

Sanborn Regional School District
D. J. Bakie Family Handbook



Learning for All in a Community of Caring



School Year: 2018-2019

Daniel J. Bakie Elementary School
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Sanborn Regional School District Website:

<http://www.sau17.org>

Click on **Schools** -> **Daniel J. Bakie Elementary**

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Sanborn Regional School District Mission

The mission of the Sanborn School District is to work in partnership with the community to educate all learners in a safe environment. Together we are committed to providing these individuals with opportunities to develop the skills necessary to become responsible citizens who are capable of pursuing knowledge independently and making well-informed decisions.

New England Association of Schools and Colleges (NEASC): Accreditation Statement

During the 2008-2009 school year, the D. J. Bakie Elementary School was awarded accreditation for the next ten years by the New England Association of Schools and Colleges, Inc., a non-governmental, nationally recognized organization whose affiliated institutions include elementary schools through collegiate institutions offering post-graduate instruction.

Accreditation of an institution by the New England Association indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied for through a peer group review process. An accredited school or college is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and give reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the New England Association is not partial but applies to the institution as a whole. As such, it is not a guarantee of the quality of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding the status of an institution's accreditation by the New England Association should be directed to the administrative staff of the school. Individuals may also contact the Association:

Commission on Public Elementary Schools
New England Association of Schools and Colleges
209 Burlington Road
Bedford, Massachusetts 01730-1433
(617) 271-0022

Daniel J. Bakie Elementary School

Mission Statement

The mission of the D.J.Bakie School is to enable all students to acquire the knowledge, skills and work habits to become productive and healthy members of society. School staff maintains high expectations, create a safe, positive and caring environment, use assessment to vary instruction to meet the individual needs of students, and promote effective communication between the school and its community.

Goals

In the spring of each year, we meet as a learning community to determine our goals for the coming school year. Our goals are posted on our Bakie School web site each fall. At Bakie School, we truly strive for "*Learning for all in a community of caring!*" We continue to develop our abilities to differentiate instruction, learning experiences, and products to best meet the needs of our students. Driven by data, professional learning communities meet to set goals targeted to a specific group of students to improve achievement. Working with the end goal in mind helps us to increase learning for all students.

THE TEACHING – LEARNING PROCESS

The Sanborn Regional School District supports instructional practices that are considered "Best Practices". Best practices are strategies, teaching models, and programs that have proven to be effective in supporting student achievement. These strategies include varied instructional tools. The state has adopted the National Common Core Curriculum for Literacy and Mathematics and these guides are also incorporated as part of the district's curriculum. The instructional practices in the district include models of instruction that encourage students to use critical thinking and to develop 21st Century Skills. For more information be sure to visit the district web site for the link to curriculum.

The *Morning Meeting* is a teaching approach used in *Responsive Classrooms*-classrooms where the social curriculum and the academic curriculum are fully integrated and are of equal importance. *Morning Meetings* create community, foster responsive interactions and develop skills such as problem-solving and following directions needed to be a responsible member of a class and school. Bakie teachers generally conduct *Morning Meeting* a short time after students arrive in the classroom each day.

Technology is a powerful tool for learning in our school. Electronic information research skills are fundamental to the preparation of citizens and future employees. Students use technology in many ways, available through local area networks and the Internet. Opportunities to access resources and collaborate on curriculum work are possible through the integration of technology into the academic program. The media center and wireless laptop cart provide students regular access to computers.

GENERAL INFORMATION

Academic School Calendar – Please review and keep out for easy reference to important dates. A hard copy is provided upon registration and may also be found on the Sanborn Regional School District website at:

<http://www.sau17.net/userfiles/290/my%20files/approved%20academic%20calendar%202018-19.pdf?id=1694>

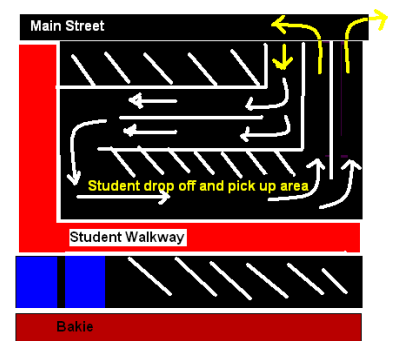
PARENT NOTICES AND ALERTS

Our school newsletter will include helpful information and important dates. It is published twice a month and emailed to our email group as well as posted on our school website. Parents may request a hard copy of the newsletter and teachers may send home classroom newsletters separately. **Thursday** night is designated for Elementary school activities.

The Sanborn Regional School District uses an automated system for notifying parents about emergency dismissals and other time sensitive announcements using taped phone messages. Please be sure to keep the office informed of any changes to home or cell phone numbers since the school emergency cards will be the source of phone numbers.

