

Hallsville School

Since 1891



2016 - 2017

School Handbook

Bonnie Skogsholm, Principal
Ellen Allaire, Assistant Principal
Patricia J. Auger, Teaching Assistant Principal

275 Jewett Street
Manchester, NH 03103
603-624-6332

MESSAGE FROM THE PRINCIPAL

Dear Families,

Welcome to our new school year! The Staff has worked very hard over the summer to prepare for this year, and the children are settling into their routines. Learning opportunities are happening throughout the classrooms, and it is wonderful to see the students' smiling faces as they go about their days!

I have really enjoyed meeting and working with many of you last year. To our new families, **“Welcome!”** We will be planning some new family meetings in the near future, and hope you can join us! If at any time you would like to meet with me, please call the office, and we will be happy to set up a mutually-convenient time.

Student achievement is the greatest and most important part of our work here at Hallsville. We all have an important role to fill in this process. Helping to fulfill students' social and emotional needs is also an important part of education, since children who come to school ready to learn experience more academic and social success. Working together on these important pieces is best for our children!

Hallsville School has deep roots in the neighborhood. Many of our parents and/or grandparents have attended Hallsville School. This makes us very unique! Please join with us at every opportunity to continue this community relationship: attend our family events, volunteer through the PTG, communicate often with your child's teacher, participate in fundraisers, and help support us at home, too.

This handbook is an important guide for day-to-day workings of Hallsville School. The topics are in alphabetical order. Please review everything and sign the forms attached to the front as soon as possible. We will be happy to answer any questions you may have about its content.

Mrs. Allaire, Mrs. Auger, Mrs. Brennan and I extend to you a warm welcome back and look forward to seeing you all! Thank you very much for all that you do!

Bonnie Skogsholm
Principal

School Hours (Monday - Friday)

Kindergarten - Grade 5

- 8:15 AM - Arrival of students who want breakfast.
- **8:30 AM - First bell: Students' arrival and entry.**
- 8:45 AM - Tardy bell
- 2:50 PM - Student dismissal

AFTER SCHOOL CARE / 21st Century Program

The 21st Century Program provides before- and after-school programs at Hallsville School. The before-school program runs from 7:45 am - 8:15 am. The after-school program runs from 2:50 pm - 5:00 pm. This program has been approved by the Board of School Committee. More information is available by visiting their website at <http://21st.mansd.org/>.

ANIMALS

We love our pets! But to ensure the safety of students, family members and Staff, animals are prohibited from being on school property or at the openings to the school property during drop-off and pick-up.

APPROACH TO LEARNING

We believe that whenever practical, the needs of children of varying abilities should be met within the classroom. We believe that a school's methodology should encourage communication and cooperation among students. Furthermore, it should stress problem solving and critical thinking skills, encouraging students to be independent thinkers and learners. We believe that learning should progress from concrete to abstract, paralleling the stages of child development. We believe that an orderly, but child-centered environment, is necessary for effective teaching and learning to take place. We believe that the way teachers and other adults treat children in the school environment is the greatest determiner of the ethical and moral values that the children draw from that environment. We believe that a broad cross section of the community should be encouraged to participate in the educational process. We believe that cooperative decision-making should be encouraged at all levels in the educational community. We believe that diversity should be valued three ways: 1) in students by teachers; 2) in teachers by administrators; 3) in schools by the community.

ARRIVAL

Arrival time for students is 8:30 am. Those who will be having breakfast may arrive at 8:15 am. Once children arrive, they should not leave the school grounds for any reason. Please remind them of this at home. At 8:30, children will be greeted at both doors, and will proceed to their classrooms. Important activities start immediately upon arrival. Those arriving between 8:30 and 8:45 miss the opportunity to get off to a good start. Those who arrive after 8:45 must enter through the front door, and are marked tardy and will miss new instruction.

