

STUDENT/PARENT HANDBOOK

2010-2011

Dear Parents:

Welcome to Bow Memorial Middle School. Our school is populated by 483 students in grades five through eight. The students are capably instructed by a professional teaching staff of 42 who are supported by assistants and Paraprofessionals.

Bow Memorial is a middle school that places a premium on student achievement within the context of a rigorous academic climate. An outstanding array of co-curricular activities supports the school curriculum.

The entire Bow Memorial community is proud of our rich tradition of student achievement and our commitment to a quality learning environment for each of our students.

This handbook has been developed to provide you with easy access to general school information. We have compiled and placed in the handbook information that we feel will be helpful to you during the school year. In addition, grade-level team booklets that will provide you with more specific grade-level information will be issued to your child during the first few days of school.

Sincerely,

Kirk C. Spofford
Principal

Office of the Superintendent
Bow School District, SAU #67
32 White Rock Hill Road
Bow, NH 03304-4219

Dr. Dean S. T. Cascadden
Superintendent of Schools
dcascadden@bownet.org

Duane Ford
Business Administrator
dford@bownet.org

Phone: 603-224-4728

Website: www.bownet.org

Fax: 603-224-4111

Dear Parents and Guardians:

2010-2011

Bow School District has been very diligent in updating our procedures and preparations for possible emergency, disaster or crisis situations. Should we have an incident during school hours, students will be cared for at their school. Each school and the district as a whole have developed detailed emergency response plans, which have been formulated to respond to possible adverse issues and events.

In an emergency situation, your cooperation will be very important.

1. **Do not telephone the school.** We know that this is a very difficult request, but telephone lines may be needed for emergency communication. If you have cell phone contact with your child, impress upon your child the need for them to follow the directions of any school personnel.
2. **Do not come to the school unless directed to do so.** Again this is a difficult request, but heavy traffic could impact the effectiveness of the emergency responders.
3. **Use the radio or television for emergency news and directions.** Radio stations WZID 95.7, WJYY 105.5, WOKQ 97.5 and TV station WMUR (Ch 9) are used for emergency announcements. If students are to be kept at school, radio/TV stations will be notified. The district will also use the Alertnow system for notification.
4. **When students are released, we will follow a specific release protocol.** If students are held at school during an incident, they will remain there until they can be picked up by an identified, responsible adult who has been noted as such on a School District Emergency form. Students will be released only to parents and persons identified on the School District Emergency form. During an extreme emergency, students will be released at designated reunion sites designated in the crisis response plans

Please discuss these matters with your family. Planning ahead will help alleviate chaos during emergencies.

Sincerely,

Dr. Dean S. T. Cascadden
Superintendent
Bow School District, SAU 67

Bow School District

PHILOSOPHY

The Bow School District is committed to providing an academically challenging education. A fundamental core of written and oral communication, reading, and mathematics form the basis upon which all other disciplines are taught. We strive to challenge students to attain their full potential across the curriculum.

Academic learning requires a supportive environment. We seek to create an atmosphere which encourages the student's physical, emotional, and social development. These aspects of human life complement intellectual growth.

We believe that our community is best served when our students possess the competencies they need to lead satisfying lives as lifelong learners and productive citizens. It is the goal of the Bow School District to prepare our students for high levels of achievement in a diverse, technological, and rapidly changing world.

BOW SCHOOL DISTRICT

EXIT OUTCOMES FOR GRADUATES

Through knowledge of the theories and applications of the core curriculum, a Bow graduate will be:

1. An effective critical and creative thinker who acquires, analyzes, and applies information to solve problems.
2. A self-directed learner who takes initiative, formulates plans, and uses resources to make informed decisions.
3. An effective communicator who observes, listens, and reads to derive meaning, and who speaks, writes, and represents ideas to convey meaning.
4. A creative producer who uses a variety of methods and materials to express concepts, ideas, and emotions.
5. A long-range planner who applies life experiences and skills in setting and prioritizing tasks to achieve goals.
6. An effective collaborator who works cooperatively with others to achieve goals.
7. An informed citizen who can use the principles of democracy responsibly.

