

WESTON SCHOOL

2018 - 2019

**STUDENT
HANDBOOK**

NOTICE OF NON-DISCRIMINATION

The Manchester School District does not discriminate on the basis of race, color, national origin, religion, gender, sexual orientation, age or disability in its programs, activities, employment or services. In accord with the Americans with Disabilities Act and Section 504, the District does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities.

The following individuals have been designated to handle inquiries regarding the non-discrimination policies:

For ADA or Section 504 inquiries:

District ADA/504 Coordinator

195 McGregor Street, Suite 201

Manchester, NH 03102

(603) 624-6300

For all other inquiries:

Assistant Superintendent for Elementary Education

195 McGregor Street, Suite 201

Manchester, NH 03102

(603) 624-6300

SCHOOL PROCEDURES

Arrival Times:

Students should not arrive at school prior to 8:30 a.m.

Kindergarten through Grade 5 Students enter building via playground
8:30-8:45

(There will be no outdoor supervision students
go directly to the classroom at 8:30)

Breakfast students will be allowed in @ 8:15.

Instructional Time Begins at 8:45 a.m.
Students are Tardy at 8:46 a.m.

Dismissal Time is 2:50

Please note: Beaver street is one way proceeding onto Hanover Street before and after school for bus traffic. Parents are **not** allowed to park on this street. Please be extremely careful as you drop off or pick up students. The area surrounding the school is very congested at the opening and close of school each day. Please watch and honor the school bus signals. Please respect our neighbors by not parking on their lawns or by their driveways.

MORNING DROP OFF:

The parking and drop off procedures are for safety of everyone at Weston, our neighbors, and any driver navigating around our school. The rules apply to everyone. We find that once one person takes advantage of the rules, others follow. Some rules may not appear to be fair or have reason, but please be assured that our traffic patterns have been developed from experience.

- Students are to be dropped off on Michigan Ave. and Briar Ave.

ONLY.

- There is **no** student drop off on Beaver Street. This area is for busses **ONLY**.
- There is **No Parking or Standing** on Michigan St. or at the drop off area on Briar Ave.

- If you need to talk to your child while they are in your care before dropping them off

or you want to walk your child to the playground, please park past Briar Ave. on Michigan Ave. or across Hanover St. behind the Mobil Station.

- **Students should be dropped off in the playground between 8:30 and 8:45.**

There is no supervision prior to this time and it is not safe for your child.

- Only after 8:46 should students be dropped off at the front door. They are late at this time and must check in to the office with a parent.

TARDINESS PROCEDURES:

All students who arrive to school late must be signed in by a parent or the adult who brought them to school. There will be a sign-in book on the counter in the office. If a child comes into school without a parent, the parent will be called to come sign them in.

The student will wait in the office until the parent returns.

****Please read the District Attendance Policy in the District Handbook enclosed or on the District Website.**

DISMISSAL PROCEDURES:

It is important to communicate in writing to your child's teacher how your child will be going home from school. Each child at Weston School is assigned to one of the following groups for dismissal after school: **Walk, Car, Bus or Day Care**. Parents who have a child participating in an off-site after school program which provides transportation, such as the Boys and Girls Club or Alpha Bits, will need to **send a note** to their child's teacher giving the school permission to dismiss their child to the agency's transport.

Special Note: Children will be dismissed in their assigned group unless a **written note** stating otherwise is sent to the teacher. **We cannot take change of dismissal over the phone**. If you wish someone other than yourself to pick up your child, you must also send a note.

Bus Students: Students are assigned a bus based upon their address. Students will board and get off the bus only at their assigned bus stop. Students are not allowed under any circumstances to ride a bus other than their own. **Students not assigned to a bus are not allowed to ride the bus under any circumstances**. Bus safety rules need to be followed. Students cannot be dismissed from the bus lines.

Walk Students: Students will be escorted to the crossing guard on Hanover and Michigan or escorted to the corner to cross Beaver Street.