Most of our students walk to (and from) school each day and are expected to do so in an orderly manner. We cannot emphasize enough the importance of safety when walking to or from school. Students should always use sidewalks where available and refrain from any activities that would jeopardize their safety and well-being. Crossing guards are stationed at Hayward and Jewett Streets and Valley and Jewett Streets to provide for safe crossings.

ATTENDANCE/ABSENCES

Regular school attendance by students aged six and over is required by state law. Good attendance is extremely important to your child's success in school. Missing school or arriving to school late causes students to miss meaningful morning activities and direct instruction. A pattern of absences and tardies will cause your child to fall behind in school. Good school attendance and arriving on time allows for the fostering of important life skills and allows for consistent interaction with their teachers, friends and classmates. There is a correlation between school attendance and student academic performance.

If a child is sick or for some other reason cannot attend school, it is the parent's responsibility to do **both** of the following: Notify the school on the morning of the absence. PLEASE CALL THE OFFICE (624-6332) BEFORE 9:00 A.M. We have an answering machine to facilitate this process, **and** upon return, send a note explaining the reason for the absence. All other absences are considered unexcused, unless provided for in

the Board of School Committee policy.

A note from a parent is also necessary when a child must leave during school hours for any reason other than illness, or when a child is to leave school with someone other than the parent or guardian.

BALLS

Balls such as baseballs, softballs, footballs, tennis and soccer balls are not allowed in the Hallsville school yard. **“NERF”-type balls are the only balls to be brought to school.** Often, 300-400 children and adults are in the yard, and playing ball nearby puts our students/younger siblings at risk of being accidentally hit. “NERF”-type balls can be used when appropriate space is available. If unsure whether a ball is allowable, please bring it to Mrs. Skogsholm or Mrs. Allaire for checking. Students may bring approved balls out to recess with their teacher’s permission. Other balls are provided for recesses. At all times, Staff may ask students to put any ball away if safety is a concern.

BEHAVIOR

We understand that students are learning to be safe, respectful, and responsible as they progress through their elementary school years. As children are learning to become citizens of their school, behavior infractions are not atypical. We know that learners can sometimes make mistakes. We have a consistent set of rules and logical consequences at Hallsville School that help students to make good choices. Students are held accountable for their behavior, and engage in the problem-solving process. All classrooms have similar rules, consequences and rewards that are designed for the particular age of the student. If the classroom consequences or rewards are not working for your child, you will be contacted by the Teacher. A Discipline Referral Form will be used to document more serious infractions. Students who are referred will be sent to our Student Resource Room for reflection and further action. Significant behavioral infractions (physical or verbal aggression, stealing) will be referred to school administration immediately--outside of the classroom behavioral plan. Student conferences, parent contact, loss of privileges, and removal from class (last resort) may occur. If a Discipline Referral Form (formal) or another informal note is sent home regarding behavior, please sign that you are aware of the behaviors that have occurred, and assist your child in processing how to make better choices in the future. The Manchester School District Code of Conduct must be reviewed and understood by all students and parents. By signing the attached receipt, you acknowledge that you have read and understand the Code of Conduct on the Manchester School District website at <http://www.mansd.org/students>.

During breakfast and lunch, students are expected to observe these **cafeteria behaviors**:

1. Follow the directions of the duty staff.
2. Remain seated at their assigned table unless permission is given.
3. Exhibit positive talk and actions.
4. Clean the table and the area they have used for eating lunch.

Students are expected to observe these **playground behaviors**:

1. Enter and leave the building in an orderly manner.
2. Stay on school grounds in full view of the playground supervisors.
3. Enter the building only with the permission of a playground supervisor.
4. Treat others with respect and kindness.
5. Keep all balls in the school yard and away from the walls.
6. Check with the teachers before playing on the snow banks.

**Failure to follow these safety rules may result in the loss of playground/equipment privileges.

BICYCLES, SKATEBOARDS, ELECTRONICS, TRADING CARDS, COLLECTIBLES, and TOYS

Students are not allowed to come to school on a bicycle or skateboard. Traffic conditions around the school during drop-off and dismissal time are not conducive to safe bicycling. School board policy prohibits children from bringing skateboards to school. Toys and collectible items should be kept at home, including trading cards (baseball, Pokemon, etc.) Cards/toys cause conflicts among students, are major distractions during learning times, and can easily be lost or misplaced.

