

SCHOOL YEAR 2009 - 2010

Oh the places you'll go
You'll be on your way up
You'll be seeing great sites
You'll join the high fliers
Who soar to high heights.

Dr. Seuss

Epping Elementary School

Student Handbook

17 Prospect Street

Epping, NH 03042

Phone 603.679.8018

Fax 603.679.9822

URL: www.sau14.org

OUR SCHOOL PHILOSOPHY: CHILDREN FIRST

We, the teachers, support staff, and administrators at Epping Elementary School, are committed to helping all children learn and achieve at high levels.

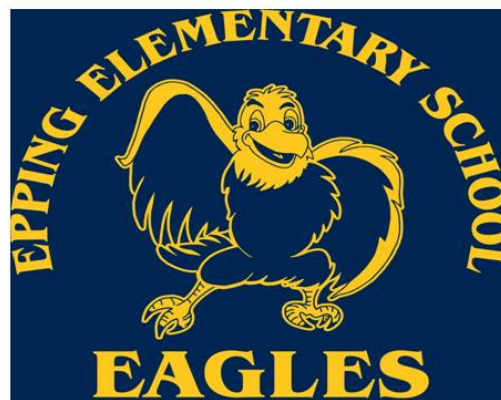
We believe that every child will succeed if they feel safe, known and welcome at school.

We believe every child has a right to the best education possible.

We believe that the best education promotes a child's academic, social, civic, and emotional development and that developing respect for one's self and respect for others is a critical part of that process.

We believe education is a partnership between school and home and we believe in open communication that supports our mutual effort.

Finally, we believe that we must help instill in our children a love of learning that will grow with them as they take on the responsibility of citizenship in our community, state and nation.



NEW/CHANGES FOR 2009-2010

Epping Elementary School will be locked at all times, and visitors will be buzzed in by the main office.

Cool News will now be distributed via e mail see (page 4).

Attendance policy change see (page 5).

Dolls, stuffed animals and other toys are not permitted in lunch (page 15).

No pajamas or other clothes meant for sleeping, except during special school events (page 17).

Food services section (page 21).

Pupil placement policy: school board policy change (page 25).

Field Trips: chaperones must undergo training at least once per year (page 23).

National Elementary Honor Society (page 22).

Student Council section (page 22).

GENERAL INFORMATION

Classes officially begin at **8:35 am**. The building will open at 8:05 am. **Early drop-offs cannot be accepted.** Classrooms will be open at 8:20 am with quiet time from 8:20 am-8:35.am which allows students time to unpack their books and coats and get ready for the day. Students arriving after 8:35 am will be marked tardy and **will have to obtain an admission pass from the office before they go to class.** The school day ends at 3:00 pm. Walkers will be dismissed first followed by bus students.

Half day kindergarten classes have the following schedule: AM classes begin at 8:35 am and end at 11:05 am, while PM classes begin at 12:30 pm and end at 3:00 pm.

Open House Nights

Parents and guardians are invited to Epping Elementary School's Open House Nights. This evening offers parents the opportunity to meet teachers and to learn about their child's curriculum, expectations, materials and events for the upcoming year.

Tuesday, September 29, 2009 6:30 pm to 8:00 pm Grades K-1-2

Wednesday, September 30 2009 6:30 pm to 8:00 pm Grades 3-4-5

No School / Staff Development Days

Epping Elementary's classroom teachers will implement the Tufts University writing program. Trainers from Tufts will work with small groups of teachers and staff during the school year and on the following professional development days.

Friday, September 25

Friday, October 30

Friday, January 15

Tuesday, March 9 (Town & School Election Day)

COMMUNICATION

AlertNow Automated Telephone Communication

All Epping schools now use a computerized telephone notification service which allows the schools to rapidly send a telephone or e-mail message to parents and guardians. Schools will use this system to send notices of school delays or cancellations due to inclement weather, as well as reminders about various events, including report card distribution, open house, field trips and more.

Families are asked to fill out and return emergency contact forms so that all school can make certain that they have up-to-date phone numbers and are arranged in the order parents and guardians would like to be contacted. Please note that up to six phone numbers can be called in a fast sequence.

If parents and guardians do not want the school to contact them using the AlertNow system they can contact the school to request a Removal Request form to fill out and send back to the school attended by your oldest child. Please note that if they choose to remove their contact numbers from the AlertNow system they will not receive **any** of the messages sent out. You can either receive all messages or no messages.

Notices of Delayed Openings/Cancellations

On bad weather days the school will use the AlertNow system to send out notices of a delayed opening or a school cancellation. Those notices will be sent between 6:00 am and 6:30 am in order to reach families with children attending either middle school or high school. Notices will still be sent to the radio and television stations listed below. A two-hour delayed opening means that school will start at 10:35 am instead of 8:35 am. This later starting time will help the buses and walking students get to school safer. Roads that are dangerous at 7:00 am are often plowed and sanded by 9:00 am. If the roads are still considered to be dangerous by 9:00 am, school will be cancelled for the day.

The following media sources will broadcast delayed opening and school cancellations. You can also check the school's website.

WERZ 107.1 FM: Portsmouth

WMUR TV Channel 9: Manchester www.wmur.com

WOKQ 97.5 FM: Dover

Epping School District website: Epping www.sau14.org

Emergency Early Dismissal

In the event that school must be closed early due to extreme weather conditions the Elementary School will make every effort to contact all parents by using the AlertNow System. It is very important that parents develop their own plan with their children for this kind of event. This is especially true if parents work far away or if the school cannot contact a parent or guardian. Parents are asked to write out this plan on an Emergency Information form identifying where and with whom children are to be sent in such an emergency.

Newsletters

A school newspaper, the Cool News, is sent home on Fridays. This newsletter contains a calendar of events, artwork and stories from our students, and curriculum and activity updates from the principal and staff. **New this year, the Cool News will be emailed home to families with access to email. All families will have the opportunity to request a hard copy of the Cool News if they do not have e mail.**

Classroom teachers may also send out newsletters to families regarding homework, field trips and other happenings.

School Website

The Epping Elementary School website contains a lot of useful information about activities and events that are going on at the school. You can access that page through the district website at www.sau14.org. District policies can also be located on the website.

Principal Coffees

The Principal and Dean of Students will schedule a number of informal sessions to meet with parents over coffee, tea or juice at school. The sessions are meant to allow parents and guardians a chance to ask questions or bring up concerns about Epping Elementary School. Sometimes there may be a topic such as the NECAP tests or bullying while at other times the topics are whatever is on a parent's or guardian's mind regarding their child's education.

ATTENDANCE POLICY

New Hampshire state law mandates daily attendance at school for children between the ages of six and sixteen. (RSA 193:1 and RSA 193:16) Poor school attendance affects the chances for a student's success as a learner. Epping Elementary School has adopted the following process to help promote good attendance:

Residency

School District policy mandates that no person shall attend school, or send a pupil to the school, in any district of which the pupil is not a legal resident, without the consent of the district or of the school board. Questions about residency can be answered by referring to the Annual Parent Notice of Rights and Policies or Policy JFA on the Epping School District Website. .

Absences

If a student is going to be absent for any reason parents or guardians must notify the school by calling the office as soon as possible at 679-8018 or by sending a note with a sibling or another person.

