

Middleton Elementary School
www.middletonelementary.org



Family Handbook

2019-2020

116 Kings Hwy
Middleton, NH 03887

Phone: 473-5000

Fax: 473-2225

Middleton Elementary School Mission Statement

At MES we work together with our community to empower each individual to be the best version of themselves.

Middleton Elementary School Staff
2019-2020

Principal

Kathleen Crosby

Guidance Counselor

Sarah Kirouac

Reading Teacher

Jennifer Hennessey

Special Education

Nicole Doyle

Katie McKay

PreSchool

Kimberly DeForrest

Kindergarten

Katie Morrisette

First Grade

Stephanie Allen

Second Grade

Morgan Messina

Third Grade

Kayla Towle

Fourth Grade

Jessica Colpoys

Fifth Grade

Talia Arsenault

Sixth Grade

Amy Bacon

Administrative Assistant

Amie Ruths

Nurse

Maribeth Smith

Physical Education/Health

David Hilbert

Music

TBA

Art

Emma McGowan

Library/Media

Sarah Townsend

Paraprofessionals

Amber Malone

TBA

TBA

TBA

TBA

Custodians

Peter Brophy (Head Custodian)

Fred Collay

Kitchen

Adrienne Brannan

Rachael Hunter

Daily Schedule

8:30-8:45 Breakfast

8:45 Students are ready to learn in their classrooms

8:45 Classroom Morning Meeting

Recess

K/1 11:15-11:40

2/3 10:50-11:15

4/5/6 11:40-12:05

Lunch

K/1 11:45-12:05

2/3 11:20-11:40

4/5/6 12:10-12:30

*All classes will have a snack time. Regular milk is the only option from the cafeteria for snack milk. Chocolate milk will be available during lunch.

Dismissal

3:13-Walkers, Bike Riders, and Parent Pick-Up

3:15-3:30-Bus Riders

Please note Parent/Teacher Conferences are scheduled for November 25th and 26th. There will be no school on these days.

A few specific policies are included with this handbook. A complete copy of all Middleton School District School Board Policies can be found on our website: www.middletonelementary.org under that Parents tab. If you would like a copy of a specific policy, please contact the school.

Attendance

Research has documented the importance of school attendance. There is a strong correlation between kindergarten absences and reading deficits at the fifth grade. Other data shows a correlation between early grade level absences and a habitual pattern of truancy in high school. Good attendance at the elementary level is vital. Middleton Elementary School will have an assertive and formalized school response to ensure regular attendance at school. We appreciate your continued understanding and cooperation in our effort to encourage your child's attendance.

***If your child is going to be absent, please call the school at 473-5000 and state the name of the student, day of absence, and reason.**

***If you are bringing your child to school late (after 8:45), you must walk them into the building and into the office for them to be signed in. You may not drop your child off at the entrance.**

Cell Phones

We understand the need for some children to carry a cell phone to school. While at school, phones are to be turned off and remain in backpacks. If a student needs to contact their parent/guardian during the school day, they will have access to a school phone. Cell phone use is not permitted. The school is not responsible for damage, loss, or theft of cell phones while en route to and from school or during school hours. Students caught using their phone will get a warning. If used again, the phone will not be permitted at school.

Conduct

Middleton Elementary School is a community built in kindness and respect. It is the expectation that all students will act in a manner that is safe, kind, respectful, and responsible. Our goal is to have a school climate that is welcoming, positive, and engaging for all. The staff will work to teach and model expected behaviors to all students and all students will be held accountable for their own behavior. We do understand and appreciate that this could look different for every child and that at times students may struggle with their choices. Our approach will be one of restorative in nature and we will work with the students and families to help own and fix behavior, move forward in a positive way, and ultimately change behaviors if necessary. Please know that while our goal is always to help students recognize and fix behavior if needed, we also want to ensure a safe learning environment for all. When a student acts in a way that is unsafe, unkind, irresponsible, or disrespectful, a supervising adult must make a decision about how to best respond and protect the student and others, and to prevent the same behavior from happening again. When necessary staff will refer an incident to the office and depending on the situation, students should expect any of the following outcomes:

- Time away from class or activity
- Loss of recess or privilege
- Community service within the school
- Student conference
- Parent phone call

- Parent conference
- After school detention (parents will be given a 24 hour notice to arrange transportation. Transportation is the responsibility of the parent or guardian).
- Suspension: Depending on the seriousness of the offense, a student may be required to serve an in school or out of school suspension.