BIRTHDAYS

Student birthdays are special at Hallsville school! Each morning, students with birthdays are recognized over the intercom during morning announcements, and classes celebrate with special songs and activities. In consideration of the health and wellness of all students, including those with severe food allergies, we ask that food NOT be sent to school for birthdays unless prior arrangement has been made with the classroom teacher and nurse. We thank you and appreciate your understanding and cooperation.

BREAKFAST

We know that breakfast is an extremely important and necessary part of all children's school day. Through research, health and learning experts have discovered that children who eat a healthy and nutritious breakfast perform better during their instructional school day. Hallsville School offers breakfast beginning at 8:15 am.

PLEASE REMIND YOUR CHILD(REN) TO COME RIGHT IN AT 8:15.

Full price breakfast this year is \$1.30.

For Free and Reduced Breakfast/Lunch application visit: <http://foodservice.mansd.org/free-and-reduced-lunch>

For School Breakfast menus visit: <http://foodservice.mansd.org/breakfast-menus>

To add funds to your child's debit account:

<https://www.myschoolbucks.com/ver2/login/getmain?requestAction=home>

(Your child will receive a letter when their balance drops below \$10.50.)

BULLYING

Instances of suspected bullying are taken seriously and are handled in accordance with State Law and Board of School Committee policy. If you need to report a suspected case of bullying, please contact the Principal or Assistant Principal who will complete a thorough investigation of the situation, determine whether it was actual bullying or a behavioral infraction, and process it according to the Manchester Code of Conduct.

CLASSROOM ASSIGNMENTS

Students are assigned to classrooms by the professional staff who have worked with them during the previous year, taking into consideration personalities, student strengths and weaknesses, and gender balancing. Parent requests for specific classroom assignments will not be accepted. Final decisions rest with the school Principal. Classroom assignments for the next year are finalized just before the start of the new school year due to new student registrations and withdrawals. We will not be able to release any assignments until class lists are finalized as stated above. Finalized assignments will be shared with students and parents in late August.

COMMUNICATION

All Hallsville students have a red folder that they will bring back and forth every day. Important work and papers will be in the folder. Please check it daily. Each Wednesday we will send home a white envelope containing notices, papers, notes, etc., with your child. We ask that you review the contents of the envelope, initial it, make comments, and return the envelope to school the next day. Grades 3-5 have agendas

this year, and those will also come home daily in the red folders. Additionally, important information can also be found on our website at <http://hallsville.mansd.org/>. Teachers and administrators may be reached by email, as well. We will respond to your email as soon as we are able to do so, but not during instructional times. Emergency communications should go directly through the office. Please contact the Principal if you have any questions or concerns about this process. Thank you for helping us foster good organization skills with your child!

COUNSELOR

Our school Guidance Counselor is available on a regularly-scheduled basis. Arrangements can be made for your child to see the Counselor by writing a note to the classroom teacher, or by emailing and/or calling the Guidance Counselor or Principal. For emergency questions or concerns, please call the office and ask our Administrative Assistant to leave your name and number with the Guidance Counselor.

CURRICULUM

We believe that an elementary school education should provide a solid foundation in reading, writing and mathematics. We believe that the school should begin early to teach such concepts as cooperation, getting along with others, leadership skills, and respecting the values of different groups. This should lead into an understanding of our basic democratic way of life, our form of government, and our responsibilities as individuals in our rapidly-changing world. We believe that the creative arts, science, and technology should be part of an elementary school curriculum. We believe that health education is a necessary part of the school curriculum and should include physical fitness training, nutrition information, and an awareness of hazards from disease and addictive substances. Such education should encourage intelligent decision-making to avoid such hazards. Please refer to the Manchester Academic Standards at <http://www.mansd.org/reports/manchester-academic-standards> for additional information.