04/13/95 Adopted

Bow Memorial Faculty and Staff

Faculty/Staff Member	E-mail address	Voice mail extension
<u>MAIN OFFICE</u>		
Mr. Kirk Spofford, Principal	kspofford@bownet.org	403
Mrs. Donna Girard Assistant Principal	dgirard@bownet.org	404
Mrs. Evelyn Judkins, Secretary/Bookkeeper	ejudkins@bownet.org	402
Mrs. Diane Lowe, Secretary/Receptionist	dlowe@bownet.org	419
<u>GRADE 5</u>		
Mrs. Janis Eskeland	jeskeland@bownet.org	429
Mrs. Amanda Hartung	ahartung@bownet.org	438
Mrs. Kara Hinck	khinck@bownet.org	420
Mrs. Cathy Martone	cmartone@bownet.org	447
Mrs. Josephine Scupp	jscupp@bownet.org	431
Mrs. M. Sue Shore	sshore@bownet.org	453
<u>GRADE 6</u>		
Mr. Sean Costello	scostello@bownet.org	435
Mrs. Bridget DeAngelis	bdeangelis@bownet.org	426
Ms. Edith Perkins	eperkins@bownet.org	442
Mrs. Sue Pribis	spribis@bownet.org	450
Mrs. Anita Shaw	ashaw@bownet.org	452
<u>GRADE 7</u>		
Mrs. Paula Bailey	pbailey@bownet.org	421
Mrs. Marie McMillen	mmcmillen@bownet.org	476
Mrs. Heidi Proulx	hproulx@bownet.org	446
Ms. Wendy Wetterer	wwetterer@bownet.org	456
Mr. James Vulgamore	jvulgamore@bownet.org	459
<u>GRADE 8</u>		
Mrs. Sarah Arndt	sarndt@bownet.org	468
Mrs. Katharine Deacon	kdeacon@bownet.org	425
Mrs. Kay Graves	kgraves@bownet.org	436
Mrs. Katherine Haubrich	khaubrich@bownet.org	439
Ms. Zoë Owers	zowers@bonet.org	445
<u>SPECIALISTS</u>		
Mr. Curtis Edwards, Tech Ed	cedwards@bownet.org	347
Ms. Kate Estefan, Guidance	kestefan@bownet.org	417
Mrs. Elaine Giguere, Chorus/Music	egiguere@bownet.org	434
Mrs. Muriel Hall, Computer Literacy	mhall@bownet.org	437
Mrs. Donna Ireland, Nurse	direland@bownet.org	406
Mrs. Maryanne Irish, Band/Music	mirish@bownet.org	454
Ms. Ilsiya Khasanova, French	ikhasanova@bownet.org	
Ms. Deborah Liebson, Health	dliebson@bownet.org	444
Mrs. Christine O'Brien, Art	cobrien@bownet.org	448
Mr. George Pinkham, Physical Education	gpinkham@bownet.org	449
Mrs. Christy Romano, REACH	cromano@bownet.org	416

SPECIALIST Continued

Mrs. Janine Rousseau-Evans, Media Specialist	jrousseau-evans@bownet.org	412
Mrs. Marcia Trexler, Consumer Education	mtrexler@bownet.org	457
Mrs. Linda Vincent, Guidance	lvincent@bownet.org	405

SPECIAL EDUCATION

Mrs. Kelly Ardita, Special Education	kardita@bownet.org	
Ms. Gayle Gardner, Special Education	ggardner@bownet.org	432
Ms. Jodi Gutterman, Special Education	jgutterman@bownet.org	443
Ms. Sheri Hatfield, Psychologist	shatfield@bownet.org	407
Ms. Helene Begley, Reading Specialist	hbegley@bownet.org	396
Mrs. Joan Hopf, Reading Specialist	jhopf@bownet.org	440
Mrs. Pauline LaLiberte, Social Worker	plaliberte@bownet.org	414
Mrs. Katherine Michaud, Special Education	kmichaud@bownet.org	427
Mrs. Karin Obolewicz, Special Education	kobolewicz@bownet.org	441
Ms. Adeana Silfies, Special Education	asilfies@bownet.org	470
Mrs. Amanda Winch, Occupational Therapist	awinch@bownet.org	571

SUPPORT STAFF

Supervisor of Custodians and Grounds & Maintenance	tklaproth@bownet.org	323
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BOW MEMORIAL SCHOOL

STUDENT/PARENT INFORMATION/PROCEDURES

SCHOOL ATTENDANCE - SCHOOL DAY: 8:30 a.m. – 3:10 p.m.

RSA 193:1 Duty of Parent; Compulsory Attendance by Pupil.

A parent of any child at least 6 years of age and under 16 years of age shall cause such child to attend the public school to which the child is assigned in the child's resident district. Such child shall attend full time when such school is in session.

Parents are reminded that children are to be in regular attendance at school. Excused absences from school are permitted for illness, bereavement, or family emergencies. In addition, some absences or dismissals may be excused on a case-by-case basis. Unexcused absences and dismissals include family vacations and activities that can be scheduled during non-school time.

The Administration of the Bow School District does not approve or condone unexcused absences and/or early dismissals from school. Sound educational policy and state law require that students be in attendance at school unless circumstances are unavoidable or of an emergency nature.

Parents who are planning vacations and/or their child's absence from school for purposes other than those noted as an excused absence are asked to notify the office and classroom teachers in advance.

Students will be given one make-up day to complete assigned work for each day of an excused absence. Responsibility to complete assignments rests with the student.

STUDENT VACATIONS, TRAVEL, ABSENCE OTHER THAN ILLNESS

As required by state law, students must be in school for 180 days per year. If a student leaves school for a period of time for reasons other than illness, then the student and parents are responsible for any and all work missed during this period of time. Responsibility to complete assignments rests with the student.

ABSENCES AND TARDINESS

Please notify the school office at 225-3212 if your child is going to be absent or tardy. In the event that the office has not been notified of a child's absence, a general education assistant will call home/work with notification of an absence. If the school has been able to reach a parent, or a parent has called and notified the school of a student's absence or tardiness, we will **not** require a note.

NOTE that RSA 186-34-36 NH State Law defines "habitual truancy" *as ten half days of unexcused absences.*

Attendance and School Activities – Students who are absent during the school day will not be able to participate in co-curricular activities or attend a dance scheduled on the day they are absent.

CHANGE OF ADDRESS/GUARDIANSHIP

Parents/students must report any change of guardianship, address or telephone number to the Main Office. In some cases you may be asked to document these changes. Students who do not meet the residency requirements as a result of these changes, must attend school elsewhere or apply to the Bow School Board for continued enrollment.