Car Students: Parents must park their cars and walk onto the playground to pick up their child and exit using Briar Avenue or Michigan Avenue exits. Teachers escort students to the basketball courts on the playground. Parents will wait on the basketball court for their children. Michigan Avenue is closed to cars for dismissal at the corners of Hanover Street and Briar Avenue. For the safety and welfare of your children we must ask for your complete cooperation in this procedure. **Playground equipment cannot be used during dismissal**.

KINDERGARTEN DISMISSAL:

Due to the increased number of Kindergarten students, a separate exit procedure has been created for them. Kindergarten students will be dismissed in the front of the building. They will be dismissed two minutes prior to the other car students to allow parents to pick up the Kindergarteners first and then any other siblings. If you wish to pick up older siblings with your Kindergarteners in front of the building, please request a K Patrol Form the first week of school to be filled out and returned to the school office.

As with the regular car patrol, there will be no parking in the school parking lot.

Parents may park on the side streets, behind the Mobil Station, and at the far end of the Citco Station. Absolutely no parking at the Citco Station other than the far end. The owner has been very gracious to us.

Weston YMCA Day Care Students: Students come to the school stage each afternoon and check in with the YMCA Day Care workers.

CONDUCT AND DISCIPLINE:

Students are expected to behave in a manner based on respect of self, others and their community. The school is committed to providing and maintaining an environment suitable to learning.

Specifically, students are expected to:

- Conform to reasonable standards of speech and conduct
- Refrain from violating or impairing the rights of others (bullying)
- Not engage in any conduct that deprives other students of an atmosphere conducive to studying
- Adhere to Weston School's Students' Expectations

The school shall hold students responsible for their actions according to the Manchester School District's Elementary Code of Conduct. The Code of Conduct is available on the Weston Website as well as the Manchester School District Website.

EMERGENCY FORM:

Every student needs a completed updated emergency form on file in case of illness or injury. Please return this form to your child's teacher **as soon as possible**. If information changes during the school year, please inform the school office.

HEALTH SERVICES:

Parents are expected to seek routine medical attention for their child when necessary as well as making sure their child has the required inoculations. During the school year the nurse will screen children for vision and hearing problems as well as other child-related health problems. The school nurse will contact you if disabilities are discovered.

If your child is injured at school, we will make him/her comfortable and then call you immediately if a serious injury has occurred. If you cannot be reached, we will attempt to contact the emergency number that you listed on the emergency form.

If your child becomes ill at school, we will contact you. If we cannot reach you, we will use the emergency contact on the child's emergency form. Please remember, we cannot keep ill students at school. Students and parents are requested to inform the nurse of any particular health problems, which should be a matter of record: such as allergic reactions to bee stings, food allergies, chronic illnesses, and medications.

ABSENCES/ILLNESS:

As we are concerned about the safe arrival of all students at Weston, we ask that in the event of an absence parents notify the office that their child will not be attending school that day. Please call the school office at 624-6347 or leave a message on the answering machine. Our office hours are 7:45 a.m. to 3:15 p.m.

NH State Law (RSA 193.2) requires student attendance during the time that school is in session. Please note that each absence from school is expected to be followed by a note from the parent or guardian stating the dates of absence, the reason, and the signature of the parent or guardian. A written note is expected even if a phone call was made. See District Policy on Weston Website.

The student is responsible for making up any work missed during his or her absence from school. Education is a process whereby significant learning occurs through the interaction of students and teachers. Students need to be present in school to succeed. Assignments sent home cannot duplicate the learning taking place within a classroom during regularly scheduled classes.

Absences for family vacations and other discretionary reasons are considered unexcused absences and may place the student at risk of truancy. Any such absences should be discussed in advance with the principal and classroom teacher. See District Attendance Policy on Weston Website.

BUS CONDUCT:

Bus conduct is an important safety issue. Students are expected to behave in a manner that does not jeopardize the safety or welfare of themselves or others. When necessary, the bus driver may issue a disciplinary report which will be sent to the school administration and forwarded to parents.

