

Pine Tree Elementary School



FAMILY HANDBOOK

2023-2024

183 Mill Street

Center Conway, NH 03813

Telephone (603) 447-2882

www.pinetreeschool.org

GENERAL INFORMATION

2023/2024 SAU #9 Directory

SAU #9 Office 447-8368

Kevin Richard Superintendent of Schools
Kathryn Wilson Assistant Superintendent
Pamela Stimpson Director of Special Services
James Hill Director of Administrative Services
Ryan Mayo Director of Food Services
Gredel Shaw Transportation Coordinator

2023/2024 Conway School Board

Michael DiGregorio -Chairperson- m_digregorio@sau9.org
Ryan Wallace Vice-Chairperson- r_wallace@sau9.org
Amy Snow- a_snow@sau9.org
Matt Stearns- m_stearns@sau9.org
Michaela Clement- m_clement@sau9.org
Randy Davison- antiques@roadrunner.com
Barbara Lyons- b_lyons@sau9.org

The Conway School Board generally meets the 2nd and 4th Monday of each month at 6:30 PM in the Conway Professional Development Center at Kennett Middle School.

Conway School District Mission Statement

“Realizing the full potential of each and every student.”

Pine Tree School Mission Statement

Pine Tree School is a learning community which is responsive to the intellectual, social, physical and emotional needs of each individual.

Pine Tree School Community Believes:

- Everyone should be safe, respectful, and responsible.
- Everyone is valued and respected.
- Strong home, school, and community partnerships are essential.
- Each child is entitled to an education that meets his/her unique needs.
- Students thrive in a child-centered environment.
- Teaching the whole child encompasses academics, social, and emotional learning.
- Inquiry and hands-on learning creates problem-solvers.
- Integration of Unified Arts is essential to learning.
- Use of current technology is necessary to prepare students for their future.
- Working collaboratively toward common goals is crucial.
- Effective communication is fundamental.
- Adults are positive role models.

Pine Tree School Staff List 2023-2024

| | |
|---|-------------------------|
| Aimee Frechette, Principal | a_frechette@sau9.org |
| Ashley Gore, Administrative Assistant | a_gore@sau9.org |
| Alice Jones, Secretary | a_jones@sau9.org |
| Anne Trumbull, School Nurse | a_trumbull@sau9.org |
| Anne Longver, School Counselor | a_longver@sau9.org |
| Tracy Vokey, Family Support Liaison | t_vokey@sau9.org |
| Sarah Learn Kindergarten Teacher | s_learn@sau9.org |
| Julia Quinn, Kindergarten Teacher | j_quinn@sau9.org |
| Kate Jenkins, Grade 1 Teacher | k_jenkins@sau9.org |
| Rachael Fellows, Grade 1 Teacher | r_fellows@sau9.org |
| Gabriella Anderson, Grade 2 Teacher | g_anderson@sau9.org |
| Abigail Goewey (Davis), Grade 2 Teacher | a_davis@sau9.org |
| Abigail Calitri, Grade 3 Teacher | a_calitri@sau9.org |
| Sheila Sanfilippo, Grade 3 Teacher | s_sanfilippo@sau9.org |
| Kesley MacMillan, Grade 4 Teacher | k_macmillan@sau9.org |
| Deb Parsons, Grade 4 Teacher | d_parsons@sau9.org |
| Julia King, Grade 5 Teacher | j_king@sau9.org |
| Jessica Royer, Grade 5 Teacher | j_royer@sau9.org |
| Penny Merrill, Grade 6 Teacher | p_merrill@sau9.org |
| Peg Horan, Grade 6 Teacher | p_horan@sau9.org |
| Suzanne Hill, Special Educator | s_hill@sau9.org |
| Nicole Smith, Special Educator | n_smith@sau9.org |
| Mark Milligan, Special Educator | m_milligan@sau9.org |
| Amy Cote, Reading and Writing Specialist | a_cote@sau9.org |
| Kaaren Whitley, Title 1 Teacher | k_whitley@sau9.org |
| Linda Bittner, Title 1 Teacher | l_bittner@sau9.org |
| Holly Preece, Art Teacher | h_preece@sau9.org |
| Matthew Liebenow, Physical Education Teacher | m_liebenow@sau9.org |
| Jennifer Bradeen, Music Teacher | j_bradeen@sau9.org |
| Heidi Belle-Isle, Library Media Specialist | h_blisle@sau9.org |
| Christa Biche, Elementary Math Coach | c_biche@sau9.org |
| Kara Shellhamer, Paraprofessional | k_shellhamer@sau9.org |
| Leah Kelsch, Paraprofessional | l_kelsch@sau9.org |
| Ashley Corkum, Paraprofessional | a_corkum@sau9.org |
| Shiloh Tibbetts, Paraprofessional | s_tibbetts@sau9.org |
| Cheryl Cote, Paraprofessional | c_cote@sau9.org |
| Jen Kelly, Paraprofessional | j_kelly@sau9.org |
| Elizabeth Kluchnick | e_kluchnick@sau9.org |
| Daniel Maxfield, Custodian | d_maxfield@sau9.org |
| Jeff Maxfield, Custodian | j_maxfield@sau9.org |
| Stephanie Maxfield, Cook | s_maxfield@sau9.org |
| Lisa Brown DPT | l_brown@sau9.org |
| Kate Lamneck, Occupational Therapist | k_lamneck@sau9.org |
| Rebecca Infinger, Speech/Language Pathologist | r_infinger.ext@sau9.org |
| Chelsea Forest, School Psychologist | c_forest@sau9.org |

