

# PARENT / STUDENT HANDBOOK



Maple Avenue Elementary School  
Goffstown, NH

2023 - 2024

Principal: Suzanne Pyszka  
Assistant Principal: Lisa Johnson  
Dean of Students: Jill Rioux

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## SCHOOL ADMINISTRATIVE UNIT #19

Serving Goffstown and New Boston

11 School St.

Goffstown, NH 03045

497-4818

Fax #497-8425

Office hours 8:00 a.m. - 4:30 p.m. Monday - Friday

Brian Balke.....Superintendent of Schools

Wendy Kohler.....Assistant Superintendent

Scott Gross.....Business Manager

Jennifer Freitas.....Director of Special Education

Kate Magrath.....Director of Human Resources

Jill Girolimon.....Home/School/Court Liaison

## GOFFSTOWN SCHOOL BOARD

[www.goffstown.k12.nh.us](http://www.goffstown.k12.nh.us)

The Goffstown School Board will meet in regular session at Goffstown High School 7:00 p.m. on the first and third Mondays of each month with special meetings, as necessary. If you have an issue you wish to bring to the Board's attention, you must submit the item for consideration two weeks prior to their meeting, through the S.A.U. Office. You are given the opportunity to be heard by the Board during "Public Comment," which is held at the beginning of the agenda. The comments' section of the agenda may not exceed ten (10) minutes unless extended by vote of the Board.

Occasionally, the Board may 'suspend its rules' to allow visitor participation at the time an issue of specific interest is being addressed. The Board appreciates your attendance and invites your continued interest in its work on behalf of the children and residents of the District.

**Goffstown School District Policies may be viewed online at  
[www.goffstown.k12.nh.us](http://www.goffstown.k12.nh.us) under Goffstown School Board**

# GOFFSTOWN SCHOOL BOARD

## Vision

The **Goffstown School District** is an educational community where students, teachers, professional and support staff, parents, school board members, and the entire community value and support academic achievement and are proud of their schools.

## Mission

The Mission of the **Goffstown School District** is to provide the opportunity for each student to obtain a substantive, challenging, and appropriate education consistent with the student's abilities, offered within a safe environment, and serves as a foundation for life-long learning.

## Guiding Principles

1. High quality and equitable public education is a foundation of our democracy.
2. Public education accepts and educates students possessing the full range of ability and interest.
3. Public education continues to do a respectable job under increasing societal expectations and demands. We strive to balance the demands with our educational goals.
4. Each student in the Goffstown School District has the right to an academic environment, which allows him or her to grow both intellectually and personally.
5. The responsibility of public education is to educate students to be good global citizens, to prepare them to live rich and rewarding lives, to be life-long learners, and to be valuable and flexible employees in a challenging and ever-changing world.
6. All students have the right to the opportunity to achieve a high-quality education and to be challenged at their own level. For this to occur all students should have access to a fair portion of the appropriated educational resources.
7. Schools must be a safe place in which the full range of learning and intellectual exploration can take place. Safe schools respect and encourage the open exchange and examination of different ideas, beliefs and opinions.
8. Our schools are a reflection of our community, and we can only achieve high standards if the community as a whole expects, supports and upholds those standards.
9. All members of the Goffstown academic community must be held to the highest standards. The academic community, both individually and collectively – must create and maintain a caring, supportive, and rigorous learning environment if the promise of a high-quality education is to be realized.

10. Goffstown schools can be most effective when there is active cooperation and collaboration between the schools and the larger community. Our schools should provide opportunities for involving parents and other members of the community in their schools.
11. The Goffstown community has the responsibility of providing its young people with a genuine opportunity to achieve a high-quality education. Opportunity, however, cannot guarantee results. It is the responsibility of the students and their parents to take full advantage of the opportunities provided to them.
12. Our schools and administration should regularly review and update educational policies to ensure they are in alignment with the mission and vision.

*Approved unanimously by the Goffstown School Board on April 18, 2022*

### **School Board Mission**

The Mission of the Goffstown School Board is to establish and uphold the broad educational goals, resources and policies that ensure a quality education in the Goffstown School District.

### **Guiding Principles**

1. Amid all its responsibilities, the Board must not lose sight of one of its top priorities, the education of the students within a safe and welcoming environment.
2. Students are given equitable access to the full range of educational resources, technologies, opportunities, and services to achieve educational goals.
3. The Board values, celebrates and expects substantive and measurable academic achievement. And to this end, it is the Board's responsibility to set and articulate educational standards and establish measurable goals to provide effective, high-quality education.
4. The Board provides clear direction through policies and expects those policies to be implemented, with appropriate support, to reach the educational goals and standards set by the Board.
5. The Board is committed to providing a safe and productive learning environment.
  - a. Policies regarding discipline are established to manage student behavior and encourage self-discipline. These policies will be administered appropriately,

equitably, and consistently in each of the schools.

- b. Policies, protocols, partnerships and training are established to ensure the physical safety of the school community.
- 6. The Board provides the public with methods and opportunities for interacting with the Board in a non-threatening and respectful environment.
- 7. The Board values, encourages and promotes life-long learning for students, teachers and staff.
- 8. The Board is the steward of the funds that make our public schools possible, and it takes its fiscal responsibilities seriously.
- 9. The Board values high-quality effective leadership that is transparent and reflective of the mission and vision of the school district.

*Approved unanimously by the Goffstown School Board on 11/7/2022*

## MAPLE AVENUE ELEMENTARY SCHOOL

16 Maple Avenue  
Goffstown, NH 03045  
497-3330

Office hours 8:00 a.m. - 4:00 p.m. Monday – Friday

Suzanne Pyszka.....Principal  
Lisa Johnson.....Assistant Principal/Special Ed. Facilitator  
Jill Rioux.....Dean of Students

### Vision Statement

Maple Avenue is a place where understanding and compassion are cultivated. We use each day to make a positive difference in the lives of children, parents, staff, and the community. By working collaboratively, we strive to create life-long, self-directed learners. At our school, students learn and grow in an environment where they feel happy, safe, and valued.

### Goals

**The Goals of Maple Avenue Elementary School, as outlined in the Local Education Improvement Plan are:**

To provide all students with equitable instruction that is purposeful, targeted, and relevant.

To provide a safe active learning environment where a child's workspace will support, reflect, and enrich instructional practice.

To create a culture that promotes active learning by all school community members.

To provide a school-wide positive behavior intervention system that maintains and improves appropriate student behavior and results in a positive school climate.

## **SCHOOL RULES AND POLICIES** **ATTENDANCE & ADMISSIONS**

### **SCHOOL HOURS**

School hours are from 8:40am to 3:00pm each day. School staff members are assigned to supervise students in the morning beginning at 8:10am. Children who walk to school or who are driven should arrive between 8:10am and 8:30am.

At the end of the day, children walking or being driven home are dismissed at 3:00pm. Students riding the bus home, transition starting at 3:00 and 3:10. The school district's expectation is that students will be picked up promptly unless they are participating in a supervised activity. (Also refer to the Traffic Safety section)

### **ARRIVAL AND DISMISSAL**

Parent drop off will be from **8:10am - 8:30am** and pick up will be from **3:00pm - 3:20pm**. Please refer to the beginning of the year communication regarding the arrival and dismissal process.

### **ABSENTEE PROCEDURE/TARDINESS**

It is very important to call the school office:

1. **Absent child:** Please call **before 8:30am** and leave a message.
2. **Dismissal Change:** If you need to change your child's dismissal routine - Send a note to school with your child or call **before 2:30**.
3. **Emailing:** Absent or dismissal changes, email the teacher and the main office staff at [maple\\_office@sau19.org](mailto:maple_office@sau19.org).
4. **Emergency contact information** – If your contact information or address changes, please let us know immediately (cell numbers, home numbers, work numbers & home address).