SCHOOL DAY AND STUDENT DROP OFF/PICK UP PROCEDURE

School hours are 8:40a.m.-3:10p.m Student drop off is held in the main parking lot of the school. Students should plan to arrive at school **no earlier than 8:20 a.m.** If you are dropping off your child, please wait for school personnel to invite your child into the school to ensure supervision is in place. In order to speed the flow of traffic and keep cars from backing up onto Main Street, we ask that parents remain in their cars and say goodbye quickly when in the drop off lane. **When entering the loop, please form a double line so cars are not lined up on Main St.** After the buses have finished dropping off students all the outer doors are locked. If you arrive after the buses, please walk your child through the front door to the main office where he/she will pick up a tardy slip before heading to class. Parent parking may be available on one of the two paved areas, but if not, please park across the street at the Swasey Gym parking lot and bring your child into the building.



Pick up after school will be held at the end of the kindergarten wing at 3:10p.m. Please stay in your car and a staff member will bring your child to you. If your child is not in the kindergarten area when you pull up, we ask that you exit and re-enter the circle so that you don't hold up the pickup line.

ABSENCE/TARDINESS FROM SCHOOL

If your child is absent or late, it is the responsibility of the parent/guardian to call the school at 642-5272 to report your child's absence or tardiness. A telephone answering service is in operation all hours that the school office is not open so that you may leave a message at any time of the day or night. In order to provide for the security of your child, absences that are not reported to the school will be checked each day by 10:00 am. Your home and/or place of business and, if necessary, the persons listed by you on your child's emergency card will be contacted to assure the safety of your child. Parents will not be phoned on the second and consecutive dates of illnesses for a specific child.

- **If a child is known to be truant and the parent cannot be contacted by telephone, the Kingston Police Department will be called to investigate the truancy.**
- If it is necessary for your child to arrive late to school, please bring him/her to the office to sign in and obtain a tardy slip for admittance to the classroom.

STUDENT MAKE-UP WORK

Students who are absent may miss demonstrations, direct instruction, and collaborative work that cannot be made up. New concepts that are introduced and discussions that are held are difficult to replicate. Written work should be made up as soon as possible after returning to school. If your child is expected to be absent for more than two days, parents may request make-up work to be sent home with a sibling or picked up after school. Please give teachers a full day's notice to gather materials.

Absence for vacation during scheduled school days is strongly discouraged by the Sanborn Regional School District. If your child must be absent from school, please give at least 5 days notice. Whatever the reason for absence, it is in your child's best interest to learn as much as possible about the missed skills and concepts. The grading of make-up work will be specified by each teacher on an individual basis.

STUDENT DISMISSALS

Students dismissed during the school day must be signed out and released through the main office and must report to the office upon return. Students will be released only to a legal guardian/parent or those designated by the legal guardian/parent on the Student Emergency form or a written note. It may be necessary for you to show identification before your child will be released.

A signed and dated written note must be sent in with each child when your child will be dismissed early or has a change in their dismissal. The note should be addressed to their teacher and given to your child to hand in to their teacher. For the safety of the students and to avoid last minute end of the day classroom interruptions, the **cut off time for dismissal changes is 2:45 pm. No changes in transportation will be made based on telephone requests or email without verification and authorization from an administrator.**

For your convenience, a predesigned "Change of Dismissal" form can be downloaded from our school website at <http://www.sau17.org/3/home>. We will accept dismissal changes by fax to (603) 642-8906 prior to 2:45pm. Please follow up with a phone call to ensure we have received your fax. In the event of an emergency, please call the school at 642-5272. Please do not email us dismissal changes as they are not accepted.

CHANGES IN TRANSPORTATION/DISMISSAL

Students who are eligible for bus transportation will ride their assigned bus. Generally the buses are at capacity and must not be overloaded; therefore switching buses is not permitted. If a parent finds it necessary to make a bus change for a special circumstance such as a new childcare arrangement, please contact the Transportation Coordinator of Salter Bus Company at (800)479-6433 to receive prior approval. If approval is obtained, parents must send in a written note and submit it to the classroom teacher. Students, whose parents wish for them to ride a bicycle, walk rather than ride the bus, or wait to be picked up by a parent or his/her designee, are also required to send in a written note. **A written note or change of dismissal form must be written EACH TIME your child's dismissal plans change.** Forms detailing "yearlong" plans need only be completed once, however. **Please send in a separate note for each child as they are given back to their classroom.**

CELL PHONE & ELECTRONIC/EXPENSIVE DEVICES

Cell phones and other electronic devices may not be used in school without permission of the teacher. (Please see SRSD policy JICJ). The school cannot ensure the security of electronic items and will not be responsible for loss, damage, or theft. Such items include but are not limited to the following: Cell phones, gaming devices, iPods, trading cards, and personal or electronic toys. In the event that such a device is used in school, it will be immediately confiscated and parents will be notified. If inappropriate material is shared among students, additional consequences may be imposed.