Appropriate action will be taken. Students whose conduct on the school bus is unsatisfactory may be denied the use of bus transportation. Parents are responsible for their children at bus stops. *Please see District Policy 100 & 101.

CLOTHING:

Students are expected to be well groomed and dressed in a reasonable and responsible manner. Head covering such as hats and scarves are not allowed to be worn in the school building. Clothing with messages in poor taste is not allowed. All students must wear appropriate footwear which is not dangerous or harmful. Roller blade sneakers (Heelys) are not allowed in school. Flip Flops and high heeled shoes pose a danger on the stairs and playground and are also not allowed in school. See District Dress Code Policy.

Please dress your child for weather conditions. Boots should be worn to school in the winter but should not be worn all day in the classroom. Children are expected to bring a pair of shoes to change into.

MEDICATIONS:

Medicine, including aspirin and all over-the-counter medications, cannot be administered by the school. Students who need to take prescribed medication must have the appropriate form signed by the physician and parent before the medication can be given.

Medication must be delivered in the original prescription container, labeled with the student's name, physician's name, date of prescription, name and strength of medication, and the directions for taking by the student.

PLEASE REMEMBER TO KEEP THE EMERGENCY CARD INFORMATION UPDATED THROUGHOUT THE YEAR.

INTEGRATED ARTS:

Art, Music, Physical Education, Health, and Library Science are provided to each student on a regular basis. Behavior guidelines appropriate for the classroom are expected for each of these classes.

For interested students, string instrument lessons are taught beginning in fourth grade and band instruction begins in grade five. The rental of an instrument is the responsibility of parents. Information is sent home each fall.

Each pupil is required to participate in the physical education program unless the school receives a written excuse from a doctor or other appropriate source stating the reasons why the pupil should be excused. Proper dress, including non-marring sneakers, is expected for each class.

LOST AND FOUND:

Due to the excessive amount of lost and found items, we strongly encourage parents to label all student belongings. We cannot be responsible for items which have been misplaced or stolen.

Lost and found is located on the first floor in the cafeteria. Students are urged to check regularly for lost items. Parents may also check lost and found by stopping by the office during school hours and receiving a visitor pass. Items, which are unclaimed, will be donated to a charity during school vacations.

SCHOOL BREAKFAST PROGRAM:

Breakfast is available from 8:15-8:45. Breakfast will cost \$1.30, Reduced .30.

SCHOOL LUNCH PROGRAM:

The cost of snack and cold lunch milk is .35 each. Each family will receive with this letter information and paperwork about the National School Lunch Program which includes the guidelines for free and reduced lunch.

An envelope with your child's name, teacher's name, and the total amount of money in the envelope should be given to the teacher.

Students who bring lunch from home may not have soda or glass containers. White and sometimes chocolate milk is available for .35 daily payable in the cafeteria during lunchtime.

Children are not allowed to share food. Children may bring a healthy snack to school to have sometime during the school day.

Weston School uses an automated data processing system. Students will utilize "debit" cards to pay for meals, eliminating paper rosters. The cards will be distributed daily by their teacher, processed in the cafeteria, then returned to their respective classrooms for re-distribution the following day.

To activate your child's account, simply pre-pay any amount desired.

Please make checks payable to "Weston School – Foodservices".

Cash remains an acceptable form of payment. Your child's meal purchase will be electronically deducted from their account when the cashier swipes the card. Parents will be notified when their account balance falls below \$5.00. Prepayments can be made for any dollar amount. The current cost for lunch is \$2.40. For those eligible, reduced-price lunch is \$.40.

ICE CREAM AND POPCORN:

Ice cream is .50 and served on Fridays. Popcorn is .50 and delivered on Wednesdays. **As in years past, a letter will go home allowing families to pre-purchase popcorn and/or ice cream for the year.**

PERSONAL PROPERTY:

Weston School is not responsible for lost or stolen property. **Radios, tape recorders, CD players, cell phones, cassette players, electronic equipment, roller blades, skateboards, and other such expensive equipment should not be brought to school unless they are being used for a classroom project and have the approval of the teacher.**

Such items, if brought without permission, will be taken by the teacher and return to the student at the end of the day. Parents will be contacted by the administration if this behavior is repeated and may require a parent to pick up the items at school.