Drop off, Tardy and Dismissals:

1. **Student Drop off:** 8:10am is the earliest a child can be dropped off.
2. **Tardy:** A student is considered **tardy after 8:40am** and will require a tardy slip at the main office.
3. **Dismissal:** 3:00pm



4. **School Day:** At 8:30am, students start their day (there is a 10-minute transition period 8:30-8:40). At 3:00pm, students end their day (Also see School Board Policy JH – Student Absences and Excuses).

**EARLY DISMISSAL PROCEDURE**

If your child is to be dismissed from school before the end of the school day, please send a dated note to your child's teacher stating the reason for dismissal, who will be picking up your child, and at what time. In case of an emergency, a verbal request may be honored. Students will not be dismissed from school until the person picking up the student signs him or her out in the office and presents a photo ID. Adults are not to go to the classrooms to pick up their children. This procedure pertains to dismissals before 3:00pm ONLY.

Maple Avenue Elementary School  
**DISMISSAL NOTE**

The following items must be on your note to ensure the safety of all children. Please use paper no smaller than 5x7 and no sticky notes.

**Date:**

**Student's FIRST and LAST Name:**

**Teacher's Name:**

**After School Dismissal Change:**

- Early Dismissal: must indicate time and reason for pick up, name of person picking up, and relationship to the student – bring picture ID
- Walker: must indicate where they are walking to
- Pick-up: must indicate name of person picking up and relationship to the student – bring picture ID
- Bus: must include bus number

**Parent/Guardian Name:** must be legible

\*IF YOU CHOOSE TO NOTIFY A CHANGE IN DISMISSAL BY EMAIL:

[Mapleoffice@sau19.org](mailto:Mapleoffice@sau19.org) is our email for the office staff. Please send all emails regarding your child(ren) being tardy, absent, early dismissals or dismissal changes to this email address and to the classroom teacher. You should not send emails directly to individual office staff.

**NOTE TEMPLATE**

-----  
**Maple Avenue Elementary School**

**Date:** \_\_\_\_\_

**Student Name:** \_\_\_\_\_  
first last

**Teacher Name:** \_\_\_\_\_

**Taking normal bus home:** \_\_\_\_\_  
bus number address

**Walking home:** \_\_\_\_\_  
walking destination

**Pick-up:** \_\_\_\_\_  
name of person picking up / relationship to student (bring picture ID)

**Early Dismissal:** \_\_\_\_\_  
time of pickup / name of person picking up / relationship to student (bring picture ID)

**Parent/Guardian Name (printed):** \_\_\_\_\_

**ATTENDANCE POLICY**

The Goffstown School Board recognizes two kinds of absences: excused absence and truancy. Excused absences are absences due to illness, absence for participation in school activities, medical appointments, family emergencies, and necessary absences with the approval of the student’s parent. All other absences are considered truancy (Policy JH).

**VACATION REQUESTS**

For your child’s educational benefit, we encourage families to plan vacations that coincide with scheduled school vacations. If your child will be on a family vacation when school is in session, you must submit a letter to the principal prior to the trip.

**EARLY RELEASE / TEACHER WORKSHOP DAYS**

On the early release days, the walkers and children being picked up will be dismissed at 1:00pm. The students riding the bus will be dismissed at 1:10pm. Students will have lunch prior to dismissal. *Please refer to the school calendar for dates.*

**EMERGENCY CLOSING/SNOW DAY/DISTANCE LEARNING DAY**

The Superintendent will determine if a “distance learning day” will take place when in-person school is not feasible due to an emergency closing. The Superintendent will make the determination on whether the closing is a distance learning day or a traditional closure. In the event of a distance learning day, the classroom teacher will provide a plan for students to complete assignments.

**RESIDENCY REQUIREMENT**

Parents registering students must provide proof of residency supported with at least two documents (i.e. driver’s license; utility bill; purchase and sales agreement) as defined in RSA 193:12. Students who do not reside in Goffstown cannot attend Goffstown Schools unless the School Board has made an exception. The school district may ask for updated proof of residency at any point in the school year.

**HOMELESSNESS**

SAU19 continues to provide outreach to identify homeless children and youth and works with community agencies and shelters to remove barriers to enrollment. The Homeless Liaison can be contacted at 497-4818.

## **FIRST GRADE ENTRANCE REQUIREMENTS**

Any child entering first grade must be six years old on or before September 30th of the year they plan to attend. Children who turn six years old on or before September 30<sup>th</sup> are eligible for a full-day first grade program and may not be enrolled in kindergarten. Registration for incoming first graders begins in the spring prior to entrance in September. Your child's birth certificate and up-to-date immunization records are required at registration time.

## **WITHDRAWAL**

Please notify the school if you are planning to withdraw your child(ren).

## **EVENT PARKING**

Parking will be available in the Maple Avenue Elementary School parking lot. Parking is also available at the following locations: Superintendent's Office public parking lot, Laundromat, on the right side going up the street on Maple Avenue and along Smith Road.

Please take note of the following: When parking along the street, your car must be facing the direction of the traffic, do not block mailboxes or driveways, read the signs that are posted along the street and do not park in a no parking zone. Police do take notice of these violations. Please be courteous to the residents of Maple Avenue and Smith Road when considering where to park.

## **BUS TRANSPORTATION**

Goffstown Truck Center, Bus Contractor

497-3111

Goffstown Truck Center (STA), the district's student transporter hires certified drivers (commercial licensure) to transport our students. GTC provides annual staff training on topics such as hazardous driving conditions, simple first aid procedures, methods to deal with intruders, and methods to deal with a variety of student behaviors.

The bus routes are printed in the Goffstown News at the end of August and are also posted on the District website at [www.goffstown.k12.nh.us](http://www.goffstown.k12.nh.us). If you have any questions regarding bus routes, please feel free to call the Goffstown Truck Center.

Please fill out the "Transportation Form" for your child. This form tells your child's afternoon destination from school and how he/she will get there. **It is important that the teacher be made aware daily, via a note, if there are changes to your child's afternoon routine.**

It is the policy of the Goffstown School District that all bussed students ride on their assigned bus based on their residency. This means students are not allowed to ride on any other bus but their assigned bus for activities such as birthday parties, sleepovers, Scouts, and/or visits, etc.

While waiting for their bus, children should be on the sidewalk, driveway, or any other place a safe distance from the road but also within view of the bus driver. Please discourage rough play while waiting. Before approaching the bus, your child should look to the bus driver to signal their approach and always walk in front of the bus.

**Audio and Visual Surveillance on School Buses (See Policy ECAF)**

Video cameras may be used in buses to monitor student behavior. Audio recordings in conjunction with video recordings may also be captured on school buses in accordance with the provisions of RSA 570-A:2.

Student conduct on school buses is located at the end of this handbook.

**CURRICULUM**

**ASSESSMENT PROCESS**

Assessment of student learning is important for monitoring student progress and designing differentiated instruction. Formal and informal assessment methods are used to address a range of skills. These assessments may include curriculum-based measures, quizzes, tests, projects, presentations, reports, demonstrations, and various written and oral activities. Screening takes place throughout the school year for first through fourth grade students in the areas of literacy and language, math, social emotional, and fine and gross motor skills. The purpose of the screenings is to uncover potential indicators or risk factors your child may demonstrate that might benefit from additional targeted support. Screenings and assessments are administered in accordance with local and state requirements.

The School Board has approved the following assessment process:

**1<sup>st</sup> Trimester** - A Parent/Guardian - Teacher conference will be held to review your child’s progress to date. Prior to the conference, you will receive an appointment date and time. If you are unable to attend at that time, please contact your child’s teacher to make alternate arrangements. Although we prefer the conference to be held at school, we will accommodate your needs by telephone or video conference, if necessary.

**1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> Trimester** - A Progress Report will be issued to every student.

Check Cubby’s Corner (the weekly newsletter) for the actual date when the reports will be sent home.