CHILD FIND NOTICE

As mandated by the EDUCATION FOR ALL CHILDREN ACT – public schools must provide a special education for all children determined to be educationally handicapped. The law also requires a school district to identify such children from birth through two years of age. This law applies to all children including those in non-public schools, pre-schools, and hospital settings.

If at any time you suspect your child might have an educationally handicapping condition, you are encouraged to contact your child's school to discuss your concerns. School personnel will provide you with information on the procedures for determining if a child is educationally handicapped and in need of special education services.

For more detailed information about the policies, procedures, and services established in your school district for special education, the "Bow School District Special Education Plan" is available for review at the Superintendent's office.

STUDENT ARRIVALS

Students who are transported to school, walk, or ride bicycles, should not arrive before 8:25 a.m. Students who arrive prior to 8:25 a.m. on the school grounds are **not** supervised by school personnel. Students may not enter the building prior to 8:30 a.m., unless prior arrangements have been made with a teacher and the teacher has issued the student a pass to come in early. Teachers who have students arrive prior to 8:30 a.m. will meet these students in the front lobby.

DISMISSALS

All student dismissals will be made from the main office. Students being dismissed should bring a note from their parents/guardians to the main office before going to their first class. This note shall state the time of dismissal and identify who will be picking up the student. Students will be issued a dismissal pass. Students being dismissed during the school day will show the teacher their dismissal slip and go to the main office to sign out and wait for pick-up. Students sent home through the nurse's office should also sign out in the dismissal book.

SCHOOL VISITATIONS

Parents/guardians are always welcome to visit the school. Please make arrangements with the teacher at least 24 hours in advance before visiting your child's classroom. All visitors are required to sign in at the office upon entering the building. All exterior doors to the school are locked from 8:30 a.m. until 3:10 p.m., except the main office door. All visitors, volunteers, and substitute teachers will be required to sign in at the office and wear identification badges.

Students are allowed visitors (out-of-town students) for only part of the school day, 8:30 – 12:00 or 12:00 – 3:10 p.m. Requests for visitations must be received in advance before approval will be granted. Visitors will be required to leave the school if they cause any disturbance or if they are interfering with the educational process.

When a parent/guardian is dropping off an item at the office, the item should be tagged. The secretaries or assistants will arrange for the student to receive the item. Parents may leave a message for their child through the office.

Parents may not drop off or distribute items for children other than their own without prior approval from classroom teachers or administrators.

Parents/guardians wishing to speak with a teacher should first check at the office to determine the teacher's availability. If a teacher is unavailable, then a message for the teacher may be left or a parent/teacher conference may be scheduled.

Parents must not enter the playground during recess time. Please check in at the office if you need to pick up your child.

REPORT CARDS/PROGRESS REPORTS

Report cards go home four times a year (a quarter = approximately 45 days). Halfway between each quarter, progress reports will go home (approximately 23 days into a new quarter). These dates will be posted on the sign in front of the school. Specials progress reports are issued midway through each Specials rotation.

****Dates listed below are guidelines which may be adjusted if needed.****

REPORT CARD CLOSING DATES AND DISTRIBUTION FOR 2010-2011

MARKS CLOSE

Tuesday, November 2, 2010
Thursday, January 27, 2011
Thursday, April 7, 2011
Thursday, June 16, 2011

REPORT CARDS GO HOME

Tuesday, November 9, 2010
Thursday, February 3, 2011
Thursday, April 14, 2011
mailed home

REGULAR PROGRESS REPORT CLOSING DATES AND DISTRIBUTION

MARKS CLOSE

Monday, October 4, 2010
Friday, December 10, 2010
Tuesday, March 8, 2011
Tuesday, May 17, 2011

PROGRESS REPORTS GO HOME

Tuesday, October 12, 2010
Friday, December 17, 2010
Tuesday, March 15, 2011
Tuesday, May 24, 2011

HONOR ROLL

The academic honor roll will recognize students in grades 7 & 8 using the following criteria:

1. All classes offered at Bow Memorial School shall count toward the Honor Roll.
2. The academic Honor Roll will be divided into two categories, High Honors and Honors.

HIGH HONORS – a student must earn a grade of 90% or above in each subject area including Specials, Band, and/or Chorus.

HONORS – a student must earn a grade of 83% or above in each subject area including Specials, Band, and/or Chorus.

INCOMPLETE GRADES – Students may be granted up to ten (10) school days from the date marks close to complete all required work for the marking quarter. Students failing to meet this deadline will receive no credit for the missing work.

DANCES

Dances will be scheduled throughout the school year for students in grades 7 & 8. The date, time, and theme for the dance will be announced in advance by the Student Council.

Dance permission forms will be sold in the cafeteria during lunches. Only students with signed permission slips will be permitted to attend the dance. **Dance tickets may not be purchased at the door.**

If a student who has purchased a permission slip is not present at the dance, his/her parents will be called to verify an absence. No student will be allowed to enter the dance after 8:30 p.m. without prior authorization from the administrator. Please see Discipline Code for eligibility to attend school dances.

EATING/DRINKING

Students may drink water in the classrooms. Eating and drinking other beverages is only allowed in the classrooms during “snack time” and in the cafeteria during lunch.