CONWAY SCHOOL DISTRICT STRATEGIC PLAN 2020-2025

1. Focus Area 1: Personnel
 - a. Implement a comprehensive plan to recruit, recognize and retain innovative and dynamic staff dedicated to the success of each and every student.
 - b. Develop human resource systems that allow staff to better access information.
 - c. Develop and implement comprehensive salaries and compensation packages while mitigating budget impact.
2. Focus Area 2: Student Growth and Achievement
 - a. Develop a high quality local system of curriculum, instruction, and assessment that is consistent with our vision and mission to support students attaining the SAU9 Portrait of a Learner (PoL) competencies.
 - b. Establish systems that support varied and alternative pathways to student success.
 - c. Investigate and implement effective systems of early childhood education.
3. Focus Area 3: Technology
 - a. Effectively integrate technology across the curriculum to support the development of the SAU9 Portrait of a Learner (PoL) competencies.
 - b. Leverage technology to develop systems to improve operational efficiencies.
 - c. Ensure students and staff have reliable, dynamic access to online teaching and learning.
4. Focus Area 4: Community Involvement
 - a. Engage the community in the transformation of our educational system to one that reflects the SAU9 Portrait of a Learner (PoL) competencies.
 - b. Build partnerships across our community that provide opportunities for students to explore diverse pathways to college, career, and civic success.
 - c. Collaborate with the community to remove barriers to students achieving our vision and developing the SAU9 Portrait of a Learner (PoL) competencies.
5. Focus Area 5: Facilities
 - a. Provide and maintain safe and healthy facilities for all students and staff.
 - b. Develop, annually update, and communicate a five-year and ten-year plan to secure funding for identified facility and physical resource needs to ensure students are able to develop the SAU9 Portrait of a Learner (PoL) competencies.
 - c. Maximize efficiency and utilization of facilities and resources.

Nondiscrimination Notice

Notice of Nondiscrimination. The Conway School District does not discriminate on the basis of age, sex, gender identity, sexual orientation, race, creed, color, ancestry or national origin, marital status, familial status, physical or mental disability, religion or economic status in employment, or in admission to, access to, or treatment in its programs and activities. Inquiries concerning the application of the district's nondiscrimination policy should be directed to the Director of Special Services or to the Assistant Superintendent of SAU 9 (176 A Main Street Conway, NH 03860; 603-447-8368).

The Director of Special Services also serves as the district Section 504/ADA Coordinator (regarding disability matters) and the Assistant Superintendent serves as the district Title IX Coordinator (regarding gender-based matters); together they coordinate the district's compliance with applicable nondiscrimination policies, and applicable Federal and State laws. Those seeking additional information concerning the district's nondiscrimination policy (Policy AC), or who wish to access the district's grievance procedure (Policy ACAA-R) in order to file a complaint of discrimination, can access those policies at the district website at: https://www.sau9.org/school_boards/conway/policies.

Daily Building Schedule 2023-2024

- Students Arrive: 8:30 – 9 a.m.
- School Start Time: 9 a.m.
- School Dismissal Time: 3:15 p.m.
- **Students will not be supervised until 8:30 a.m, unless they are registered for before school programming.**
- **Students will not be supervised after 3:15 p.m., unless they are registered for after school programming.**

Morning Arrival Procedures

All buses and students being driven to school will be dropped off inside the horseshoe in the back parking lot. Please do not pass cars unloading students once in the horseshoe.

Tardiness - Students arriving after 9 a.m. are considered tardy and must report to the office where the late arrival is recorded and a "late slip" is issued, to be given to the teacher.

Early Dismissal - If students must leave school before the end of the day, parents are asked to call the office to give as much notice as possible. The office staff will send for your child and record the early dismissal.

Afternoon Dismissal Procedures

At the close of school, all bus students will board their assigned buses. A child must have a signed permission slip to board a different bus or to get off of their own bus at a different stop. No one will be allowed to leave with anyone other than a parent or guardian without permission from their parents.

At the close of school, all students being picked up will be called out to their vehicle beginning at 3:15. Cars should line up at the start of the front walkway to wait for their child to be dismissed. Please remember, it is against state law to pass a parked bus. Therefore, we will not call for students until all of

the buses are loaded. In order to prevent a back-up of pick-up vehicles, we ask that you stagger your arrival between 3:15 and 3:30.

Walkers/Bikers- Students who live close to school may walk or bike home with parent permission. Students who ride their bicycles to/from school must park their bikes in the racks provided. Pine Tree Elementary School expects all students who ride a bike to school to wear a bike helmet and suggests that students lock their bikes while at school. After walkers/bikers leave the building at the end of the day, they are no longer supervised by school staff and therefore, are no longer the responsibility of the school district.

Emergency Information - Each student/family shall be provided with directions on how to complete Emergency Information through the PowerSchool link on the SAU9 website at the beginning of the school year. It is the responsibility of the parent(s) or legal guardian to keep the school informed of a current address and telephone number at all times and to notify the schools promptly of any changes in address or emergency procedures.