Dress Guidelines

Please refer to the formal district dress code. Here at Middleton Elementary School we emphasize the following guidelines for dress:

- Appropriate and safe footwear that allows for active outdoor play
- Clothing that fits comfortably and covers students adequately (i.e. no bare bellies or backs, shorts need to fully cover)
- No clothing with offensive, obscene or violent words or images
- No hoods or sunglasses worn inside

Field Trips

Field trips are considered enrichment to the curriculum and support the learning of our students. A decision to take a field trip is up to the teacher with the final approval coming from the Superintendent and the School Board. In order for your child to participate in a field trip, a permission form must be completed completely and turned in prior to departure. Field trips are planned as a class activity and an opportunity for students to interact with classmates in a different educational setting. Students are expected to be transported as a group to a field trip location unless a special circumstance exists and approval is given by the principal for a different means of transportation. Parents/guardians are encouraged to chaperone however, please be aware that we are sometimes limited to the number of chaperones that can attend due to space or requirements of the place being visited. Parents/guardians that chaperone are permitted to drive their student home from a field trip once they have signed them out with the classroom teacher. Siblings or students from other schools are not permitted on field trips.

Emergency Plan

For the safety of students and staff, we work closely with the police and fire department to have a comprehensive safety plan.

Major crises, especially catastrophic events, are rare in our nation's schools but being prepared is important.

Our plan addresses emergency management planning as well as building security. We will continually and routinely refine our plan in collaboration with the police and fire department based on experience, research, and changing vulnerabilities.

We regularly practice emergency drills to ensure that our staff and students know what to do in case of an emergency. Research shows that the more we practice the drills, the more prepared that we are to respond in the way we should. Drills may include evacuation, reverse evacuation, shelter-in-place, lockdown, and fire. The objective of these drills is to help staff and students feel prepared and remain calm in the event of an actual emergency situation.

Guidance Services

Guidance counseling services are available and are provided at school on an “as needed” basis. We provide individual and group activities. Our goal is to help children feel better about themselves and to contribute to the development of their personal skills to ensure that the school experience is a positive one. Our efforts with children may focus on improving self-confidence, identifying and expressing feelings, improving peer relationships, increasing motivation, or improving organizational and study skills. In addition to individual and group counseling, our guidance counselor periodically conducts activities and presentations within each classroom. These classes may include topics such as personal safety, decision-making, self-esteem, problem-solving, stress management, peer pressure, bullying, and alcohol and drug abuse prevention. If you have any questions or concerns regarding your child’s participation in the guidance program, please contact our school counselor or administrator at 473-5000.

Library

Students in grades 1-6 will be allowed to check out books from the library. If a book is lost or damaged, replacement value will be charged. Signed-out books are the responsibility of the student, not the school. Vandalism will result in an automatic fine and parent notification.

Lost and Found

There is a “lost and found” bin located in the office. If you have lost something, check this location. To avoid this prospect, we recommend labeling all student apparel. If you find something that does not belong to you, please bring it to the office. Unclaimed items are periodically donated to local charities. Students should not bring large sums of money or valuable personal items to school. Under no circumstances is the school responsible for lost or stolen items.

Office Procedures

Absences and Dismissals:

To help us protect your child, we ask that you contact us if your son or daughter is going to be absent or late. The school telephone number is 473-5000. You can leave a message if calling before or after hours. If we do not hear from you, we will call your home, cell, or place of work to confirm you are aware that your child is not in school.

Dismissal Changes:

If you are going to change the way your child typically goes home (i.e. parent pick-up instead of bus), you must send in a note or call the office. Without notice from a parent/guardian, children will be dismissed their typical way, even if they say it is different.

If calling to change your child’s dismissal, please do so prior to 2:00pm.

Dismissal Notes:

If you know ahead that you will be dismissing your child early from school, please send in a note or call the office ahead. Notes should be delivered to the classroom teacher. When picking a child up for dismissal, parents/guardians must meet their child at the main office and sign them out. If a person other than a parent/guardian is picking up a child, we need to have the name of that person from you and they must bring identification.

Tardiness (after 8:45)

Parents/guardians must walk their child into the building if arriving late to school and sign them in. **Students may not be dropped off at the curb.** It is the responsibility of the student and the parent/guardian that students arrive on time. Oversleeping is not a good reason for being tardy. Extenuating circumstances such as doctor's appointments and family emergencies do occur and are understandable.

Change of Address:

If a student's address, phone number, or other important information should change during the school year, the office must be notified and the emergency card and InfoSnap must be updated. In case of emergency, it is vital that the office have accurate information.

School Records:

Parents have a right to examine their children's records. This may be done by contacting the school office to set up an appointment to do so.

Messages to Students:

When you find it necessary to telephone your child at school to leave a message, the message will be relayed to him or her as efficiently as possible. Since it is very busy during dismissal time, we ask that you call before 2:00pm. This will ensure that your child receives the message. Teachers, students, and classrooms will not be interrupted during learning time unless there is an emergency.

PTO

The Middleton Elementary School PTO meets on the third Wednesday of every month beginning at 6:00pm.