**CURRICULUM / STAFFING**

Reading, math, language, spelling, writing, social studies, science, guidance, music, physical education, art, library, and handwriting comprise the curriculum at the elementary schools. The school also has additional services for children with specific needs. The New Hampshire College and Career Ready Standards can be found on the NH Department of Education website: [www.education.nh.gov](http://www.education.nh.gov) click *Who Are We*, then select *Division of Learner Support*, and then select *Bureau of Instructional Support*.

## **UNIFIED ARTS**

All students have art, music, library, and physical education a minimum of once a week. All children are required to participate in physical education unless a doctor's notice is presented. If on a particular day your child cannot participate, please send a signed note to your child's teacher. Your child will be excused for up to three (3) days. After that time, a doctor's statement is required.

## **FAMILY-SCHOOL PARTNERSHIP**

To help assure successful learning of all students, an outline of expectations for students, parents and the school has been developed. This Family School Partnership is an agreement that each participant will do what is necessary to provide an environment conducive to learning. The *Family School Partnership* and the *Family Involvement Policy* are located at the end of this handbook.

## **FIELD TRIPS/ ASSEMBLIES**

Properly supervised and planned educational field trips are an important and essential component of the curriculum and total school program. A signed permission form from a parent or guardian is required for all field trips. If a field trip is scheduled that requires an overnight stay (which is extremely rare at the school), evidence of health insurance is required.

Parents and/or guardians are encouraged to be chaperones on field trips. A field trip chaperone must have fulfilled the requirements of a background investigation and a criminal records check (a designated volunteer – School Board Policy IJOC).

Please contact your child's teacher for consideration prior to the field trip. If you are a chaperone and/or choose to take your child home directly from a field trip, you must provide written notification of your intent before the day of the field trip.

In most cases, the children are charged a fee for school field trips. Please be assured that all children, whether or not they can afford the fee, will participate in all mandatory school field trips.

Assemblies are held periodically during the school year. Students are expected to be courteous and polite to all guests of the Goffstown Elementary Schools. Students should remember that their behavior reflects not only on themselves, but also upon the entire student body.

## **HOMEWORK INFORMATION**

Homework is part of the learning process. It reinforces skills and instills a sense of responsibility. The amount of time it takes a student to complete their homework should not be excessive. A general rule of thumb is 10 minutes total per grade level, i.e.: 3<sup>rd</sup> grade = 30 minutes, 4<sup>th</sup> grade = 40 minutes (see Policy IKB and IKB-R).

If your child is absent from school and needs his/her assignments, please telephone the school office in the morning. The teacher will be notified and will make a folder of your child's work. The folder can be picked up in the office at the end of the school day or sent home with another child, if requested.

## **INFORMATION CENTER**

The goal of the school library media center program is to help students become effective and ethical users of information resources. The library media center provides books, computers, equipment, and audiovisual materials for students, staff, and parents/guardians. The library media specialist, library paraprofessional, and volunteers are available to assist students in locating and selecting materials, audiovisual production, audiovisual equipment use and the use of technology. Information and technology skills are integrated into the curriculum and are taught through collaborative planning with classroom teachers.

Materials may be checked out for one week and renewed as needed. Students will receive written notification when books are overdue. Parents will be requested to pay replacement costs for any damaged or lost materials.

## **NETWORK & INTERNET PROCEDURE**

Parents/guardians of students new to the district and students re-enrolling in the district will be asked to review the Goffstown School District JICL-R: Student Use of Computers, Devices and the Internet, outlining the Student Technology Responsible Use Rules. For your student to use the Goffstown School District's Network and set up an internet account, you will need to give your consent electronically using our PowerSchool Ecollect Forms submission. This electronic consent form stays in the student's PowerSchool account through grade 12. Starting in Grade 3 parents will need to review and sign the Office 365 and Google workplace for Education permission form. Additionally, parents will need to review and sign the Adobe Creative Cloud for K12 permission form beginning in grade 5. Once signed, these permissions will be valid until the student leaves the district.

## **PARENT/GUARDIAN-TEACHER COMMUNICATION**

It is very important that you know what is going on with your child at school and we welcome close communication between home and school. Teachers are available for parent/guardian-teacher conversations and conferences. Teachers will make every effort to return phone calls, e-mails and notes within one school day. We encourage parents/guardians to contact the teacher with any concerns within the classroom.

## **PARENTS RIGHT TO KNOW – (Section 111(h)(6)(A-C)**

Parents may request and the district must provide in a timely manner, information regarding the professional qualification of the student's classroom teachers including at minimum the following:

- Whether the teachers have met State qualifications for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under an emergency or other professional status that the State has waived;
- The degree major of the teacher and any other graduate certification or degree held by the teacher and the field of discipline of the certification or degree; and
- Whether the child is provided services by professionals and if so their qualifications.

The school must also provide to each parent:

- Information on the level of achievement the child has made on all state assessments; and
- Timely notice that the parent's child has been assigned or taught for four or more consecutive weeks by a teacher who is not highly qualified.

### **RETENTION**

The Goffstown School District recognizes that there are instances where a child has not shown sufficient maturity, social and emotional growth, or has failed to acquire sufficient mastery of basic skills. Therefore, it may be best for the child to be retained in the grade for another year. This decision will only be made after other interventions have been tried. Ongoing communication with parents will take place prior to any decision to retain a student. The teacher along with the parents and building principal will make a determination by the end of May if retention will occur (see Policy JG).

### **MULTI-TIERED SYSTEMS OF SUPPORT (MTSS)**

The MTSS process is a multi-step approach to providing services and interventions at increasing levels of intensity to students who struggle with learning (academic and behavior). The progress that students make at each stage of intervention is closely monitored. Results of this monitoring are used to make decisions about the need for further research-based instruction and/or intervention in general education and special education.

### **SECOND STEP PROGRAM/SOCIAL EMOTIONAL LEARNING**

SAU19 uses a nationally recognized school-wide behavior curriculum. Second Step is a program rooted in social-emotional learning (SEL) that helps transform schools into supportive, successful learning environments uniquely equipped to help children thrive.

The program utilizes modeling, practice, and reinforcement in order for children to witness and repeat positive social behavior. There is specific instruction on skills for learning, empathy, emotion management, problem solving, and friendship skills.

If you would like to learn more about Second Step SEL, please visit their website at [www.cfchildren.org/programs/social-emotional-learning/](http://www.cfchildren.org/programs/social-emotional-learning/).

### **SPECIAL EDUCATION/504 INFORMATION**

Special Education and Section 504 accommodations are defined as specially designed instruction or accommodations, respectively, and necessary related services which are provided at no cost to the parents/guardians or the adult student that are required to meet the unique learning needs of a student with a disability. The specially designed instruction or accommodations are provided to ensure that a student with a disability can access the regular curriculum and ultimately meet the educational standards that apply to all children in SAU19.

If you have questions about your student's eligibility and need for the services described above, please contact the Special Education Facilitator at Maple Avenue Elementary School. This person will provide you with more detailed information about how to work with the school to address your concerns.

## **DISCIPLINE**

Children are expected to take responsibility for their own actions in school. We expect proper respect and behavior in a safe environment. Parents/guardians are asked to impress the importance of appropriate social behavior in school in order to foster an atmosphere conducive to effective learning for all students. Additional information regarding discipline of students with disabilities can be found in the Procedural Safeguards Handbook (contact the Assistant Principal).

Below is a non-inclusive list of behavioral rules for students at Maple Avenue Elementary School. Consequences will be progressive, based on the severity and frequency of the inappropriate behavior.

### **GOFFSTOWN ELEMENTARY SCHOOL RULES**

1. Students will be courteous and respect the rights and belongings of their fellow classmates.
2. Students will treat all staff members with respect and obey their requests.
3. Students will play in a safe manner at recess.
4. Students will use the playground equipment in the appropriate way.
5. Students will quietly walk when in the school building.
6. Students will respect and take care of the school property and grounds.
7. Students will remain on the school grounds at all times during the school day.
8. Students will behave appropriately during class times so the proper learning can take place.