Daily Lunch and Recess Schedule 2023-2024

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|---------------------|-------------------------|
| Grades 1 & 2 Lunch | 11:20 a.m. - 11:45 a.m. |
| Grade K Lunch | 11:40 a.m. - 12:05 p.m. |
| Grade 3 Lunch | 12:00 p.m. - 12:25 p.m. |
| Grades 4 & 5 Lunch | 12:20 p.m. - 12:45 p.m. |
| Grade 6 Lunch | 12:40 p.m. - 1:05 p.m. |
| | |
| Grades 1 & 2 Recess | 11:40 a.m. - 12:15 p.m. |
| Grade K Recess | 12:00 p.m. - 12:35 p.m. |
| Grade 3 Recess | 12:20 a.m. - 12:55 a.m. |
| Grade 4 & 5 Recess | 12:40 p.m. - 1:15 p.m. |
| Grade 6 Recess | 1:00 p.m. - 1:35 p.m. |

Recess

Our daily schedule provides for a supervised recess around lunchtime. Teachers also may take their classes out for a recess break either in the morning or in the afternoon. Recess is an important time for students, providing a break from academics and allowing students to socialize and engage in physical activity.

All students in attendance are expected to go outside at recess time unless otherwise instructed by their teacher. Children with health concerns will be allowed to remain inside at recess time only upon request of a physician.

New Hampshire weather is often unpredictable. Recess is held indoors only on rainy or extremely cold days (below ten degrees); otherwise, children go outside for the benefits of fresh air and activity. It is essential that children come to school properly dressed for the weather! Hats, mittens, and boots are required during snow season, and students must have snow pants if they wish to slide.

We ask that every family fill out a Free and Reduced Lunch application at the start of each school year. The impact of applications and approvals is far reaching. A few examples of programs directly impacted by the funding includes: Title I/teaching positions, healthy snacks for every student, supplementary book

monies, reduction in the price of Project SUCCEED attendance, and summer programming. Your potential approval could be of help in other areas of funding at Pine Tree which would have a positive impact on the Pine Tree Community as a whole. Please call or email if you have any questions. Please apply online at www.ezmealapp.com or stop by the office to pick up a paper copy of the application.

For more information about the Conway School District's Food Service Program, including [meal charge policies](#) and procedures, please visit http://pinetreeschool.org/food_service

Nondiscrimination: It is the District's policy that in the operation of child feeding programs, no child will be discriminated against because of race, sex, color, national origin, age, or disability. 7C.F.R. 245.5(a)(1)(viii).

ATTENDANCE

Attendance - We hold high expectations for our students and expect them to attend all classes every day so that the most meaningful and interactive teaching and learning is able to take place. Every effort should be made by students and parents to keep absences and tardiness to a minimum. Any absence, excused or unexcused, may be impactful on a child's academic progress and social-emotional well-being. In the event a student is absent 20 or more days in a single school year the student may be retained (please refer to Conway School Board policy [IKEA, Elementary Pupil Progression Plan](#)). Throughout the school year parents will be notified of absences, late arrivals and early dismissals. These notifications will be added to a student's school records. Additionally, if absences, late arrivals and early dismissals are impacting the learning of the student or that of others, teachers and/or the principal may request a meeting to develop a plan for consistent attendance, which may involve the school district's truancy officer (see Conway School Board policy [JH, Attendance, Absenteeism, and Truancy](#)).

Calling-in Absent - If a student is going to be absent from school parents are asked to contact the office by 9:00 a.m. Please call 447-2882. In the event that your child is marked absent from school without communication from a parent or guardian, please expect a phone call or email from the office. All communications regarding absences, late arrivals, and/or early dismissals are added to the student's record.

School Cancellations /Delays/Early Dismissals- There are times when it is necessary to cancel, delay or to close school early due to unforeseen circumstances. When this happens, a phone call, text or email message will be sent via School Messenger to notify all parents. There will be information sent home with students on the first day of school regarding this procedure. Parents will be asked to call the school if the child needs to have a change made to their usual dismissal procedure.

Extended Leave/Vacations - If for some reason students will be out of school for an extended period of time, an "Extended Leave Form" should be requested through the office in advance in order to mark the absences as excused. All absences will be added to the student's record.

All absences from the classroom impact learning. Lesson introductions, reinforcements, guided practice, interactions, and numerous, collaborative learning activities take place every day. There is no way to replicate the experiences of a school day once missed. Make-up work is not the same as the classroom experience. We ask that parents recognize the potential impact to learning from missed classroom instruction and avoid vacations that do not align with the school calendar.

SUPPORT SERVICES

School Counselor

Our School Counselor provides services to all children, their parents, and their teacher. Since academic success is recognized to be dependent on positive self-esteem, the school counseling program is designed to meet the effective needs of each child.

The School Counselor will provide activities, support and resources that focus on prevention, intervention and/or treatment. This may be done through whole group work, small group work or individually. In addition to supporting students, the School Counselor also works with parents, staff and outside agencies to meet the needs of each child. Through group activities and individual sessions, students will learn more about themselves, their needs and feelings, and ways to express themselves appropriately. School counseling is a regular education service and is provided to all students.