OUTDOOR RECESS

Students may still go outside if there is an intermittent drizzle or snow flurries, but will stay inside if precipitation is steady and/or heavy. Students will have indoor recess if the combined wind & outside temperature is below 10 degrees. When the temperature and wind chill fall below the ranges listed above, the staff will use their judgment in determining if students can safely take a 5 – 10 minute outside fresh air break at lunchtime. Please assume that your child will have outdoor recess every day and make sure they are dressed appropriately.

CLOTHING FOR SCHOOL AND PHYSICAL EDUCATION

Clothing worn by students should be comfortable for working in school and safe for active play during recess. Clothing should not be so unusual or revealing that it leads to disruption of class. T-shirts with sayings that may offend others and clothing that exposes the midriff are discouraged for both boys and girl. Underwear should be covered, including bra straps on our older girls. Students must wear shoes that strap securely on their feet. Sneakers are the best choice for footwear since they are safe for running and climbing during recess. No flip flops or backless sandals, please. During hot weather, shorts are acceptable for boys and girls, provided the shorts are not shorter than mid-thigh. When students wear boots to school, they must bring indoor footwear to be worn in the building. Sneakers with roller skates embedded in sole are not allowed at any time.

Physical Education/Health classes meet two days per week. Clothing for physical activity should allow freedom of movement and safety. For physical education classes, students need to wear sneakers and socks, loose pants and top, and have long hair constrained. Dangling jewelry must be removed.

HEALTH AND WELLNESS

Bakie School strives to create a healthy environment for learning. We ask our parents to support this by providing healthy foods for children's snacks and/or lunches. Please do not send in sweet treats for birthdays. Each teacher has a different way to make the birthday child feel special on his/her birthday. We also ask that healthy food be served at classroom parties with no more than one sweet/junk food option.

VISITORS

Parents are welcome and encouraged to visit, volunteer, attend special assemblies, and participate in school events. All guests must sign in and obtain a visitor's pass from the office immediately upon entering the building.

In order to minimize classroom disruptions, walk-in observations are not permitted. Parents should notify the teacher or the office in advance for an appointment. Parents/guardians may make an appointment to meet with a teacher at any time during the year whenever there are concerns. Conferences may not be held during the time a teacher is scheduled to be with the class, however you are encouraged to email and/or phone your child's teacher to make arrangements. All telephone extensions are listed on the district web site at <http://www.sau17.org>.

In order to maintain the integrity of the classroom instructional time, please leave lunches, articles of clothing, instruments, or other deliveries in the main office. They will be distributed by school personnel or picked up by students during a break.

We welcome anyone who would like to volunteer their time to help in our school. Please contact our Bakie Booster organization. A list of Booster contacts can be found on the "Booster" tab of our school website. All volunteers must sign a confidentiality agreement form which can be obtained in the main office.

SCHOOL REGISTRATION

When registering, please visit the main office to obtain the necessary forms and requirements. Students entering kindergarten must be five years old before October 1st of the year they enter Bakie Elementary School. For grade

one students, they must be six years old before October 1st, be enrolled in first grade in another district, or have successfully completed a kindergarten program in the Sanborn Regional School District. Please notify the school in advance if your child will be withdrawing from Bakie.

EDUCATIONAL RECORDS

Educational records are maintained for every student enrolled at D.J. Bakie School. The handling of these records is subject to Federal Law and policy of the Sanborn Regional School District.

The parent(s) may review and inspect the educational records of their child. The request to do so should be made in writing to the Superintendent and submitted to the Superintendent through the Principal of D. J. Bakie School.

Parents may request explanations and interpretations of the records by qualified school personnel. Copies may be made for \$0.25 per page.

Parents may request that the student's educational records be amended and may request a hearing if the records are inaccurate, misleading, or invade the privacy or other rights of the student.

Disclosure of education records without written parental consent is forbidden. Thus, it is important when children are transferred from one school to another that parents request (through a form provided at Bakie) the transfer of record. Information about a student may be released without prior consent when the data consists of "directory information." This includes the student's home address, telephone number, name, date and place of birth, grade, subjects taken, dates of attendance, participation in officially recognized activities, clubs and sports, awards and honors (including honor roll based upon marks) and schools attended. **A parent of a student may request that any or all of the categories of information not be designated "directory information" with respect to that student. Requests shall be written, addressed to the Superintendent of Schools and submitted through the Principal. Such request will in effect for the current year.**

ACADEMIC PROGRAMS

ENRICHMENT

Our Enrichment Specialist will work with classroom teachers to support differentiated instruction, compacting, tiered lesson planning, and to develop creative and critical thinking. Additionally, the Enrichment Specialists will collaborate to team teach, and provide small group enrichment opportunities.