## Maple Avenue Elementary School Behavior Matrix

Area	Respect	Responsibility	Safety
<p style="text-align: center;"><b>Hallways</b></p> <p><u>Showline:</u> “Let me see a showline”. (Shhh, hands to side, one person behind the other, walking feet).</p>	<ul style="list-style-type: none"> <li>• Quiet voices</li> <li>• Hold door for person behind you</li> </ul>	<ul style="list-style-type: none"> <li>• If you get behind another class join a line</li> <li>• Take the assigned route</li> <li>• One person behind the other</li> </ul>	<ul style="list-style-type: none"> <li>• Hands/body to side and to self</li> <li>• Walk on the right side of the hall</li> </ul>
<b>Bathrooms</b>	<ul style="list-style-type: none"> <li>• Give other’s privacy</li> <li>• Use indoor quiet voices</li> <li>• Use kind words to others</li> </ul>	<ul style="list-style-type: none"> <li>• Use time wisely</li> <li>• Keep bathrooms clean</li> <li>• Keep personal items out of the bathroom</li> </ul>	<ul style="list-style-type: none"> <li>• Walking feet</li> <li>• Use equipment appropriately</li> <li>• Keep hands and feet to self</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>• Provide personal space to others</li> <li>• Quiet indoor voices</li> <li>• Using kind words</li> </ul>	<ul style="list-style-type: none"> <li>• Keep café clean</li> <li>• Follow adult directions</li> <li>• Receive permission before getting up</li> </ul>	<ul style="list-style-type: none"> <li>• Sit in your seat</li> <li>• Walking feet when entering and leaving café.</li> <li>• Hands and feet to self</li> <li>• Use utensils appropriately</li> </ul>
<b>Instructional Areas</b>	<ul style="list-style-type: none"> <li>• Use kind words to others</li> <li>• Allow others to learn</li> <li>• Quiet indoor voices</li> <li>• Care for materials/equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Be prepared and ready to learn</li> <li>• Listen and follow directions</li> <li>• Keep classroom clean</li> </ul>	<ul style="list-style-type: none"> <li>• Walk</li> <li>• Sit appropriately/chair legs on the floor</li> <li>• Hands and feet to self</li> </ul>
<b>Assemblies</b>	<ul style="list-style-type: none"> <li>• Sit on your bottom with legs crossed</li> <li>• Look and listen to the presenter</li> <li>• Use kind words appropriately</li> </ul>	<ul style="list-style-type: none"> <li>• Show appreciation appropriately</li> <li>• Listen to and follow adult directions</li> </ul>	<ul style="list-style-type: none"> <li>• Stay in your assigned place</li> <li>• Keep hands and feet to self</li> <li>• Maintain personal space bubble</li> </ul>
<b>Playground</b>	<ul style="list-style-type: none"> <li>• Share equipment</li> <li>• Use kind words to others</li> <li>• Enter/exit building quietly with your class</li> </ul>	<ul style="list-style-type: none"> <li>• Follow playground/game rules</li> <li>• Listen and follow adult directions</li> <li>• Return borrowed equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Hands and feet to self</li> <li>• Receive permission before leaving the playground</li> <li>• Dress appropriately for the weather</li> <li>• Use equipment properly</li> </ul>
<b>Bus Line</b>	<ul style="list-style-type: none"> <li>• Indoor voices</li> <li>• Personal space</li> <li>• Use kind words to others</li> </ul>	<ul style="list-style-type: none"> <li>• Follow adult directions</li> <li>• Receive permission before getting up/leaving room</li> </ul>	<ul style="list-style-type: none"> <li>• Hands and body to self</li> <li>• Sit in bus line one behind the other</li> </ul>
<b>Arrival/Dismissal</b>	<ul style="list-style-type: none"> <li>• Enter/exit building quietly</li> <li>• Use kind words to others</li> </ul>	<ul style="list-style-type: none"> <li>• Listen and follow adult directions</li> <li>• Be on time and prepared</li> <li>• Head directly to your destination</li> </ul>	<ul style="list-style-type: none"> <li>• Hands and feet to self</li> <li>• Walk</li> <li>• Handle belongings appropriately</li> </ul>
<b>Walker Line</b>	<ul style="list-style-type: none"> <li>• Quiet voices</li> <li>• Use kind words to others</li> </ul>	<ul style="list-style-type: none"> <li>• Listen and follow adult directions</li> <li>• Be prepared and ready to load</li> </ul>	<ul style="list-style-type: none"> <li>• Hands and body to self</li> <li>• Stand side by side one next to the other</li> <li>• Feet behind the yellow line</li> </ul>

## **APPEALS PROCESS**

Any decision by a school administrator can be appealed if, in the eyes of the student or student's parents/guardians, the decision is unfair or excessive. All appeals should be made to the next level should the student or parent/guardian so desire.

For example: If a teacher makes a decision and the student or parent/guardian deems the decision incorrect, the next step for appeal must be to the principal of the school, then to the Superintendent of Schools, and then to the School Board, should this be necessary.

The person should first contact the teacher to see if an agreeable solution can be reached; if not, the principal will need to act on the appeal. All appeals are to be made in writing so that facts from both parties can be checked for accuracy before rendering a decision. Anyone requested to attend an appeal hearing may have legal representation (at their expense) at said hearing. Should questions arise relative to suspensions or expulsions relative to state law, please contact the Superintendent's Office for copies of the RSA.

## **SCHOOL SAFETY ACT**

The NH Legislature has passed the Safe School Zones Law (RSA 193-D). The purpose of this legislation is to address issues relating to areas of theft, violence, and destruction within the boundaries and facilities of our school property that does include school buses. This legislation requires that any public or private school employee must report in writing any act of theft, destruction, or violence witnessed by such employee in a safe school zone to the school principal who must file it with the local law enforcement agency within forty-eight hours. The Goffstown Police Department, upon receipt of such a written report, shall determine the need for further investigation and/or take further action.

In addition, this new legislation requires that all matters pertaining to student discipline relative to acts of violence, theft or destruction and incidents involving suspensions or expulsions or delinquent or criminal acts must become part of a student's permanent record. This information must remain part of the student record should the student transfer to another school either in or out of state.

If students, parents, or guardians wish to obtain a more detailed summation of the new legislation and related RSA's, they may contact their local school principal. Copies of this information will be available.

## **Pupil Safety And Violence Prevention – Bullying (See Policy JICK)**

### **I. Definitions** (RSA 193-F:3)

1. **Bullying.** Bullying is hereby defined as a single significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another pupil which:
  - (1) Physically harms a pupil or damages the pupil's property;
  - (2) Causes emotional distress to a pupil;
  - (3) Interferes with a pupil's educational opportunities;
  - (4) Creates a hostile educational environment; or
  - (5) Substantially disrupts the orderly operation of the school.

Bullying shall also include actions motivated by an imbalance of power based on a pupil's actual or perceived personal characteristics, behaviors, or beliefs, or motivated by the pupil's association with another person and based on the other person's characteristics, behaviors, or beliefs.

2. Cyberbullying. Cyberbullying is defined as any conduct defined as "bullying" in this policy that is undertaken through the use of electronic devices. For purposes of this policy, any references to the term bullying shall include cyberbullying.
3. Electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, and websites.
4. School property. School property means all real property and all physical plant and equipment used for school purposes, including public or private school buses or vans.
5. Perpetrator. Perpetrator means a pupil who engages in bullying or cyberbullying.
6. Victim. Victim means a pupil against whom bullying or cyberbullying has been perpetrated.