BOOKS

Students are responsible for text and reference books which are assigned to them or for which they have occasion to use. Students must cover books assigned to them and keep them covered throughout the school year.

TELEPHONE

Students may get permission from the lunchroom supervisor to use the pay phone during their lunchtime or from their study teacher during study time. The office will make change or loan students \$.50 so that they can use the pay phone. Students should not be released from class to use the telephone or cell phones during the school day. Please see Discipline Code for consequences for unauthorized cell phone use during the school day.

LOST AND FOUND

Our Lost and Found area is located in the custodian’s room across from the gymnasium. Two (2) weeks prior to each vacation the Lost and Found items are displayed in the cafeteria so that students and parents can look for their lost items. At the start of each vacation, any items not claimed will be taken to a charitable organization.

FOOD SERVICE

The Bow School Food Service Department offers a daily choice of many complete and nutritious meals made in accordance with the USDA Dietary Guidelines. There is also a great selection of a la carte items (salads, soup, bagels, and sandwiches) available every day. Free and reduced lunch applications are sent home in the summer mailing (you may apply for free and reduced lunch any time throughout the year), forms are available through the school nurse, and on the food service website (www.bownet.org/gravy/). These forms should be returned to the nurse upon completion

Menus are sent home monthly and are on the bownet.org website under Food Service Department.. The cost of hot lunch is \$ 2.00.

The Bow School Food Service Department utilizes a computerized payment system.

- 1) After an initial deposit of \$35.00 you may prepay bi-weekly, monthly, etc.
- 2) The student does not have to carry money around with the possibility of losing it.
- 3) The student does not have to purchase lunch every day, only when he/she chooses to.
- 4) Prepayment allows the line to move much quicker, allowing students more time to eat.

We strongly encourage you to participate in this program for its success is contingent on the percentage of prepayment participation.

To get started send in a check for \$35 made out to the Bow School Lunch Program with the student's name and grade or student's ID number on the memo portion of the check.

If you have any other questions regarding the program please feel free to contact the Food Service Director at 228-2210, extension 316.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability.

PICTURES

School pictures will be taken on September 28, 2010.

PETS

Due to student allergies and safety concerns we request that no animals be brought into the building without prior permission from the administration.

P.T.O. MEETINGS

This organization supports Bow Elementary, Bow Memorial, and Bow High School. The Executive Board of the P.T.O. is in charge of the organization. Meetings are generally held the second Wednesday of each month beginning in September/October. You may visit the Bow PTO website at www.bownet.org/pto for more information.

SCHOOL BOARD MEETINGS

Regular School Board meetings are held each month at 7:00 p.m. Date, time, and location for each meeting will be posted at each school.

PARENT/TEACHER CONFERENCES

If you are interested in having a conference with your child's teachers, please call the office at 225-3212, and a secretary will set up your conference. Conference times are 8:05 a.m. or 3:15 p.m.

CHEATING/PLAGIARISM

Academic cheating and plagiarism make use of information incorrectly. Common forms of cheating during tests and/or quizzes involve copying from others with or without their knowledge using notes that are not allowed by the instructor or using cell phones to gain an advantage. Papers that have plagiarized passages will be graded as a “0”.

HOMEWORK

After an absence of **more than one day**, you may request homework assignments when you notify the office of your child’s absence. For one day absences we encourage students to call a classmate to get homework assignments.

HOMEWORK POLICY

- Homework should have different purposes at different grade levels. For younger students, homework should foster positive attitudes, habits, character traits, and knowledge development. For older students, it should facilitate knowledge acquisition in specific topics.
- In order to provide for the varying purposes of homework, younger students (fifth and sixth graders) will complete assignments during the school week. Older students (seventh and eighth graders) may be asked to complete assignments over the weekend.
- Parents should create a home environment that values education and facilitates student study.
- Homework will not be used to teach complex skills. Rather, it should focus on simple skills and material or on the integration of skills already possessed by the student.
- Not all homework assignments will be formally evaluated; however, teachers will review student homework and check it for completeness. This procedure demonstrates that homework is taken seriously and has a purpose.
- Homework will not be assigned over vacations in order to provide students time with their families, as well as to provide opportunities for students to engage in extracurricular activities and interests.
- When appropriate, students will be given time to start homework in school. This ensures that students are able to receive clarification and assistance from teachers and/or peers.
- Students will be given one make-up day to complete assigned work for each day of an excused absence.

SPECIALS

In addition to the core curriculum grade level subjects of mathematics, language arts, reading, science, and social studies, students at Bow Memorial School are also provided with eight specials courses throughout the year.

Making(7), DARE(6),and Conflict Resolution(5). Eighth graders are also offered Spanish and French electives and participate in a career awareness program. Additionally, a four-year Band and Chorus program is available to all students at Bow Memorial School.

GUIDANCE DEPARTMENT

The Guidance Department provides services for students through developmental, comprehensive, prevention, and intervention programs. The primary task of a school counselor is to help students become better learners by providing individual and group counseling, classroom life skills training, and helping to create a positive school-wide learning environment for all students. (Classroom topics taught through Guidance classes may include: conflict resolution, social skills, teaching tolerance, goal setting, drug and alcohol prevention education, character development, decision making, and transition to high school.) School counselors also assist in providing an important link between school and home. Consultation with school staff and parents can be helpful in supporting students in becoming successful learners. Parents are encouraged to contact the Guidance Department with student issues and concerns.