LIBRARY/TECHNOLOGY

The Library/media center is the hub of learning at D.J. Bakie School. Printed and online materials are available for reading support, information access, problem-solving, communication, and application of knowledge. Students use the library/media services and the wireless computer lab for curriculum acquisition, and assessment purposes.

ART

The visual arts are an important part of the academic program at Bakie Elementary. Art is regularly integrated into classroom activities, and a formal art program includes basic drawing techniques, painting, and 3-D construction. A variety of media, techniques, and visual elements are utilized to form meaningful connections to the curriculum.

MUSIC

Music, movement, dance, and rhythm are critically important to an elementary student's learning experience. Bakie teachers incorporate music into their classroom experiences, and a formal program of instruction includes creative movement, an introduction to keyboard and instrumentation, singing, and grade level performances.

PHYSICAL EDUCATION/HEALTH

Teamwork, exercise, and skill development are some of the goals of the physical education program at Bakie. Students practice stretching, warm-up, movement, and rhythmic activities to improve fitness and coordination. In addition to Physical Education, safety and nutrition are taught through the Bakie Health Program. Students are instructed in healthy habits throughout the formal program.

REPORTING PROCEDURES

ELEMENTARY PROGRESS REPORTS

The Sanborn Regional Elementary Progress Report, developed by a committee of teachers, parents, and administrators was adopted by the School Board in 2009. The trimester schedule provides formal report cards three times per year with interim progress reports distributed in between. The Elementary Progress Report is both competency-based and skills/standards aligned with grade-level expectations, and is designed to:

- Provide information about student progress toward exit-level standards.
- Be user-friendly and easily interpreted.
- Provide accurate and understandable descriptions of student learning.
- Communicate individual student growth over time
- Be aligned with Sanborn and State Standards

INTERIM PROGRESS REPORTS:

Parents and Teachers meet during trimester one. Interim progress reports are a one-page update that is sent home in the middle of trimesters two and three.

Trimester Schedule: *(Please visit the web site for specific dates)*

November: End of Trimester 1 Report cards will be issued during parent conferences- date TBA

March: End of Trimester 2 Report Cards issue date TBA

June: End of Trimester 3 – Report Cards will be issued to students on the last day of school

PROMOTION AND RETENTION

The Sanborn Regional School District is committed to a policy of promotion and retention that is in the best educational interest of students and creates the opportunity for every child to grow to the limits of his/her ability and potential.

Students in the Sanborn Regional School District shall be promoted annually from one grade level to the next, based upon satisfactory completion of work.

A retention decision is based on what is in the best educational interest of the child. It is considered a very serious decision and it will be evaluated on an individual basis. Participants in this decision making process may include pertinent school staff such as the school principal, teachers, guidance counselor, special needs staff, school nurse, and/or other staff members who are involved, as well as the child's parents and when appropriate, the student.

The student at risk of not being promoted will be considered by mid-year if she/he is not succeeding academically. Parents will be informed in writing of the possibility of non-promotion and notified of the areas in which their child is experiencing difficulties. No later than the end of the second trimester, a promotion review process will begin on a student who is being considered for retention.

Parents are critical to the educational process of their children. A partnership between parents and school personnel is highly beneficial to the educational success of students. However, if there is a disagreement between the professional staff and parents regarding retention decisions, an appeal may be made by the parents in writing to the Superintendent of Schools. *(Please see SRSD Policies IKE and IKE-R for further information.*

STUDENT SERVICES

SPECIAL EDUCATION

In an effort to provide the best possible education for our students, the Sanborn Regional School District is committed to finding and identifying students with special needs and to provide an appropriate education to all children 3-21 years of age who have an educationally handicapping condition. The Special Education program at Bakie provides services to students beginning at age three. Professional and paraprofessional staff members are trained to address student needs through grade five. The services of a School Psychologist are available where appropriate.

READING SUPPORT

The **Reading Specialist** provides direct instruction to those students who qualify. In addition, he/she coordinates all levels of the reading program at Bakie, assesses and utilizes data to determine student needs, and supports teachers in their efforts to deliver literacy instruction to students.

Title I is a federally funded supplemental reading program which provides small group instruction for qualified students. Multiple criteria are used to select children for this program. If you have concerns about your child's progress in reading, please discuss them with your child's classroom teacher.