DISMISSAL (Early)

STUDENTS WILL BE DISMISSED FROM THE OFFICE ONLY through the front door. If it is necessary for your child to be dismissed from school prior to our scheduled dismissal time, the child must be signed out in the office before leaving. Students can be dismissed to a parent, guardian, or designated person with written authorization. Students will be called to the office when you arrive. It is a faster, smoother, process if you send a note to the teacher in the morning so your child can have his/her folder and assignments ready to go.

DISMISSAL (Emergency)

Emergency dismissal procedures will be used if it becomes necessary to send students home before our scheduled dismissal time. Information will be provided to local radio stations if school cancellation becomes necessary. Please DO NOT CALL school on snowy days to inquire about early dismissals. Instead, listen to local radio stations for the announcement, or check the Manchester School District website for special dismissal announcements at www.mansd.org.

- **STUDENTS SHOULD HAVE A PREARRANGED PLAN THAT IS TO TAKE EFFECT IN THE EVENT OF AN EARLY DISMISSAL TO ENSURE THEIR SAFETY WHEN THEY ARRIVE HOME. It is suggested that you review this with your child periodically.**

DISMISSAL (Regular)

Children are escorted to the playground by the classroom teachers. Before any student is dismissed, a parent or specified person picking up **MUST** make contact with the teacher to ensure the child is **safely** dismissed. In the event that your child will be changing their dismissal routine, please send your child to school with a written, dated, and signed note. This also applies to children who ride one of our buses.

Important note for all types of dismissals:

If there are special circumstances regarding your child's custody, we must have all legal paperwork on file in our office to be able to comply with any court order. Otherwise the standard dismissal procedures will be in effect.

DRESS CODE:

Daily dress for children should be appropriate for the type of classroom activities for that day and/or for weather conditions--especially in the winter.. Boys and girls are required to wear sneakers during physical education classes. During the winter months, it is a good habit to pack shoes or sneakers so that winter boots are not worn during the school day. Slippers are not permitted to be worn at school. Walking through school in stocking feet is hazardous, and will not be allowed. Please refer to the student dress code at https://www.dropbox.com/s/ubdwpqh54dgratz/dress_code_2010.pdf

ELECTRONIC EQUIPMENT (RECORDING DEVICES, IPODS, ELECTRONIC GAMES, ETC.)

If electronic equipment is brought to school, **all devices must remain in the "off" position and kept in the child's backpack** unless permission has been given to the student by the classroom teacher. If the student is using the device without permission, it will be taken away and a parent may call school to make arrangements to pick up the device. Cell phones, cameras, iPods, iPads, DS game systems, etc., are considered electronic devices. Hallsville school is not responsible for the loss or safety of devices brought to school.

EMERGENCY CONTACT INFORMATION

During the first week of school your child(ren)'s teacher(s) will be sending home a printout of the emergency contact information that we have in our database. Please be sure to look it over carefully, update the information, sign, and return it immediately. This information is extremely important for us to keep our files current. Remember to provide the name and phone number of a person who can be reached at all times so we will have someone to contact if we are unable to reach you. Please notify us of any change in address or phone numbers during the year.

ENGLISH LANGUAGE LEARNERS

Our ELL program provides support to students whose native language is not English. An ELL teacher assists students in learning the English language (reading, writing, speaking and listening). Upon registration at school you were asked about languages spoken in the home. Based upon your notations, your child may receive a screening or assessment to determine his/her need for ELL support.

FIELD TRIPS

Field trips are for the purpose of enhancing learning beyond the classroom setting. Each student must have a permission slip signed by a parent/guardian prior to attending an off-campus field trip. All students are expected to ride the bus on field trips with their class. Chaperones may be invited to ride the bus if there are available seats, otherwise chaperones may follow the bus in their own vehicle. Chaperones will be determined in alignment with the volunteer requirements and according to the needs of the classroom teachers.