Per School Board Policy JH – STUDENT ABSENCES AND EXCUSES:

“Regular and punctual patterns of attendance will be required of each student enrolled in the District. It is recognized that absence from school may be necessary under certain conditions and may be excused. However, every effort should be made by parents and students to keep absences and tardiness to a minimum.

Student attendance at school is the responsibility of the parent(s) and student. In order for the parents to fulfill their responsibility, the school must keep them informed of student absences.

The Board recognizes two kinds of absence: excused absence and truancy which is an unexcused absence.

Excused absence is defined as absence due to:

- ◆ **Personal illness – the School Principal may require a note from a medical practitioner for excessive absence.**
- ◆ **Death of a relative – the School Principal may use his/her judgment in limiting absence for this reason.**
- ◆ **Observance of religious holidays – the School Principal may require a written statement from authorities substantiating such observances.**
- ◆ **Educational activities away from school – the School Principal may approve educational activities other than that received by the student in school.**
- ◆ **Emergency or special circumstances – the School Principal may approve an absence if in his/her judgment there is good and sufficient cause. Regulations**

published by the School Principal will emphasize the scheduling of family vacations during school vacations.

For an absence to be designated an excused absence the school must be notified of the absence prior to or the day of the absence and the reason for the absence must meet the definition of excused absence.

Any absence other than an excused absence is considered truancy. The school may designate an absence an unexcused absence as a temporary measure to evaluate the situation, however, within a reasonable time period the unexcused absence will be designated excused or truant.

Absences, even with the approval of the parent(s), which are excessive and/or which interfere with the student's educational program will be interpreted as truancy and follow-up legal procedures instituted."

If a student is absent:

Five (5) days absence in a single quarter without documented evidence of a medical condition:

A call or letter will be sent for parents. Parents will have the opportunity to send in documented medical evidence such as doctor's notes to explain the absences.

Eight (8) days absence in a single quarter without documented evidence of a medical condition:

A second call and letter will go home. There will be a mandatory meeting between parents, student, teacher, and administrator to develop a plan to address the attendance problem.

Twelve (12) or more days of absence during the school year without continuous documented evidence of a medical condition:

Referral will be made to the Epping Elementary Student/Teacher Assistance Team. There will be a second meeting between the parent, student, teacher, and school administrator. Epping Police may be contacted concerning truancy issues. Referrals to outside agencies such as the NH Division of Child and Youth Services may be discussed at this time.

Tardiness

The school day begins at 8:35 am and learning begins almost immediately in all classes. Students who arrive late to school miss valuable instruction time and can disrupt classroom routines. Students can arrive to school as early as 8:05 am and will be allowed to enter their classrooms as early as 8:20 am. Parents, please assist us by getting your

child to school on time. **If your child is tardy due to a medical appointment please inform the office and the tardy will be considered excused.**

If a student is tardy:

Five (5) tardies in a quarter:

A call or letter will be sent for parents. Parents will have the opportunity to send in documented medical evidence such as doctor's notes to explain the tardies.

Eight (8) tardies in a quarter:

A second call and letter will go home. There will be a mandatory meeting between parents, student, teacher, and administrator to develop a plan to address the attendance problem.

Twelve (12) or more cumulative tardies during the year:

Referral will be made to the Epping Elementary Student/Teacher Assistance Team. There will be a second meeting between the parent, student, teacher, and school administrator. Epping Police may be contacted concerning truancy issues. Referrals to outside agencies such as the NH Division of Child and Youth Services may be discussed at this time.

Dismissals

The following procedures will be implemented by the Principal to supervise the release of students.

1. Students will be released only when authorized by the parent or legal guardian. The authorization must include the student's name, the time of release, the time of return if any, the reason for the release, and the name of the person(s) to whom the student will be released if other than the parent or guardian.
2. When a student is being released, the parent or other authorized person must sign the student out in a log that is located in the main school office. The signature is to be checked for legibility. If the signature is unreadable, the visitor should be asked to verbally pronounce his or her name.
3. Students will not be released to any individual without the presentation of a picture ID, unless the Principal or other personnel authorized by the Principal can vouch for the person's identity. Upon return, the parent or other authorized person must sign the student in as above.
4. Students shall stay in the main office, nurse's office, or other supervised area as approved by the Principal until being released.

5. In an emergency, such as illness, when the parent or guardian cannot be reached, students may also be released to authorized persons so stated on the student's emergency information documentation.
6. Restraining orders, custody papers, and other such court documents will be adhered to.

STUDENT SAFETY, SECURITY

End of Day Dismissal Procedures

As mentioned above, student safety and security is a top priority of the Epping School District. Based on the District Policy, Epping Elementary School's dismissal procedures include the following:

1. **To protect learning time and increase security, parents and guardians are asked to please assist Epping Elementary School by not dismissing their children between 2:45 and 3:00 pm. Parents or guardians who show up for dismissal during that time will be asked to wait until 3:00 pm.**
2. Parents/guardians and other adults who are picking up children as walkers will be asked to please wait just outside the building so that children can be dismissed in a safe and orderly way. Parents are always welcome to use the carline to pick-up their children. Students waiting to be picked up in the carline are supervised by staff.
3. Photo ID will be required for pick up. Any adult picking up a student from Epping Elementary will be asked to produce proof of identity before the child is released to that person.
4. Parents and guardians must identify the adults who are authorized to pick up their children. Students will not be released to any adult who has not been authorized in writing by the student's parent or guardian. In an emergency, school administrators may authorize a dismissal based on a telephone conversation with a custodial parent or guardian.

The staff at EES thanks you in advance for understanding our attempts at making the school as safe as possible for the students.

Changing Transportation Arrangements

If parents or guardians want to change transportation arrangements, such as riding a different bus to a friend's house, they need to put that request **IN WRITING IN ADVANCE** to the office. The child will present this note to his/her teacher upon his/her arrival at school, and he/she will then receive a bus pass from the school office. With written permission, children may get off at a different stop on their own bus route. This policy helps ensure our students' safety.

Please note that walkers and bus students who want to stay after school need to turn into the office a written permission from a parent or guardian no later than 9:05 a.m. on the day of this change.

Visitors to the School

“Safety and security of students and staff are matters of the highest priority. In order to provide for the assurance of such security, **all guests and visitors will be required to register at the school office immediately on entering the school building.** The principal shall exercise his discretion in balancing the desirable goal of conducting school in an open environment with security concerns. Visitors’ passes shall be issued and approved visitors shall carry a visible name tag.

Parents shall always be welcomed for conferences with staff members or other legitimate purposes. **Visitors who wish to enter classrooms will secure permission from the principal.** The principal, in granting or denying permission, shall take into account legitimate concerns of citizens with respect to the conduct of instruction counterbalanced by the need to provide instruction in an undisturbed environment. Generally, teachers shall be given advance warning that visitors will be in attendance.

Principals and teachers are encouraged to invite parents, citizens and others to visit the school and to participate in school programs. During American Education Week or similarly designated occurrences, the school shall annually conduct an open house; encouraging parents, grandparents, other relatives and/or citizens to visit the school to learn about the school’s operation and the nature of instruction.