READING SUPPORT PROGRAM

A love and appreciation for literature is fostered through a variety of school-wide motivational programs such as **Drop Everything And Read (DEAR)**, an annual book exchange, Newspapers in the School, promotion of the Great Stone Face Award books, the Scholastic Book Fairs, Participation in the Read Across America program includes our “Picture Books for Patients” community initiative with Capital Region Family Health Center at Concord Hospital. Visiting authors are invited to share their enthusiasm for literature, and community members are given the opportunity to demonstrate the importance of reading skills relative to their jobs.

The reading specialist promotes literacy by providing a variety of services, including direct individualized reading instruction, small group instruction for review and reinforcement of specific skills, and large group instruction in cooperation with classroom teachers. The individual needs of students are determined through the administration of individualized assessments and the implementation of school-wide standardized reading testing.

REACH PROGRAM

The Bow School District is committed to a philosophy that all children have the right to discover and develop their potential. At BMS we seek to provide all students with the encouragement they need to REACH new heights in their learning, to stretch their thinking, and to exercise their minds. We offer opportunities for students both in and out of the classroom to encourage their varied interests and abilities.

One of the REACH program’s missions is to expand the learning experience for students through a mentoring program. Students who want to pursue a certain area of study beyond what they are learning in the classroom are matched with a mentor who also has those same interests. Our

mentors include staff members, parents, community members, school board members, and high school students. Historically, REACH has offered additional opportunities for students interested in creative writing and art (Literary Magazine), science (Invention Convention), creative thinking/Problem solving (Destination Imagination), math (continental Math League), and music (recital). BMS also offers a wide range of activities such as band, chorus, drama, newspaper, yearbook, computer club, math team, mythology club, technology club and chess club.

Other competitive and creative academic opportunities are possible, and students are always encouraged to suggest new activities. Programs vary from year to year based upon the interest of the students and the availability of volunteers and resources. The REACH Program Coordinator works with classroom teachers to provide extension activities for our high-ability students. These activities are continually evolving due to the varied interest and needs of the students.

LIBRARY MEDIA CENTER

The BMS Library Media Program is an extension of Bow Elementary School's program. Students may borrow up to three items for up to two weeks, with unlimited renewals if the items are not on a reserve list. The Library Media Specialist and Library Assistant provide help to students to ensure wise use of all library resources. Materials that can be found in the library consist of approximately 10, 000 items in support of our school curriculum: books (print, audio and e-books) magazines, databases, and DVD's/videos.

Special Reading promotion highlights include offering the complete selection and exposure to the Great Stone Face and Isinglass Awards with students voting in April, as well as the Newbery Award winning books. Also, biannual Scholastic Book Fairs, and other book celebrations like National Library Week and daily or weekly contests are held.

The library maintains a flexible schedule where library facilities are used as instructional needs dictate and students have access to the library during all hours of operation. To insure the appropriate supplemental resources are available to support student research and classroom instruction, the librarian provides bibliographic instruction, reference, inter-library loan, maintains up-to-date resources, and collaborates with teachers. The library staff also provides video taping and audio visual equipment services.

The LMC is under the leadership of the Library Media Specialist and the part-time support of the Library Assistant and functions as an integral part of the entire school program. Library resources are essential tools which contribute to the development of the students as critical thinkers, lifelong readers, and socially responsible learners. Please stop by and check out what's new!

DELAYED SCHOOL OPENINGS OR SCHOOL CANCELLATION

Should the roads be treacherous in the early morning hours, the Superintendent of Schools will decide if there will be a delayed opening or school cancellation.

If a decision to cancel or delay school has been made, parents may access this information from the following sources:

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WJYY-FM	105.5	WZID-FM	95.7	WOKQ-FM	97.5
WMUR-TV	Channel 9				

DELAYED OPENINGS

All delayed openings shall be 2-hours after the regular starting time. All buses in the Bow School District will make student pick-ups 2 hours later than the usual time.

USE OF ALERTNOW THE DISCTRICK'S NOTIVICATION SYSTEM

In the event of a delayed opening or school cancellation, the district will use Alertnow, the district's rapid notification system in addition to the other notification procedures. If the superintendent believes that a school delay or closure is generally anticipated due to the weather forecast, then only an email will be sent. If the closure or delay is unexpected, then both a phone call and an email will be sent.

EARLY DISMISSAL PROCEDURE

In the event of inclement weather, or should a situation occur when for emergency reasons we have to close school early, the following procedure will be followed:

1. The high school and middle school students will be dismissed FIRST to allow for an older sibling to arrive home before a younger sibling. Elementary students (grades K-4) will be dismissed upon return of the high school/middle school buses.
2. Radio and television stations mentioned above will be notified as early as possible before students are released. In addition, you will be notified via the district "ALERT NOW" process which will use the numbers and email address(es) you provide on the registration form.

HEALTH SERVICES

PHYSICAL EXAMS: A physical exam by a physician is required in 5th or 6th grade according to Bow School District Policy. A Physical Exam Report must also be on file in the health office (within the last three years) prior to a student participating in any school sport.

MEDICATIONS: Students may take medication during school hours with the assistance of the school nurse or a designee. Prescription medications require a doctor's signature and parent permission. Non-prescription medications require only the parent permission. All medications **MUST BE IN THE ORIGINAL LABELED CONTAINER**. Parents must deliver medicines to school, as students are not supposed to carry any medication. Exceptions for carrying inhalers and Epipens should be discussed with the nurse. Every year parents should update any orders for medications that their child may require. Forms are available in the office.