HEALTH REGULATIONS

Parents are expected to keep all student health records up to date. The school nurse will monitor health records to insure that physical examinations and immunizations are completed in compliance with state law. Please help us keep our records up to date by providing new phone numbers as soon as possible. The nurse uses the information on the emergency information form in the event of a school medical emergency. If your child becomes ill at school, we will contact you. If we cannot reach you, we will use the emergency contact listed on the child's emergency form. Please remember, we cannot keep ill children at school. **Children who**

have had a fever must be “fever free” (without using fever reducing medication) for 24 hours before returning to school.

If your child is injured at school, we will make him/her comfortable and then call you immediately. If a serious injury has occurred and you cannot be reached, we will attempt to contact the emergency number that you listed on the emergency form. In life-threatening situations, “911” will be called.

Periodically our school nurse or other Health Department designee will conduct hearing and vision screenings as prescribed by the Manchester Health Department.

HOMEWORK

Homework is part of the educational process. To be effective, it requires an integrated effort between teachers, parents, and students. Homework is used to practice learned skills, to develop independent study habits, and to provide a connection between home and school environments. Approximately 10 minutes per grade level can be expected for homework each night. Ex. Grade 4 x 10 mins =40 minutes.

If homework completion is a struggle or consistently takes more time than suggested, please contact your child’s teacher as soon as possible to explore options to help your child succeed.

Parents are encouraged to provide their children with guidance during homework time. This guidance might include:

- Ensuring a quiet, comfortable environment for child to complete homework.
- Providing pencils, crayons, and other tools necessary to complete the tasks.
- Checking the child's work for completion.
- Signing the homework paper or an assignment book, if requested.
- Communicating regularly with the teacher.
- Agreeing to a homework contract with the child and the teacher, if requested.

INSURANCE

Each year, the School Board, through an approved carrier, makes an accident insurance policy available to all students. Forms and information for this program are available through the school district website http://www.mansd.org/for-parents/student-insurance-2016_17.

INTERNET USE POLICY

Internet access is available to students and teachers in elementary classrooms and libraries. The district has filtering software that attempts to block access to inappropriate sites; however, in the elementary schools all student use must be supervised by the classroom teacher, librarian, or other certified instructors. Any parent wishing to exclude their child from such supervised use may request so by signing and returning the district’s internet use opt-out form.

LIBRARY

Hallsville students are scheduled for one library period per week. They are also permitted to use the library at other times as schedules permit. Primary students are allowed one book at a time and intermediate students are allowed two books at a time. Books are due back on the child’s library day. Children absent from school on their scheduled library day should return their books immediately upon their return to school and select a new book. Lost or damaged books will result in charges equivalent to the replacement costs assessed by the Librarian. Money for lost books can be refunded if the book(s) is found and returned within the school year.

LOST AND FOUND

Throughout the year, we maintain a lost and found area on the lower level of the school building. Articles found in the school are collected on a daily basis. If your child has lost an item or an article of clothing, have him/her check Lost and Found. Historically, much of the lost and found is from the After-School program. Before you leave the program, please make sure your child has everything. Many, many new and wonderful items are never claimed. Items left for an extended period of time will be turned over to a charitable organization.

LUNCH PROGRAM

Your child may bring a cold lunch or participate in the hot lunch program provided in the cafeteria. The full price lunch this year is \$2.20. Milk is included in the prices of breakfast and lunch each day, or may be purchased separately for \$0.50. Monthly hot lunch menus will be sent home and can also be accessed on the district website <http://foodservice.mansd.org/lunch-menus>. (Please see "BREAKFAST" and "SNACK" sections for additional food service information.)

MEDICATION

The following is the policy of the Manchester School District and the Manchester Health Department. It must be followed by all students who are taking medication at school.

