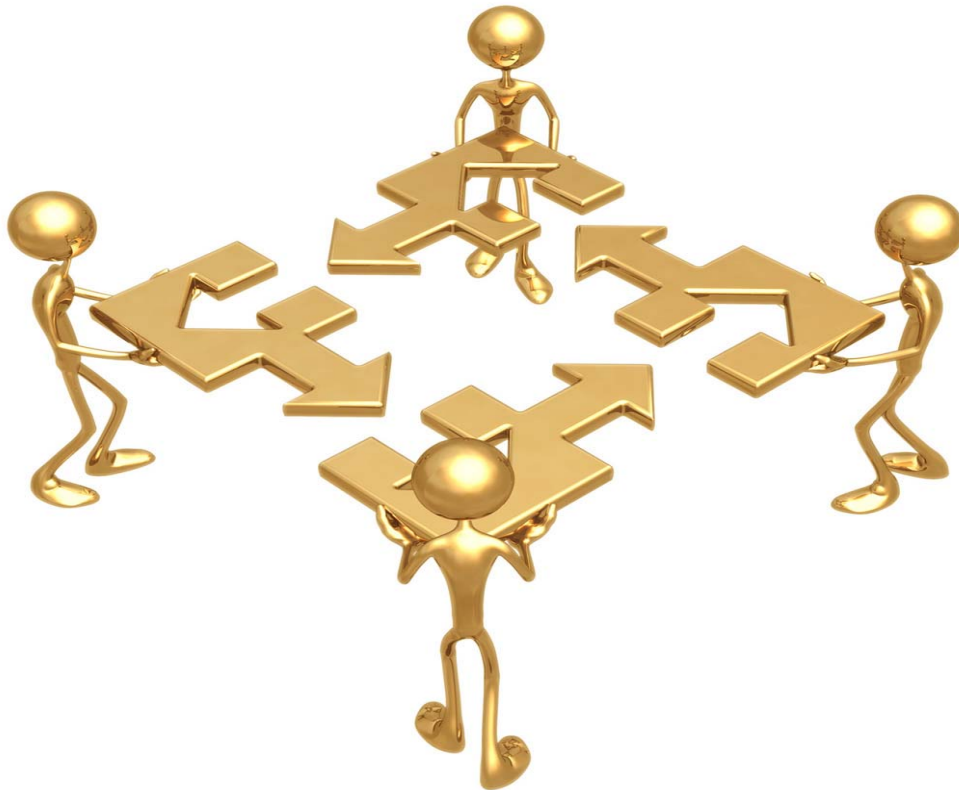


Gilmanton School



2009 ~ 2010 Student / Family Handbook

*Students, Parents, Teachers and Community working together . . .
striving for excellence.*

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**THE GILMANTON SCHOOL STAFF
2009-2010**

SAU #79

John A. Fauci	Superintendent of Schools
Dexter Cilley	Fiscal Administrator
Rachel Hatch	Administrative Assistant

ADMINISTRATION

Carol N. Locke	Principal
Debra Bergeron	Assistant Principal
Emily Reese	Director of Student Services

ADMINISTRATIVE SUPPORT

Cynthia Johnson	Administrative Assistant
Mary Reinhardt	Administrative Assistant
Beverly Kardinal	Receptionist
Stephanie Waite	Receptionist

GUIDANCE COUNSELORS

Katie McEntee	Guidance Counselor
Erin Parda	Guidance Counselor

SCHOOL NURSE

Betty Lines	Health Office/School Nurse
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SUPPORT STAFF

Karen Boutwell	Technology Administrator
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CLASSROOM TEACHERS

Donna LaCroix	Kindergarten
Sarah Akerstrom	Kindergarten
Jill Smith	Grade 1
Tricia Comeau	Grade 1
Linda McLane	Grade 2
Alexis Swiezynski	Grade 2
Bethanne Huntley	Grade 2
Amanda Cormier	Grade 3

CLASSROOM TEACHERS

Christine Taylor	Grade 3
Kim Hayes	Grade 4
Nancy Tothill	Grade 4
Betsy Harbilas	Grade 5
Laura Perrin	Grade 5
Courtenay Phillips	Grade 6
Amy Vaillancourt	Grade 6
Nicole Lemire	Middle School Math
William Reinhardt	Middle School Math
Anne Kirby	Middle School Reading
Lynne Macdonald	Middle School Social Studies
Jen Drinen	Middle School Writing
Mary Fougere	Middle School Science

SPECIALISTS

Margaret Roberts	Reading Specialist
Elizabeth Brulotte	Learning Lab
Amy Small	Learning Lab
Erika Langlais	Learning Lab
Pam Seed	Speech/Language Pathologist
Renee Colby	Physical Therapist
Dr. Andrew Connery	School Psychologist
Susie French	Occupational Therapist

UNIFIED ARTS

Chris Callaghan	Art
Mary Sawyer	Music
Karen Stockwell	Physical Education
Terry Burlingame	Foreign Language
Sharon Johnston	Technology
Martha Clement	Library/Media Specialist

PARAPROFESSIONALS/SUPPORT

Cathy Lines	Kindergarten
Faith Sanborn	Kindergarten
Paula Tarantino	Kindergarten (1:1)
Laura Latici	Grade 1
Pat Fleming	Grade 1
Tracy Rague	Grade 2
Sue Hoodlet	Grade 2
Rachel Divers	Grade 3

PARAPROFESSIONALS

Elaine Ramsey	Grade 3
Judi Williams	Grade 4
Dodie Smithers	Grade 4
Paula Adams	Grade 5
Susan Strout	Grade 5
TBA	Grade 6
Kristie Keegan	Grade 6 (1:1)
Jessica Ackerson	Middle School (1:1)
Dylan Laurion	Middle School
Sue Kirwan	Middle School
Gayle Falardeau	Middle School
Karen Holland	Learning Lab
Teri Adel	Learning Lab
Carol Beck	Speech Assistant
Lynda Goossens	Tutor
Amber Casale	Tutor
Kristin Jarvis	Tutor
Ruthanne Chase	Tutor
Kelly Cleveland	Physical Therapy Assistant
Cindy Fillion	Occupational Therapist Asst.

FOOD SERVICE

Arlene Stockwell	Director
Heather Bellissimo	Cafeteria
Athena Divers	Cafeteria
Rory Labbe	Cafeteria

BUILDINGS AND GROUNDS

Ron Shaw	Custodian
Robert Perkins	Custodian
Randy Palmer	Custodian

SCHOOL BOARD MEMBERS

Cindy Hatch	Chair
Zannah Richards	Member
Michael Hatch	Member
Renee Kordas	Member
Phillip Eisenmann	Member

WELCOME

Welcome to the 2009-2010 school year at the Gilmanton School.

We have prepared this handbook to help assist families with the learning experiences at the Gilmanton School. Please take the time to fully read and review this handbook with your child/children. This handbook is a tool for you to use throughout the school year; please treat it as such. Keep it handy as a reference guide, and review it and refer to it as often as possible.

If you have any questions, comments, or concerns, please feel free to contact your child's teacher (s), TAG Leaders (grades 7-8), guidance counselor, office staff or the principal. We are always pleased to offer assistance or answer questions.

- The Gilmanton School Staff

After reviewing this handbook with your child/children, please sign and return the signature page indicating your receipt and review of the document.

**Thank you for your
continued support and cooperation.**



OUR PHILISOPHY OF EDUCATION...

The Gilmanton School is committed to an educational program that recognizes and provides for the uniqueness of the whole child. The school ensures a secure and supportive environment in which students are encouraged to be active learners and responsible citizens. Within this environment, students and teachers are also encouraged to be innovative, resourceful and self-motivated.

Achieving a unity among school, home, and community ensures the success of these goals.

Adopted: April 1993

OUR MISSION...

The Gilmanton School will lead its community partners in continuously creating an environment that promotes excellence in education and supports every member in reaching full potential and achieving success.

SCHOOL ADMINISTRATIVE UNIT #79

Gilmanton School District
P.O. Box 309
Gilmanton, NH 03237-0309

John A. Fauci
Superintendent of Schools

Telephone: (603) 267-9097
Telecopier: (603) 267-9498

Dear Gilmanton Families:

Welcome to the 2009-2010 school year!

As we begin the school year, I want to thank you for your support of our local school. Teachers, administrators and other school personnel are working hard under increasing pressure to provide a quality education for your children. Your support of their efforts is critical.

I want to take this opportunity to share some ways that you may be able to help your child to learn. Children learn in different ways and through all of their senses. Every child has a tremendous capacity for learning, and teachers work hard to engage students by working with their individual styles.

It is my firm belief that your child's education is not an isolated process that takes place just in school. When the parents and the school staff work together, the educational process is greatly enhanced.

As families, you can help your child develop and learn effectively by:

- connecting your child's learning to everyday life;
- talking to your child about school and what they watch on television;
- encouraging your child to ask questions about things they are interested in;
- finding out what your child's interests are and assisting them in the exploration of that interest;
- using the Internet at home, school or a local library to help them answer questions;
- ensuring your child has a healthy breakfast and adequate sleep.
- Finally, talk to your child if you notice him/her struggling or feeling negative about school. Trouble at home, bullying, or even problems with peers can affect performance at school. Talking to your child's teacher or principal can provide insights and information that can help them to better understand and address your child's needs.