HEALTH CONDITIONS/ILLNESS: Parents should report any changes in their child's physical condition or immunization status so that school health records may be kept up-to-date. Communicable diseases, such as chicken pox, strep throat, impetigo, head lice, flu, etc. should be reported to the school nurse as they occur throughout the year. Children feeling ill at school should come to the health office.

EMERGENCY FORMS: Be sure that an Emergency Form signed by you is on file in the health office. Please update as needed throughout the year.

ACCIDENTS: If your child needs to be seen by a doctor as a result of a school accident, be sure to notify the school nurse. If you have the accident insurance offered through the school, please request a report form immediately.

SCREENINGS: Vision and hearing screenings are done upon request and as part of special education referrals. Pediculosis (head lice) screenings are done only as determined necessary and it is important for parents to check their child's head regularly. Scoliosis screenings are done on all students in grades 5-8 as time permits.

NURSING CONSULTATION: The nurse is available by phone or e-mail for consultation and welcomes any questions or concerns that you have about your child. She is an integral part of the staff and works cooperatively with students, parents, teachers, guidance, and outside providers. Her goal is to help students to achieve and maintain optimum health so they are ready and able to learn.

EMERGENCY DRILLS PRACTICED

Lock Down drills are practiced to prepare students for an intruder in or around the building or a dangerous situation.

Shelter in Place drills are practiced to prepare students for a natural disaster or accident. The purpose of this response is to physically protect individuals from harm.

Building Evacuation (previously called fire drills) Students practice a quick and safe exit from the building which generally is a response to the fire alarm.

Reverse Evacuation Students may also practice a reverse evacuation, where they are advised to return to the building in a safe and efficient manner. This may be followed by either a lock down or shelter in place drill.

Other practice drills as determined by District or Memorial Emergency Response Team.

EMERGENCY BEFORE OR AFTER SCHOOL

All teachers, students, and staff present will follow administrative directions as deemed appropriate by the situation.

ACTIVITIES

Bow Memorial School offers a variety of co-curricular and sports activities for students. These activities include: Yearbook, Student Council, Mythology Club, Drama, Computer Club, Math Team, Newspaper, Woodworking Club, Basketball (boys & girls in grades 7 & 8), Baseball (boys in grades 7 & 8), Softball (girls in grades 7 & 8), Field Hockey (girls in grades 7- 8), Soccer (boys and girls in grades 7 & 8), and Track and Field (girls & boys in grades 6 - 8).

DRESS

It is impossible to prescribe dress regulations that cover every contingency. In the majority of cases, discretion and good taste should be guideline enough.

In the event a particular style of dressing detracts from the educational process/atmosphere, constitutes a threat to the safety and health of others, or is in violation of lawful statutes, the school shall take corrective action.

ELECTRONIC EQUIPMENT/SKATEBOARDS/CELL PHONES

The use of electronic equipment, such as ipods and cell phones, is not allowed during the school day at Bow Memorial School. Skateboards, Heelies, or other wheeled devices are not allowed at BMS for safety reasons.

STANDARDIZED TESTING

All students will take standardized testing as prescribed by the State of NH and the “No Child Left Behind Act.” Student will also participate in NWEA (MAP) computerized testing as determined by the district.

SPECIAL EDUCATION

Special Education services are available for those students who meet criteria under the Individuals with Disabilities Education Act (IDEA). The delivery of these services is consistent with the inclusionary model supported throughout the Bow School District. For this reason, support and assistance is provided within the classroom setting as much as possible and adheres to the principle of a least restrictive environment. A support study hall, staffed with appropriate personnel, is available at every grade level. Continuous communication and collaboration occur between classroom teachers and special educators in an effort to provide an appropriate learning environment for all students.

GOOD CITIZENSHIP/POSITIVE RECOGNITION PROGRAM FOR BMS

The Positive Recognition Program Committee for BMS has been working to enhance our program to recognize students for outstanding citizenship. It is our hope that this program will positively affect our school climate. Through student, parent, faculty, and administrative feedback, we have devised the following program:

Principal’s Positive Phone Call Home – Teachers identify students who have shown positive behavior or effort by filling out a form which is sent to the Principal. The Principal then calls the student’s parents to inform them of this outstanding achievement.

Teacher’s Positive Note Home – Teachers recognize students who have displayed outstanding behavior or effort by mailing home a note to the student’s parents to inform them of this outstanding achievement.

WOW Ticket – Is used as immediate recognition of outstanding citizenship or effort by a student. All adults in the building will be given coupons known as WOW tickets. When an adult observes a student doing something out of the ordinary that positively affects the student or the school climate, the staff person can give that student a WOW ticket, which is redeemable for a free item from the General Education Assistant’s cart.

Good Citizenship Movie – After each of the first 3 quarters, students who have not received a major infraction will be allowed to go to Bow High School auditorium to see a movie. The movie will be “G” or “PG” rated.

Students who qualify will be given parent/guardian permission slips indicating the movie title and the date that it will be shown. No student will be allowed to attend without a signed permission slip.

The school counselors, Mrs. Vincent and Mrs. Estefan, will coordinate the use of the high school auditorium, permission slips for students, and adult supervision for this event.