In order to make Epping Elementary School a safer place, all visitors, volunteers and substitutes will be required to wear school-issued identification badges at all times when in the building. All school employees will be required to wear their staff badges during hours of operation.

The use of tobacco product is strictly prohibited in /on all school facilities and or grounds.

Safety Drills

The state requires that we have Fire and other safety drills during the year. Directions are posted in each room and a copy of our Emergency Procedures has been sent home in each child’s First Day Packet. It is the responsibility of each student, with the help of the teacher, to cooperate by following all safety rules and procedures.

Point of emphasis: During the year Epping Elementary School will be practicing the following safety procedures: lockdowns, reverse evacuations, evacuations, shelter in place, and drop, cover and hold.

SCHOOL PORTRAITS

Geskus Photography will take school pictures on Wednesday September 16, 2009. A brochure and prepayment envelope will be sent home in advance of the date in which orders will be placed. Prepaid order forms must be turned in on the day that the pictures are taken. The company will offer retakes in families are not satisfied with the first set of portraits and a full refund if families are still not satisfied. An Epping Elementary School yearbook will also be available for purchase at the end of the school year. The yearbook contains student photos and the many student activities that happen throughout the year.

PARENT AND STUDENT RIGHTS TO KNOW

Records

Parents or legal guardians of students have the right to inspect or review any of the school records, files and other data kept by the school about their child or themselves. In addition, the parents or legal guardians of a student have the right to a hearing to challenge the content of their child's records to assure that the records are correct. For a more complete description of parent and student rights please refer to Annual Parent Notice of Rights and Policies or Policy JRA on the Epping School District School District Website.

Release of Student Records

The Epping Elementary School will not release copies of records or personal information about any student other than directory information unless we receive a signed release form from the parents or legal guardian of a student. This signed form must contain the student's name, what information will be released and the destination of that information. Only then will the school mail the information.

When a student moves out of district, student records will not be forwarded to other school districts until all outstanding library books and school textbooks have been returned. If the library or textbooks cannot be found, the books must be paid for in full in order for the student records to be sent to the new school district.

Parents' Right to Know About Teacher Qualifications

For any parent who requests, Epping Elementary School will provide information regarding the professional qualifications of the student's classroom teachers. Such information will include:

1. Whether the teacher has met NH qualifications for the grade levels and subject areas in which the teacher provides instruction.

2. Whether the teacher is under emergency or other professional status that the State of NH has waived.
3. The degree major(s) of the teacher and any other graduate certification or degree held by the teacher and the field of discipline of the certification or degree.
4. Whether the student is provided services by professionals and if so, their qualifications.

REPORT CARDS

Report cards are issued four times a year. The first and third term reports are issued at pre-arranged parent-teacher conferences. **Report cards are not issued to students at the close of the school year if all library materials and textbooks have not been returned to school.**

Honor Roll

The Epping Elementary School has established criteria for an Honor Roll for students in grades 3, 4 & 5.

Honor Roll Criteria: High Honors

Acceptable Grade: A-, A, A+

Effort Grade: S (Please note S- does not qualify for honor roll)

Subjects: PE, Art, Music, Computer (January and June)

Math, Reading, Science, Social Studies, Spelling and Writing

Honor roll criteria: Honors

Acceptable Grade: B-, B, B+, A-, A, A+

Effort Grade: S (Please note S- does not qualify for honor roll)

Subjects: PE, Art, Music, Computer (January and June)

Math, Reading, Science, Social Studies, Spelling and Writing

STUDENTS RIGHTS AND RESPONSIBILITIES

We believe that all members of the Epping Elementary School Community believe that;

- Students have a right to an education and to learn as much as they are able.

- Students have the right to go to a school that is respectful and safe and that promotes lifelong learning and appreciation of the arts and sciences.
- It is students' responsibility to respect others' rights and property.
- It is the school's responsibility to protect the rights of all and to promote learning for all.
- It is the school's responsibility to promote respect for every individual.

EQUAL OPPORTUNITY FOR THE SCHOOL COMMUNITY

(From the Epping School Board Policy) "Equal opportunity applies to all students and employees of the District. Students are entitled to equal opportunity in having access to educational programs and activities. The District will employ individuals who meet the physical and mental requirements, and whom have the education, training, and experience established as necessary for the performance of the job. All members of the school community shall learn and work in a safe, healthy, and positive school environment.

The District will not discriminate on the basis of age, race, color, religion, country of origin, marital status, sex, sexual preference, and disability, nor will the District tolerate harassment of any kind. Discrimination and/or harassment of students or employees can include students, employees, or any individual who might come in contact with students on school grounds or at school-sponsored activities.

Any form of harassment, including written or verbal harassment in the form of voicemail, electronic messaging systems, electronic mail, or use of the school's Internet or intranet sites, will not be tolerated. Harassment may include easily identifiable acts of verbal, written or physical abuse. It may also include more subtle, but equally damaging forms of harassment such as graffiti and jokes that stereotype individuals. No matter what form it takes, harassment of any member of the school community is strictly prohibited.

Anyone who believes that he or she has been denied equal educational opportunity or has been harassed as described above should report such action to the School Principal, Dean of Students, Guidance Counselor, or other designated staff members. The School Principal shall be notified of such reports immediately. Where inappropriate conduct is found, the School Principal will act promptly to eliminate the discriminatory and/or harassing conduct and take appropriate corrective action.

All reports of harassment will be held in confidence, subject to all applicable laws and any relevant provisions found in District policy. Retaliatory behavior against complainants or any witnesses is prohibited.

The Board shall discipline offenders up to and including discharge of an employee or suspension or expulsion of a student."

Bullying and Harassment

New Hampshire law and Epping School Board policy require Epping Elementary to develop and enforce rules to prevent bullying. This policy is intended to comply with **NH RSA-193F** and **Epping School Board Policy JBAA Student Safety and Violence Prevention**, which specifically identify bullying as a form of student harassment.

Bullying means “insults, taunts or challenges, whether verbal or physical in nature which are likely to intimidate or provoke a violent or disorderly response from the student being treated in this manner.” (NH-RSA 193-F) Epping Elementary School will not tolerate such behavior. Acts of bullying will lead to disciplinary action, which must include, by law, referral to the Superintendent. Bullying and harassment will be considered serious violations of school rules. This policy covers not only students but also all school employees and volunteers working at the school.

To help prevent bullying, all staff members at Epping Elementary School will be trained in methods for responding to incidents of bullying. The Social Skills Committee has worked hard on developing a school-wide plan to prevent bullying. Each grade level will implement age appropriate lessons and activities throughout the school year. Training will be available to parents and staff throughout the year. Epping Elementary School will make available forms for reporting incidents of bullying and harassment and shall require the use of these forms. These forms are available in the Main Office, from the Superintendent’s Office, and on the District Website.” Please refer to Annual Parent Notice of Rights and Policies or Policy JICK on the Epping School District Website. .