HEALTH OFFICE

The Sanborn Regional School Board employs registered nurses to meet the health needs of the students and the staff of the district. The School Nurse serves as a contributing member of the faculty and carries out those functions and responsibilities requiring nursing/medical judgment. The School nurse serves as a liaison and advocate between the school, home, and community in an effort to improve the total health of school children. The School Nurse maintains a health file on each student which includes reports of physical exams, records of immunizations and a computerized record of screenings and visits. General areas of responsibility include: Health and Hearing Screening, Communicable Disease Control, Growth and Development Screening, Health Counseling, Safety and Sanitation Management, Physical Assessments, First Aid and Illness Care, Medical Crisis Intervention, Caretaker of Medical Records, and Wellness Workshops.

Administering Medication: (For students requiring medication during school hours)

All medication must be brought to the school by a parent in the original container, clearly marked with name and dosage.

- A. Over the counter medication-Parent must sign a school form allowing the nurse to dispense the medication.
- B. Prescription medicine-Parent must sign a school form allowing the nurse to dispense the medication and a physician's written authorization must accompany the medication. This applies both to daily meds for the entire school year and to short term meds, such as a week of antibiotics.

STUDENTS ARE NOT PERMITTED TO CARRY MEDICATIONS - All medications must be brought to the school by an adult. Special Note: Parent/guardians of students with severe allergies who require an EpiPen in school must speak directly with the school nurse on or before the school year begins.

GUIDANCE

The Guidance counselor at D.J. Bakie School addresses five primary areas: individual and group counseling; developmental counseling; Special Education; test consultation, and data interpretation. Individual and group counseling may focus on such issues as behavior, school adjustment, peer pressures, academics, and separation/divorce. Developmental counseling consists of regularly scheduled classroom curriculum including topics concerning values, self-concept, individuality, and decision making. Guidance personnel regularly consult with parents, teachers, and other school staff regarding behavior management, student achievement, sibling and/or peer relationships, and crisis in school or at home.

BEHAVIOR EXPECTATIONS

NO TOLERANCE

The Sanborn Regional School District has adopted a **NO TOLERANCE** philosophy for certain illegal and/or unacceptable behaviors anywhere on school grounds or at school related events. These unacceptable behaviors include: possession, use or sale of drugs or alcohol; possession of a weapon (including firearms); violence; and the possession or use of tobacco products. Please see the appendix for SRSD Policies related to behavior.

No tolerance means that the School Board, and its policies established for the District, will take a strong and clear stance against the above-mentioned behaviors. Disciplinary action including expulsion is always a possible consequence for participation in these activities. While some associated regulations and/or procedures may identify different levels of offense and possible consequences, any violation of these policies could result in expulsion or long-term suspension.

SCHOOL RULES

Bakie School Community Rules: **Be Safe** **Be Respectful** **Be Responsible**

By developing classroom rules and using logical consequences teachers and students share in the responsibility and decision-making that affects the classroom community.

Rules are *proactive* measures of discipline. When developed collaboratively, they help create a classroom community in which every student feels a sense of belonging, feels significant, and has fun.

Logical consequences are respectful, relevant, and realistic *reactive* measures of discipline. They help class members achieve their goals. The three types of logical consequences are: Apology of Action (you break it-you fix it), Loss of Privilege, and Time Out in the classroom, with a buddy teacher, or in the Responsibility Room.

Together rules and logical consequences help provide a safe environment where students and teachers can achieve their goals. Discipline may not be the same for every child, but it will be utilized consistently so that each child gets what he/she needs for discipline in the same way that each child gets what he/she needs for academic instruction.

PLAYGROUND RULES

When students are safe and respectful on the playground they:

- Follow directions promptly and respectfully
- Keep their hands and feet away from others
- Stay within the boundaries of the playground formed by the edge of the woods, the sidewalk and the edge of the tar pavement, and the line marked to separate the outer playing field. The dirt piles and hills are not within the playground limits.
- Use only air-filled balls (including soccer, football, basketball, and playground balls), tennis balls, wiffle, nerf, or rag balls. Balls may only be kicked on the field areas, not on the pavement.
- Use only plastic (wiffle) bats. Wooden or metal bats may not be used.
- Wear appropriate clothing (i.e.: snow pants/boots, etc.). When fields are wet or snow covered children without appropriate winter/waterproof clothing will be restricted to paved areas during outdoor recess.
- Use trash cans to help keep the playground clean.
- Use playground equipment responsibly:
 - ✓ Students may not climb up or swing around the support poles of the swings or slide.
 - ✓ Only one person is permitted on the slide at a time. Students must wait for the person in front to have his feet on the ground before beginning up the ladder. Students must slide in a forward position. They may not stand at the side of the slide and reach out toward the others who are sliding.
 - ✓ Swings are for individual use only; students may not sit on one another's laps. Swinging is done forward and back, without twisting the swing or going sideward. Students may not push each other on swings, run under the swing when someone else is swinging, or jump off a moving swing.
 - ✓ Students may not stand on the top of or sit underneath the jungle gym. Parts of the body (hands, stomach, etc.) other than feet must be in contact with the bars.
 - ✓ Throwing or kicking objects such as snowballs, ice, or stones is not permitted. Students may not slide on ice. **When playground behavior is inappropriate, logical consequences are used.**
- Apology of Action - "You broke it-you fix it" (Example: A child who excludes another child from a game can be encouraged to "fix" the situation by inviting the child to enter the game...)
- Loss of Privilege - The student's recess may temporarily be assigned by the recess supervisor.
- Time Out - The student is required to stand in a designated location for a minute or two.