Again, thank you for your support of education at the Gilmanton School, and I wish you and your child the very best this school year.

Sincerely,

John A. Fauci,
Superintendent of Schools

GILMANTON SCHOOL GENERAL INFORMATION, GRADES K-8

Should more information be desired than is contained in this handbook, please call the school office at 364-5681. Any additional questions or concerns should be shared with your child's teacher, TAG Leader or administration.

DISCIPLINE

SCHOOL RULES

All students will abide by school rules whenever they are in the school building, on school grounds, at bus stops, or traveling to or from school. All rules apply during after-school activities and any school-related occurrence. See Code of Student Expectations for details.

CODE OF STUDENT EXPECTATIONS

The purpose of schooling is for each individual to receive a fair, appropriate and uninterrupted education. The student's purpose while in school, on school property, while attending any school function and while on the bus, is to be a responsible and respectful student, citizen and member of the community. With this commitment to school comes a responsibility to make wise decisions and **TO LIVE WITH THE CONSEQUENCES OF EACH CHOICE MADE.**

The Gilmanton School recognizes that ALL members of our school have inherent rights and responsibilities:

- ❖ Respect for oneself.
- ❖ Respect for others and their differences.
- ❖ Respect for authority.
- ❖ Respect for property.
- ❖ Respect for rules, regulations, and safety precautions.

Therefore, it is expected that ALL students will behave in an appropriate manner, that disciplinary action will apply to ALL students, and consequences for infractions will function on a continuum (stated further on).

In order to provide students and other school community members with a healthy and productive learning environment, the following list of expectations for school community members is adhered to:

Members of the school community will:

- ✓ Be courteous and respectful at all times;
- ✓ Abide by any reasonable request made by a staff member;
- ✓ Express oneself in an appropriate and inoffensive manner;
- ✓ Be responsible and honest;
- ✓ Attend classes on time and with the necessary materials;
- ✓ Attend school drug, alcohol and tobacco **FREE**;
- ✓ Remain in school and on school grounds during school hours;
- ✓ Demonstrate respect for the property of others;
- ✓ Abide by the dress code;
- ✓ Engage in safe behavior at all times;
- ✓ Refrain from the use of obscene, suggestive language or gestures or engage in any form of harassment of another person;
- ✓ Refrain from threatening others in any manner;
- ✓ Take responsibility for him/herself and his/her actions.

BEHAVIOR MANAGEMENT PROCEDURES

In order to assist the students with the management of their behavior, whether it is appropriate or inappropriate, the school community has designed various forms of consequences, outlined below and throughout the Family Handbook.

Students who are respectful of the expectations set forth by the community are recognized at monthly assemblies, during Recognition Day, special events and graduation.

Students who fail to follow the expectations set forth by the community may receive various consequences, based on the offense, some more severe than others.

CLASSROOM/MINOR INFRACTION PROCEDURE

Classroom/minor infractions include: talking out of turn, chewing gum, candy or other food items outside of the cafeteria without permission, disruptive behavior, arriving to class unprepared, missing classwork, tardiness, playground misbehavior, lunchroom misbehavior, etc.

Continuation of classroom infractions may result in the following:

1. Warning to student.
2. Active interventions (seat relocation, time-out area, gum disposal, etc.)
3. Team/teacher contact with parent/guardian.
4. Team/teacher/guidance referral.
5. Team/teacher conference with parent/guardian.
6. Referral to principal.

Team members include additional classroom teachers who work with the student, special education staff, instructional aides, etc.

SERIOUS INFRACTION PROCEDURE

Serious infractions result in immediate referral to the administration.

Serious infractions include:

- fighting
- possession of drugs
- alcohol or weapons
- disrespect to staff members (insubordination)
- possession or smoking of tobacco
- theft
- extortion
- sexual misconduct
- vandalism
- violation of dress code
- skipping of class or school
- harassment (includes use of inappropriate language directed at others)
- bullying
- repeated and continued disruption of class
- throwing of objects
- any and all other items that also pertain to the Safe School Act as directed by the State of New Hampshire

Our district has developed a specific policy related to bullying.

The following consequences may be assigned based on the behavior, age of the student, and situation:

Recess Detention:

Recess Detention may be assigned for classroom infractions or minor infractions of school rules. Students may be assigned to recess detention immediately. Students will be required to wait for the assigning staff member to escort them from the cafeteria at the conclusion of lunch. When the student continues to engage in such behaviors a recess detention slip will be sent home for a parent/guardian signature.

After School Teacher Detention:

After School Detention may be assigned by teachers for classroom infractions or minor infractions of school rules. Detentions will take place after school from 3-3:30 PM, but arrangements may be made with the teacher for the student to serve the detention before school hours. Students will be provided with advanced notice, usually one day. Students will be required to have the detention slip signed by a parent/guardian and are responsible for returning the signed slip to the issuing staff member in the morning of the date to be served. Students are required to bring work to the teacher detention.

Administrative Detention:

Students who refuse to cooperate with the teacher detention procedure will be referred to the administration. Any student who does not serve a teacher detention will receive two administrative detentions. In addition, other serious infractions of school rules may result in Administrative Detention, depending on the severity of the infraction. Administrative Detentions are served after school from 3-3:45, Monday-Thursday, in an assigned classroom.

If students do not serve detentions as assigned by administration, they will be placed in In-School Suspension.

In-School Suspension (ISS):

Students must be in school to fully enjoy the benefits of education. ISS allows the student to attend school with restrictions. ISS is an alternative to out-of-school suspension. ISS may be assigned to students for serious violations of class or school rules.

Students will be assigned to ISS by the administration. The administration will notify the parents/guardians of the infraction and the consequences. The parent/guardian of the student may be required to provide transportation to and from school while the student is in ISS, depending upon the type of behavior exhibited and the frequency of the inappropriate behavior. During ISS, the student will not attend any regular classes, lunch, recess, special activities or after school activities. Students in grades 6-8 will not be eligible for the salad bar during ISS. The student will be assigned to a supervised area and provided the appropriate assignments. Arrangements will be made for the student to meet with the guidance counselor, teacher(s) and/or other appropriate personnel. All assignments must be completed daily. If the student fails to follow the rules of ISS or complete assignments, additional day(s) of ISS or an out-of-school suspension may be considered.

Out-Of-School Suspension (OSS)

OSS is used when other disciplinary methods have failed to assist the student in improving his/her behavior.

RSA 193:13 – Suspension and Expulsion of Students:

- I. (a) The Superintendent or chief administering officer, or a representative designated in writing by the superintendent, is authorized to suspend pupils from school for a period not to exceed ten (10) school days for gross misconduct or for neglect or refusal to conform to the reasonable rules of the school.
 - (b) The School Board or a representative designated in writing is authorized, following a hearing, to continue the suspension of a pupil for a period in excess of ten (10) school days. The School Board's designee may be the superintendent or any other individual, but may not be the individual who suspended the pupil for the first ten (10) days under subparagraph (a). Any suspension shall be valid throughout the school districts of the state, subject to modification by the superintendent of the school district in which the pupil seeks to enroll.
 - (c) Any suspension in excess of ten (10) school days imposed under subparagraph (b) by any person other than the School Board is appealable to the School Board, provided that the superintendent received such appeal in writing within ten (10) days after the issuance of the decision being appealed. The School Board shall hold a hearing on the appeal, but shall have discretion to hear evidence or to rely upon the record of a hearing conducted under subparagraph (b). The suspension under subparagraph (b) shall be enforced while that appeal is pending, unless the School Board stays the suspension while the appeal is pending.
- II. Any pupil may be expelled from school by the local School Board for gross misconduct or for neglect or refusal to conform to the reasonable rules of the school, or for an act of theft, destruction or violence as defined in RSA 193-D:1, or for possession of a pellet or BB gun, rifle, or paint ball gun, and the pupil shall not attend school until restored by the local board. Any expulsion shall be subject to review, if requested prior to the start of each school year and further, any parent/guardian has the right to appeal any such expulsion by the local School Board to the state board of education. Any expulsion shall be valid throughout the school districts of the state.
 - III. Any pupil who brings or possesses a firearm as defined in section 921 T of Title 18 of the United States Code in a safe school zone as defined in RSA 193-D:1 without written authorization from the superintendent or designee shall be expelled from school by the local School Board for a period of not less than twelve (12) months.
 - IV. The local School Board shall adopt a policy which allows the superintendent or chief administering officer to modify the expulsion requirements set forth in paragraphs II and III on a case by case basis.
 - V. Any pupil expelled by a local School Board under the provisions of the Gun Free Schools Act of 1994 shall not be eligible to enroll in another school district in New Hampshire for the period of such expulsion. Nothing in this section shall be construed to prevent the local school district that expelled the student from providing educational services to such students in an alternative setting.
 - VI. A pupil expelled from school in another state under the provisions of the Gun Free Schools Act of 1994 shall not be eligible to enroll in a school district in New Hampshire for the period of such expulsion.
 - VII. No toy, imitation or replica weapons of any kind, including guns and knives, will be permitted or be in the possession of a student on school premises, at school-sponsored events and /or at school related events,

including athletic games or school buses or other transportation. Items such as these will be confiscated and may result in suspension or expulsion if they are determined by the principal of the school to be in violation of this policy. In addition, the use or possession of any such toy, imitation or replica weapon or instrument by a student in a threatening way or used or possessed to give the appearance of being a dangerous weapon that could cause death or great bodily harm, shall result in expulsion.