### **WEAPONS IN SCHOOLS**

It is unlawful for any student to use or possess firearms or explosive devices of any kind while on school property or at a school-related function. Any student who violates this policy may, by law, be subject to mandatory expulsion for no less than one year. The possession of a dangerous object in the school building or on school property, school buses, or at school functions is prohibited and may result in suspension, police intervention and possible expulsion. Dangerous weapons include, but not limited to: knives, slingshots, pepper spray, firecrackers, and brass knuckles. Students in possession will have weapons confiscated, parents/guardians notified, and appropriate disciplinary action will be taken (See Policy JICI and JICI-R).

### **WEAPONS – TOYS & REPLICAS**

Replica (toy) weapons of any type are not allowed in school unless specific permission is granted by a staff member.

## **EMERGENCY POLICIES**

### **BUILDING SECURITY**

For the safety and security of our students and staff, we ask that all non-staff people entering the building during school hours please report to the front office to sign in and receive a Visitor or Volunteer Pass. Any non-staff member seen in the building without a Visitor Pass will be asked to return to the office to get one. All exterior doors are locked. You must go to the main office entrance, identify yourself and then the door will be opened for you to enter.

### **SAFETY DRILLS AT SCHOOL**

School emergency drills are held periodically during the school year. The purpose of these drills is to familiarize students with safety procedures inside and outside the school. For more information on safety drills contact the building principal.

### **CUSTODY / RESTRAINING ORDERS**

It has become necessary to address the legal issue of custodial rights, restraining orders, etc. Please note that unless the office is in possession of legal documents prohibiting access to the student, he or she will be released to either parent or anyone else that you have authorized to pick up your child.

**If there is a restraining order or limited access right against either parent, it is the responsibility of the custodial parent to supply the office with a copy of legal documentation stating this. If this situation should change, please notify the office.**

### **EMERGENCY INFORMATION**

There is an Emergency Information Form. It is very important that you list two (2) people that the school can release your child to in the event we cannot reach either parent if your child is ill or an emergency arises. **THE TWO (2) PEOPLE YOU LIST PLUS THE PARENTS WILL BE THE ONLY ONES THE SCHOOL WILL RELEASE YOUR CHILD TO UNLESS YOU SPECIFY OTHERWISE VIA A NOTE, TELEPHONE CALL OR LEGAL ORDER. *It is imperative that the school office be notified immediately of a change in address, home or work telephone number, or emergency information during the school year.*** Photo identification is required for the release of your child.

### **EMERGENCY SCHOOL CLOSING PROCEDURES**

The Goffstown School District uses a district wide alert notification system. This system allows more effective communication with parents should an emergency issue or need to communicate arise. Notifications may include school cancelations, delays or early dismissals due to inclement weather or building emergencies such as loss of heat, water pressure or electricity. Every means of communication will be used to notify parents and guardians. In addition to the alert notification system, any school closing or delay because of weather conditions will continue to be announced on WMUR-TV. Please refrain from calling the school. ***Please note that breakfast will not be served when there is a delayed opening.***

### **PERMISSION FOR AFTER-SCHOOL ACTIVITY**

If at any time your child will be attending any after-school activity that is a variation of the child's ordinary schedule, a note must be sent to school giving permission for him/her to attend. For example, if your child is to walk home with a friend one day, a note is required. If the activity is to be for an extended period of time, i.e., Parks & Rec. Activities, Goffstown Public Library After-School Story Hour, YMCA Programs, etc., please state the starting and ending dates of each activity so we may have this information on file in the office. It will not be necessary to write a note each week if you have written one for the entire program time. A note will be needed if for some reason your child will not be attending the program on a certain date.

## **REQUIRED FACULTY REPORTING POLICIES**

There are numerous emergency and safety situations, which the school is obligated to report. In order to ensure student safety, staff members are required to report incidents of and/or violations of:

- Suspected abuse, sexual abuse, and neglect (RSA 169-C)
- Hazing (RSA 193-E) RSA 631:7
- Bullying (RSA 193-E) RSA 193-F
- Safe Schools Zone Act (RSA 193-D)
- Harassment (RSA 354-A)
- Smoking and Tobacco (RSA 126-K and 155:66)
- Drug Free School Zone (RSA 193-B:2)
- Workplace Safety that all hazardous or unsafe circumstances must be reported immediately to the principal or designee

It is expected that all faculty and staff members assume the responsibility of being appropriate role models for students.

## **HEALTH SERVICES**

The Health Office is staffed by Registered Nurses who are available for students during regular school hours. The Health Office will assist all students in maintaining good health practices, manage chronic conditions, treat minor ailments and injuries, and work to prevent the spread of communicable diseases. Screenings for vision and hearing may be performed routinely depending on the age of students or by special request.

NH state law requires that all new students entering SAU 19 provide documentation of a physical examination and immunization record dated within one year of enrollment. Any information made available regarding allergies, physical disabilities or other health conditions or concerns will become part of the student's health record. Parents should complete the yearly Health Information Form at the start of each school year and parents whose students have specific health concerns should contact the school nurse directly. Documentation of medical exemption is required to exempt a student from participation in the academic physical education program.

### **IMMUNIZATIONS**

Proof of immunizations are required by the New Hampshire Department of Education before your student is enrolled in our schools and at recommended intervals as determined by NH Department of Health and Human Services (NH DHHS). Please visit <https://www.dhhs.nh.gov/sites/g/files/ehbemt476/files/documents2/imm-req-schools22-23.pdf> for a full list of required immunizations. Please contact your student's school nurse with any questions.

Requirements for immunizations may be waived for medical reasons if documentation is provided from your student's health care provider that immunizations will be detrimental to the student's health. A waiver may also be granted for religious reasons. Completion and submission of a Religious Exemption Form is required to waive immunizations for religious reasons. For more information regarding exemptions. <https://www.dhhs.nh.gov/programs-services/disease-prevention/immunizations/immunization-exemptions-children>.

## **ILLNESS**

In the interest of the general health and well-being of all students and staff, no student who is ill should attend school. A student having a fever, sore throat, cough, severe congestion, vomiting or diarrhea, rash of unknown origin, untreated impetigo, should not attend school. Students must be fever free for 24 hours off medication and have no episodes of vomiting/ diarrhea for 24 hours prior to returning to school. Students who are deemed too ill to attend classes/ activities may be dismissed from school. If you are unsure if/ when your child should return to school, please contact the school nurse for assistance prior to sending your student to school. Parents must ensure all emergency contact phone information is up to date in the event that the school must dismiss your student due to an emergency or illness.

## **MEDICATION**

Medications can be dispensed by the school nurse, principal, or the principal's designee. The Health Office stocks certain over the counter medication which may be dispensed, with parental permission. The Over-the-Counter Medication Form must be completed and signed by parents yearly, verbal permission is not allowable for medication administration per NH Department of Education. Any additional medication that needs to be given during the school day must be brought to the Health Office by an adult. Outside medication must be in its original container, over the counter medication requires written consent from parents to dispense, prescription medication requires the written consent of both the parent/guardian and the physician. Students with asthma and/or life-threatening allergies may self-carry their inhalers and/or Epi-Pens with written permission from their parents/guardians and the physician. All students who have asthma and/ or a life-threatening allergy must have a completed asthma action plan and/ or allergic reaction plan on file with the school nurse, this form must be updated yearly.

## **HEALTH INSURANCE**

If your child is in need of health insurance, please contact the school nurse. Applications for NH Medicaid for children (formally NH Healthy Kids) are available through our health office. NH Medicaid has coverage for vision, dental and routine yearly physicals and much more. Please call 497-3330 with any questions and to request an application.

## **SCHOOL CELEBRATIONS & DISTRICT WELLNESS POLICY**

Snacks are often a part of school celebrations at Maple Avenue. We ask that snack contributions for birthdays and classroom parties adhere to the Goffstown School District's Wellness Policy JLCF.