Sexual Harassment

(From the Epping District Handbook) “It is the policy of the Epping Public Schools to maintain a learning and working environment that is free from sexual harassment. It shall be a violation of this policy for any member of the Epping Public Schools staff to harass another staff member or student through conduct or communication of a sexual nature. It shall also be a violation of this policy for students to harass other students or staff through conduct or communication of a sexual nature. Each administrator will be responsible for promoting understanding and acceptance of, and assuring compliance with, state and federal laws and board policy and procedures governing sexual harassment within his or her school or office. Violations of this policy or procedure will be cause for disciplinary action.

Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of sexual nature. Sexual harassment may include, but is not limited to the following: verbal harassment or abuse, pressure for sexual activity, repeated remarks to a person with sexual or demeaning implications, unwelcome touching, and suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one’s grades or job.

Epping Elementary School will make available forms for reporting incidents of sexual harassment and shall require the use of these forms. These forms are available in the Main Office, from the Superintendent's Office, and on the Epping School District Website." Please refer to Annual Parent Notice of Rights and Policies or Policy JBAA on District Website. .

We believe Epping Elementary School's Social Curriculum is developing a positive and disciplined school climate that will make incidents of bullying and harassment rare.

SOCIAL SKILLS CURRICULUM

1. Spells out what are the expected behaviors needed to promote safety and learning in all school situations
2. Makes those guidelines and expectations clear to students, staff and parents
3. Teaches those expected behaviors in all school settings
4. Encourages expected behaviors whenever and wherever possible
5. Discourages unwanted behaviors through logical consequences

How the Social Skills Curriculum Works

Epping Elementary School makes a major effort to teach expected behavior early and often during the first quarter of the school year. This means a classroom may start the day with a lesson on an expected behavior such as "How to wait your turn." All teachers and staff demonstrate and reinforce what these behaviors "Look like," and "Sound like" in a variety of settings. A copy of each set of social skills we teach is included in the appendix for parents to review with their children.

"CAUGHT BEING KIND" PROGRAM

This program recognizes how individual students' actions that show positive, productive behaviors have a direct effect on the overall climate and culture of their classrooms and school. During the year classes will come up with goals for their class and each individual student will be eligible to contribute to the class as a community by earning points that will be tracked within each individual classroom for a whole class reward. When a goal is met the entire class will be rewarded. Some examples of rewards are: extra recesses, classroom pizza parties, special activities and movies. These are only a few examples. The rewards are only limited by the creativity of each class to decide upon what their rewards will include.

Teachers will introduce the program to students. All adults in the school (classroom, specials, hallways, etc) will be watching for students who show kindness, friendship, helpfulness, or learning. The adult noticing the behavior will give the student a golden ticket to be brought to his/her classroom. Each classroom will have a system

for charting the amount of golden tickets earned. Each class within a grade level will be working to earn a classroom based reward. It should be mentioned that not all individual teachers will be using golden tickets within their rooms. Teachers have the flexibility to use a different system that works for their specific class. The golden tickets will primarily be used in the “common areas” of the school building. Some of these areas are; hallways, main office, lunch room and playground. There may be other areas where they will be handed out as well.

Teachers will brainstorm with students what these behaviors would look like/sound like. Teachers will also brainstorm ideas for rewards that will be earned when the classroom goals are reached.

It should be noted that if you have children in different grade levels or classrooms their goals and rewards will probably be different.

Basic School Rules

Although we are guided by the social curriculum, it is necessary to spell out certain rules for particular situations.

1. Once a student has arrived at school, he/she shall remain on the school grounds until dismissal at the end of the school day except by permission of the principal.
STUDENTS MUST NOT ARRIVE AT SCHOOL EARLIER THAN 8:05 am.
2. All students must walk bicycles while on school property. All bikes must be parked or stored outside at the bike rack. The school is not responsible for any lost or stolen bikes.
3. Weapons or dangerous implements of any kind are not allowed on school grounds.
4. Students must not loiter on or damage any property, whether it is public or private. Acts of vandalism will lead to restitution by the responsible students and their parents/guardians.
5. Any fighting or wrestling and/or play fighting/wrestling among students is dangerous and not allowed.
6. No hard balls, skateboards, scooters or other dangerous toys are allowed
7. Throwing snow, rocks, sticks, sand or other dangerous objects is not allowed.
8. All students will eat their lunch in a quiet, orderly manner and clean their table area before leaving the cafeteria. Dolls, stuffed animals and other toys are not permitted during lunch time.
9. At assemblies, students will enter in a quiet, orderly fashion.

10. All students, staff and guests will be kind and considerate to others and always ask permission to use other's possessions.
11. At recess, students will keep their hands to themselves, control their toys/equipment and finally line up and enter school quietly.
12. All students, staff and guests will treat school property, equipment, and materials with care. Stealing is wrong and will not be tolerated.
13. **Electronic devices.** Students are not allowed to use devices such as Game Boys, mp3 players, watches that play music, cell phones and pagers etc. on school grounds during school hours.
14. **All students and staff will use computer technology properly.** This includes use of the Internet. No student may use the Internet without a written authorization signed by a parent or guardian and on file with the school.

Bus Rules for Students and Parents

1. To help protect against allergic reactions no food or drink is allowed on buses.
2. To help prevent injuries and arguments no toys on bus ride.
3. Skate boards, basketballs, footballs, etc. must be kept in a plastic bag if transported on the bus.
4. **Adults must greet K-2 students who are being dropped off. For parents and guardians of students in grades K – 2 there must be an adult waiting in clear view of the bus driver in order for these students to be dropped off at their location. In cases where an adult is not in clear view the student will not be dropped off and will be returned to school.**

Student Dress Code

Epping Elementary School recognizes that our students come from many different social, economic, racial, religious, and ethnic backgrounds. Our intent is not to dictate fashion, but rather to enhance the respect, safety, and learning of all of our students. Here are the following guidelines for student dress at Epping Elementary School:

1. Skirts, dresses, and shorts should be long enough to reach the longest fingertip when standing.
2. Tank tops, dresses, and blouse tops must have at least a **two-inch** strap.
3. All outerwear must cover underwear.
4. All tops must cover the midriff area.

5. No halter tops.
6. No suggestive clothing. Suggestive clothing includes not only the lack of clothing, but also any clothing that is brief, short, loose, tight, or has inappropriate slogans on them.
7. No hats, hoods or sunglasses inside the school building.
8. No Roller-Skating Sneakers or similar footwear will be allowed.
9. For health and safety concerns, **students must wear safe footwear. Students must not wear “flip flop” sandals on days they have physical education class.** Students must wear footwear that covers the toes and is strong enough to allow students to take part in all physical activity.
10. No pajamas or other clothing designed for sleeping except for special school events that permit such clothing.

Any student who is dressed inappropriately will be sent to the nurse for a change of clothing or parents will be called to bring in appropriate clothing. Students who continue to dress inappropriately at school will meet with a school administrator and their parents to discuss proper school attire.

DISCIPLINE PROCEDURES

Epping Elementary School believes in a progressive and assertive discipline approach that respects the rights of all students. The goal of discipline is to educate our students during any “teachable moment,” to ensure the safety of everyone, and to promote academic success for all. Student success is linked to the work and intervention of the Epping Elementary School Staff. Students who are unable to follow the rules and philosophy of Epping Elementary School will be referred to the Principal or the Dean of Students.