- VIII. For the purposes of paragraph I, II, and III, School Board may be either the School Board or a subcommittee of the board fully authorized by the School Board.

Students will be informed of the infractions that have caused the OSS. Parents/guardians will be notified and will be requested to retrieve their child from school. Students will not be permitted to participate in or attend any school sponsored activities, on or off campus, during the period of OSS. Should Friday be included in the period of OSS, students will not be permitted to participate in school-sponsored weekend activities. This includes dances, athletic events, extra-curricular events, clubs, etc

NONDISCRIMINATION / HARASSMENT POLICY

The Gilmanton School is committed to the prevention of harassment based upon sex, color, national origin, religion, age, handicap, homelessness (McKinney–Vento Homeless Assistance Act of 2002), and/or disability and sexual orientation.

Prohibited conduct includes, but is not necessarily limited to the following conduct when such conduct is unwelcomed by the recipient:

- Name calling, teasing, jokes, rumors, or other derogatory or dehumanizing remarks.
- Pulling at clothing or other possessions.
- Graffiti.
- Notes or cartoons.
- Unwelcome touching of a person or clothing.
- Offensive or graphic posters, pictures or book covers.
- Any words or actions that provoke feelings of discomfort, embarrassment, or hurt.

The Title IX Coordinator will be the Guidance Counselor.

NONDISCRIMINATION: TITLE IX GRIEVANCES

Inquiries or complaints regarding compliance with Title IX may be directed to the office of the Superintendent of Schools. Grievances will be processed as follows:

GRIEVANCE PROCEDURE

1. Any complaint from or on behalf of any person employed or served by the schools shall be submitted in writing, using the form provided, to the building level designated person.
2. The building level designated person will investigate the complaint and report his/her findings and recommended remediation in writing to the grievant within five (5) school days. A copy of the report shall be sent to the principal who will maintain a file on all grievances.
3. If the grievance has not been remedied to the satisfaction of the grievant, he/she may then submit the complaint, with all previous communications attached, to the following parties, in the order given. Each party will have the time indicated in which to investigate and report its findings and recommended remediation.
 - a. Building Principal (5 school days)
 - b. Superintendent of Schools (10 school days)
 - c. School Board (20 school days)
4. If all else fails, the grievant may appeal to the Federal Office for Civil Rights, Department of Health, Education and Welfare, Washington, D.C. 20201.

SAFE SCHOOL ZONE / BULLYING AND VIOLENCE PREVENTION POLICY

The Gilmanton School is committed to the safety of our pupils. Students have a right to attend a school which is safe, secure and peaceful under the Pupil Safety and Violence Prevention Act (RSA 193-F) Any school employee, or employee of a company under contract with Gilmanton School, who has witnessed or has reliable

information that a pupil has been subjected to insults, taunts, or challenges, whether verbal or physical in nature, which are likely to intimidate or provoke a violent or disorderly response shall report such incident to the principal, or designee, who shall in turn report the incident to the superintendent.

Under Safe School Zones (RSA 193-D), Prohibited Conduct includes any act of theft, destruction or violence in areas inclusive of school property and school buses. It includes school-sponsored programs including, but not limited to, educational or extra-curricular activities.

SEARCH AND SEIZURE

In January, 1985, the U.S. Supreme Court ruled that school officials have the right to search students under their jurisdiction when there are “reasonable grounds” for suspecting that the search will reveal evidence that the student has violated or is violating either the law or the rules of the school, and the search is conducted in a reasonable manner. (T.L.O. v. New Jersey, U.S. 1055 St. Ct. 733 1985)

Each student is assigned his/her own locker and is responsible for its maintenance and condition. The school cannot be responsible for lost or stolen articles. School authorities, in the interest of health and safety, may inspect school properties. Lockers, though assigned to pupils, are school property and may reasonably be inspected. Students may use locks on their lockers only if the school issues them.

Students who do not submit to a search will be found in violation for which the administration has for the “reasonable grounds” of suspecting that individual.

SUSPECTED NEGLECT OR CHILD ABUSE

The Child Protection Act (RSA 169-c) requires all school employees to report suspicions or evidence of child abuse or neglect to the appropriate investigative authority (Department of Children and Families). Further, school personnel must cooperate with the confidential investigation. Employees who fail to report can be subject to prosecution for a misdemeanor.

VANDALISM OR DAMAGE TO SCHOOL PROPERTY

This is our school. Parents/guardians and taxpaying community members are paying for the construction and general operation of the building. Willful destruction or defacing of school grounds or property will be dealt with severely. (See Code of Student Expectations on page 7 of this Handbook). Restitution will be the responsibility of the student and his/her parent/guardian.

PLAYGROUND USAGE

To provide a safe environment for all students, a general list of playground rules follows. All students are expected to go outside daily for their scheduled recess (depending upon grade level) unless there is a written note from a physician. For specific guidelines please refer to The Code of Student Expectations.

Playground guidelines:

1. Acts of violence (physical or verbal) will not be tolerated.
2. Jumping from the swings, jungle gym or other equipment is not permitted. Running on the jungle gym is not permitted.
3. Throwing of snowballs or other non-toy items is not permitted.
4. The bleachers will not be used during recess.
5. Students on the athletic fields (baseball diamond, soccer field) should be engaged in an activity.
6. Students are to stay within sight of duty personnel. Students are not permitted to be near the sheds, trees or below the ridgelines.
7. Hard balls, leather footballs, bats, hockey sticks and similar items are not to be used at recess.
8. Students may not exit the playground without permission. Students must request permission of a staff member to enter the building to use the bathroom, health or main office.
9. When there is snow and/or slush on the ground, students in grades K-5 are expected to wear proper attire including: snowpants, winter coats, snow boots, mittens and a hat or a hood. The same attire is suggested for students in grades 6-8. Any students in need of winter attire should contact the school nurse or administration. Students in grades K-5 who are not properly attired during the winter months at recess (morning and lunch) will be required to remain ‘on or near the wall’ and off of the playground area.
10. As stated in the Dress Code, flip flop sandals are not permitted for playground use.

12. Rules for joining a recess game that has already begun:

- A. If there are an odd number of players on one of the teams, the person asking to join in will be placed on the team with fewer players. Then the teams will be balanced.
- B. If the teams already have an equal number of players, the person wishing to join in has to find another player wishing to play as well. The students joining in will be placed one on each team. Then the teams will be balanced.
- C. Players wanting to enter a game that has already begun should wait on the sidelines for the inning to end or the sides to switch roles.

DRESS CODE

The responsibility for the appearance of the student at schools rests with the parents/guardians and students. They have the right to determine the student's attire providing said attire does not interfere with the educational process, complies with the health code of the state of New Hampshire and adheres to the following:

- ◆ Hats and other headgear are not to be worn inside of the building (this includes the gymnasium).
- ◆ Jackets and other cold weather gear may not be worn in the classroom.
- ◆ Flip-flop sandals may not be worn for outside recess. Students wearing flip-flops during recess will be restricted to the picnic table area on the playground.
- ◆ Clothing should not contain suggestive, sexual, inappropriate comments or references to alcohol, drugs, violence, or other negative topics. Essentially, clothing that is offensive to others or in any way disrupts the educational process may not be worn. Parents will be called to bring appropriate clothing if deemed necessary by the Principal/Assistant Principal.
- ◆ Halter, belly or half-tops, tank tops, excessively baggy (to the point of falling off), ripped or tight clothing, short-shorts, sunglasses, etc., are for the beach, not school or school-sponsored events!
- ◆ Pajamas and other bedtime attire may only be worn on the designated 'Pajama Day'.
- ◆ Shorts may be worn during the winter season (Nov. – 1st day of spring) with appropriate leg covering (tights, thermals). Shorts may be worn during the warmer months (Sept., Oct., and beginning the 1st day of spring) provided they are an appropriate length (mid-thigh area or longer).
- ◆ Excessive and/or large jewelry, chains, piercings, etc., are not permitted.
- ◆ Cologne and perfumed sprays should be used sparingly and, when used during the school day, must be done in the health office.
- ◆ During the winter months, students are expected to dress appropriately for the weather (hats, gloves, mittens, boots, coats, jackets, etc.). All students are expected to participate in recess, regardless of their manner of dress, unless there is a note from a physician exempting them from participation. More information about recess attire can be found in the Playground Usage section.

ELECTRONIC DEVICE POLICY

Students are not permitted to use or have on their person cellular phones, picture phones, beepers, radios, personal stereos, video games, and digital cameras. This policy applies to the school day as well as school-sponsored events and activities after school and on weekends. If it is necessary for a parent/guardian to contact their child during the school day they may do so through the school office.