## **RECESS & SUITABLE CLOTHING**

Children should dress for the weather because they go outside for recess unless the weather is inclement. Our practice is to allow outdoor recess if the temperature "feels like" it is 15 degrees or higher. Children will not be permitted outside if the wind chill makes it feel like it is well below 15. Snow boots and snow pants are required for outside snow play. All children will be required to participate in outdoor recess unless there is a physician's order that outlines specific medical reasons to stay inside on a temporary basis. The teacher on duty will determine if the weather is favorable for outdoor recess.

## **SAFE FOOTWEAR**

Safe footwear is a shoe that is firmly attached to the foot (no flip-flops, no backless shoes, and no heels over 1 inch). Shoes that lace, buckle, zip or Velcro close are best. Boots are necessary for snow and mud season, but shouldn't be worn in the classroom. Sneakers are required for physical education class, sneakers with wheels or shoes of that nature are not allowed. Fire regulations state that shoes must be worn in school at all times.

## **DRESS CODE**

Students should dress appropriately for school with an emphasis on the weather, the age of the children, safety, and positive school climate. Revealing clothing and clothing with writing, pictures or symbols that depict drugs, alcohol or vulgarity are not allowed. If a student's dress or grooming disrupts the education process or climate, the student will be asked to change into more appropriate attire. The school administration has the responsibility for monitoring the school dress code.

## **SCHOOL INSURANCE**

The school does not assume financial responsibility for expense of medical or dental treatment required by students as a result of accidents while at school or going to or from school. School insurance is made available to each student in September for those parents/guardians who desire such protection. The insurance application is available online at [www.goffstown.k12.nh.us](http://www.goffstown.k12.nh.us) select Parents and choose Student Accident Insurance. Insurance is through Lefebvre Insurance, 850 Franklin Street, Wrentham, MA 02093.

## **Food Service—Elementary**

Welcome back to school! The Culinary Creators are thrilled to be serving students breakfast and lunch this year. We offer a wide variety of choices within five food groups: fruits, vegetables, breads/grains, lean meats and low fat or skim milk. Students choose 3 to 5 of the food groups including a fruit or a vegetable to make a complete meal. Menus are planned following the US Department of Agriculture's (USDA) meal patterns.

Menus and current pricing and are located on each school's website.

The Food Service program uses the prepay Titan computer program to track purchases and payments. All students are issued an identification number that is used to access his/her account when making any purchase. Payments can be made by sending cash or checks to the school cafeteria or online at the Titan Family portal [Titan School Solutions \(titank12.com\)](http://Titan School Solutions (titank12.com)) Checks are to be made payable to Goffstown Food Service. Please send payments in an envelope clearly marked with the student's first and last name.

If a paper check or online check is returned to the district, the amount of the payment plus any fees will be deducted directly from your student's account.

Please refer to the school board regulation (EF-R) at the school board website for information on account management.

The Food Service program also provides parents access to the free and reduced price meal program. Applications can be found on the food service website, school offices, school kitchens and the food service office. Families can also apply online at the Titan Family portal [Titan School Solutions \(titank12.com\)](http://Titan School Solutions (titank12.com)). All information is kept confidential in accordance with USDA regulations. Families can apply for this program at any time during the school year. Please note that only breakfast and lunch qualify for the reduced and free pricing.

**If your child has an allergy or other food needs please contact the Food Service Office at 660-5311 for assistance. Please do not have your child purchase lunch or breakfast until you have you have discussed your child's needs with the food service director.**

Additionally, the school district has a Wellness Policy which is school board policy JLCF District Wellness. This policy provides guidance on nutrition and physical activity goals throughout the district.

As always, we welcome any concerns or ideas you or your student may have to improve our services to you. We look forward to serving your student this year!

## **MISCELLANEOUS INFORMATION**

### **BEFORE AND AFTER-SCHOOL PRIVATE DAY CARE PROGRAM**

The YMCA provides private day care programs in the morning starting at 7:00am and ending at 8:10am and in the afternoon from 3:00pm to 6:00pm for students at Maple Avenue Elementary School. You may contact the YMCA at 232-8638 for information on this program.

### **PARENT ORGANIZATION - MAPLE AVENUE PARENT/FACULTY TOGETHER (PFT)**

The goal of the PFT is to bring the parents/guardians and faculty of Maple Avenue Elementary School together. In cooperation with the staff and administration, the PFT works to enhance the programs offered at the school in many ways – with funds, spirit, and hard work. We strive to maintain open communication between our members and the many professionals who serve our children through a monthly newsletter, programs, and our business meetings. Contact the school office for additional information, upcoming meetings, and events.

### **WEEKLY NEWSLETTER/SCHOOL WEBSITE/SCHOOL FACEBOOK PAGE**

As a way to foster positive communication and connections between school and home, we provide a weekly digital newsletter with essential information for families and teacher-



maintained webpages with specific classroom information. We also have a school Facebook page that showcases achievements and events.

### **SCHOOL VOLUNTEERS**

We encourage parents/guardians, grandparents, and members of the community to volunteer their time at Maple Avenue Elementary School. Volunteers are needed for many activities during the day. Please contact the office if you would like more information.

### **DESIGNATED VOLUNTEERS**

“Designated volunteers shall include but not be limited to any volunteer who has assigned unsupervised contact with students or one-to-one contact with students and/or have unsupervised access to the building as a whole. Designated volunteers, or any other volunteer that the Superintendent, or his/her designee determines, will be required to undergo a background investigation and a criminal records check” (*see Policy IJOC*).

### **ANTI-BULLYING TRAINING**

As part of the bullying prevention focus in schools, there is a NH law (RSA 193 F) that requires all school volunteers to be trained annually on bullying. Our district is requiring that school volunteers read the school board policy JICK (Pupil Safety and Violence Prevention – Bullying) and view an online anti-bullying training video.

The policy and video can be found on the SAU #19 website:

[www.goffstown.k12.nh.us/index.php/special-projects](http://www.goffstown.k12.nh.us/index.php/special-projects). There is also a “Volunteer Verification of Bullying Training” form that must be signed by school volunteers.

### **DISCLOSURE OF CONFIDENTIAL INFORMATION**

Due to confidentiality policies Maple Avenue may not disclose a student’s contact information such as address and phone number. Please do not request this type of information from the teacher or office. Maple Avenue is responsible for maintaining the confidentiality of student information.

### **DISTRIBUTION OF PARTY INVITATIONS**

The Superintendent of Schools must approve all fliers, invitations or information on non-school events or activities before they are sent home with students. This includes the distribution of party invitations. Party invitations and other personal correspondence is the parent’s responsibility and therefore will not be distributed at school.

The student directory published by the parent group (PFT) provides parent approved student contact information. The student directory is made available to assist parents in mailing party invitations, contacting playmates, etc. If a student is not listed in the directory, it is because the parent has not given permission. School staff will not provide student contact information.

### **STUDENT SURVEYS**

New Hampshire Senate Bill 43, states that no student will be given a non-academic survey or questionnaire without written consent of a parent or legal guardian. It is the policy of the Goffstown School District that all surveys are presented to the School Board for approval and the parents are notified prior to the use of surveys with students (*Policy*

*ILD*). Parents have the right to withhold their permission for their child's participation in any and all school surveys. Parents also have the right to inspect, upon request, a survey created by a third party before the survey is administered or distributed by a school to a student.

### **TELEPHONE & CELL PHONE USE AT THE SCHOOL**

Student cell phones may not be used during school hours unless the student has a staff member's permission. They must be kept "off" at all times. The school will not be responsible for lost or damaged cell phones.

Teachers may be reached before school opens or after school is dismissed at 3:10pm.

### **ELECTRONIC GAMES/ PLAYERS**

Electronic games may not be used during school time, by students, without the permission of a staff member and must be kept "off". It also must be noted that if a child brings an electronic game/player to school it is the responsibility of the child to secure it so it is not lost or damaged.