Continuum of Intervention

Student behavior at Epping Elementary School is continually reinforced to meet the expectations of the Social Skills Curriculum. When students are unable to display the behaviors that are deemed as appropriate, faculty and staff have been trained to intervene accordingly.

Minor and Non-Threatening Violations:

1. **Classroom:** Faculty and staff are encouraged to correct difficulties where and when they occur. Teachers and staff will initially give the students’ non-verbal warnings, verbal warnings, and may even change the seating arrangements. If the student is still having difficulty following the instructions of the teacher, than s/he will be given a clear and concise warning about a referral to the main office. If the teacher has to respond to the student’s behavior again, then the student will be sent to the main office to meet either with the Dean of Students or the Principal.

2. **Office Referral:** When a student is referred to the main office for a disciplinary reason s/he will sit quietly in the main office until the Principal or Dean of Students has had time to review the referral slip. On the referral slip will be a brief narrative of why the student was sent out of class and to the main office, events that preceded the referral, strategies that the teacher or staff used to correct the problem without utilizing a referral, location of the incident, time of the incident, and place where the incident occurred.
3. **Office Meeting:** When the student meets with the Principal or Dean of Students s/he will be given the opportunity to discuss the situation. This allows the Administrator to hear and investigate information regarding the referral. Once the administrator has gathered information pertinent to the referral s/ he will process the information with the student and administer a consequence.

Consequences:

1. For the first time the student is sent to the office for non-threatening violations the student may receive an administrative warning, parent may be contacted, and the referral may be sent home for parent/guardian signature.
2. The second time that a student is sent to the office for a non-threatening violation s/he may lose lunch/recess privilege for 1 school day (Note- Lunch privilege means that the student will sit at an assigned table for lunch and will work in a designated area during their regularly scheduled recess time). The student will report to the cafeteria with their class where they will eat and work at a separate table supervised by lunchroom aide and member of the administration. Parent/guardian will be notified of the incident and referral will be sent home for signature.
3. The third time that a student is sent to the main office for a non-threatening violation s/he will lose lunch/recess privilege for 1-3 school days. Parent/guardian will be contacted and referral will be sent home for signature.
4. On the fourth non-threatening office referral the student will lose lunch/recess privilege for 3-5 school days, parent/guardian will be contacted to schedule a meeting, referral will be sent home for signature. (Note- The above steps are counted from zero each quarter to allow students a fresh start during the school year)

Threatening, Dangerous and Serious Violations:

Making threats, bringing or carrying weapons to school or seriously disrupting school routines are examples of dangerous behavior and will be regarded as serious violations of the school behavior code. Possession of alcohol or other drugs is a serious violation. Attacking or repeatedly harassing or bullying other students will be considered acting in a dangerous manner. Stealing or vandalism will be considered a serious violation. Fighting is considered a serious violation.

Consequences:

1. For all student violations that have created an unsafe school environment or are deemed as an excessive non-threatening violation, the student will be suspended out of school for 1-5 school days. A mandatory meeting between an administrator, parent/guardians and student must occur before the student is allowed to return to class. The guidance counselor may be included in this meeting.
2. For more than one serious violation the student will be suspended out of school for 2-5 school days. A mandatory meeting between an administrator, parent/guardians, guidance counselor, and student must occur before the student is allowed to return to class.
3. **Suspension and/or expulsion for gross misconduct:** New Hampshire RSA 193:13 provides that a student may be suspended or dismissed from school for gross misconduct or for neglect or refusal to conform to the reasonable rules of the school. For example, incidents of bringing weapons to school will be subject to immediate suspension and report to the police. Students possessing a gun on school grounds will be subject to expulsion.

Consequences for violating bus manners and rules:

1. Students who violate school rules on the bus for the first time will receive a warning from the bus driver and may have their seat moved. The bus driver will submit a written explanation to the administration for the cause of the warning.
2. Students who violate bus rules for the second time will lose lunch/recess privileges for 1-3 days and may be given a new assigned seat.
3. Students who violate the school rules for the third time will be suspended from the bus for 1-3 days and will be given an assigned seat.
4. Students who violate the school rules for the fourth time will have a mandatory parent meeting and will be suspended from the bus for 5 days and will be given an assigned seat.
5. Students who continue to experience problems on the bus will be subject to further disciplinary actions up to and including removal from the bus for the remainder of the school year.

Note: Students who endanger other students through threats, violence or other acts of gross misconduct will bypass the step process. They will be removed from the bus for a minimum of 5 days and will be subject to further disciplinary action by the school. Riding the bus is a privilege.

Administrative Discretion: The goal at Epping Elementary School is to teach all of our students how to act appropriately in all situations. It is our thought that discipline is to be utilized to deter unwanted behaviors and increase acceptable behaviors. When considering disciplinary actions, administrators must take into account the unique qualities and situations of every student.

Home and School Working Together Students are much more likely to succeed at school when parents/guardians, administrators and teachers are able to work cooperatively as a team. Together, we can make a difference and promote our children’s safety and learning.

SCHOOL DISTRICT POLICY ON STUDENT FINES AND FEES

“Students are responsible for all textbooks and school property entrusted to them and must ensure they receive proper care in accordance with the Student Handbook. Damage, destruction or disappearance of school property is the responsibility of the student, and parents or guardians will be required to reimburse the District up to replacement cost, including labor costs if applicable.”

Statutory/Regulatory/Policy/Handbook Cross References

APPROVED: September 22, 2005

SECTION 504 POLICY

It is the policy of the Board of Education to provide a free and appropriate public education to each handicapped student within its jurisdiction, regardless of the nature or severity of the handicap.

It is the intent of the district to ensure that students who are handicapped within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Please refer to Annual Parent Notice of Rights and Policies or Policy KED on the Epping School District Website.

NOTICE OF NON-DISCRIMINATION

In accordance with the requirements of federal and state laws and of regulations which implement those laws, it is the policy of the Epping School Board, in its actions and those of its employees that there shall be no discrimination on the basis of sex, race, religion, nationality, ethnic origin, age or handicap for employment in, participation in, or operation and administration of any education program or activity in the Epping Elementary School. Please refer to Annual Parent Notice of Rights and Policies or Policy AC and JBA on the Epping School District Website. .

FOOD SERVICES

Breakfast Program

Breakfast will be served at Epping Elementary School daily 8:05 – 8:35 am.

Student Pricing: \$1.50 daily or \$7.50 weekly

Adult Pricing: \$2.25 daily or \$11.25 weekly

Students who qualify for free or reduced price lunches may also receive breakfast free or at the reduced price of .30 daily. The application covers both breakfast and lunch.

Lunch Program

Lunch is an important part of a child's wellness. A hungry child cannot do their best. Nutritious meals are available for purchase or a student may bring a meal from home. Milk can be purchased separately. Common courtesy and proper table manners are encouraged to be practiced at all times.

Student Pricing: \$2.00 daily or \$10.00 weekly

Adult Pricing: \$3.25 daily or \$16.25 weekly

Epping Elementary School participates in the federally funded National School Lunch Program which offers free and reduced priced meals for qualifying families. All students will receive an application for this program, which offers free or reduced priced (\$0.40) daily meals. If you qualify for free or reduced meals and choose to send a lunch in with your child, milk may be purchased for .40 cents. Additional forms are available at all times through the main office or SAU should your circumstances change.