DISTRICT BUS DISCIPLINE PLAN

Elementary students (grades K-5) riding on school buses must present notes from their parents/guardian to the school if they will not be riding on their assigned bus.

Kindergarten through grade two students will not be discharged from a school bus unless a parent, guardian, or known adult is present at the stop. Parents/Guardians may opt out of this policy in writing to the school principal.

In order to provide safe transportation to and from school, the following rules apply. It is our belief that all students can behave appropriately and safely while riding on a school bus.

Students will:

- Stay in their seats.

- Follow directions of the driver.
- Refrain from pushing, shoving, cutting in line or fighting at any time while on the bus or at a bus stop.
- Refrain from throwing objects or littering.
- Refrain from making excessive noise (shouting, whistling, etc ;)

If a student breaks a rule: (Consequences for “inappropriate behavior” are at the building administrator’s discretion.)

- 1st Incident: Driver verbally warns student.
- 2nd Incident: Driver submits written report to principal and parents are notified in writing.
- 3rd Incident: Student may be suspended from bus for one day.
- 4th Incident: Student may be suspended from bus for three days.
- 5th Incident: Student may be suspended from bus for long term.

Severe Disruption:

The following “inappropriate behavior” will result in automatic suspension of transportation privileges from a minimum of three days to long term, and payment for any property damage:

- Physical harm to student(s.)
- Physical harm or threat of physical harm.
- Use of vulgar or obscene language or gestures.
- Property damage.
- Total disruption which creates a safety hazard.

FOOD SERVICE PROGRAM

MEAL SERVICE

Our cafeteria is operated and managed by Fresh Picks Café (a division of Café Services).

Lunch: Bakie School Food Service Program provides a well-balanced student lunch each day to children in grades one through five. Milk may be purchased separately. Menus and prices are available in the local newspaper as well as on the SRSD website at <http://www.sau17.org>.

Breakfast: Bakie School Food Service Program provides breakfast for an additional cost. Breakfast is served daily in a bag and is available for students to pick up and take to their classroom upon arriving to school. Milk is included.

Automated Point of Sale System (POS): Our payment system is designed as a debit process, where families put money into a lunch account and draw from their prepaid account when food is purchased. Cash, check and online payments are accepted every day of the week. If money is sent in to school, it should be in a sealed envelope that is labeled on the outside with your child’s full name and teacher. Check payments are preferred over cash and they may be made out to “**SRSD Lunch Program**”.

Parents may set up an online account with “My School Bucks” and use a credit/debit card to make deposits into your child’s account. Specific directions will be sent home with your child at the start of school and may also be obtained on the district website (click on “Parents=>My School Bucks Parent Information Letter”).

Please be aware that if your child chooses to purchase snacks, the prepayment will be spent more quickly than if he/she is only purchasing a lunch. Please notify the school if you do not wish to have extra snacks available for purchase by your child. We encourage parents to send in a healthy snack each day with your child.

Meal Assistance Program: The meal assistance program is a federally funded program that provides free and reduced meals to families that meet the income guidelines. Applications for this program will be sent home with your child. You can apply and reapply at any time during the school year should your financial situation change. The program is operated in strict confidence and all students go through the same checkout process eliminating any distinction between students that are participating in the program and those who are not. Meal eligibility is determined by the Sanborn Regional School District Finance Office. Only one form per family is needed. Eligibility letters are sent directly to the parents’ home. Students receiving reduced price or free lunches last year will be provided lunch under the same conditions this year until submission of a new application no later than October 1st.

LUNCHROOM RULES

When students are safe, respectful, and responsible in the lunchroom they:

- Use indoor voices
- Show respect for others
- Listen to teacher directions
- Practice appropriate table manners
- Remain seated

When lunchroom behavior is inappropriate, logical consequences are used:

- Apology of Action - "You broke it-you fix it" (Example: Food and debris is picked up by the student(s) who have not respected our school environment.)
- Loss of Privilege - (Example: Students lose the privilege for a day or two of sitting beside someone with whom they cause a disruption.)
- Time Out may include assigning students a seat near the lunchroom door for a designated length of time.