Family Support Liaison

Our Family Liaison provides support to students and families in the community to help enhance the school and family connection. All students and families can access our Family Support Liaison during school hours and all conversations are confidential with respect given to the needs of all families on an individualized basis. Supports provided by the Family Liaison include (but are not limited to):

- Communication and collaboration with families to facilitate connections with community, state, and federal services (both in and out of school). For example: transportation, fuel assistance, and accessing medical supports combined with food and nutritional needs.
- Collaboration with families and teachers through the practice and implementation of creative and collaborative problem-solving strategies.
- Coordinating community-based supports and resources for students and families.
- Providing family support for day-to-day events, life transitions and crises.

ESOL

ESOL support services are provided for limited English speaking students who qualify based on need. The instruction may include in-class and out-of-class support with communication and academics. ESOL teachers may use interpreters and translators to help students and their parents understand enrollment forms, permission slips and student report cards. ESOL teachers may also be used to facilitate communication between home and school.

Paraprofessionals

Paraprofessionals, or instructional aides, are partners with teachers in education, working together to provide the best education possible for each child.

Special Education

Some children demonstrate special learning needs which require additional individualized learning plans to assist them in accessing their education. State and Federal laws prescribe that these children be identified, referred by their parents or teachers, evaluated and provided with an Individual Education Plan (IEP) should they be found eligible. The IEP describes what skills are to be taught and the methods and materials to be used for accomplishing educational goals. Each step in the identification and

planning process requires and encourages parental involvement. Our special education program is comprehensive and may include related services such as speech therapy, physical therapy, and/or occupational therapy should the IEP team determine them necessary. It is the responsibility and the intent of the District to provide qualifying students with a "free and appropriate public education in the least restrictive environment. "

If you have specific questions or concerns regarding your child, we encourage you to contact your child's teacher, special education case manager, the principal or the Director of Special Services.

Title 1 Support- Pine Tree Elementary is a school-wide Title I school, which means that we receive federal funds to support the academic achievement of our students. Our annual allocation of these federal monies is based primarily on the number of students who qualify for free and reduced lunch. As such, we ask that all families apply by visiting www.ezmealapp.com.

STUDENT SAFETY AND CONDUCT

Emergency Procedures

The school maintains a set of procedures for school emergencies. These range from emergency building evacuations to in school security (safe in place) measures. Students practice these procedures throughout the year including winter. All evacuations include communication and transportation plans. If the building were to be unavailable for a safe return, children will be temporarily housed or transported to a safe holding environment. Local radio announcements and School Messenger Communications (email/voice mail system alerts) will be made to alert parents of the situation and further announce plans for their safe reunification. It is very important that the school always has a usable emergency phone contact where we can reach you.

Procedures for Implementation of Bullying/Harassment Policy

Any student who believes that she/he has been the target of unlawful bullying as defined in this policy may bring their complaint to the attention of any school employee or the harassment complaint official. Any student who believes that any corrective action taken by a school employee was ineffective may bring their complaint to the attention of the harassment complaint official. The complaint may be made either orally or in writing.

All complaints of sexual harassment are investigated according to federal guidelines. Complaints can be student-to-student, student-to-employee or employee-to-employee. Concerns and complaints should be reported directly to the building principal who will initiate an appropriate investigation.

Pupil Safety & Violence Prevention Policy (Bullying)

The Conway School Board is committed to providing all pupils a safe school environment in which all members of the school community are treated with respect. Conduct constituting bullying will not be tolerated and is prohibited by School Board Policy, ACAC & [JICK](#) in accordance with RSA 193-F.

Complaints

When concerns arise over certain situations or problems, please consult the classroom teacher. They are in the best position to know the facts and put events in context. If a parent remains dissatisfied with a situation after initial consultation with the teacher, they may contact the principal and discuss the problem further. Parents are encouraged to bring their concern forward. Many times, simple

adjustments correct problems that may be occurring.

Dangerous Instruments and Weapons in School (See Conway School Board Policy JICI)

1. The Conway School Board, cognizant of its responsibilities to provide for a safe and healthy environment where students can learn, sets forth and establishes a policy prohibiting dangerous instruments and weapons in school.
2. No student, staff member, or visitor shall possess upon school premises any dangerous instrument, firearm, dangerous chemical, explosive device, or weapon.
3. Any student, staff member, or visitor possessing any dangerous instrument, firearm, dangerous chemical, explosive device, or weapon will be reported to the local law enforcement officials and to the District Superintendent by the building administrator.
4. For the purpose of this policy, a firearm is any weapon, including a starter gun, which will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of such weapon; any firearm muffler or silencer; or any destructive device.
5. A weapon is defined as any instrument capable of inflicting bodily harm. Included within the definition of weapon, but not intended as a limitation on the definition, are switchblade knives, gravity knives, pilum ballistic knives, cane swords, electronic dart guns, chukka sticks and Kung-Fu stars. The aforesaid enumeration of weapons is not intended to be exhaustive but merely illustrative. Dangerous instruments are defined as items or implements which under the circumstances in which such instruments are used, attempted to be used, threatened to be used are readily capable of inflicting bodily harm or threat of same.
6. School premises shall mean school grounds, buildings and/or facilities, whether owned by the School District or a lease to the School District and shall also include school buses and vehicles parked on the school grounds.
7. An exception to the prohibition set forth in this policy may be made with prior approval and arrangements made with the principal, in an instance where a weapon is part of a dramatic or music performance, or is used as an artifact in an instructional unit.
8. New Hampshire State law enforcement officers are the only individuals permitted on school premises to have a weapon, dangerous instrument or firearm in their possession.
9. After a hearing pursuant to New Hampshire RSA 193:13, any student having been found guilty of bringing a firearm or dangerous instruments and weapons upon school premises shall, as a penalty, be suspended for a period of one year, provided that the Superintendent, after considering the totality of the circumstances surrounding the offense, and the student's previous record, shall have the authority to modify the one year penalty on a case by case basis. Further, nothing in this policy shall be construed to limit any rights possessed by students classified as disabled.