REPORT CARDS AND PROGRESS REPORTS:

Report cards are issued at the close of each trimester. Report cards contain both academic and conduct grades. Attendance is reported on the card. The report card copy that comes home is yours to keep. **The report card envelope must be signed by a parent and returned to the classroom teacher.**

Progress Reports are sent home to parents midway during each marking period. **Please sign and return the Progress Report and return to your child's teacher in a timely manner.**

We ask that you carefully review the report cards and progress reports and discuss them with your child.

SCHOOL CANCELLATION:

In the event that inclement weather necessitates the possible delayed opening or cancellation of school, the information will be broadcast over local radio and TV stations. **PLEASE DO NOT CALL THE SCHOOL.** Any days lost by school closings will be made up at the end of the year.

Local Stations to listen to: WZID 95.7 FM, WMUR – TV Channel 9

Our new notification system “School Messenger” will call you and text you also.

*In case of a **2 hour Delayed Opening**, students will be allowed to enter school at 10:30. We do not have staff available to supervise any earlier. School will begin at 10:45.

SCHOOL INSURANCE:

Coverage is available for a nominal fee. Insurance applications will be available on the District Website.

TARDY PASSES:

Students who are late for school must report to the office **with a parent** for a tardy pass before going to class. Repeated tardiness may result in further action.

TELEPHONE:

Students will be allowed to use the school telephone only for emergencies. Students will not be allowed to leave class to receive a telephone call. **After school arrangements must be made prior to the start of the school day.** Students must clear all telephone usage with the office and receive a pass.

****Cell Phones:** We understand the increased use of cell phones for safety purposes during transportation to and from home. Cell phones, condoned by parents, for these purposes are to be **turned off and stored in**

backpacks during school hours. They are not to be on or used in school. We are not responsible for loss or damaged cell phones. Phones found on students or being used will be confiscated and parents will need to come pick them up.

VISITORS:

Visitors are welcome at Weston School. To ensure the smooth operation of the school and the safety of the students, all doors are kept locked during the school day. All visitors must enter the building through the front door entrance. Please ring the bell and the secretary will buzz you in. Proceed directly to the office and check in. After seeing the school secretary, please sign in and obtain a visitor's pass, which must be worn. Upon leaving, please sign out at the office and return your visitor's pass.

Appointments with teachers should be made prior to any classroom visitation. No student shall be released or allowed to see or talk to anyone except a parent or someone with verified permission.

WESTON SCHOOL'S EMERGENCY PLAN

Dear Parents,

Should an emergency or disaster situation ever arise in our area while school is in session, we want you to be aware that the school has made preparations to respond effectively to such situations. Should we have a disaster during school hours, your student(s) will be cared for at this school. Our School District has implemented detailed disaster plans formulated to respond to a major catastrophe. Students have been taught techniques in case a disaster should occur. These drills will be practiced throughout the year. Below is a detailed description of emergency plans. For a brief synopsis please post in your home our "At-A-Glance" Emergency Drills.

Your cooperation is necessary in any emergency.

1. Do not telephone the school. Telephone lines may be needed for emergency communications. Look for call or text from our new notification system "School Messenger".
2. In the event of a serious disaster, students will be kept at the school until they are picked up by an identified, responsible adult who has been identified as such on the School Emergency Form which is required to be filled out by parents at the beginning of every school year. Parents or responsible adult picking up your child must have a photo I.D. Please be sure you consider the following criteria when you authorize another person to pick up your child at school:
 - They are 18 years of age
 - They are usually home during the day
 - They could walk to school, if necessary
 - They are known to your child
 - They are both aware and able to assume this responsibility
3. Turn your radio to WZID or WFEA for emergency announcements. If students are to be kept at school, radio stations will be notified. If electrical service is not affected, information will be relayed via the School District cable on Channel 16. In addition, information regarding day-to-day school operations will be available by calling the District Office at 624-6300.