ATHLETIC Guidelines for 2010-2011 Co-Curricular Activities Participation

Academic Standards: The following academic standards will apply to all students participating in school-sponsored co-curricular activities. A student who has an academic average of 69 or lower in ANY subject will be declared ineligible for practice/competition in sports and ineligible to attend meetings or participate in any related activities for clubs/council, etc. for a minimum of five (5) school days. Academic checks will be done weekly.

Academic check: Teachers will identify ineligible students and notify the office of any students who are ineligible by 2:00 p.m. on the first day of the school week. The office staff will be responsible for advising the coaches and students of ineligibility from following day and for the five days (example: student told Monday he/she would be ineligible on Tuesday through the following Monday).

Students who exhibit deportment problems during the school day may be declared ineligible by the Administration of Bow Memorial School.

BUS TRANSPORTATION/DISCIPLINE

Pupils transported by school bus will be under the authority of the bus driver. Disorderly conduct or significant lack of cooperation with the bus driver may be sufficient reason for a pupil to be denied transportation.

SPECIAL NOTE: Students receiving suspension from the bus within ten days of a school dance will not be eligible to attend.

FIRST OFFENSE: this warning must be signed by the parent/guardian and returned to the principal's office. Failure to return the warning may result in the student being denied transportation.

SECOND OFFENSE: the child may be suspended from riding the bus for a period of up to one week. The parent/guardian must be in contact with the principal or designated representative prior to the child riding the bus again. The terms of the suspension will be determined by the principal or designated representative. The parent/guardian will be responsible for the pupil's transportation to and from school for the period of the suspension.

THIRD OFFENSE: the child is suspended from riding the bus for a period of up to two (2) weeks. The parent/guardian must be in contact with the principal or designated representative prior to the child riding the bus again. The parent/guardian will be responsible for the pupil's transportation to and from school for the period of the suspension.

FOURTH OFFENSE: the child may be suspended from riding the bus for the remainder of the school year. The parent/guardian and the child must meet with the principal or designated representative prior to this suspension from the bus. The terms of the suspension will be determined by the principal or designated representative. The parent/guardian will be responsible for the pupil's transportation to and from school for the period of the suspension.

BUS TRANSPORTATION

Students are to ride only their own bus to and from school. Students may not change buses except in an emergency, for childcare purposes, or with prior permission from the school administration. Students may get a pass at the office to change buses if they have a signed note from their parents. Due to space restrictions on the buses, affairs such as birthday parties, overnight stays, after school visits, or other social events need to be accommodated through carpooling. The bus route list is online at http://bownet.org/SAU/busroutes2009_10.pdf

Bow Memorial students may not ride the Bow Elementary School buses ("early bus") in the morning without a pass from a teacher.

BUS SAFETY RULES

The following is a list of behavior rules for all students riding school buses. It is expected that students will obey these rules at all times during bus transportation. (Not all rules can be listed. If an action or behavior occurs that is not stated, the consequences would fall within the disciplinary guidelines.)

1. Students should arrive at the bus stop at least 5 minutes before the bus arrives.
2. Students should wait in a safe place, clear of traffic and away from where the bus stops.
3. Students should wait in an appropriate manner and avoid horseplay.
4. Students should cross the road or street in front of the bus only after the bus has come to a complete stop and upon direction of the driver (10 foot minimum crossing distance).
5. Students should go directly to an available or assigned seat when entering the bus.
6. Students should remain seated and keep aisles and exits clear.
7. Students should obey the driver promptly and respectfully.
8. Students should refrain from throwing or passing objects on, from, or into buses.
9. Students are permitted to carry only objects that can be held on their laps.
10. Students should refrain from the use of profane language on the bus.
11. Use of tobacco, alcohol, drugs, or any controlled substance is prohibited.
12. Students should refrain from eating and drinking on the bus.
13. Students will not carry hazardous materials, nuisance items, or animals onto the bus.
14. Students will respect the rights and safety of others.
15. Students will refrain from leaving or boarding the bus in locations other than the assigned stops at home or school.
16. Students should not extend head, arms, legs, or objects out of the bus.

SCHOOL-WIDE DISCIPLINE CODE

The School-Wide Discipline Code for all students in grades 5-8 at the Bow Memorial School will be as follows:

1. If a student receives either two minor infraction notices or one major infraction notice during one quarter, the student will receive one after-school detention. Detentions are held on Tuesdays, Wednesdays, and Thursdays from 3:15 p.m. to 4:00 p.m. If the student is absent from school on the day of an assigned detention, he/she will be expected to serve the detention on the next scheduled detention night.
 - a. Written notification of a school infraction will be given directly to the student.
 - b. A student with a major detention will be immediately assigned to the next scheduled after-school detention.
 - c. The office will assign students to detention when two (2) minor infractions notices have been accumulated.
 - d. The detention notification must be signed and returned to the office the day of the detention.
 - e. A student who does not return a signed detention form will be asked if his/her parents know of this detention. If yes, he/she may stay for the detention and bring in the signed slip to the office the following day. If the parents do not know of this detention, the student will be sent home and will be considered to have “skipped” the detention. The student will be assigned an additional (major) detention. Parents of a student who has not returned a signed detention slip to the office will be called to verify their knowledge of the detention.