Adopted by the Conway School Board – November 3, 1994

Revision Adopted – March 23, 1995 and August 9, 1999

Reviewed with no change – October 1999

Revision Adopted – January 12, 2004 and June 25, 2014

Revision Adopted – August 10, 2020 (previously JFCJ)

Student Substance Abuse Policy (See Conway School Board Policy, [JFCH](#))

The Conway School District is committed to a school environment that is free from use, possession and/or distribution of alcohol and other drugs. For the purpose of this policy, the term drug means any addictive mood and/or body altering substance including, but not limited to, alcohol and substances purported or represented as mood and/or body altering. The Superintendent and administrative staff shall develop procedures to implement this policy. Note: Tobacco restrictions, see Conway School Board policy, [ADC](#))

Adopted by Conway School Board – 7/15/93

Revised 8/4/94, 6/6/96, 10/27/97, 8/11/03

Reviewed with no change - July 1999

Revised – March 8, 2004

Revised – March 9, 2009

Reviewed with no change – January 9, 2012

Revised – November 13, 2018

Suspected Neglect or Child Abuse

The Child Protection Act (RSA 169-c) requires all school employees to report suspicions or evidence of child abuse or neglect to the appropriate investigation authority (Department of Children and Families). Further, school personnel must cooperate with the confidential investigation. The school is not allowed to notify parents of any of these actions. Employees who fail to report can be subject to prosecution for a misdemeanor.

Discipline

The Conway School District promotes and maintains a safe and orderly environment which allows all students to realize and learn the benefits of mutual respect, responsibility, and honesty. These guiding principles form the basis for a uniform code of conduct for all students. The Conway School District code of conduct can be accessed at www.sau9.org but adhere to the following basic tenets:

1. That all school environments will be safe and free from threat.
2. That expectations for all members of the school community are clearly understood.
3. That the school community be a cooperative model for society in general.
4. That procedures and consequences are equitable for all members of the school community.

(In the event of any omissions in this behavioral code, the building principal retains the authority to assign consequences and discipline students on a case-by-case basis.)

A BASIC CODE OF CONDUCT

A basic code of conduct is present in all of the Conway Schools to insure the rights and safety of all members of the educational community. Although some variation is inevitable in the overall implementation of this code, it is the intent of this policy to define specific procedures and a range of consequences used by all schools for serious disciplinary occurrences.

Behaviors are categorized into three levels of seriousness with appropriate actions and consequences at each level. Procedures and consequences for the most serious occurrences are based on Safe School Legislation ED 317 and NH RSA 193:13. All students and parents will be informed of these procedures and consequences at least annually by school officials.

Pine Tree Behavior Expectations and Description of Leveled Behaviors

Pine Tree Citizens are expected to be Safe, Respectful and Responsible. Students have the responsibility to know and respect the expectations as outlined in the Pine Tree School's Behavior Matrix. Students have the further responsibility to behave in a manner appropriate to good citizenship everywhere. Students are responsible for the proper use and care of all school and classroom related tools and materials. Payment will be expected for lost or damaged school property and materials.

Mild-intensity behaviors can and should be handled in the classroom. These are behaviors that are inappropriate to the learning situation, but do not constitute a major interference with instruction or a potential threat of danger. Mild-intensity behaviors that continue repeatedly may become a Moderate-intensity and constitute parental notification.

Moderate-intensity behaviors might be handled in the classroom, an alternate location with adult support and/or in the principal's office. These are behaviors that interrupt and/or seriously compromise instruction and the orderly environment of the classroom.

Severe-intensity behaviors can be handled in an alternate location with adult support and/or in the principal's office. These are behaviors that compromise safety and/or substantially disrupt the orderly operation of the school and classroom.