Recess

All children are expected to participate in outdoor recess. It may seem like a tough stance in inclement weather, but if students are well enough to attend school, they are well enough to go out for recess. Active play is an important part in ensuring that children are ready for learning. It is the family's responsibility to see that a child is properly dressed for the day's weather conditions. This may include raincoat, hat, mittens, snow pants, coat, or boots depending on the weather. Please label your child's apparel to help

avoid confusion with other children's clothing. During cold weather we will have students go outside if the "feel-like" temperature is at least 15 degrees Fahrenheit.

Substitute Teachers

There is a possibility that sometime during the school year substitute teachers will be needed in the classrooms. Care is taken to provide substitutes who are qualified to carry out the work of the class. There should be no disruption of the regular class routine when a substitute teacher comes into the classroom. Students must remember that a substitute teacher is a guest in our school as well as a representative of the regular classroom teacher. Courteous, respectful behavior and cooperation are expected of all students.

Textbooks and Other School Property

Students are responsible for books, technology, and supplies furnished to them, and for their use of the school building and other property. Parents shall be required to make restitution for lost books or damages to school property. No student should take a book that does not belong to him or her or that has not been issued to him or her without the permission of the teacher or owner.

Toys

All personal toys (items) need to be left at home (i.e. dolls, stuffed animals, games, trading cards, Pokemon cards, etc). These items tend to cause a distraction or issues with trading or borrowing.

Transportation

Walkers (please contact main office if your child is going to be walking to school-there are no crosswalks or crossing guards): All walkers should enter through the front entrance of the school. If a student needs breakfast, they need to go directly to the cafeteria.

Parent Drop Off:

If you are driving your child to school, please follow the drop-off route which begins at the driveway entrance. Drive straight back and loop by the dumpsters staying in the lane closest to the building. Staff will be at the side door to welcome your child. For the safety of our students, you may not drop off children in the parking lot or at the entrance and have them walk in.

Parent Pick Up:

Please do not arrive to the school more than 10 minutes before dismissal time at 3:15. We need to keep the lanes clear for emergency vehicles. Please follow the route which begins at the driveway entrance and make sure to have your car tag visible in the front passenger window. Drive straight back and loop by the dumpsters staying in the lane closest to the building. Staff will be at the side door to walk your child to your car. Parents may not park their car and walk up to the dismissal area. This distracts the supervising adults' attention away from students and creates a safety concern.

Bicycle Riders:

If your child is going to be riding his/her bike to/from school, you must provide the office with a written note giving permission for them to do so. Students riding bicycles are expected to obey all traffic laws and must wear a helmet. Bicycles are not to be ridden on sidewalks, between the cars in the parking lot, on the grass surrounding the school, or in the front driveway where the bus lane and visitor parking is located. Students must walk their bike on the sidewalk to the bicycle rack. You are strongly encouraged to provide a lock for your child's bike. The school is not responsible for lost, stolen, or damaged bicycles. Students who violate the rules for bicycle riders could lose the privilege to ride their bicycle to school.

Bus:

Students will be dismissed from their classrooms when their bus is called. Students may only ride on the bus assigned to them. Any variation of buses, for any purpose, requires permission from transportation. They can be reached at 569-2684.

Please Note:

When changes are made to routine dismissal procedures, students are not allowed to leave the school with anyone or by any means unless specified, in advance, by a parent or guardian. This is to ensure your child's safety. If you wish to make changes in your child's normal departure, please send in a note. Phone arrangements are discouraged, but if necessary they need to be made prior to 2:00pm. Last minute changes often lead to confusion and potentially safety issues.

Visitors

We welcome visitors to our school at any time. However, to ensure the safety of our children, each visitor is required to enter the building using the main entrance and sign-in at the office. All visitors must also wear a visitor's badge that is clearly visible for the duration of time in the building or on the grounds. Before leaving, all visitors must return their badge and sign out in the office.

There are no exceptions. A visitor is defined as anyone who is not employed by the school district.

We also request that parents/guardians wishing to speak with a teacher or with the principal please call first to make an appointment.

This is a simple courtesy and ensures that you will be able to see the person without having to wait because of prior commitments.

Teachers will not be interrupted during instructional time.

Parents Right to Know

Each year, as required by law, schools that receive Title I funds must notify parents/guardians that they may request information regarding the professional qualifications of their child's teachers. This information will be provided by the school in a timely manner. At a minimum this includes the following:

- whether the teacher meets the NH requirements for the grade level(s) and subject areas taught
- whether the teacher is teaching under emergency status that the Department of Education has temporarily waived his/her certification requirement
- the teacher's degree(s) and any other graduate certifications held by the teacher and the field of discipline of the certification or degree
- whether the child is provided services by a paraprofessional and, if so, his/her qualifications

Each Title I school must also provide parents with the following information:

- the level of achievement their child has made on all state assessments
- timely notice if a child has been taught for four or more consecutive weeks by a teacher who is not highly qualified

All information provided to parents must be clearly written and provided in a language the parent is able to understand. Please contact your school principal or Linda Perrow, grant writer/project manager, at 603.569.0221 if you have any questions regarding your Right to Know or if you would like to request any information.