Free and Reduced Meal Applications

The Epping Elementary School participates in the federally funded National School Meals Program which offers free or reduced priced breakfast and lunch. All students will receive an application for this program. Additional forms are available at all times through the Main Office or SAU should your circumstances change. This program does not cover milk purchased separately.

The Free and Reduced Meals Program provides breakfast and lunch to students on a free or reduced cost basis. This program is available to students whose parents meet the federal income guidelines. This program benefits everyone by feeding hungry students making for more engaged learners and increasing school funds providing for more educational programs and support services.

All families are encouraged to fill out the application for free or reduced cost meals. Applications will be sent home with each student at the start of the school year and should be returned as soon as possible. Parents must fill out a new application each

school year, regardless of whether they have qualified previously. All applications will be reviewed by the Food Services Supervisor. The Food Services Supervisor will notify parents as soon as the application has been processed. All information will be held strictly confidential.

Please contact the Food Services Supervisor if you have any questions or need assistance. (Please see District Annual Parent Notice of Rights and Policies or District Website at www.sau14.org for Policy EFC.)

Collection of Meal Money

You can choose to pay by the day, week, month, or year. We encourage the use of checks to eliminate the need of the student carrying cash. School Board Policy EF states, “No student will be allowed to charge more than \$20.00 in any given month. Only state/federal reimbursable meals will be permitted to be charged. No additional charges will be allowed until the outstanding balance for the \$20.00 has been paid.” This policy will be strictly enforced. The Food Services Supervisor will notify parents/ guardians regarding outstanding balances. Failure to comply with this policy will result in the loss of meals services until balances are paid in full. Prices are subject to change.

SPECIAL EVENTS AND PROGRAMS

National Elementary Honor Society

Epping Elementary School will be participating in the National Elementary Honor Society for grades 3-5. This is a new program and more details will follow for parents/guardians of third through fifth graders

Student Council

Student Council is for students in first through fifth grades. Each classroom elects a student council representative and an alternate. In addition, there is a school-wide election for fifth grade officers. All elections are held in the fall. All students elected to student council must maintain grades of a B- (or it's equivalent) or better, a clean discipline record and regular attendance. Any student who does not maintain satisfactory grades, discipline and attendance may be removed from student council at the discretion of the student council advisors and administration.

Celebrations

Each teacher plans celebrations regarding holidays, birthdays, new members to the family, etc. Parents are urged to remain in close contact with the teachers regarding their individual policies. Each month Epping Elementary School has a designated Epping Eagle Day. This day is used as a day of celebration, recognition, and to develop a sense of pride for our school and events that are occur during the month.

Snack Program

PTO volunteers provide a snack program for our students every day. The snack cart is available every morning between 9:30 and 11:10 with snacks and water for sale at moderate prices

Bringing Food into Classrooms for Special Events

Often parents and guardians bring in cakes, cookies, fruits, vegetable platters and other items to share in their child's classrooms. Given the public health concerns regarding food allergies and childhood obesity, parents and guardians are asked to check with classroom teachers or the school health office regarding food restrictions for a particular classroom before bringing food into school. All foods brought into school need to be left in the office for delivery to classrooms.

Student of the Week

Students are selected each week to represent their class as "Student of the Week." Students are rewarded with a certificate and have their pictures taken and posted in the building.

Visiting Authors and Artists

Each year arrangements are made to provide our students with workshops and performances by visiting authors, artists and other resource people who enrich our curriculum.

Field Trips

Parents and guardians are often asked to chaperone field trips, which is an asset to valuable educational experiences. However, siblings of any age are not permitted to attend those field trips. Epping School District policy states: "It is advised that chaperones do not bring or invite other children than those designated to participate in the field trip." All chaperones must undergo a brief child safety training prior to their first field trip each year.

After School Programs

Many after school programs are offered throughout the year. Epping Elementary offers such programs as Adventure Club, Passport to the World, Foreign Languages, Writers' Club, Homework Club, Drama Club as well as arts and crafts. Nearly all programs are offered free to students.

Parents are responsible for transportation from after school programs, **which end at 4:15 pm.** It is extremely important that students are picked up on time from these programs. Parents and guardians need to make arrangements so that children are picked up promptly at 4:15 pm. Parents and guardians who do not pick up their children on time will be reminded once about

the importance of making arrangements for on time pick ups. If they are late a second time their child may not be allowed to continue in that program.

Epping Recreation

The Epping Recreation Department offers childcare at the Elementary School both before and after school. Anyone interested in this service may contact the Recreation Department at 679-3301.

COMPUTERS, TECHNOLOGY AND THE ACCEPTABLE USE AGREEMENT

Epping Elementary School has made computers and network capabilities available to students, staff and community members in order to support education and research; facilitate and disseminate knowledge; encourage collaborative projects and resource sharing; foster creativity and innovation; aid technology transfer; and provide access to research and educational facilities.

As a computer user, each student must bear the responsibilities for computer use as listed in the appendix. Any student who wants to use the computers and network capabilities must have a signed agreement (see Appendix 2 for a copy of the agreement). Computer access will be denied to any user who has not submitted the signed agreement on page 34.

Knowledge and skill in using computers and other information technologies is important to the success of our students as they grow up in the 21st century. Epping Elementary School is making a strong effort to provide our children with these skills and to enhance their education. Our students have access to modern computers throughout the building. The school's computer network connects all classrooms and gives the school access to the Internet.

How are the Students protected while using the Internet?

Epping Elementary School filters Internet access to the Internet through software and hardware designed to protect students from offensive sites. Epping Elementary School teachers and staff monitor access to computers and the Internet. Students are taught acceptable uses of computers and the Internet by both classroom teachers and the school's technology specialist.

Before any student is allowed access to the Internet through Epping Elementary School's computer network, the following steps must be taken:

1. Parents/ guardians and their child read and discuss the Epping Elementary School's Acceptable Use Agreement regarding computers and the Internet.
2. Parents or guardians must sign the permission slips indicating whether they give permission for their child to access the Internet through the school network.

3. Student and parents also sign indicating they have read the Acceptable Use Policy and will abide by the rules it spells out.
4. The students turn in the signed to school which them on file for the school year.

The Acceptable Use Agreement and Permission Slip are being sent out separately. No student will be given access to the Internet without signed forms on file at school. A copy of the Acceptable Use Agreement is in Appendix 2.

PUPIL PLACEMENT POLICY

From the Epping School District Policy JG – ASSIGNMENT OF STUDENTS TO CLASSES AND GRADE LEVELS

“Students will be enrolled in grades and classes in which they can be expected to master established District instructional and learning objectives.

After consulting with the parent/guardian on individual student needs, the School Principal or designee shall place each student in the grade level and class that best meets the student’s academic, social, physical, and personal needs. For students transferring into the school district, the School Principal or designee shall also review the student’s record from the prior school prior to making a decision on class and grade assignment.

Students receiving special education services will be placed in accordance with applicable law.

A student assignment may be reviewed at any time. The School Principal or designee shall make the decision to continue the assignment or to make a change of assignment.