| | Responsible | Safe | Respectful |
|---------------------|---|---|---|
| Arrival/Dismissal | <ul style="list-style-type: none"> Go directly to your destination Be on time and be prepared Follow check in and check out procedures | <ul style="list-style-type: none"> Wait for an adult to be present to enter a classroom Stay in the area to which you were dismissed Follow hallway and classroom safety procedures Stay on the sidewalks | <ul style="list-style-type: none"> Enter & leave quietly and appropriately Follow hallway procedures Check in & check out with your teacher |
| Instructional Areas | <ul style="list-style-type: none"> Be prepared Try your best Follow directions | <ul style="list-style-type: none"> Use supplies & equipment appropriately Know emergency procedures Move safely & appropriately for the activity | <ul style="list-style-type: none"> Allow teachers to teach, students to learn Be kind & cooperative Conserve & recycle |
| Hallways | <ul style="list-style-type: none"> Go directly to your destination Keep hallways clean Move quietly through hallways | <ul style="list-style-type: none"> Keep hands & feet to self Always walk & stay to the right Follow directions | <ul style="list-style-type: none"> Respect others' space Use appropriate & friendly words & actions Enjoy artwork & displays with eyes |
| Cafeteria | <ul style="list-style-type: none"> Keep your area clean Come prepared for lunch & recess Follow lunch time rules | <ul style="list-style-type: none"> Walk at all times Stay in seat while eating Keep hands & feet to self | <ul style="list-style-type: none"> Use good table manners Use inside voice Be polite |
| Bathrooms | <ul style="list-style-type: none"> Always flush Conserve water & paper towels Return to class promptly | <ul style="list-style-type: none"> Notify adult if there is a problem Use facilities appropriately Wash hands | <ul style="list-style-type: none"> Use quiet voices Give people privacy Keep bathroom clean |
| Assemblies | <ul style="list-style-type: none"> Listen to & follow adult directions Stay seated during performances Be attentive | <ul style="list-style-type: none"> Keep aisles clear Stay seated Carry chairs correctly | <ul style="list-style-type: none"> Look at & listen to the presenter Respond appropriately to the program Sit appropriately |
| Playground | <ul style="list-style-type: none"> Be prepared Follow playground rules Follow directions | <ul style="list-style-type: none"> Stay in playground area Respect others' space Report unsafe behavior | <ul style="list-style-type: none"> Good sportsmanship Take care of yourself & the school Use appropriate words & actions |
| Buses | <ul style="list-style-type: none"> Load & unload quietly and promptly Follow bus rules Keep bus clean & aisles clear | <ul style="list-style-type: none"> Know & follow emergency directions Keep body & belongings inside the bus Follow loading & unloading procedures Stay seated, face forward at all times | <ul style="list-style-type: none"> Be polite to bus driver & passengers Use quiet voices & appropriate conversation Maintain school property |

Bus Policy and Safety -

All students are expected to behave appropriately while on the bus. Riding the bus is a privilege that can be revoked if poor and/or unsafe behavior interferes with the driver's ability to safely drive the bus. The bus drivers will review and enforce rules for safe transportation with all students. Disregard for these rules will be reported to the principal and parents for disciplinary action and/or loss of privilege.

Conway School District Bus Discipline Procedures

In order to establish consistency within the school district the following procedures are to be followed when dealing with disciplinary issues on the bus.

- First written bus discipline slip: Verbal warning and contact is made with parents. Incident is recorded for school records.
- Second written bus discipline slip: Students may be suspended from bus privileges for 3 days and contact is made with parents.
- Third written bus discipline slip: Student is suspended from bus privileges for at least 3 days and contact is made with parents.
- Fourth written bus discipline slip: Student is suspended from bus privileges for at least 5 days and contact is made with parents.
- Fifth written bus discipline slip: Loss of all bus privileges with request made to school board to make such actions permanent for remainder of said school year and contact is made with parents.

Please note that these are guidelines. Serious problems or safety issues can result in immediate bus privilege suspension without previous warning.

Student Dress Code and Personal Hygiene (please see Conway School Board policy, [JFCA Student Dress Code](#))

Concern for personal appearance and hygiene is an indication of self-respect and of courtesy toward others. Failure to comply with the dress code will be addressed and will include parent notification. If a student is not sure if something may or may not be worn, they should check with a faculty member or administrator before wearing it to school. It is recommended that students of all ages have a change of clothing available to change into should the need arise throughout the school day.

Overall Expectations for All Students:

- All students are expected to practice proper hygiene for the health and safety of everyone.
- All should be modestly dressed in attire appropriate to the classroom. This should be true when climbing, sitting at a desk, as well as standing. (Modesty means that no stomachs, breasts, buttocks, backs, or underwear should be showing.)
- School administrators have the authority to prohibit any other messages (stated or implied on clothing and/or attire) that they determine to be disruptive to the school's learning environment and/or to the learning of others.
- Foot apparel must be worn at all times for safety purposes.
- We recognize that students have a variety of individual needs. School staff reserve the right to address dress code compliance on a case by case basis taking into account individual developmental, social-emotional, and personal needs.

Cell Phone Usage and Non-Academic Use of Technology

Cell Phones: Many students possess cell phones or other devices to facilitate communications with their families outside of school. While in school and on the school bus, cell phones **must** remain off and in a child's backpack or locker to avoid disruptions, distraction, confusion and to maintain their safety and the safety of others, **unless specific permission is granted by a school staff person**. A student in possession of a video/audio recording(s) and/or photograph(s) of others without permission may be subject to disciplinary action based on the violation of privacy. Telephones are available to students in the front office should the need arise for contact with home to be made. To avoid confusion, plans for after school activities and transportation must be made before leaving home in the morning or communicated directly through the office throughout the school day.

The non-academic use of any electronic equipment (including personal cell phones, other electronic devices, and/or school issued devices) or other materials is not allowed during the school day or on school busses, (in school and/or when students are accessing their education remotely). **Students using such devices in school, for non-academic purposes will have the items confiscated.** (See Conway School Board policy [EGA, Student Internet and Network Access](#))

Authority for School Searches (See Conway School Board Policy [CA, Authority for School Searches](#))

The School Board attempts to provide a safe, healthy educational environment for all students. Therefore, the Board has authorized student conduct codes to limit antisocial behavior on the part of students. The administrators are charged with implementing effective, appropriate preventive and

disciplinary measures to assure an optimal learning environment.