4. Impress upon your children the need for them to follow the directions of any school personnel in times of an emergency.

Students will be released only to parents and persons identified on the School Emergency Form with a picture I.D. During an extreme emergency, students will be released at designated reunion areas located on school grounds or our evacuation site at St. Pius Church. Parents should be patient and understanding with the student release process. Please instruct your student to remain at school or evacuation site until you or a designee arrives.

The decision to keep students at school will be based upon whether or not streets in the area are open. If this occurs, radio stations will be notified. In the event that a major disaster (roads are impassable) takes place during the time that students are being transported, students will be kept on the bus and the driver will ask for assistance through radio contact with the school and district personnel. Any child who is home waiting for the bus will not be picked up (if roads are impassable) and the child remains the responsibility of the parent or guardian. In the event a major disaster occurs while busses are in route, the bus driver will make every attempt to continue delivering the students to their homes. Should road conditions prevent the driver from delivering students to home, or to school in the morning, the students will be delivered to the nearest school site and that school will communicate with the home school to inform them of the students' whereabouts.

In case of a "hazardous release event" (chemical spill) near the school area, "Shelter-in-Place" procedures will be implemented to provide in place protection. All students and staff will clear the grounds, report to their rooms, and all efforts will be made to prevent outside air from entering classrooms during the emergency. Student arriving at school during a "Shelter-in-Place" drill or actual emergency should report to the school office or remain with their parents if possible. When the dangerous incident has subsided, an all clear signal will be given and signs will be taken down.

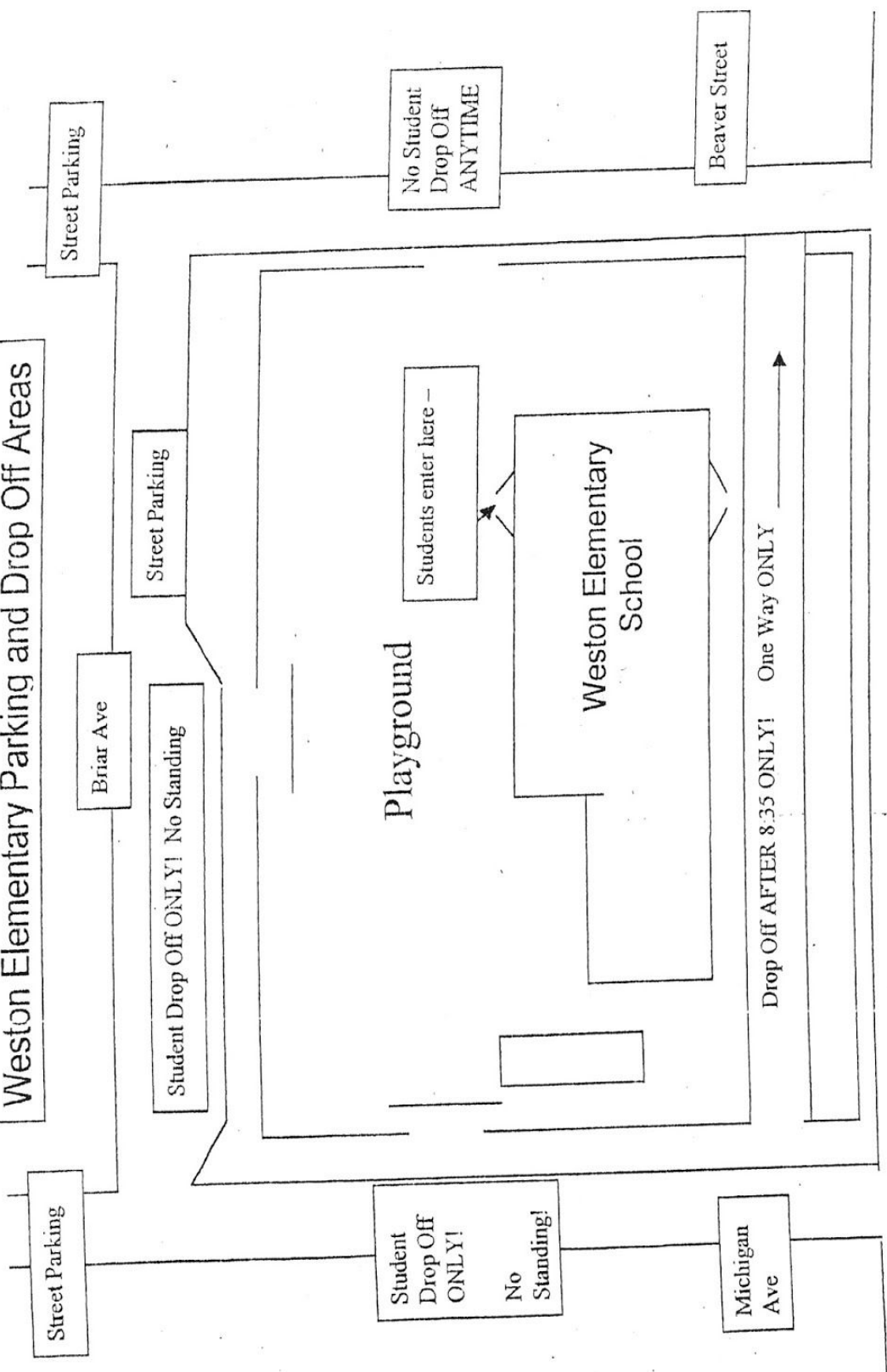
Please discuss these matters with your immediate family. Planning ahead will help alleviate concern during major disasters.