SCHOOL SAFETY

EMERGENCY CLOSING OF SCHOOL

At the discretion of the Superintendent of Schools:

- School openings may be delayed one or two hours
- School may not open for the day
- Students may be dismissed before the end of the day

Emergency closing information will be posted on the WMUR website as well as the district website (as long as there is electricity available to make the posting). The following radio and television stations will also be notified of emergency closings:

WHEB 75 AM

WHDH-TV Channel 7

WBZ-TV Channel 4

WOKQ 97.5 FM

WMUR-TV Channel 9

WCVB-TV Channel 5

WBZ 1030 AM

WRKO 680 AM

Notification for delay will be made by 6:00 am. If closing becomes necessary after a delay is announced, this notification will be made to the radio station by 8:00 am.

If it is necessary to close all district schools early, dismissal of students will be in accordance with information detailed on the emergency form which is included in student paperwork. You will be notified via the automated phone messaging system. This service will dial parent numbers to deliver urgent district information. To make this system work as planned it is important to keep your emergency information current.

EMERGENCY MANAGEMENT PLANNING

Students are taught the following emergency safety procedures:

- Secure Building (Lockdown)
- Shelter in Place
- Drop and Cover
- Evacuation
- Reverse Evacuation

Participation in regularly scheduled drills is expected of all students and staff.

RADIOLOGICAL EMERGENCY RESPONSE PLAN

A radiological emergency response plan has been developed and distributed through many agencies other than the schools. The part of the plan which is related to the Kingston school children is summarized as follows:

The emergency classification level dictates the actions to be taken. An Unusual Event requires no notification and no action. An Alert may signal school notification with no action required other than "stand by." The Superintendent of Schools may order school cancellation via normal procedures as a precautionary measure. A Site Area Emergency or General Emergency when school is not in session may result in cancellation of school by the

Superintendent using normal procedures. Schools in session may be directed to undertake a protective response such as early dismissal, sheltering, or evacuation. If evacuation is required, students will be released to parents/guardian or those individuals listed on the School Emergency Card if they arrive before the bus boarding. Student accompanied by school personnel will be transported to Southside Junior High School in Manchester. Here, school representatives will supervise students until they are picked up by parents/guardians.

OTHER ESSENTIAL INFORMATION

BICYCLES/WALKING

Students who ride bicycles or walk to school must bring in a note from their parents authorizing them to ride or walk to school. If a student walks or rides a bike to school without a note, he/she will be asked to call home for permission. If the student is unable to reach his/her parents, the student will be asked to leave the bicycle at school and take his or her regular means of transportation home. State law requires all students wear a helmet at all times while riding a bicycle.

Students riding bicycles to school must dismount and walk their bicycles to the racks upon entering school property and are not to mount them until they have left the school yard. If students walk or ride bicycles to school they are not to arrive before the entry bell rings. Prior to this time there is no supervision for students. Their early arrival presents a serious safety concern. Once a student has placed his/her bicycle in the rack she/he is to leave that area and not return until exiting school grounds.

EXTRA CURRICULAR ACTIVITIES

Sanborn Regional School District provides a variety of activities for Bakie students. The grade level of students eligible to participate and the days of the week will vary. Every effort is made to schedule activities for all grade levels at some time throughout the year. Please check notices for details of dates and times of programs offered.

HOMEWORK

To further the Sanborn Regional School District's goal of developing and nurturing independent learners, we at Bakie Elementary School believe homework is an essential part of education. Working outside the classroom and school day develops responsibility, fosters self-confidence, and reinforces the educational process while providing a home/school connection that is essential to student success. Guidelines are listed in the *SRSB Policy IKB-R*.

PARENT INVOLVEMENT

There are many ways to volunteer in all aspects. Look for your volunteer signup sheet at the beginning of the year. Information from the officers about the organization's projects and a request for your volunteer efforts will be sent home with your child. We appreciate the efforts and contributions of our members and encourage you to become a part of this vibrant and vitally important organization.

PETS

Due to student allergies and legal responsibility, pets may not be brought to school without prior approval from the Principal. While we understand that household pets are an important part of students' lives, the health and safety of students and staff are of paramount importance.

PRESENTING CONCERNS

Any person having an interest in the Sanborn Schools shall have the right to present a request, suggestion, or concern about district policies or personnel. It is the desire of the School Board to rectify any misunderstanding between the public and the school district by direct discussion of an informal type among the interested parties. It is only when such informal meetings fail to resolve the differences that more formal procedures shall be employed. The School Board places trust both in its employees and in the initiator of the concern, and desires to support their actions in such a manner that both are freed from unnecessary, negative criticism and complaints or retribution.