The lockers, desks, and all furniture and equipment in the school are considered property of the school district; therefore, the principal or designated administrator has the right to inspect and search any part of the school or its property at any time.

Persons on school property or participating in school activities are subject to search and may have their backpacks, book bags, handbags, or other similar items, including but not limited to vehicles driven or parked on school property, searched by the school principal or designee when there is reasonable suspicion that the search will turn up evidence that the individual has violated, or is violating, either the law or school rules. A cell phone may be searched with permission of the student if there is reasonable suspicion that it contains information relating to student safety or that a school policy or law has been violated. If a student refuses to comply with the cell phone search, a parent/guardian will be called and asked to meet with the administrator and the student. The phone will be secured and stored in a secure location by the administrator until the parent/guardian and law enforcement arrives. When a cell phone search is undertaken, two school administrators will be in attendance and only those phone applications relating to the questionable activity may be opened and viewed. If it is determined by school and law enforcement officials that the cell phone must be searched and the student and parent/guardian have refused to allow access to the phone, the phone will be secured and stored in a school administrator's office and will only be released to law enforcement officials when the appropriate warrant is provided by the courts and law enforcement officials. If no warrant is obtained within 72 hours, the phone will be released to the parent/guardian. The administration will develop guidelines for implementation of this policy including procedures for those who refuse search until proper law enforcement authorities can be summoned.

Health Services

The Pine Tree Elementary School nurse handles all of the accidents and illnesses that occur during the school day, referring children for follow-up care as needed. She administers medications as required.

The nurse is responsible for the health and wellness of all of the students. She reviews the health histories and physical exams of all new students and implements and monitors students' compliance with NH immunization law.

The nurse is also a member of the student evaluation and placement team and serves as a resource for parents/guardians and staff. She serves as a liaison with area doctors and various community agencies. The nurse provides health counseling in the area of chronic illnesses, nutrition, disease prevention, and positive lifestyles. She also works with the classroom teacher in conducting health related classroom presentations.

- **Sick Children** - All children who come to school sick, or who become sick here at school, will be sent home. Please make sure we have up-to-date emergency numbers to reach parents, or other responsible persons, in case of emergency.
 - Please **DO NOT** send sick children to school because we do not have facilities to care for them. If your child has been vomiting, it is recommended that your child not return to school unless the vomiting has stopped for at least 24 hours. If your child has been running a fever, please keep them home until the temperature has been normal for 24 hours.
- **Medications** - Children are not allowed to take any medications (prescriptions or non-prescription), unless NH regulations are followed. A detailed explanation of the medication policy is available from the nurse's office. The important things to remember are:

- The parent/guardian and your child’s doctor must request, in writing, that the medication be given during school hours.
 - The medication must come to school in the original pharmacy’s bottle. Do not send medication in baggies.
 - Parent/guardian should drop off medication to teacher, nurse, or principal whenever possible.
 - Your child will be allowed to carry his/her own asthma inhaler and/or Epi-pen only with a written permission from a parent and your child’s doctor to do so at school. Inhalers and Epi-pens must be properly labeled with pharmacy label, including student name and medication.
- **Screening**
Vision and hearing screenings are conducted on school children in grades K-6. These tests are recommended by the state and are an effective means of identifying children with hearing or vision problems. Often, early intervention with these children can minimize or resolve hearing or vision losses.

Insurance

The Conway School District provides limited ‘school day’ student accident insurance. Individuals can purchase voluntary 24-hour coverage from our carrier for a fee. If you’re interested in purchasing this coverage, please contact the S.A.U. #9 office (447-8368) and they will mail you further information.

CURRICULUM, ASSESSMENT, AND PROGRAMMING

Integrated Arts

Art - Students will participate in Art class once a week. Students will explore their creative abilities through the use of different mediums.

Music - Students will participate in Music class once a week.

Chorus - Students in grades 4-6 may participate in the chorus. The chorus presents three music concerts during the school year. The holiday concert in December, the district-wide Louis Fuchs concert in March, both of which are in conjunction with the school band. A spring vocal concert is also held in May. Chorus meets once a week during the school day.

Drama - There are several opportunities throughout the year for students to showcase their artistic abilities.

Instrumental Music - Instrumental music lessons are available for all students in grades 4-6. An elementary band rehearsal is scheduled once a week and an opportunity to perform in several concerts is also part of the instrumental music experience. both vocal and instrumental

Physical Education - Students will participate in PE classes twice a week. Students are expected to fully participate, and attend PE class with proper footwear. If a student is unable to participate in PE class due to injury or illness, please provide documentation.

Library Media -

Digital Citizenship - Students will demonstrate safe and ethical use of their devices, including protecting private information, respecting themselves and others in online communities, and sharing knowledge and products appropriately.

Borrowing Books - Students may borrow and bring books to the school library at any time during school hours. To make sure each child has a chance to get books, every grade will have a scheduled opportunity to borrow books to take home from the school library once a week.

Lost or Damaged Books - The librarian requests that any lost or damaged material be paid for at replacement cost. In some extenuating circumstances, other arrangements can be made with the librarian.

Student-Led Conferences

At the end of each trimester, a formal report of progress for each student is provided to parents. Each report card includes assessment data, teacher's comments, and next steps in learning for each subject area. Report card envelopes must be signed by the parent/guardian and returned to the school.

