

HEALTH SERVICES

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

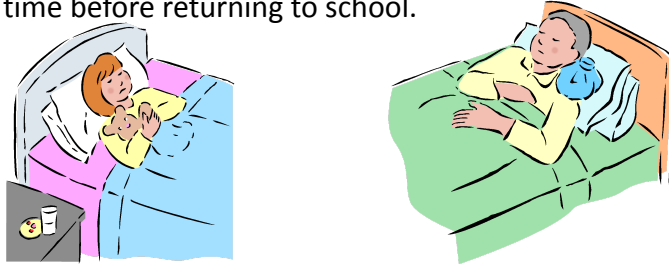
No internal medications (including aspirin) will be given without the parents' written permission. Please be sure that the proper paperwork is filled out in the nurse's office if your child requires medication of any kind during the school day.

Guidelines to Follow:

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

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

- When in doubt regarding infectious diseases or contagious conditions, call the school nurse for information regarding school policies. Your child may need to be on antibiotics or properly treated for a specified period of time before returning to school.



HOMework

SB Policy - IKB

Homework is a tool used to develop various skills related to content and personal success skills. Typically homework will be used as practice, as one would practice an instrument or for a sport. The more a student participates in the assigned homework, the more set up for success the student will be.

If homework is to be used by teachers as part of a student's grade, the teacher will explain to students how such homework assignments relate to the teacher's grading system. Homework will be an application or adaptation of a classroom experience, and will not be assigned for disciplinary purposes.

INSURANCE

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

LIBRARY

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

LOST AND FOUND

"Found articles" are kept in a "Lost and Found" box. This box should be checked as soon as possible after an article has been lost. Parents can help prevent lost items by clearly marking their child's name on everything that comes to school! **PLEASE NOTE** - The school is not responsible for personal property lost while at school. Items not claimed in a reasonable time from the "Lost and Found" box will be donated to charity on a **monthly** basis.

NEWSLETTER/WEBSITE/SOCIAL MEDIA

The "Cougar Pride Newsletter" is emailed to parents twice a month. The newsletter contains news from CES staff, classrooms, school-wide news, and a calendar of upcoming events and activities. In addition to our newsletter, Conway Elementary School has a website that holds important information for parents. That website is: www.conwaycougars.com. Make sure to follow our Facebook page as well.

PARENT-TEACHER ORGANIZATION (PTO)

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

PLACEMENT/PARENT REQUESTS FOR TEACHERS

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

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

REPORT CARDS

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

SPECIAL EDUCATION

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

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

STUDENT DISCIPLINE

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

The Discipline Policy shall be in effect:

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

STUDENT RULES AND EXPECTATIONS

Students Will:

- Arrive at school on time and ready to learn - chronic absenteeism and tardiness is a violation of the state law and will be addressed
- Complete and submit all schoolwork and homework within established timelines
- Show respect for all students, staff, and visitors
- Respect all property inside and outside the building
- Help make school a safe place by:
 - Walking in the building - running is allowed only on the playground
 - Reporting damaged and/or broken items
 - Avoiding dangerous play and situations
 - Keeping dangerous toys and items away from school
- Model positive behavior for others. Students will try to be good role models for those around them
- Do Your Best all the time in all situations (DYB)
- Move in a courteous and orderly manner in the building
- Respect other people's space and property (**The "Hands - Off Rule"**).
- Use "**Please**", "**Thank you**", and "**Excuse me**" as part of their daily vocabulary when at school and everywhere!
- Understand that possession, distribution, or use of *weapons, alcohol or drugs*, including tobacco, on school premises, buses, or school-related activities is strictly forbidden. Violation of this rule will result in immediate disciplinary action.
- Leave toys at home unless it is sports equipment to be shared at recess (i.e. soccer balls, baseball gloves etc.)

DISCIPLINE

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

STUDENT SUPPORT CENTER

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

Who Visits the Student Support Center?

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

Behaviors

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

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

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

STUDENT ACTIVITIES/SCHOOL PROGRAMS

Chorus/Instrumental Music/Band - Conway Elementary boasts an outstanding chorus under the direction of the music teacher, Miss Donaruma. The Chorus is open to students in the upper elementary grades.

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

Extra-curricular Athletics - The Town of Conway supports a comprehensive recreational program under the direction of Mike Lane, Recreation Director. The program includes a full roster of seasonal sports and many single recreational opportunities throughout the year. Permission slips are sent home prior to each new activity. Students are encouraged to explore the many different after-school programs and activities offered by the Recreation Department, some of which may occur at the end of the school year. Please call the Conway Recreation Department at 901-1139 for information about programs available for your child. Website: conwaynh.myrec.com

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

Open House - Open House evenings are held each year in the fall, specifically so that parents can tour the school, meet staff, and become involved at CES.

Project SUCCEED - Morning Program - a supervised morning program that is offered to all students' and runs from 7:30 - 8:30 a.m. in our cafeteria. Board games, etc. are available and quiet socialization is encouraged. Fees are based on Free/Reduced lunch status. **Students are not to arrive at school before 7:30 a.m.**

Project SUCCEED - Afterschool Program – an afterschool program open to students in grades K-6 runs from 3:15 – 5:15 p.m., Monday through Friday in our cafeteria. Homework assistance, computer lab, enrichment activities, arts & crafts, physical exercise and fun games are offered to all students. There is a modified late bus run. Fees are based on Free/Reduced lunch status.

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

All students in attendance are expected to go outside at recess time unless otherwise instructed by their teacher.

New Hampshire weather is often unpredictable. Recess is held indoors only on rainy or extremely cold (below 10 degrees with wind-chill) days; otherwise, children go outside for the benefits of fresh air and activity. It is essential that children come to school properly dressed for the weather! Hats, mittens, and boots are required during snow season, and students must have snow pants if they wish to slide.

STUDENT RECORDS

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

- (1) The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the Conway School District to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent of the eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with

whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

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

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

Title I - Our Title I program is funded by the Federal Government to provide academic help to children who need additional support to work at grade level. The program emphasis is in reading and math and is focused primarily at the younger primary grades. Conway Elementary is a *Title I Schoolwide School*, which means that all our students are eligible for extra support as needed. Regardless of whether your child receives school lunch, families are encouraged to fill out the free and reduced lunch paperwork to help aid in the data collection for Title I funding.

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

Visitors - We encourage and welcome your visits and ask that anyone visiting Conway Elementary School arrive at the main entrance and notify the main office with our buzzer. Parents who wish to meet with their child's teacher should contact the classroom teacher in advance to set up a mutually convenient time.

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

Concerns - Regular communication with your child's teacher is essential for his/her success. When a parent has a concern about their child's, educational, behavioral, social, or emotional needs, they are requested to bring the concern to the teacher of the child's classroom (homeroom) teacher. This fosters open communication between the home and the school. Problems are best worked out at this level. In the event the issue is not resolved with the homeroom teacher, the parent should bring their concern directly to the building principal.

The goal in meeting with the principal will be to focus on the educational, behavioral, social and emotional needs of the child. This may require that all adults involved make some adjustments to help the child.