1. Any pupil required to take medication during school hours must have a written order from a physician which specifies the duration of the order, the name of the drug, dosage, time to be given, and purpose of the medication. This order must be reviewed every year if it is for long-term medication.
2. The nurse must obtain a hold-harmless authorization form signed by the parent/guardian requesting the school comply with the physician's order by assisting the student in taking needed medication. Forms for this purpose are available from the school nurse or the main office.
3. To simplify the above (#2), space for the parent/guardian signature is available on the same form signed by the physician.
4. Medication, supplied for no more than a month at a time, will be brought to the school nurse or designated person by a parent or adult. The medication must be in the most current original container or prescription container, properly labeled with the student name, date of order, name of drug, dosage, and time of administration.
5. The initial dose will be taken under the supervision of the school nurse. In the event the school nurse is not available, then the designated staff member (often an administrator) will administer the medication. The school nurse will instruct the designated staff person in the proper method of administration and documentation. If there are questions concerning medication administration, the nursing supervisor should be called.
6. Teachers should be notified by the school nurse of the possible side effects and long-range goals of medication therapy.
7. The recording methods and other specific guidelines for medication administration shall be done in accordance with procedures outlined in the Manchester School Health Procedure Manual. Under certain circumstances, school administration may request that parents administer medication to students in the absence of the school nurse.
8. The recording methods and other specific guidelines for medication administration shall be done in accordance with procedures outlined in the Manchester School Health Procedure Manual.
9. Channels of communication must be provided to keep information available to student, parent, and physician regarding the outcome of the use of the prescribed medication.

PARENTAL INVOLVEMENT POLICY

All parents are highly encouraged to participate in their child's educational experiences. Please see a copy of the Title I Parent Involvement policy in the appendix of this handbook. (Also see "Title 1" topic.)

PARENT-TEACHER CONFERENCES

Communication between home and school is an important part of your child's education. We feel it is very important for parents to keep in close contact with their child's teacher concerning his/her progress. Conferences may be requested at any time during the year by either parent or teacher at a time convenient to all. In addition, the district has set aside two days in October for parent conferences. Your child's teacher will contact you to schedule a conference.

It is very difficult for a teacher to speak in depth and in a confidential manner about a child's progress and/or problems during our "Open House." Such occasions afford parents time to greet each other, as well as the teacher, to see evidence of classroom activities, to review teaching materials, and get the "feel" of their child's school life. Watch for the Open House announcement in early September.

PARENT-TEACHER GROUP

The Hallsville Parent Teacher Group (PTG) is the parent-teacher support group at Hallsville Elementary School. The PTG helps to provide the necessary volunteers, equipment and programs needed to enhance your children's education and the Hallsville community. In order to accomplish this, we conduct various fundraisers.

The PTG meets monthly in the library. Exact dates and times will be provided at the beginning of the school year and monthly reminders will be sent home. You may also obtain a current schedule by checking our website under the Parent Teacher Group tab. **IN ORDER FOR THE PTG'S MISSION TO BE SUCCESSFUL, WE NEED YOUR HELP AND PARTICIPATION.** Every effort will be made to limit the meeting time to one hour. Please make every effort to attend the meetings. Also "LIKE" us on Facebook!

PERMISSION TO PUBLISH (VIDEO or PHOTO)

Throughout the course of your child's educational experience (and by parent permission ONLY), your child's image/photo, recording, or works of art may be obtained for reasonable educational purposes and published--according to current Board of School Committee Policy. A signed parent permission form is required. Please sign and return the form sent home with this handbook.

PHILOSOPHY of the MANCHESTER SCHOOL DISTRICT

It is the belief of the Manchester School District that the center of the school curriculum is the child and that the instructional program should be tailored to fit a child development pattern of education. It is further believed that all children should have an equal opportunity to pursue an education that will prepare them for the world ahead.

To meet this end, we will attempt to provide programs that meet the varied interests and learning styles of all the pupils of the district. In doing this, we will strive for a balance that recognizes the quality of programs as well as the quantity.

PROGRESS REPORTS/REPORT CARDS

Progress reports and report cards are issued as follows:

1. Progress reports are issued to all students during the sixth week of the trimester. These reports are a general summation of your child's progress to date.
2. Report cards are issued in December, March and June. These reports are the standard reporting

system for the school district. Distribution dates are noted on the school calendar.