The decision of the School Principal or designee regarding student placement may be appealed to the Superintendent, and then to the School Board. “

PARENT-TEACHER ORGANIZATION (PTO)

The Epping Parent-Teacher Organization works with the school administration and staff to provide a spirit of mutual support and cooperation in the education and development of our students. The PTO organizes volunteers for the school and sponsors educational and social activities. These activities have included guest speakers, after school programs and dances.

The PTO consists of the general membership (Epping parents and teachers), plus an elected governing board. Each member of the board is responsible for a specific task or program. The board meets the first Monday of every month at 7:00 pm in the EES library to conduct business and review suggestions. All parents and teachers are welcome to attend these meetings.

All Epping parents are encouraged to join the PTO during its annual Fall Membership Drive. Anyone wishing to work in support of the organization is welcome. The school secretary will direct parents to the appropriate PTO representative.

School Volunteers

When school begins in the fall, volunteers are recruited to assist various programs at school. You are encouraged to come forward with your particular interests, talents and resources. Volunteers do not need special training or extensive experience, just a willingness to help. Volunteers are essential for making our school function at its best. Examples of volunteer work include classroom and library assistance, room parents, special projects and programs. All regular volunteers are required to be finger printed and participate in volunteer orientation.

GUIDANCE COUNSELOR & SOCIAL WORKER

The School Guidance Counselor works with grades K through 5, using whole class lessons, group work focusing on specific concerns and individual counseling sessions. Students are referred to the Guidance Office by their teachers, a staff member, themselves or their parents. If parents have any concerns regarding their children, they should feel free to call the Guidance Office between 8:30 am and 3:00 pm.

A School Social Worker works primarily with families of students in the Epping Schools, providing advice and support to parents regarding such issues as parenting and literacy.

LIBRARY AND LIBRARY POLICY

All grades have scheduled library periods each week. All library projects and assignments are considered as part of the Epping Elementary School Curriculum. Although classes are assigned specific times to go to the library, students may check out books anytime the library is open. Grades 1 and 2 may check out 1 book at a time. Grades 3 through 5 may check out 2 books at a time. A student may also check out as many items as necessary to complete a classroom project. Please note that videos are available for checkout to grades 2 through 5 only.

Overdue notices are sent out when a book is 2 weeks overdue. A student is responsible for any library material checked out on his / her library card. **All items need to be either returned or paid for by the end of the school year before a report card can be issued. In the event that a child is transferred to a new school, no records will be forwarded until all library materials are returned or paid for.**

SCHOOL HEALTH SERVICES POLICY

Our goal is to keep students in the classroom and as healthy as possible. We work together with parents to assist all our students in achieving the highest level of wellness possible, allowing them to develop responsibility in handling their health needs.

Accident Insurance

An insurance policy for students and faculty is offered at the beginning of every school year. The forms are available in the main office and will be sent home to those parents who request them.

Immunization and Physical Requirements

New Hampshire State law requires all children to have a complete physical examination within one year of entrance into the public school system.

New Hampshire State law also requires the following immunizations:

- * Minimum of 3 doses DPT (Diphtheria, Pertussis and Tetanus) or TD with the last dose after the 4th birthday.
- * Minimum of 3 doses Oral Polio Vaccine OPV with the last dose after the 4th birthday.
- * 2 doses of Varicella (chicken pox) or documentation of immunity if student has not received the vaccine. Pre-School children are required to have at least 1 dose of Varicella.
- * 1 M.M.R. (Measles, Mumps, and Rubella after 15 months)

Or

- * 1 dose Measles (after 15 months with live vaccine)
- * 1 dose Mumps after 15 months
- * 1 Rubella after 15 months

Students transferring into this school system must have had a physical examination within the last year.

Illness/Dismissal

CHILDREN WITH INFECTIOUS OR COMMUNICABLE DISEASES ARE EXCLUDED FROM SCHOOL UNTIL THEY ARE NO LONGER CONTAGIOUS.

When Children Should Be Excluded or Dismissed From School

A child should not attend school or will be dismissed from school after contacting parent, legal guardian or other person authorized by the parent if the child has any of the following conditions:

1. Temperature: Oral- 101 degrees or greater, rectal- 102 degrees or greater, axillary- 100 degrees or greater accompanied by behavior changers or other signs or symptoms of illness until medical evaluation indicates inclusion in school.
2. Symptoms and signs of possible sever illness (such as unusual lethargy, uncontrolled coughing, irritability, persistent crying, difficult breathing, wheezing, or other unusual signs) until medical evaluation allows inclusion.
3. Uncontrolled diarrhea that is, increased stool water, and/or decreased from that is not contained by the diaper or child is unable to control until diarrhea stops.
4. Vomiting illness (two or more episodes of vomiting in the previous 24 hours) until vomiting resolves or until a health care provider determines the illness to be non-communicable and the child is not in danger of dehydration.
5. Rash with fever or behavior change, until a health care provider determines that these symptoms do not indicate a communicable disease.

1. Head Lice (Pediculosis) or the presence of nits (eggs). Child is to be checked by the school nurse before returning to class. The nurse should be notified if the child had Lice while not in school so that steps can be taken to identify other cases and reduce the spread of Lice.
2. Any child currently being treated for a bacterial infection until 24 hours after beginning antibiotic therapy (Strep Throat or Scarlet Fever).

If your child becomes sick at school, please have someone available to assume temporary care if you cannot be reached, as indicated on his/her emergency information form. It is very important that parents pick up ill children quickly.

The preceding is based on New Hampshire Laws and Administrative Rules, Chapter5 Section 200:39 and New Hampshire Department of Health and Human Services HP6S

Emergency Information Form

It is essential that your child's emergency form is accurate, up to date and signed. Please include on the emergency form any health needs your child has and the treatments required.

- Examples:
- Asthma - Proventil Inhaler
 - Allergy to Bee Stings - Epi. Pen
 - A.D.D. - Ritalin

In a medical emergency this form will most likely be the first thing a staff member will use to help your child and to contact you.

IT IS VERY IMPORTANT THAT WE HAVE PHONE NUMBERS, WHICH WILL ENABLE US TO REACH YOU DURING THE DAY!

If there are any changes in the emergency information, please notify the school as soon as possible.

Accident/Illness/Medication

Student Accident, Illness, and Injuries:

All injuries, illness, and accidents should be reported to the teacher in charge of the class or activity. The teacher will refer the student to the school nurse. A health pass or written note should accompany the student to the Health Office. If the school nurse is not available arrangements will be made to assess the child and administer treatment as needed. Students will return to class with a health pass or written note. Teachers will be notified if the student is going to be sent home.

Any student seriously injured during the school day shall have a report filed by the school nurse and/or staff person that witnessed the accident. The accident report shall be filed with the school principal and superintendent's office with the original being kept by the school nurse and a copy sent home to the parents/guardians. This report must be filed within 24 hours of the accident.

Medication:

When it is necessary for a child to have medication during the school day, the school nurse must have the following information:

1. "Request for Medication" form signed by parent/guardian. This form includes student's name, grade, name of medication, dosage, times, prescriber's name, and diagnosis.
2. Medication in the original container if over-the-counter or in a properly labeled prescription container.
3. Signed Doctor's order stating diagnosis is recommended.