For the first offense, students with personal electronic devices will have them confiscated and returned to them at the end of the school day. Subsequent offenses will require that a parent retrieve the electronic device from the administration. Along with confiscations, students may be subject to further consequences as determined by the administration.

Students who wish to use personal stereos or video games on the bus should request permission from the driver. Upon arrival to school, students should give these items to their teacher until the end of the day. The district will not be responsible for lost or stolen items.

Lasers or other similar devices are not permitted on school buses or school property.

SKATEBOARDS/ROLLERBLADES/WHEELED RECREATIONAL EQUIPMENT

Wheeled recreational equipment may not be used on school grounds during the hours of 8:00 am to 6:00 pm, Monday through Friday and any other times when a school activity is scheduled. This rule also applies to "heelies," sneakers with wheels.

TELEPHONE USAGE

Students are permitted to use the school telephones during the school day with staff supervision. Students are expected to use the pay phone during after-school hours, but may not use the pay phone during the school day.

Students will no longer be allowed to receive telephone permission to attend a field trip, athletic or extracurricular event or to ride a different bus.

STUDENT CONDUCT ON BUSES

Bus drivers are expected to maintain order on their buses. When necessary they will report disciplinary cases to the school administration in a timely manner in writing. The school administration will have the authority designated by the superintendent to suspend the riding privileges of students who fail to conform to the rules and regulations as supported by the School Board. 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 and bus safety rules.

If a pupil has been denied the right to ride a school bus for disciplinary reasons, the parent or guardian of that pupil has a right to appeal this action to the superintendent. Until the appeal is heard, the suspension of the pupil's right to ride the school bus is upheld, and it shall be the parent or guardian's responsibility to provide transportation to and from school for that pupil for the period of the suspension.

The following will serve as guidelines meant to support the safe transportation of students. Failure to follow these guidelines may result in suspension of riding privileges. Suspensions may range in length from one day to whatever is deemed necessary to ensure the safety of all riders and drivers.

1. Be respectful of the driver at all times and follow his/her directions.
2. Refrain from eating and drinking on the bus.
3. Keep all harmful materials off the bus, including laser pointers, colognes, perfumes and body sprays.
4. Keep all parts of your body and all objects to yourself, inside of your seat and inside of the bus.
5. Keep the noise level down and remain seated, facing forward.
6. Keep the aisle clear, do not litter, write on or damage the bus. Keep backpacks closed and be certain all items remain secured in the backpack.
7. Remain seated until the bus comes to a full stop.
8. Form a single line when boarding or exiting the bus; no pushing.
9. Stand away from the road before boarding the bus
10. Keep all distractions including yelling, jumping, swinging, etc. to a minimum.
11. If you must cross the street, always **cross in front of the bus**, far enough away so the driver can see you.

Repeated violations of these guidelines may result in suspension from riding the bus for the remainder of the school year.

Drivers will engage in the following procedure

1. Verbal warning
2. Assigned seat
3. Written referral to administration

Drivers may skip steps depending upon the severity or continued violation of rules.

ATTENDANCE

THE SCHOOL DAY

The school day starts at 8:30 am and ends at 3:02 pm. Lunch/Recess will be for a period of 30-40 minutes each day. There will be three lunch periods each day.

KINDERGARTEN

Kindergarten is a full-day program. Families wishing to enroll their child for the optional half-day program should notify the principal in writing. Families may opt for the morning session (8:30 – 11:30) or the afternoon session (12:15 - 3:02) and then decide if and when they wish to expand to the full-day program.

EARLY ARRIVAL TO SCHOOL

Supervision on school grounds is not available until the arrival of the first bus (approximately 8:30 am). Students should not arrive before that time. **Again, children who arrive prior to 8:30 AM will not be supervised.**

Breakfast items are available at 8:30 AM for those students who participate in the program.

Families desiring after school care may contact the private, nonprofit GAP (Gilmanton Afterschool Program). GAP offers before school care, starting at 7:00 am, as well as, after school from 3:00-6:00 pm, Monday through Friday and 1:00-6:00 on early release days.

ABSENCES

If a student will be absent from school, the parent/guardian must call the school the morning of the absence.

Excused absences fall into four categories:

- personal illness/medical appointments
- court appearance
- death in the family
- religious holiday

The student is responsible for completing any work missed, including homework and projects. The student must make arrangements to complete this work, including the extended due date. Students absent due to a short-term illness will be given ample opportunity to complete any missed assignments and should therefore not try to complete those assignments on the day(s) that they are ill.

Regular attendance and participation in classroom experiences are an integral part of education. State law mandates school attendance, and it is the responsibility of the parent or guardian to ensure the punctual and regular attendance of his/her child(ren). Excessive absences will jeopardize a student's academic success and a parent/guardian conference will be necessary. **Truancy of students will be taken very seriously.**

The following protocol will be followed in regards to absenteeism:

1. Upon the 4th absence per term a warning letter will be sent home.
2. Upon the 7th absence per term a meeting between the administration and the parent/guardian will take place.
3. Additional absenteeism may lead to a referral to an outside agency.

If a medical issue is involved, a report from a physician or an evaluation by the school nurse may be required.

TARDINESS

Students who are tardy because their contracted bus is late must check in at the office to avoid being recorded as absent. He/she will not be recorded as tardy on their school records.

Students who arrive to school late for any other reason, must check in at the office, sign the late book and receive a written pass to class. The student will be recorded as tardy or 1/2 day absent, depending upon the time they arrive.

EXTENDED ABSENCES

If a student will be absent for several days, his/her parent/guardian should notify each teacher a week in advance, if possible. The responsibility for organizing make-up work and the due date for this work rests with the student.

TRIPS OR VACATIONS

The Gilmanton School District provides vacation periods in December, February, and April. NH State Law requires that your child be in school. Unscheduled vacations can be detrimental to many children. This practice is discouraged. Teachers should not be expected to provide work in advance or to assign make up work that was missed.

DISMISSAL

Dismissal for all students begins at 3 PM from the health office. Each day students are dismissed either to their bus, parent/guardian, bicycle or an after school activity (detention, sport, club, etc.). Parents/guardians will be asked to sign a form at the beginning of the school year to designate their child or children as "Parent Pick-ups" or "Bus Students." Parent Pick-ups will be called to the Multipurpose Room as a group, not as individuals, and parents will be expected to gather their children and exit the school through the outside door in the multipurpose room. Parent Pick-ups will be followed by all bus students, who will exit through the front doors of the school.

If parents/guardians wish to change their students' designation as a pick-up or as a bus student, they may do so on a daily basis or permanently through a signed note.

Students are not to return to their classrooms, lockers, or into the building after being dismissed. Students should take everything they need with them when they are dismissed at the end of the school day. If a student wishes to enter a classroom, locker or other area of the building after the end of the school day, they must report to the office for permission.

Students being dismissed during the school day are expected to bring a note to school and give it to their teacher in the morning. When parents/guardians arrive at school to dismiss a student, they must report directly to the office and sign the child out in the dismissal logbook. Office personnel will arrange for the student to be dismissed to the office. Dismissals are never made from the classrooms, recess area or cafeteria by the parent/guardian.

DELAYED OPENING

If a delayed opening is announced by a ConnectEd message or any of the media announcements listed in the Emergency School Closing, the entire morning schedule for getting to school will be two (2) hours later. For example: if your child has to be at the bus stop by 7:20 am on a regular day, he/she will need to be there on a "delayed opening" day at 9:20 am. The end of the school day will remain 3:02 pm on a delayed opening.

DANGEROUS CONDITIONS

If in the parent's judgment weather conditions are considered dangerous, the student may remain at home and a note will result in an excused absence.

EMERGENCY SCHOOL CLOSING

The Superintendent of Schools makes decisions concerning the closing of school. If the school must be closed for any reason, parents/guardians will receive a phone call via the District's ConnectEd System. Please be aware that families have the option of removing themselves from the ConnectEd early-morning messages, but such a removal applies to all ConnectEd announcements, regardless of time. School Closing Announcements will also be made over the following radio/television stations:

WEMJ (1490 AM)	WLNH (98.3 FM)
WFTN (1240 AM or 94.1 FM)	WLKZ (104.9 FM)
WNNH (99.1 FM)	WJYY (105.5 FM)
Channel 9, WMUR TV	

Please be sure to indicate an alternative location and phone number on the emergency form for your child. In the event school is dismissed early, please have an emergency plan in effect with your child. (i.e.: key with neighbor, alternative destination)

SPECIAL EDUCATION SERVICES

Special Education services are provided to students who are identified as educationally handicapped as mandated by the Individuals with Disabilities Education Act (IDEA). These services are provided by special education teachers, along with specialists in speech/language pathology, occupational therapy and physical therapy.

If at any time you suspect your child might have an educationally disabling condition, you are encouraged to contact the school to discuss your concerns. School personnel will provide you with information on the procedures for determining if your child is eligible and in need of special education services.