Report cards alone are not sufficient for the home and school to work closely together for your child's best education. A minimum of two student led conferences are scheduled each year. We expect all parents/guardians to be involved in these conferences as we work together to provide the best program for your child. The better we know you and your child, the better we can meet the needs of the child. Other conferences may be scheduled during the year at the parent's, the teacher's or the student's request.

Homework:

We encourage all families to participate in their child's educational experience. Supporting positive habits of regular reading, writing and math activities at home is beneficial to your child's success in school. On a case by case basis, students will occasionally have assignments to complete at home. Please contact your student's classroom teacher for any clarification, needs or questions.

Assessment of Student Achievement

Pine Tree School uses a variety of assessments to guide instruction in the classroom and to report achievement to parents. Pine Tree School administers the NWEA assessment in Reading and Math to all students in Grades K-6. All K-6 students complete the NWEA in the fall and the spring. Students in grades 3-6 participate in the NH Statewide Assessment System (NH SAS).

STUDENT ACTIVITIES AND EVENTS

Classroom and School-Wide Celebrations

Pine Tree School recognizes the varied personal beliefs held by members of our school community. Therefore, we ask that you contact your child's teacher prior to sending in healthy treats for a classroom celebration. Due to allergies and/or other circumstances, please consult with your child's teacher to make arrangements. Please do not distribute invitations for celebrations taking place outside of school as exclusion is a very difficult emotion for some students.

During the school year assemblies/showcases will be presented. The purpose of our assemblies is to recognize and showcase our students' accomplishments. Parents/guardians are invited to attend. Dates, times or links to showcase videos will be sent to families.

ESSC Junior Ski Program (Gr. 1-6) - Students will have an opportunity to participate on Thursday afternoons, from the first week in January to early March. The Junior Ski Program offers cross-country skiing in Whitaker Woods, downhill skiing at Mt. Cranmore and snowboarding for students in the fifth and sixth grades. Rental equipment is available for a small fee. Students are expected to participate in this program. Adult volunteers are always needed, and receive a volunteer ski pass. For students not interested in the ski program, Pine Tree also offers snowshoeing at Whitaker Woods.

Recreation Department (447-5680) - The Conway Recreation Department offers a wide variety of after school activities from floor hockey to arts & crafts. A seasonal list of offerings will be sent home with students including information on how to sign up. Bus transportation may be provided from Pine Tree to the Conway Recreation Center for scheduled activities. In order for a student to take the bus to the Recreation Center, written permission must be given to the student's teacher.

Student Leadership- Throughout the year, students will be given the opportunity to become involved in the democratic process for the benefit of all members of the school community. These opportunities will focus on giving the upper grade level students a platform to discuss common concerns, develop strategies for handling problems, plan, and carry out both service projects and special school-wide "Spirit Days."

Project SUCCEED - Project Succeed provides a before and after school program for Pine Tree Students. Our Morning Program runs Monday through Friday from 7:30-8:50 a.m. Our Afterschool Program runs Monday through Friday from 3:15-5:15 p.m. Students must be pre-registered in order to participate. Additional information and registration forms are available online at: <https://www.projectsucceed.com/ptes>. Parents may call the school at 603-447-2882 or the Pine Tree School Site Director at 603-901-2091 for further information. No transportation is provided to and from the before or after school program.

PARENT AND COMMUNITY INVOLVEMENT

Newsletter

The Pine Tree School weekly newsletter is available online. This newsletter contains news from classrooms, school-wide news, and a calendar of upcoming events and activities. Parents will be able to request a copy to be sent home but are encouraged to access it from their home computer to help us continue to go green and save paper. Pine Tree School website: <http://www.pinetreeschool.org>

Pine Tree PTO (Parent Teacher Organization)

The Pine Tree School has a Parent Teacher Organization that actively supports our school in a wide variety of ways. The mission of the PTO is to connect families to the school community. 100% of the proceeds generated by PTO fundraisers go directly towards field trips and student enrichment activities that are not covered by the school budget. One of the most visible contributions of the PTO was the purchase of the materials to build the gazebo/outdoor classroom space here at Pine Tree.

Membership is open and free to all families and members of the community. Check the newsletter for meeting times. Meetings provide an opportunity to work cooperatively with the school in a variety of ways. We strongly urge all parents to become involved in our PTO. Please reach out via email to PTOPineTree@gmail.com to join and find more information.

Volunteers

Student safety is part of our primary effort. The Conway School Board Policy (IJO) tries to ensure that anyone working with our students is indeed a safe and trusted volunteer. Volunteers who work with children at school or at school related activities are required to undergo a Background Investigation and Criminal Records Check by Policy (GBBA). Procedures for this are available upon request.

A number of parents and community members volunteer their time and/or service throughout the school year. Some work as room parents, helping to chaperone, or plan special events. Others work for teachers making teaching materials, assembling projects or organizing materials. Still others may read with or help individual students with lessons. There are some parents who come to school to share their skills with our children. Your contribution of time and talent adds greatly to our overall education. Volunteers must sign in at the office and pick up an identification badge before going to the classroom.

Visitors

Pine Tree School welcomes all while simultaneously responding to current and fluctuating safety protocols. With respect to classroom instruction and safety reasons, all school visits must be scheduled in advance. Visitors must sign in at the office and pick up a visitor identification badge before going to their destination.