Sincerely,

Lizbeth MacDonald

Principal

Weston Elementary Parking and Drop Off Areas



Mobil Station
Parking

TR Brenuans
Parking Lot
Parking

AT-A-GLANCE
Weston Elementary School
Emergency Drills

In our attempt to keep parents informed regarding what is happening at Weston on a day-to-day basis, we are providing this summary of drills that you may hear your child refer to when discussing the events of their school day.

We practice these drills on a rotating basis, and occasionally need to call them to deal with a current situation. If we believe there is a need to inform you of any activity which required the use of any of these procedures, we will send home a notice informing you of the situation.

DRILL	POSSIBLE PURPOSE	WHAT STUDENTS DO
Evacuation (Fire Drill)	Fire in the building or at a nearby location, hazmat spill or leak in the building, explosion, Bomb threat.	Students exit the building to the playground and are accounted for by staff.
Reverse Evacuation	Severe weather, animal on playground, hazmat outside, emergency activity close to school grounds, unwelcome adult close to or on playground.	Students enter building possibly without lining up prior to being directed into school by staff
Lock Down	Intruder, medical emergency in building, angry or threatening individual in school.	Students remain in classrooms, any student in halls are escorted into nearest classroom. Students move to corner away from door and windows. Classroom doors are locked.
Shelter in Place	Hazmat situation outside	Students remain in classrooms, any student in halls are escorted into nearest classroom.
Drop and Cover	Explosions, gun fire outside the school, severe weather	Students move under desks, face away from windows, cover the back of their head and neck with hands. If on playground, fall flat on ground.

SECURE THE DOORS

In addition to the drills listed above, you may hear from your student that there was a 'Secure The Doors' called and their teacher left the room or stopped the lesson and stood by the classroom door.

When a 'Secure the Doors' emergency is called it is usually to attend to a child in emotional distress that has chosen to run and hide in the building, or may possibly attempt to exit the building. The staff cover all exit doors. Usually all other students are not required to react in a predetermined manner, except to continue to follow the directions of the adult in their room.

Please review the policies below at
mansd.org:

Attendance Policy

Transportation Policy

Code of Conduct