If you have any questions regarding special education, please contact the Director of Student Services at the Gilmanton School.

SECTION 504

PROCEDURAL SAFEGUARDS NONDISCRIMINATION ON THE BASIS OF HANDICAP/DISABILITY

The Gilmanton School District provides the following Notice of Procedural Safeguards to parents/guardians, and handicapped persons, as required by 34C.F.R. Sections 104.7, 104.8, 104.22 (4) (f), and 104.36 of the Regulations implementing Section 504 of the Rehabilitation Act of 1973.

The Gilmanton School District does not discriminate on the basis of handicap in admission or access to, or treatment or employment in, its programs and activities.

The Gilmanton School District provides a grievance procedure with appropriate due process rights. The school Guidance Counselor is the designated employee, charged with coordinating efforts to comply with Section 504. The parent/guardian of handicapped students or any handicapped person may use the grievance procedure established by the School Board. (Reference AC-R Grievance Procedure)

Section D Procedural Safeguards: As required by 34 CFR§104.36, as the parent/guardian of a student, who because of handicap needs or is believed to need special instruction and related services, you have the right, with respect to any action regarding identification, evaluation, and placement to:

1. Notice of referral/identification, evaluation, and placement process, with appropriate consent form.
2. Examine all relevant records.
3. At an impartial hearing, at any time, with respect to any actions regarding identification, evaluation, or placement of persons who need or are believed to need special education and related services, an opportunity for participation by you and representation of counsel as provided under the Individuals with Disabilities Education Act.
4. A review process.

THE GILMANTON SCHOOL CHILD TEAM

Child Team is a regular education program designed to share concerns/questions; brainstorm appropriate actions; designate interventions; and follow the child through intermittent updates. It is based on the understanding that a variety of supports and remedial services can be provided to the student allowing academic success without the need for special education services. This response-to-intervention model is a method of both identifying students as eligible for special education services and as a method for ensuring access to timely and evidence-based interventions for ALL students. The supports and services can and should be closely evaluated to quantify their effectiveness in helping the learning process.

The benefits of a Child Team:

- Emphasis on early identification and intervention.
- The use of progress monitoring based on objective student performance data, to inform instruction and decision-making.
- The use of problem-solving methods to make decisions within a multi-tier model.
- Emphasis on evidence-based instruction and classroom based intervention.
- The potential to reduce the stigma associated with special education, since the multi-tiered model used in a Child Team is a fluid and flexible system where all students move more easily between levels of intervention based on progress and need.

ACADEMICS

NO CHILD LEFT BEHIND ACT OF 2001, PARENTS' RIGHT TO KNOW (Section 1111 (h) (6) (A-C.))

The Gilmanton School District is a recipient of Title I funds; as such, the district hereby notifies parents that upon request the school will provide the parents in a timely manner, information regarding the professional qualifications of the student's classroom teachers. These include at minimum the following: Whether the teacher has met State qualifications for the grade levels and subject areas in which the teacher provides instruction; whether the teacher is teaching under 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. The school will also notify the parent as to whether the child is provided services by paraprofessionals and if so their qualifications.

The school must provide parents with the information on the level of achievement the child has made on all state assessments, and if a child has been assigned or taught for 4 or more consecutive weeks by a teacher who is not highly qualified.

REPORTING OF PROGRESS AND ACHIEVEMENT

A schedule of distribution dates for report cards and progress reports is noted on the yearly calendar. Final report cards and outstanding obligations will be mailed after school closes in June. Book bills, cafeteria obligations, and any other financial responsibilities must be paid in full before report cards will be issued.

Family and staff conferences are scheduled for November and April. Parents/guardians are encouraged to contact their child's teacher for additional meeting times and/or information.

Honor roll qualifications for grades 7 and 8 are:

* **HIGH HONORS:** All A's; All 1's or 2's

* **HONORS:** All A's or Bs; All 1's, 2's or 3's

HOMEWORK

Homework is an extension of class work and an essential part of the learning experience for students. Effective homework assignments will:

- * Strengthen basic skills;
- * Develop initiative, responsibility and self-direction;
- * Build independent study skills;
- * Teach budgeting of study time;
- * Promote parents'/guardians' understanding and involvement in the educational program;
- * Build confidence by ensuring successful learning experiences and familiarity with materials and procedures; and,
- * Encourage innovation and creativity through open-ended, individualized assignments.

The amount of homework assigned to a student depends upon the grade level, current units of study, and variety of other factors. Flexibility is necessary, although the following guidelines are suggested:

Primary Level (K-2):	10-20 minutes/day, 1-3 days/week
Elementary Level (3-4):	20-40 minutes/day, 2-4 days/week
Upper Elementary (5-6):	30-60 minutes/day, 3-4 days/week
Middle School Level (7-8):	50-80 minutes/day (15-20 per subject), 4-5 Days/week

* These guidelines have been endorsed by the School Board.

LATE WORK GRADES K-8

Assignments and projects are due on the date designated by the classroom teacher. Exceptions must be arranged prior to the due date in cases when a student may need additional time to complete the assignment or project.

Teachers will accept assignments or projects up to three days past the predetermined due date with the understanding that the late work will be lowered by twenty points after it is graded.

Assignments and projects will not be accepted after three days past the due date. The resulting grade for the work will, therefore, be a "0".

Student absences from school and the resulting make-up work will be handled according to the guidelines outlined in the Absences and Extended Absences section of this handbook. The student upon their return to school must arrange any necessary extension of the due dates because of an absence with the individual teacher. Should the student neglect the due date extension, the late work guidelines explained here will be implemented.

More information may be obtained through the student's TAG leader, academic teachers or classroom teachers.

TECHNOLOGY/INTERNET ACCESS

The Gilman School District offers Internet services for its K-8 students and staff. The Internet, a global network, will

provide users with a wide range of information from throughout the world. Use of the Internet for educational projects will assist in preparing students for the 21st century. The vast resources and opportunities that the Internet provides to users make the use of this technology a powerful and innovative teaching and learning tool. The levels of access to the Internet provided will vary according to the educational purpose and the student's age.

As much as possible, access to district information resources will be designed in ways that point students to those resources that have been reviewed and evaluated by teachers prior to use for course work. While students may be able to move beyond these resources to sites which have not been evaluated by staff, they will be provided with guidelines and lists of resources particularly suited to the learning objectives. Students may pursue independent electronic research only if they have been granted parental permission and have submitted all required forms.

It is possible that users may encounter material on the Internet that may be considered objectionable. The Gilmanton School's Internet Access Guidelines and Procedure imposes restrictions on access to material that is inappropriate in the school environment. Although staff will supervise students' use of the Internet, there is no guarantee that students will not gain access to material that families might find inappropriate or are not in accord with family values. The Gilmanton School administration and staff encourage families to use this as an opportunity to discuss expectations with their children about how these values should guide activities while on the Internet.

General Use Guidelines:

Users will be instructed in proper Internet usage and issued an Internet Driver's License.

Gilmanton School personal network folders are for storing data files only. Programs or network files may not be stored in users' folders.

Access to the Gilmanton School's personal network folders is limited to the network supervisor and the owner of the folder.

Users may not log in using another student's username or allow other individuals to use theirs.

Users are not allowed to deliberately change or alter files that belong to another student or give access to their files to another student.

Users are not allowed to copy or transfer files for plagiarism. Users may not copy software to or from the network, local hard drives, or the Internet.

Users may not deliberately damage the computer network or equipment. Users will be responsible for the repair costs of any deliberate damage they may cause.

Users must observe basic rules of courtesy in all communications.

Any use of the Gilmanton School's network or Internet connections for business reasons, commercial or for non-profit purposes, or product advertisement is prohibited.

Downloading files, including shareware, is prohibited unless directed to do so by the teacher or technology coordinator.

Use of the network to deliberately access inappropriate material is prohibited.

Any other actions deemed inappropriate by the network supervisors may result in a penalty ranging from a warning to the loss of network privileges.

The Gilmanton School Internet Access Consent and Waiver form must be signed and on file in order for a student to independently use the Internet.

From time to time the Gilmanton School will make determinations as to whether specific uses of the network are consistent with the Acceptable Use Policy.

Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on district servers would always be private. However, temporary Internet files and Internet history logs are not saved on any desktop computer or servers in the district.

Refer to the specific School District Policies regarding Internet Access and Technology Usage for additional information.

Expectations for Internet Access:

Users are expected to use the Internet to pursue intellectual activities, seek resources, access libraries and engage in other types of learning activities. The Gilmanton School administration and staff want students to explore this new “space” and discover what is available. Students are encouraged to learn new things and to share this new-found knowledge with friends, parents, and teachers.

When using the computer network and communicating with others, users need to keep the following in mind:

- Those communicating online can not be seen;
- Age and gender are not apparent;
- Online users can type anything; those receiving online communications can not be sure of the accuracy and truthfulness of the information; and,
- Absolute privacy can not be guaranteed in a network environment.