Whenever a complaint is made directly to the Board as a whole or to a board member as an individual, it shall be referred to the school administration. The administration shall process the complaint through the approved procedures. If the need arises to review a policy, the most recently approved policy is available through the main office, the Superintendent's office, and on the web.

PUBLICATIONS

We have an excellent public relations program in Sanborn that relies heavily on the use of local newspaper, cable TV, and internet sites. We frequently offer information to the *Carriage Towne News*, *Lawrence Eagle Tribune*, *Rockingham News*, local cable station, and through the Bakie website. These promotional articles highlight exciting educational experiences of our students. If you object to having your child photographed, filmed, or identified in newspaper photos or on the internet, please notify the school office in writing at the start of the school year.

STUDENT SCHOOL INSURANCE

As a service to Bakie families, students may purchase school insurance that provides medical coverage for accidents and injuries while students are

- Going directly to school
- At school or participating in a school sponsored event
- Returning directly home from school

STUDENT COUNCIL

Bakie School's Student Council works to keep the students, principals, and teachers informed of each other's ideas, needs, and opinions. Regular meetings are held to discuss student concerns and contributions to the school and community. The Student council sponsors fundraisers and assists in many school activities and programs. A faculty member serves as an advisor and liaison to the Principal.

SRSD SCHOOL BOARD POLICIES

The Sanborn Regional School District School Board Policies are available online at:

<http://www.sau17.org/Content2/90>

Some policies you may find useful to review are:

EEAEC: Student Conduct on Buses

IKB – R: Homework Guidelines

JBAA: Sexual Harassment

JBAA-R: Grievance Procedure for Discrimination

JH-R1: Attendance Policy-Elementary-Middle Schools

JICG: Tobacco Use by Students

JICH: Student Substance Use and Abuse

JICH – R: Student Substance Use and Abuse – Rules

JICK: Pupil Safety and Violence Prevention

JICL: Student Access to Networks & Internet

JICL-R: Guidelines for Student Access to District Computer Networks & the Internet

JK: Suspension and Expulsion of Students

JK – R: Suspension and Expulsion of Students – Rules

PUBLIC NOTICES

Family Educational Rights and Privacy

Rights Under the Protection of Pupil Rights Amendment

Sanborn Regional School District Personal Device Usage Temporary Policy

The Sanborn School District has recently installed wireless connectivity in all schools. In an effort to protect these networks and the users who access them, any network user who brings his/her own personal device into the school building is required to adhere to the district Acceptable Use Policy.

In addition, the student and parent/legal guardian must also sign the Personal Device Student User Agreement.

Sanborn School District -Personal Device Student User Agreement

Students wishing to use Personal devices according to Board Policy JICJ must follow the responsibilities stated in the Acceptable Use Policy as well as the following guidelines.

Device Types

For the purpose of this agreement the word “device” means a privately owned wireless and/or portable electronic piece of equipment that includes tablets/slates, IPOD Touches, gaming devices, cell and Smart phones.

Guidelines

1. Any student who wishes to use a personally owned electronic device within the Sanborn School District must read and sign this agreement and submit it to his/her school.
2. The student takes full responsibility for his or her device. The school is not responsible for the security of the device.
3. The student is responsible for the proper care of their personal device, including any cost of repair, replacement or any modifications needed to use the device at school.
4. The school reserves the right to inspect a student’s personal device if there is reason to believe that the student has violated Board policies, administrative procedures, school rules or has engaged in other misconduct while using their personal device.
5. Violations of any Board policies, administrative procedures or school rules involving a student’s personally owned device may result in the loss of use of the device in school and/or disciplinary action.
6. The student complies with any staff members request to shut down the device or close the screen.
7. Students will not be allowed to charge the battery of any personal device while at school.
8. The student may not use the devices to record, transmit or post photos or video of a person or persons in school, nor can any images or video recorded at school be transmitted or posted without expressed permission of the administration.
9. The student will use the SRSD GUEST network for any access through a personal device. As a student I understand and will abide by the above policy and guidelines. I further understand that any violation of the above may result in the loss of my network and/or device privileges as well as other disciplinary action. As a parent I understand that my child will be responsible for abiding by the above policy and guidelines. I have read and discussed them with him/her and they understand the responsibility they have in the use of their personal device.

Device Serial Number

Student’s Signature

Date

Please Print Student’s Name

Student’s Grade

Parent’s Signature

Date

Please Print Parent’s Name

FAMILY HANDBOOK CONFIRMATION

Thank you for your conscientiousness in reviewing this handbook. We also appreciate any discussion you have shared with your child about the pertinent parts of the handbook.

Please [click here](#) to complete and submit the parent/guardian confirmation form.