PROMOTION AND RETENTION POLICY

It is our belief that students should be promoted on the basis of success. In general, students shall be placed at the grade level to which they are best adjusted academically, socially, emotionally, and developmentally. The educational program shall provide for the continuous progress of students from grade to grade.

On occasion it may be necessary to retain a student. Initial information regarding the possibility of retention shall be gathered by the child's instructional team and submitted to the Principal by the start of the 3rd trimester. The Principal will then meet with the Teacher. Parents will also be asked to meet with the Teacher and the Principal to discuss the concerns, and to review the pros/cons associated with grade level retention. It is the goal to meet an agreement about the retention at this meeting.

RECESS

Students will have a 20-minute recess daily. They will go outside unless the weather is inclement or the temperature/wind-chill factor is below 20 degrees. Please ensure that your child is dressed appropriately for the weather conditions, including boots. An additional 10 minutes of recess is encouraged, and is lead by the classroom Teacher. "Brain Breaks" are also incorporated into the day in the classrooms.

RTI (Response to Intervention)

Federal and State Laws have directed schools to focus more on helping all children learn by addressing problems earlier within the general education setting. These laws emphasize the importance of providing high quality, research-based instruction and interventions, and hold schools accountable for the progress of all students. The process of providing targeted interventions matched to student needs is called RTI or Response to Intervention. Interventions are teaching strategies/methods or specialized programs/resources that have been proven to be effective in helping children learn. Student progress is monitored closely during their intervention periods and progress is communicated to the student, parent, and instructional team. (Please see our related topic "WIN TIME" described later in this handbook).

SCHOOL CALENDAR

The school calendar will be sent home the first week of school. It can also be accessed on the district website at www.mansd.org. Please keep this calendar handy for reference during the school year.

SCHOOL CANCELLATION & DELAYED OPENING

If school is to be cancelled because of bad weather, text notification will be sent through Nixle.com. Go to <http://www.nixle.com/nixle-users/> to register your mobile phone number to receive a text message of school district cancellations, delays, and emergency information. Announcements will also be made over the following local radio and television stations, as well as on the district website at www.mansd.org.

WGIR AM 61

WGIR FM 101

WFEA AM 1370

WKBR AM 1250

WZID FM 95.7

WMUR TV - Channel 9

The same will be true for delayed openings. If there is a delayed opening everything will start 2 hours later than usual. District buses will also run 2 hours late.

2 Hour Delay Schedule

10:30 am-Students arrive

10:45 am-Students are tardy

SCHOOL STORE

Our 5th grade classes operate a school store once a week in the morning. Information will be shared about when the School Store will start and what type of items will be available.

SEXUAL HARASSMENT POLICY

It is the policy of the Manchester School District that all members of the District should be able to work and study in an environment that is free of sexual discrimination and sexual harassment. Any student having a complaint of sexual harassment should notify the Principal, Assistant Principal, or Counselor, who will follow School Board policy in processing the complaint.

SNACKS

Students are permitted to bring a healthy snack and drink from home, as classes have a snack break at some point during the day. CHECK WITH YOUR CHILD'S TEACHER, AS SOME CLASSES CANNOT HAVE NUT PRODUCTS BROUGHT TO THE ROOMS. Hallsville also participates in the Fruit/Vegetable of the Day Program, and students are offered this daily. A menu for this program can be found through <http://foodservice.mansd.org/lunch-menus> on a left tab. Popcorn is also sold every Wednesday for \$0.25 cents by PTG volunteers.

SPECIAL EDUCATION

Special Education is governed by State and Federal Regulations. A team of educational specialists meet on a regular basis to review academic concerns of classroom teachers and parents for students who are experiencing significant academic difficulties *and* who have not responded to other intervention programs--such as RTI and Title 1 Services. Anyone working with the student, including the parents, have the legal right to make a referral to the Special Education process. A team will then meet and decide what action to take on the referral. The team may recommend additional interventions or further evaluations to determine eligibility (based on the regulations) for specialized instruction through an IEP (Individualized Educational Program). Parents are very important members of the Special Education Team. If a referral is formally made, you will be provided "Procedural Safeguards" which detail the Special Education process and the rights of children who are eventually identified with one or more educational disability.