For users’ safety and for the safety of others, they must exercise caution when communicating with people on the Internet. They should never give out home phone numbers or home addresses. If a student feels there is a problem or feels uncomfortable with the information someone is giving, the student needs to tell the teacher or other adult immediately. It is understood that all computers are to be used in a responsible, efficient, ethical and legal manner. Internet access is a privilege, not a right, and inappropriate use may result in cancellation or suspension of that privilege. Furthermore, certain types of abuse may result in the initiation of legal action. The following are examples of the types of unethical and unacceptable behavior that may result in disciplinary action:

- Use of inappropriate materials or language. No profane, abusive, or impolite language should be used to communicate, nor should materials be accessed which are not in line with the rules of school behavior. A good rule for students to follow is to never view, send or access materials that teachers, parents, or guardians would not want a student to use. Should students encounter such material by accident, they should report it to their teacher or other adult immediately.
- Use of the school’s network or Internet for any illegal activity, including violation of copyrights or other contracts, such as institutional or third part copyright, or license agreements.
- Intentional disruption of the school’s internal network or the Internet.
- Disclosure of the user’s identity or personal information. Only initials (e.g. JQP for John Q. Public) may identify pictures, movies, or sound recordings. Absolutely no home telephone numbers or addresses or information regarding the specific location of any student may appear.
- Gaining access to the files of others, or vandalizing the date or files of another user.
- Plagiarizing material. Plagiarizing is “taking ideas or writings from another person and offering them as your own.” Credit should always be given to the person who created the article or the idea. The student who leads readers to believe that what they are reading is the student’s original work, when it is not, is guilty of plagiarism. Students need to be careful when using information networks. Cutting and pasting ideas into a document is very easy to do. When using someone else’s work, students need to be sure to credit the author.
- Violation of copyright laws. According to the Copyright Act of 1976, “Fair Use” means that any information found on information networks may be used for scholarly purposes. It may not be sold or plagiarized.
- Using the network while access privileges are suspended or revoked may result in immediate additional disciplinary actions.

ACADEMIC CHEATING

Each incident of academic cheating will result in the student receiving a zero or no credit for the specific assignment, quiz, or test involved and an after-school detention. The teacher will report each incident of academic cheating to the administration. The school will notify the parent or guardian of the incident. Pupils who cheat repeatedly will have notification placed in his/her file and may expect additional disciplinary action.

EXAMINATION OF SCHOOL RECORDS

All pupil records may be viewed by parent(s) /guardian(s), subject to the following conditions:

1. The records to be examined are viewed in the presence of a school employee.
2. Copies may be made of file materials with the cost charged to the parent/guardian at a price determined by the School Board. Copies of the requested items will be provided in a timely, but not immediate, manner.
3. The following persons are also authorized to examine pupil files:
 - a. Administrators of the pupil's school.
 - b. Counselor and classroom teacher(s) assigned to that pupil.
 - c. The Superintendent of Schools acting as the school official, or as a direct agent of the School Board in response to a specific inquiry.
 - d. Mental health practitioners (with written approval from the parent/guardian).
 - e. Physicians having professional relationships with the child (with written permission from the parent/guardian).

PROMOTION AND RETENTION OF STUDENTS

If the student fails one or more academic subjects, this policy will apply.

1. During and/or at the end of the first marking period, the teachers will arrange a conference with the parents to review the child's strengths and weaknesses.
2. At the end of the second marking period, the teacher will arrange a conference with the parent to inform them of the possibility of retention. At this conference, educational specialists such as guidance personnel, psychologist, remedial personnel and/or the case manager will be asked to participate as needed. A follow-up letter will be sent to the parents from the school regarding this conference, with a copy to the building administrator.
3. At the end of the third marking period, a conference will be arranged with the parents. At this time, the teacher will update the progress of the child.
4. If a building level decision is made that the student be retained, the parents shall be notified before June 1st. An educational planning form for the following year shall be completed no later than June 10th and will be filed in the child's permanent record folder at the close of the current school year. A copy shall also be filed in the building administrative office and with the receiving teacher. This form will be given to and discussed with the parents. In the event that the parents disagree with this retention, they have the right to appeal to the Superintendent and the School Board.
5. In the case of students who have individual education plans, the teacher will confer with the evaluation/placement team prior to initiating the above procedure. The final decision will rest with the IEP team.

ELIGIBILITY FOR GRADUATION:

To be eligible for graduation from grade eight, a student must:

- A. Be enrolled as a student at the Gilman School, and
- B. Have successfully completed the course of study as determined by the Principal.

In the event of an appeal of the Principal's decision, the Board shall have final discretion on eligibility for graduation.

GRADUATION

Successful graduation, which includes the receipt of a diploma, from the eighth grade of the Gilman School is based on the academic requirements set forth by the School Board. Participation in the graduation ceremony is contingent upon an evaluation of the student's academic achievement, effort, cooperation and other behavioral standards.

Awards distributed at the graduation ceremony include, but are not limited to:

- ◆ Howard and Mary Osler Scholarship: highest standard of scholarship
- ◆ Amy J. Sellin Memorial: best scholastic record
- ◆ Nelson Family Scholarship: scholarship, loyalty and achievement
- ◆ Harry Gordon, III: solid academic record, love of the outdoors and the thrill of sports
- ◆ Chief Ralph Forsyth: interest in fire fighting, law enforcement, emergency medical services and is committed to the community
- ◆ Shaun Lines and Megan Tremblay Award: all-around student
- ◆ Virginia Daigle: avid reader with potential

- ◆ Class of 1986: positive, average academics, involved in activities, helpful and kind
- ◆ Dan Nason Science: integrity, critical thinking, problem solving, responsibility and team skills
- ◆ Math, English, Social Studies, Music, Art, Technology, Foreign Language, Physical Education: achievement in these areas
- ◆ Hyslop: demonstrates persistent work ethic
- ◆ Principal: superior effort, school spirit, love of education
- ◆ Nicholas Cournoyer: commitment to family, friend and country
- ◆ PTA: average or better scholastic record, loyalty, involved in activities, kind, honest and cooperative

Various plaques highlighting past recipients of the above awards, and which further detail the individual award requirements, are located in the hallway outside of the main office.

EXTRACURRICULAR ACTIVITIES

ELIGIBILITY

Eligibility to participate in athletics and other extracurricular activities is based upon academics and/or behavior performance in school as well as during athletics and extracurricular events.

All students who are in danger of becoming ineligible due to poor academic performance and/or behavioral difficulties will have their progress reviewed by a core group of staff members every week of the season (beginning during tryouts).

When a student becomes ineligible based on the decision of the staff group, he/she will be allowed to practice with the team or group but will not be allowed to attend or participate in games or specific group activities. Ineligible students will be provided with the opportunity to participate in tutorial sessions.

Students will become eligible to participate fully if their academic performance and/or behavior have shown improvement as determined by the staff group. However, if no improvement is shown, the team may recommend removal from the team or extracurricular activity.

Students are encouraged to participate in all activities for which they are eligible. There are many activities which take place at the same time of the year. As long as the schedules of the various activities do not conflict, students will be encouraged to participate in as many as they desire. If the schedules do conflict throughout the course of the activity/ activities, students will be expected to choose one of the activities. For example:

- ◆ A student wishes to participate in Chorus and Drama. The schedules do not conflict. The student may choose to participate in both activities;
- ◆ A student wishes to participate in basketball and Math Olympiad. The Math Olympiad schedule conflicts with basketball practice twice during the season. As long as the student makes arrangements with the basketball coach, in advance, to miss the two practices, the student will be encouraged to participate in both activities;
- ◆ A student wishes to participate in spring track and softball. Both teams practice at the same time of the day and have meets and games that often conflict with each other and the practice schedules. The student will be required to choose one of the activities.

A student must be in school for the entire day in order to participate in an activity on that day – exceptions must be made at least 24 hours in advance with the administration. Students absent on a Friday are not permitted to participate in Friday evening and/or weekend events.

Any student scheduled to serve a detention on the day of a practice, game, or other extracurricular activity must serve the detention before participating. Students receiving administrative detentions on the day of an after-school or evening activity may not participate in that activity.

Any student suspended from school will not participate in an extracurricular activity the day(s) of suspension.

The coach may issue training or team rules. The coach may suspend a student from the team for violation of these rules. Students may be removed from any sport or extracurricular activity at the discretion of the administration.

ATHLETICS

Depending upon the interest generated and availability of coaches, the following athletic activities will be offered:

FALL: Soccer, Volleyball

WINTER: Basketball

SPRING: Baseball, Softball, Track & Field

1. Depending upon the number of students interested, all sports will be open to grades 6-8, with some activities open to 5th graders. Notices will be sent home with students explaining the guidelines for each sport.
2. Students must have written parent/guardian permission to participate in a sport.
3. Students must have a yearly physical examination to participate in school athletics. Sports physicals are available at the school in the fall.
4. Students must abide by all rules and regulations of the school as well as the specific guidelines set forth by the coaches. Please refer to the ELIGIBILITY guidelines for further information. Students may be removed from any sport at the discretion of the administration.
5. An adult must accompany students in grades K-4 wishing to remain after school as spectators at games. Student spectators are not permitted at practices.
6. **Students in grades 5-8 wishing to remain at school to be spectators at a game or activity must have written permission signed by their parents/guardians. Telephone permission will not be accepted. SUPERVISION of spectators is not available. Students are expected to remain in the area of the activity at all times. Violations of this policy will result in the loss of spectator privileges.**
7. Transportation to away games or practices off campus is not provided to spectators by the school district.
8. Parents/guardians are asked to abide by the schedules of each event and pick up their athlete at the requested time.
9. Students must show proof of insurance to participate in sports.