### **LOST AND FOUND**

The lost and found is located in the downstairs hallway near the nurse's office. It is strongly suggested that **ALL** children's clothing apparel and all other personal belongings be clearly marked with the child's name. Parents/guardians are encouraged to check the lost and found table frequently. Unclaimed lost and found articles are donated to local charities at the end of each trimester.

### **STUDENTS AS LEADERS**

We encourage active learners and student leaders at Maple Avenue. Here are some of the opportunities offered each year to our students in the intermediate grades:

- Student Council – Grades 3 and 4
- Bus Helpers – Grade 4
- Show Chorus – Grade 4
- Yearbook Photographers – Grades 1 – 4

### **GOFFSTOWN ADULT EDUCATION PROGRAM**

SAU #19 is committed to lifelong learning. The primary goal for the Goffstown Adult Education Program (GAP) is to facilitate adult students' completion of their High School education by providing a flexible and supportive environment where the foundation is laid for success in either post-secondary education or the job market. HiSET exam preparation as well as courses for credit toward a GAHS or an Adult Diploma are offered each semester. The GAP also offers non-credit courses in areas of interest to community members. For more information, contact the adult education office at GHS (497-4841).

## **GUIDELINES FOR SAFETY INTERVENTION PROCEDURES**

The safety of all students is of primary importance to the School District. The following guidelines address the assessment and crisis intervention procedures for students with safety concerns.

### **SAFETY ASSESSMENT**

All threats to harm or kill oneself or others shall be taken seriously and reported immediately to the principal and/or designee.

#### **Identification of Safety Concerns**

Safety concerns are addressed by these guidelines and may include:

- Any threats to harm or kill oneself or others
- Actions or behaviors that threaten self or others with harm
- Any expressed desire to die, whether verbally, written or in art
- Behaviors that indicate self-harm and/or harm to others

#### **A. Purposes of Safety Assessment:**

1. To determine if a student is a danger to him/herself or others. Does a safety issue exist?
2. To determine if the student should remain in the educational environment or does, he/she need to be transported home/other?
3. To determine the immediate safety needs of the student and the school.

#### **B. Safety Assessment will include:**

1. Consultation with administrators and school staff (e.g. teachers, nurse, guidance counselor) as needed.
2. Interview with the student.
3. Consultation with the parents.
4. Consultation with other professionals (e.g. therapists, health provider), with signed authorization from the child's parent or legal guardian.

#### **C. Expectations of Safety Assessment:**

1. Provide information regarding safety issues. It should be noted that this information is ascertained from conversations and an interview with the student. A formal psychological assessment will not be conducted. As such, the safety assessment represents the safety of a student at the moment in time. A determination of future psychological and/or behavioral functioning cannot be made.
2. Provide parent/guardian with written information, which may include:
  - a. Facts about suicide, depression, violence, etc.
  - b. Warning signals
  - c. Website links for further research
  - d. Recommended actions to be taken by parent/guardian
  - e. Hotline telephone numbers and/or resources

## **CRISIS INTERVENTION PROCEDURE FOR STUDENTS WITH SAFETY CONCERNS**

- A confidential record keeping procedure shall be established and located in a secure central location within each school. The record keeping procedure shall include the nature of the incident, the student's name, and the action taken. Maintenance of this record will provide additional information as the procedures for assessment are followed by school staff.
  - Annually, as part of the transition process between schools, guidance counselors will confer regarding student safety issues.
  - At the beginning of each school year, school staff will be oriented to the safety issues and concerns students may demonstrate.
  - Annually, crisis team members will be provided with a comprehensive overview of the initial assessment process. The school psychologist assigned to the school will provide the training.

The following guidelines provide a general sequence of steps to be taken with students who are demonstrating safety concerns.

1. When an individual receives information indicating that a student is demonstrating a safety risk to him/herself or others, he/she shall immediately inform the Principal, Principal's designee, or guidance counselor.
  - The principal and/or designee shall coordinate the crisis procedures. The appropriate crisis management team shall be alerted and one person shall be identified to coordinate the activities. An "appropriate crisis team" shall be defined as consisting of a building administrator, guidance counselor and person(s) with knowledge of the student and the current situation.
2. The counselor and/or building administrator shall talk to the student and other team members to discuss the following:
  - a. If the crisis management team feels the student needs an immediate assessment, the assessment process will be pursued with school district personnel.
  - b. The parent and/or guardian will be notified immediately.
  - c. If the crisis management team determines the student to be in need of an immediate assessment, a referral will be made to the school district's school psychologist. If a school district psychologist is not available, referral for an emergency medical assessment of mental health will be made to an individual or agency designated by the school district (e.g. Mental Health Center of Greater Manchester (603)668-4111; Catholic Medical Center (603)668-3545; Elliot Hospital (603)669-5300).

- d. The parent or guardian may choose to use his/her own counselor or health provider. If the parent designates his/her own provider, for which the parent accepts financial responsibility, the school district will ask the parent to sign a release form so that necessary information can be shared with the appropriate school personnel. The purpose for this is to provide support for the child as he/she returns to the school environment.
- e. If a parent/guardian refuses to comply with the school's request to seek a safety assessment, the principal and/or designee will take further action based on authority conferred by the local school board.

Those actions may include:

- Contacting the local police department; and
  - Contacting the NH Division for Children, Youth and Families
- f. The student will not be allowed to return to school until the safety assessment has been conducted and wherein written documentation is presented stating that the child is determined "safe" to return to school.
  - g. After an assessment has been conducted and the child is determined "safe" to return to school, the parent/guardian will provide the school with relevant information so that the school can support the child. The child then returns to school.

If documentation has not been submitted to the school within three days of an event giving rise to a referral for a safety assessment, the appropriate school psychologist will be designated to contact the family and conduct such assessment.

## **STUDENT CONDUCT ON SCHOOL BUSES**

The safety and well-being of all students is paramount. Understanding that, and that riding the bus is a privilege, students are expected to understand and adhere to the established bus regulations. The bus driver will have the responsibility to maintain orderly behavior of students on school buses and will report misconduct to the terminal director and school administration in writing. The terminal manager of the transportation company will have the authority delegated by the Superintendent to suspend riding privileges of students who are disciplinary problems on the bus by failing to conform to the rules and regulations set forth by the School Board in policy JICC-R. Parents of children whose pattern of behavior and conduct on school buses endangers the health, safety and welfare of other riders will be notified that their children face the loss of school bus riding privileges in accordance with the student discipline code. Suspensions in excess of twenty consecutive days, must be ratified by the Board (RSA 189.9a)

## **BUS REGULATIONS & STUDENT EXPECTATIONS**

The SAU 19 guidelines regarding the eligibility of students to ride the school bus are as follows:

Students in grades K through 12 who use school bus transportation should follow these regulations:

1. Profane language, obscene gestures, excessive noise, fighting, wrestling, or other acts of physical or verbal aggression are unacceptable behaviors.
2. Throwing things on, out of, or at a school bus are unacceptable behaviors. Students are expected to keep their head, hands, feet, etc., inside the bus at all times.
3. Anything that would create a safety hazard for the passengers or vehicle is unacceptable behavior.
4. Students are expected to seat themselves promptly when getting on the bus. Students are to remain in their seats until they reach their designated stop and the bus has stopped. Emergency doors are for emergency use only.
5. Once a student has boarded the bus, she/he may not get off except at his/her destination.
6. Students may ride only the bus to which they have been assigned. The bus driver has the discretion to allow other students to board a bus if prior approval through the school office is made, and there is ample capacity. The law allows and students are expected to sit three passengers per seat if necessary.
7. Students are expected to be at their bus stop 5 minutes before the bus is due: bus drivers do not have to wait.
8. Students are expected to properly identify themselves to the driver upon request.
9. Students are required to cross the street in front of the bus.
10. Vandalism, including marking or defacing the bus is not acceptable, and will be reported to the appropriate authorities including the police.
11. Eating or drinking on school buses is not allowed.
12. Smoking or use of smokeless tobacco products is not allowed on any bus, including charter and athletic trips.
13. Drivers will keep seating charts on each bus. Drivers are allowed to assign seating.
14. Bus drivers are responsible for safe bus operation and their decisions and requests are expected to be followed.
15. Only authorized riders will be permitted on the bus.
16. Video surveillance may be utilized on any bus to monitor student activity and behavior.