TITLE 1 - PARENTS RIGHT TO KNOW and SCHOOL COMPACT

Hallsville is a Title I school. We receive federal funding which allows us to support our students and equip our classrooms with materials and resources to meet the needs of all our learners. 100% of the staff instructing students through our Title I program are certified, highly qualified teachers. Additionally, a school/family compact is sent home with all students. The compact is an agreement that all parties will work collaboratively and in the best interest of the student. Please sign your child's compact and return it to school. For more information on the "Right to Know" law or about our Title I program, please contact our school.

TRANSPORTATION

The district transportation policy can be found on the district website.

https://docs.google.com/document/pub?id=1_KVVbfkj5fXCo7TklZun5gy498SwyYEOFnKea9LcfF8

TRAFFIC

Traffic around the school at arrival and dismissal times can be very challenging, especially when it rains. We

ask for your patience and assistance to keep all children safe. If you are driving your child to school in the morning, please drop him or her off and leave promptly allowing other parents to take your parking space. If you are picking up your child in the afternoon, please park and leave promptly after receiving your child to open parking spaces for other parents. **Never park in front of the school on Jewett Street as this is the bus lane. We have 5-7 buses who arrive and depart Hallsville. It also causes extreme gridlock in the road. You will be subject to ticketing if you illegally park. Also, please do not ask your child to cross Jewett or Merrill Streets and hop into your car across the street. This is extremely dangerous.** Thank you for your help in keeping all of our children safe!!

VISITORS - OFFICE SIGN-IN

Upon arrival to the building, all visitors must report to the front door, ring the buzzer, and when asked, state their name and the purpose of their visit. All visitors must then report directly to the office to sign in and obtain a visitor's badge to wear. All visitors must remain in the area of the building relevant to their visit. Entry through the back door will be permitted for those who park in the handicapped spots and need to use the elevator to proceed to the office.

VOLUNTEERS

We appreciate all of our volunteers and thank you for your service! Volunteers can assist from home on special projects, in classrooms, in the office, in the school library, with school fundraisers, and help during special events such as field trips. A volunteer application and a review of confidentiality rules are required to be completed prior to volunteering at our school. If you are interested in volunteering, please sign the PTG Volunteer form that was sent home or contact our PTG representatives. All volunteers must also sign in at the office, wear a badge, and remain in the area of the building relevant to the volunteer activity.

WIN TIME - "What I Need"

WIN - "What I Need" is a dedicated 30 minute block that all students participate in daily. Educators use assessment data and classroom performance information to make decisions about what support or enrichment students may need to raise achievement levels. WIN time is "something extra" and is provided to all students in large or small groups, depending upon students' needs. Most small groups are facilitated by a Title I Certified Instructor, Reading Supervisor, Math Coach, or Special Educator. Larger groups are led by classroom teachers. WIN time is something "over and above" core instruction that all students receive, and is specifically designed to target what students need in the area of literacy or mathematics. Science, technology, or Social Studies topics may be used for enriching student in their WIN groups as well.

It is the policy of the school board, in its actions, and those of its employees, that there shall be no discrimination on the basis of sex, race, religion, nationality, ethnic origin, age, or handicap, for employment in, participation in, or operation and administration of any program or activity in the Manchester School Department.

HALLSVILLE SCHOOL HANDBOOK

SIGNATURE PAGE

PLEASE SIGN BELOW & RETURN TO SCHOOL BY: September 19, 2016

I have read the Hallsville School Handbook. I understand that the contents of this handbook and the Code of Conduct are established for the safety, protection, and enhancement of my child's education. This handbook is also available on the Hallsville School Website.

Please help your child by discussing the information in this handbook.

Student Name: _____

Grade: _____ Teacher: _____

Signature of Parent/Guardian: _____

Signature of Student: _____