CO-CURRICULAR ACTIVITIES

Co-curricular activities available to students in grades six, seven and eight include: baseball, basketball, drama, student newspaper, Math Olympiads, soccer, softball, spring track and field, volleyball, yearbook, Spanish Club, and Wee Deliver. Depending upon the availability of coaches and number of students interested, activities may also be made available to students in grade five.

Consult the Athletics and Eligibility for Extracurricular Activities sections of this handbook for more information.

HEALTH SERVICES

A school nurse is on duty during the school day for emergency first aid and counseling in the areas of personal health and hygiene. If a student feels ill, he/she should notify his/her teacher immediately. The teacher will send the student to the health office to be checked by the nurse. If the nurse is unavailable, the student is to go to the main office for assistance.

The nurse will decide if it is necessary for the student to be dismissed from school for health reasons. The nurse or the office will contact the parent or guardian. The nurse is not allowed by law to treat or diagnose, but can give minor first aid and advice as to whether or not further medical help appears to be needed.

Students who arrive to school with any type of noticeable injury (i.e.: elastic bandage, cast, crutches, sling, etc.), no matter where the injury occurred, must have a doctor's note to return to school indicating if any or all activities are to be restricted. The student will be sent to the health office immediately for confirmation of the injury and so that any necessary accommodations can be made.

Families are encouraged to make necessary doctors' appointments after school hours.

MEDICATIONS

If a student is in need of medicine during the school day, the parent, guardian or responsible adult must personally bring to school the original container accompanied by a written statement from the prescribing physician detailing the name of the medication, dosage and the time schedule to be observed. The medication provided will be inventoried immediately.

Students are not to bring medicine or pills (including vitamins, aspirin or ibuprofen) of any sort to school or on the school bus.

Medication will not be dispensed to the student unless these procedures are followed. Disciplinary action may be taken if a student violates these guidelines.

IMMUNIZATIONS

A variety of immunizations are required for all public school children. The required immunizations are distributed through the health office in advance. Children's required immunizations and/or documentation regarding exemptions must be on file for the child to remain at school. Please contact the school nurse for additional information.

INSURANCE

All pupils have an opportunity to purchase an insurance plan covering medical and hospital bills resulting from accident or injury while going to school, at school, or participating in a school-sponsored event, and returning directly from school. The school system is not liable for payment of bills resulting from injuries under these circumstances. Details of the plan will be presented at the start of the year in a brochure from the insurance company.

Students must carry some form of insurance to participate in interscholastic sports.

SCHOOL LUNCH PROGRAM

CAFETERIA

Students are expected to behave appropriately and respectfully in the cafeteria. All students are expected to assist with the cleaning and maintenance of the cafeteria. Students are not permitted to leave their table without permission. Neither soda nor candy is permitted in the cafeteria.

BREAKFAST PROGRAM

Breakfast will be available to all students each morning from 8:30 to 8:40 am. Students in grades K-8 may also purchase snacks at this time. Breakfast monies will be collected in the same envelope as lunch monies.

LUNCH PROGRAM

Hot lunch is available to all students each day. Hot lunch menus are distributed at the beginning of each month. Hot lunch and breakfast program guidelines are distributed at the start of each year.

Students are requested to purchase lunches at the start of the week, in the morning, based on the number they wish to purchase. Students may also purchase lunch on a daily basis by notifying their teacher during homeroom period of their intent to purchase a lunch. Students who bring lunch from home may purchase milk on a daily basis. Students who are absent on Monday, may purchase lunches on the day they return. Students should bring all money in an envelope with their names, amounts, and purpose. The school district is not responsible for lost money.

If you are interested in a printout of your child's hot lunch account, simply call Mrs. Stockwell in the cafeteria and she will provide you with a copy of meals purchased.

We ask that families make every effort to keep financial obligations to a minimum. Written notification will be sent to families when they accrue a debt of \$40. When the debt exceeds \$50, students will be served cold lunch for a reduced fee of \$1.00/lunch.

Forms for participation in the free or reduced breakfast and lunch program are distributed each September. The forms are available throughout the year in the main office, kitchen and health office. Any family in need of assistance during the year should contact the main, health or cafeteria office. Our first priority is to be certain all of our children have lunch and breakfast, every day.

SNACKS

Students in all grades are encouraged to bring a nutritious snack to school or purchase one from the cafeteria. Soda is not allowed as a snack. Glass containers are a potential hazard and, therefore, are not allowed. Exceptions will be made for thermoses.

Students in grades K-8 may purchase snacks and juice in the cafeteria before the start of the school day.

MISCELLANEOUS

AHERA (Asbestos Hazard Emergency Response Act)

In 1986 Congress passed the Asbestos Hazard Emergency Response Act. That law requires all schools to be inspected to

identify any asbestos-containing building materials (used in almost all buildings built before the late 1970's). The law further requires the development of a Management Plan, which outlines our intent in controlling the potential for exposure to asbestos fibers in our school. The asbestos-containing materials identified in our building are distributed in various locations and include floor tile and pipe insulations. The items pose no risk to our community. A copy of the Management Plan is available at the SAU office.

BICYCLES

Students riding bicycles to school must keep them in the bike rack. Bicycles may not be ridden during the school day. Bike riders and walkers will be dismissed after the last bus, and bicycles may not be ridden until the last bus leaves the school yard. Bicycle riders are expected to follow the rules of the road, the same as an automobile. Bike helmets are now required by NH State Law, and students will not be permitted to ride a bicycle without a helmet firmly in place. Students who do not demonstrate a responsible attitude toward riding their bikes to school will have the privilege taken from them.

BUS CHANGING PROCEDURE

If a child is going home with another child on a different bus, he/she will need written permission from his/her parent/guardian. Please note that students will not be allowed a bus note for drop-off to an absentee child's home without special permission from administration.

Children going home on their regular bus, but who will be getting off at a different stop, will need written permission from a parent/guardian. Permission to change buses depends on the availability of seating.

Students are to give the note, signed by the parent/guardian to their homeroom teacher in the morning. The teacher will provide the student with a bus slip, to be given to the driver by the student, authorizing the change.

The school district does not provide bus transportation to the homes of students who do not attend our school unless prior arrangements are made by the parent/guardian with the administration.

Students are assigned to a specific bus and are expected to ride that bus. Changing buses, except as noted, is not permitted. Riding the wrong bus may result in suspension from riding any bus.

CARE OF BOOKS, EQUIPMENT AND SCHOOL PROPERTY

It is the responsibility of the student to take care of all school property. Should a student damage or lose assigned school property, that student will be billed for its replacement value and/or be required to make some form of restitution. If a student should fail to meet the obligations, the principal may withhold his/her report card and disciplinary action may be taken.

Parents/guardians of students who continually damage or lose books will be required to meet with the principal at the start of the school year to receive their child's textbooks.

Students who continually damage or lose library books or computer software may lose all library and/or computer lab privileges.

CARS ON SCHOOL GROUNDS

Persons arriving in the parking lot in an automobile must follow all standard rules of the road. Drivers must adhere to the rules involving school buses and may not interfere with the loading or discharging of passengers. Extreme caution should be used during the hours of 8 AM and 3:30 PM. Parents and students are requested to cross either in front of the first bus or in back of the last bus when crossing the parking lot. Pedestrians should avoid crossing the parking lot between buses.

There is no parking or discharging of passengers in the BUS LOADING ZONE during school hours (8:15 am - 3:30 pm). The Bus Loading Zone is located directly in front of the building and includes the area in front of the doors to the school building.

Visitor and short-term (15 minute) parking spaces are located in the first row of parking spaces adjacent to the handicapped spaces.

CITIZEN OF THE MONTH AND CITIZEN OF THE YEAR

Citizen(s) of the Month awards will be distributed at an assembly each month in the gymnasium. Parents, guardians, family and community members are encouraged to attend. Citizens of the Month are selected for demonstrating respect, responsibility and acting as positive role models in the school community. Citizen of the Year awards are distributed at the

Recognition Day Assembly in June. Students who receive this recognition are those who continuously display a responsible and positive attitude, contribute to the betterment of the school community and its members, act as positive role models for other students and demonstrate respect for others through words and actions.

COMMUNICATING THROUGH APPROPRIATE CHANNELS

It is very important that parents be aware of their child's academic and social progress. If a problem arises, dialogue should begin with the classroom teacher, then it goes to the principal and if still not resolved, it should be discussed with the Superintendent.

- **Teacher Availability**
If a teacher must be reached by telephone, the school office may be called and a message to call at their convenience will be delivered to the teacher.
- **Parent Conferences**
Parent-Teacher Conferences are scheduled after the first and third terms during the year. However, if at any time you would like a conference, call the office and our secretary will arrange an appointment with the classroom teacher or specialist.
- **Report Cards**
For grades one through eight, report cards are distributed at the end of each term, in November, January, April and June.
Kindergarten Assessments are distributed in January and June.