All medications must be brought to the Health Office by the parent/guardian. All medications will be locked in the Health Office, unless otherwise determined by the nurse and parent. If the nurse is not available, arrangements will be made with principal to administer medication. No teacher may give any student medication unless it has been pre-approved by the school nurse. Medication will be administered during the school day only when the interval between doses requires administration in school or the medication is a "when necessary" order.

All medication must be brought to the health office by a parent or guardian.

Special Medical Needs

Please notify us if your child has any severe allergies or special medical needs and the treatment your doctor recommends. If a medication is necessary it should be brought to school at the beginning of the school year and an authorized request form should be filled out.

Some students with ongoing health concerns have the potential for very serious problems. Individualized Emergency Plan Forms are available through the health office. Please do not hesitate to call with any questions or concerns about your child's health.

Information on Illness, Parasite Infestations, and Diseases Occurring in School

New Hampshire Department of Health and Human Services Disease Handbook will be available in the school library, teacher's room, and the Health Office. This manual contains disease fact sheets that are intended to familiarize people with specific infectious disease problems encountered in children. Also in the fact sheets are general guidelines to prevent spread or reduce the occurrence of bacterial or viral illness and some parasitic infestations.

Updates to teachers presently detecting illness, parasite infestations, and diseases will be included in the confidential daily bulletin, announced at staff meetings, and by flyers. Updates will include: how many cases, how to limit the cases, health risks to all, and what should be done if a child in your classroom or you come in contact with or suspect you have an illness.

Parents will be notified via Cool News, flyers, and phone calls to the parents of the student with suspected illness. Contact the school nurse if you have additional concerns about health issues occurring in the classroom. The school nurse is available for classroom evaluation and health education, which includes how to wash hands, how to help you stay well, and how germs are spread. Education to staff on health issues will be presented during staff meetings and in-service days.

Appendix 1 [Please post in your home]

Social Skills Manners

Classroom Manners

- ◆ Keep your hands and feet to yourself
- ◆ Make eye contact when talking to someone
- ◆ Raise your hand to speak
- ◆ Wait your turn
- ◆ Speak with respect
- ◆ Listen actively. Be alert and responsive
- ◆ Work quietly by yourself
- ◆ Use “indoor” voices
- ◆ Share
- ◆ Be friendly to others
- ◆ Use kind words and actions
- ◆ Ignore students who are not behaving politely

Cafeteria Manners

- ◆ Walk at all times while in the cafeteria
- ◆ Keep your hands and feet to yourself
- ◆ Sit with good posture with only 4 people to a bench
- ◆ Sit facing the table with food in front of you
- ◆ Chew food with mouth closed
- ◆ Use “indoor” voices to talk with people in front of you, beside you or diagonally across the table
- ◆ Hold utensils and napkins with care
- ◆ Don’t play with food
- ◆ Keep your table neat
- ◆ Put trash and uneaten food in trash barrel when your table is called
- ◆ Wipe your face and hands with a napkin after you finish eating

Recess Manners

- ◆ Keep your hands and feet to yourself
- ◆ Watch where you are going
- ◆ Share. Include others in your game
- ◆ Play in marked areas only
- ◆ Respect others’ space and property
- ◆ Line up without pushing or cutting
- ◆ Be friendly and polite to others
- ◆ Play safely on playground equipment
- ◆ Keep hardballs and other dangerous toys at home.
- ◆ Do not throw things like sand, snow, sticks or rocks.
- ◆ Check toys brought from home with your teacher for safe use at recess

Bus Manners

- ◆ Keep your hands and feet to yourself
- ◆ Follow the driver’s instruction
- ◆ Sit in assigned seat
- ◆ Change seat only with permission
- ◆ Respect others’ space and property
- ◆ Talk quietly using appropriate language

Assembly Manners

- ◆ Walk quietly into the cafeteria
- ◆ Sit quietly
- ◆ Keep your hands and feet to yourself
- ◆ Wait quietly for presentation to begin
- ◆ Sit on your bottom
- ◆ Keep eyes on performance
- ◆ Wait to be invited to participate
- ◆ Applaud appropriately when the performance is over
- ◆ Wait for a signal from your teacher before leaving the cafeteria

Hallway Manners

- ◆ Walk quietly in a single line
- ◆ Keep your hands and feet to yourself
- ◆ Walk on right side of hallways, door ways and stairs
- ◆ Greet others with a quiet safe wave

Library Manners

- ◆ Keep your hands and feet to yourself
- ◆ Walk quietly at all times while entering, exiting and working in the library
- ◆ Be especially quiet when others are studying or a library class is in session
- ◆ Sit quietly after you have finished checking out book
- ◆ Sit quietly with a book if you are not checking out a book with your class
- ◆ Put books back where you found them or put them in book drop if you don’t remember
- ◆ Always use the library computers respectfully

Appendix 2

Acceptable Use Agreement

I recognize that all computer users have the same right to use the equipment; therefore,

I will not play games on the computer or use the computer resources for other than academic activities when others desire to use the system for academic purposes;

I will not waste, nor take, supplies such as paper, printer cartridges, and diskettes provided by the school;

When I am at a computer, I will work in ways that do not disturb others.

I recognize that the school computers are set up in a specific way; therefore,

I will not tamper with computers, networks, printers or other associated equipment except as directed by an authorized Epping Elementary School staff member;

I will report any misuse of any computer, network, printer or other associated equipment to a school authority;

I recognize that software is protected by copyright laws; therefore,

I will not copy programs onto my own diskettes not onto other computers;

I will not give, lend, or sell copies of software to others without written permission of copyright owner or unless the original software is clearly identified as shareware or public domain;

I will not install software on school computers without the permission from authorized Epping Elementary School staff.

I recognize that the work of all users is valuable; therefore,

I will protect the privacy of others' areas by not trying to learn their passwords and will not use another user's password without the other user's prior permission;

I will not read, change, copy, or use files in another user's folder without the user's prior permission;

I will not attempt to gain unauthorized access to system programs or computer equipment;

I will not use computer systems to disturb or harass other computer users by sending unwanted files or mail or by any other means.

I recognize that telecommunications offers an opportunity to exchange and access information that can be used in an educational manner; therefore,

I understand that all school district rules and policies that apply to student behavior also apply to computer use;

I will be polite when I engage in telecommunications activities and will not use obscene language, make threats, or make an inappropriate suggestions or statements when I am engaging in any type of telecommunications activities;

I will not willingly access or share information that is obscene, pornographic, or inappropriate in any manner;

I agree to respect the privacy of others on a network and will not reveal any personal information about myself or my family (such as my home address, phone number, or password) or any personal information about others;

I will not take part in a chat room discussion without adult supervision by Epping Elementary School staff;

I will immediately notify a teacher or other school official if I feel that I am in any way threatened or presented with information that is inappropriate for me or others;

I will not download or upload any software installed or intended to be installed on a computer or network;

I will not use the Internet connection provided by the school for financial gain, for any commercial or illegal activity, or for political lobbying.

I understand that violation of the rules and procedures described above will be dealt with seriously. Violators will lose computer privileges and face disciplinary action and/or appropriate legal action. In addition, certain activities may constitute a federal crime.

Student Signature

Date

Parent/Guardian Signature

Date