## **CORRECTIVE ACTIONS**

Bus drivers will report rule infractions to the terminal manager, with a copy to the appropriate school administrator as soon as possible. The terminal manager will address the consequences with the student / parent / bus driver.

## **DISCIPLINARY ACTIONS SHALL BE AS FOLLOWS**

1<sup>st</sup> offense:

- a. A verbal warning will be issued for less serious infractions. \*

2<sup>nd</sup> offense:

- b. A written "Bus Incident Report" warning will be issued to the student and parent/guardian on a second or more serious offense.

3<sup>rd</sup> or serious offense:

- c. Bus suspension ranging from 1 – 3 days, written notification to parents/guardians and school administrators.
- 3+ or extremely serious offenses:
- d. Possible removal from the bus for up to 20 days or more with a letter home to the parent/guardian and school board referral for further action if necessary. No student shall be taken off the bus while traveling to and from school unless a dangerous situation occurs. The daily trip will be completed and then parents/guardian notified before the student can be removed from transportation service.
  - For serious infractions, a greater consequence may be imposed immediately.

**Questions should be directed to the terminal manager at 497-3111.**

## **FAMILY SCHOOL PARTNERSHIP COMPACT**

**Maple Avenue Elementary School  
“ADVANCING STUDENT LEARNING”**

Schools need the support of the families and community members to fulfill the mission of *Advancing Student Learning for All Children*.

*In partnership with family and community, our goals for STUDENT LEARNING are as follows:*

- *All students will develop reading ability in order to comprehend content materials at or beyond what is required at each level and which allows students to read for personal interest.*
- *All students will develop their writing skills in order to communicate effectively in each content area.*
- *All students will acquire mathematical skills and applications at or beyond the level needed to succeed in each content area.*
- *All students will participate in educational experiences beyond the core curriculum and the boundaries of the traditional classroom (such as community service, sports, student council, library, scouting, fine arts, family trips, etc.).*

Each member of a partnership plays a significant role. A compact is an agreement that defines the responsibility and tasks that administrators, teachers, and parents have agreed upon to help children learn.

**As an educator, it is my responsibility to:**

- Hold high expectations for all students.
- Communicate to parents early in the school year what their children are expected to know and do over the year.
- Welcome parents as partners in the educational process.
- Respect and value the uniqueness of each child and his or her family.
- Create and maintain a safe, supportive, and effective learning environment.
- Plan instructional activities that will actively engage students in learning.

- Gain knowledge of the abilities and learning levels of each student in my classroom.
- Communicate frequently student progress to students and parents.
- Provide materials and resources for parents to use at home to support their child's learning.

**As a parent or guardian, it is my responsibility to:**

- Show respect and support for my child, the staff, and the school.
- Hold high academic and behavioral expectations for my child(ren).
- Set aside a time for my child(ren) to do homework.
- Look over homework assignments and/or agenda book to check for my child's understanding of the assignment.
- Communicate with the school staff regarding my child's progress or share information that may affect my child at school.
- Attend parent-teacher conferences.
- Spend time reading with my child every day.

**As a student, it is my responsibility to:**

- Ask the teacher any questions about schoolwork or the homework if I do not understand.
- Respect myself, my classmates, my teacher(s) and school staff.
- Attend school every day.
- Talk to my parents or teacher(s) if something is bothering me.
- Complete my assignments and homework on time.
- Comply with school rules.
- Work hard to do the best I can in school, at home, and in the community.

*Advancing student learning is a shared responsibility. It is our belief that student performance will improve as a result of our cooperative efforts.*

<b>POLICY</b>	<b>KBA</b>
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**FAMILY INVOLVEMENT POLICY**  
 Shared Responsibility for Student Learning and High Achievement

The Goffstown School Board recognized that the more families and teachers share information, the better equipped they will become to help students achieve. We further support parent/family involvement in children's education.

In compliance with the requirements under the Elementary and Secondary Education Act *No Child Left Behind 2001*, the Goffstown School District is committed to:

1. Involving parents in the development of school plans, curriculum standards, and in the process of school review and improvement.



2. Providing parents with: timely information about programs, school performance profiles and their child's individual student assessment results including an interpretation of such results, a description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet, opportunities for regular meetings to formulate suggestions, sharing experiences with other parents, and participate as appropriate in decisions relating to the education of their children if such parents so desire, timely responses to parents' suggestions.
3. Educating school staff on how to reach out, communicate, and work with parents.
4. Providing coordination, technical assistance and other support necessary to assist schools in the planning and implementing of strong partnerships with families and the community.
5. Providing assistance to parents to understand state and local standards and assessment.
6. Providing parenting materials and training to help parents.
7. Coordinating and integrating parent involvement activities with Head Start, and other local programs to support parents and their children.
8. Meeting regularly with parents to communicate the results of student achievement on state and local assessments.
9. Maintaining parent / school compacts (see regulation)
10. Providing appropriate accommodations for families who are homeless, LEP, migrant, and/or who have children with disabilities, or for parents who are disabled.
11. Ensuring information shared with parents is in a language parents understand.

To ensure strong Family – School Partnerships, the Goffstown School District promotes the following:

Administrative support: For a parent involvement program to be successful, it must have the support of school administrators. Their willingness to recruit parents and community members for school tasks to listen to others' viewpoints, and to engage families and community members in a collaborative process is essential to a successful program.

Training: All staff need to develop the essential skills for working effectively with parents and families. The school district is committed to providing formal training on collaborating with parents and in understanding the complexities of modern family life.

Two-way communication: **All Staff** need to establish two-way and ongoing communication between home and school. Contact should be frequent and designed to share good news as well as bad. All methods of communication should be clear, easily understood and in the child's home language.

Such communication might include weekly notes, parent-teacher compacts, telephone communication, classroom newsletters, or a welcome packet.

Evaluation: Teachers and administrators must carefully evaluate the effectiveness of the strategies and activities they implemented to foster parent participation in the schools, as well as ask for parent feedback.

Statutory Reference:

Elementary and Secondary Education Act  
*No Child Left Behind 2001*

PROPOSED:8/19/02

ADOPTED: 10/21/02

MAPLE AVENUE ELEMENTARY SCHOOL  
16 Maple Avenue  
Goffstown, New Hampshire 03045  
(Tel.: 603-497-3330) (Fax: 603-497-5624)  
(e-mail [suzanne.pyszka@sau19.org](mailto:suzanne.pyszka@sau19.org))

Suzanne Pyszka, Principal

Lisa Johnson, Assistant Principal

September 2023

Dear Parents and/or Guardians:

It is a requirement of the Asbestos Hazard Emergency Act and the Goffstown School District AHERA Management Plan, that building occupants and their legal guardians be notified that there is asbestos-containing material in Maple Avenue Elementary School.

During the summer of 1990, all friable (easily crumbled by hand pressure) asbestos was removed from the Maple Avenue Elementary School. Although all friable asbestos-containing material has been safely removed from Maple Avenue Elementary School, there still is floor tile in the building that contains asbestos. Please be assured that this floor tile is being monitored so that it does not become a health hazard. This asbestos-containing material is categorized under the Operations and Maintenance section of the AHERA Management Plan. This plan is available for review at the school and located in the Principal's Office. Any questions or concerns should be directed to Suzanne Pyszka, Maple Avenue School Principal.

Sincerely,  
Suzanne Pyszka  
Principal