DANCES

There are a number of dances throughout the year sponsored by the 8th grade class. All dances are open to 6th, 7th and 8th graders. The last dance of the year is open to 5th graders. Parents/guardians are encouraged to check the monthly calendar for details and, if interested, contact the main office to volunteer as a chaperone. Typically, eighth grade parents and staff chaperone dances.

Dance attendance guidelines:

1. Students who are absent, suspended or sent home from school on the day of a dance are not allowed to attend. Students repeatedly sent to the office for serious infractions of school rules may lose the privilege of attending dances.
2. Students are expected to follow all school rules at dances and are subject to the same consequences outlined in the Student Code of Expectations on page 7 of this handbook. These expectations include: adherence to the dress code, refraining from gum chewing, avoiding inappropriate physical contact, etc.
3. Only Gilmanton School students are allowed to attend school dances. Students wishing to bring a guest must have their parent/guardian complete a form available through the office or TAG Leader or bring a note, written and signed by their parent/guardian, identifying the guest by name, school and grade. The note must be given to the administration 24 hours before the dance. The guest must be attending the same grade as those invited to the dance. No more than three guests per dance per Gilmanton School student are permitted.

DARE (Drug Abuse Resistance Education)

The DARE program involves students in grades K-8, with a concentration of classroom lessons at Grades 5 and 7. The DARE officer, a member of the Gilmanton Police Department, works with students to develop good decision making skills, confidence, positive peer relationships and conflict resolution skills.

DISTRICT POLICIES

The SAU office has additional policies available for public review.

FIELD TRIPS

Students will be provided with a Field Trip Permission form for each event. The form is to be returned no later than the start of school on the morning of the trip (for regular field trips). For more extensive field trips (Project Adventure, overnight treks, etc.) the student must follow the guidelines set forth by the trip coordinator for the return of the permission slip and any other necessary paperwork.

Students must have WRITTEN permission to attend a school sponsored off-campus field trip. Telephone permission will not be accepted. Students who do not have written permission will be required to remain at school and will be provided with an alternative assignment.

Field trips will be free unless otherwise noted. Financial assistance is available when a fee is required. Please contact your child's teacher, administration or nurse for assistance.

Teachers include parent chaperones on field trips whenever possible. Families will be notified through newsletters and permission slips if volunteers are needed. Chaperone space may be limited, and a lottery system may be necessary for selection. Please note that parent chaperones need to attend field trips without preschool siblings.

GUIDANCE SERVICES

The school counselor is available to all students and families. Anyone wishing to speak with the counselor should make contact through the school office. All counseling discussions are kept confidential unless it is necessary for the safety and well being of the child for the counselor to share this information with the administration.

GYM/PHYSICAL EDUCATION CLASS

Students are to wear or bring non-skid, non-marking rubber-soled sneakers on gym days. Students will not participate in gym class without the appropriate footwear. Students should dress appropriately for physical education classes. They should avoid clothing that may be hazardous when climbing, involved in strenuous activity, etc. Students wearing excessively baggy clothing will not be permitted to participate in gym class.

LIBRARY

The Gilmanton School Library supports and enriches the classroom curriculum with books, periodicals, software, and A-V materials. The number of items a student may borrow is dependent on the grade level, with an average two-week loan period. Students are expected to return all books and materials promptly when due. Replacement costs for lost or damaged books will be billed at the end of the school year.

Parents are invited to come into the library any time school is in session and check out books for themselves or to share with their students. Volunteers are welcome and needed.

LOCKERS

All students in grades 6-8 are provided with lockers. Students are to keep their coats and book bags in their lockers during the school day (except for the use of coats at recess). Book bags and coats are not allowed in the classrooms. Each student is responsible for keeping his/her locker clean and organized. Periodic cleanouts and routine checks will occur. The lockers remain the property of the school and are therefore subject to inspection by school authorities to ensure the safety and well being of all students. Students will be responsible for any damage done to their lockers.

LOST AND FOUND

The lost and found is located in the hallway across from the Nurse's Office. Articles in the lost and found area will be donated to charity before each school vacation. Parents/guardians are encouraged to check the lost and found area for missing articles.

PARENT/FAMILY/TEACHER ASSOCIATION (PTA)

The Gilmanton Parent/Family Teacher Association meets the 1st Tuesday of each month during the school year at 6:30 PM. Parents, guardians, family, community members, and school staff are encouraged to attend. Childcare is provided during each meeting.

PARTIES

Parties are held at school at the discretion and with the prior approval of the classroom teacher and the administration. The distribution of party invitations at school is not permitted unless invitations are extended to the entire class.

PEER MEDIATION

The Peer Mediation program allows students in grades four and five to participate in a training program in conjunction with Lakes Region Family Services and our counseling staff. Successful completion of the training program provides the students with the skills and tools they need to mediate disagreements and conflicts among their classmates and younger students. There are currently trained mediators in grades four and five. Peer mediators provide assistance during lunch and recess and through a referral service utilized by the teaching staff, administration, bus drivers and students.

PETS/ANIMALS

Pets and other animals are not permitted in the school building or on school grounds. Exemptions may be made, on a very rare basis, by the administration in consultation with the involved classroom teacher prior to the arrival of a pet or other animal.

PICTURES

All students will have an opportunity to purchase yearly school pictures.

Details concerning the taking of pictures and their purchase will be presented in a brochure distributed by the photographer prior to the photo date, which will occur in early Fall and at other times during the year. Parents/guardians should consult their monthly calendars for more information.

PROOF OF RESIDENCY

According to (RSA 193:12) no person shall attend school, or send a pupil to the school in any district of which the student is not a legal resident. Proof of residency information needs to be current. A copy of a utility bill, rent receipt, tax bill or other document with the name and physical residence is acceptable.

SCHOOL BOARD

The School Board generally meets the 2nd and 4th Monday of each month at 6:30 pm in the school library. The first meeting of each month includes a public forum. Community members are encouraged to attend. The agenda is posted outside of the health office, town hall and post offices.

SCHOOL MASCOT AND COLORS

The school colors are blue and gold. The mascot is a Spartan.

SEADS (STUDENT ENRICHMENT ACTIVITY DAYS) PROGRAM

An enrichment program for students takes place during the months of January and February. This program, generally on Fridays following the December break, involves school staff, students and volunteers who design enrichment activities for all students in grades K-8. Students are provided with the opportunity to participate in the skiing program at Gunstock or any number of programs. Past activities have included: ice skating, bowling, an integrated Colonial America unit with candle making, food preparation and book making as well as music and dance. Scholarships are available for students interested, but unable to afford the cost of the ski program. Please contact the principal if you need more information.

STAFF ROOM

Students may not enter the staff room without the permission and supervision of a staff member. Student use of the staff soda machine is not allowed.

TAG (Team Advisory Groups)

Students in grades 7 and 8 participate in the TAG program. The goals of the TAG program include: developing organizational and study skills, practicing positive social, peer and conflict resolution skills, and participation in community service activities. Students meet in small groups twice each day with faculty members.

TRADING CARDS

Trading cards are permitted for use on the school bus with permission of the bus driver and in the classroom or other areas with permission of the classroom teacher. The school district assumes no responsibility for the safe-keeping of trading cards and encourages the students to refrain from engaging in any behavior that may interfere with their education. Trading cards may be confiscated if their use becomes disruptive.

TRANSFER TO ANOTHER SCHOOL

If a student is going to move and transfer to another school system, his/her parent/guardian is required to notify the administration and teacher in advance of departure. The receiving school will also notify our school office, at which point student records will be transferred.

All books and materials are to be returned to the appropriate staff member. Students in grades 6-8 will be responsible for cleaning their assigned lockers.

VISITORS, GUESTS, PARENTS AND FAMILY MEMBERS

All visitors, guests, parents, alumni, family and community members must report to the office for administrative approval, sign-in in the logbook and be provided with a visitor's badge to be worn while in the school building.

All visitors are expected to adhere to the guidelines outlined in this handbook.

VISITORS – STUDENT

Any student who wishes to have a friend visit school is expected to present a written request from his/her parents to the administration in advance of the day they wish their friend to visit.

W.O.W. (Words of Wisdom)

In conjunction with the Citizen of the Month recognition program, the W.O.W. program was implemented to expand the promotion of character development and citizenship skills throughout the school community. Each month school staff and students focus on a theme in their classrooms and throughout the school. Themes such as cooperation, honesty, generosity, responsibility, commitment, patience, respect and caring are integrated throughout the curriculum to provide students with the opportunity to practice and develop these traits.

VOLUNTEER PROGRAM

The Gilman School Volunteer Program provides volunteers to assist in the classrooms, office, library, computer lab and in other areas throughout the school. Any member of the community interested in volunteering should contact school staff, administration, the Volunteer Coordinator, or a member of the PTA.

*This version of the Student/Family Handbook was adopted by the Gilman School
on July 13, 2009.*