 2. If a student receives a third detention for a major infraction (Minor offenses do not count toward suspension or eligibility to attend dances) in any one quarter, the student will be asked to serve a Saturday Detention or Suspension from 8am-12 noon. Serving the “Saturday Detention” shall act as the consequence for the third major detention. Failure to serve a Saturday Detention will result in a School Suspension for the following Monday.
 - Students who are suspended are given the opportunity to do missed work at home, for full credit if they pass it in to the teacher(s) the day of their return.
 - If work is not passed in the first day of the student’s return, he/she will receive zeros for the assignment given during his/her absence.
 - For multiple day suspensions, parents should call the office @ 225-3212 on the morning of each suspension day to see if there is additional assigned work to be picked up.
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- Student will also be given an opportunity to make up tests that were missed due to suspension, or turn in long-term projects on the day they return.
 - If a test is scheduled for the day the student returns, he/she is expected to take the test along with the class.

3. Any student serving suspension will meet with a Guidance Counselor to develop a written plan to improve behavior before returning to classes. The Guidance Counselor will oversee the implementation of the plan.
4. For suspensions of fewer than ten days, students are afforded due process rights, which include the right to notice of the charges against them, an explanation of the evidence, and an opportunity to tell their side of the story.

Additionally, in cases of serious misconduct, for which more serious disciplinary actions may be imposed, the student is entitled to written notification of the charges. The written notification of charges must be given to the student and his/her parents. Such notification should include a statement of the evidence against the student as well as the possible punishment, and the notification should be given early enough to allow the student time to adequately prepare a response to the charges.

PLEASE NOTE THE FOLLOWING:

1. This policy is designed to handle situations out of the classroom; however, should an incident take place in the classroom that is covered by this policy, the classroom teacher may issue a notice of an infraction.
2. Copies of suspension and/or expulsion letters will be included in the student's cumulative file. A detention earned in any given quarter and not served will be served in the following quarter.

<p>This policy applies to all discipline infractions committed before, during, and after school hours. Discipline infractions are divided into minor and major offenses. A teacher may decide, depending upon the severity of the incident, whether an offense should be considered minor or major. Not all infractions have been listed. If an action or behavior occurs that is not stated, the consequences will fall within the disciplinary guidelines.</p>
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MINOR OFFENSES

Two minor infraction notices will result in an after-school detention but they will not be counted toward suspension, nor will they affect eligibility to attend school dances.

1. Being in an unauthorized area
2. Being in the halls without a pass
3. Chewing gum
4. Disrupting class
5. Entering building without permission
6. Inappropriate corridor behavior
7. Inappropriate recess behavior
8. Late to class
9. Rough-housing
10. Squirting liquids
11. Using a telephone or cell phone without permission

MAJOR OFFENSES

Major offenses will result in an automatic after school detention or an out-of-school detention.

1. Cheating
2. Cutting class
3. Damage to school property
4. Disrespect to an adult
5. Disruptive behavior that may result in injury
6. Extortion
7. Fighting
8. Forgery
9. Harassment of others
10. Inappropriate cafeteria behavior
11. Lying
12. Misuse of a school pass
13. Skipping detention
14. Spitting at a person
15. Stealing
16. Throwing snowballs
17. Using inappropriate language

- Students may choose a seat unless they have been assigned to one.
- Seven students may sit on each side of the table.
- Students should use good manners and be respectful of other students and adults.
- Students should wait to be called by table to the lunch line by cafeteria supervisors.
- Students should return to the seat they have chosen.
- Students should handle food appropriately.
- Students should handle drinks and drink bottles appropriately.
- Students should stay seated and talk at an acceptable level.
- Students should take a pass and sign out and in for bathrooms, office, and/or telephone use.
- Students should empty their trays correctly and clean their own eating area.
- Students should take turns bringing the trays from the table up to the cooks.
- Students should wait for their table to be dismissed to class.

There will be consequences for failure to comply with the cafeteria guidelines that fall within the school's disciplinary guidelines. This may also include the student being assigned a seat or being excluded from eating in the cafeteria.

DANCE ELIGIBILITY

Any student who receives a bus suspension, a major detention or Saturday Detention within ten (10) school days of a school dance will not be allowed to attend the dance.

Any student who receives a school suspension within fifteen (15) school days of the school dance will not be allowed to attend the dance.

TEACHER/GRADE LEVEL TEAM DETENTIONS

These detentions will vary in length and will be assigned by the classroom teacher or other school staff for infractions as established by each teacher or team. These offenses are separate from the school-wide discipline system and will not be recorded on the student's report card nor counted toward suspension or dance participation.

The work of volunteers and/or chaperones is appreciated by the Bow School District. Students are expected to treat these adults with respect and courtesy. Volunteers and chaperones are under the direct supervision of the teacher in charge of the activity, event, or field trip. The supervising teacher will clearly schedule and communicate what duties, assignments and responsibilities the volunteers will have. Volunteers and chaperones are expected to follow Bow School District policies and behavioral expectations as part of their work.

Under Bow School District Policy IJOC, any person who will be in direct contact with students and not under the direct supervision of a school district employee will be subject to fingerprinting and a background/criminal records check.

THE SAFE SCHOOL ZONE/BOW SCHOOL DISTRICT SAFE SCHOOL ZONE POLICY.

Possession or use of drugs, alcohol, tobacco, matches, or lighters will be dealt with in an appropriate manner by the Principal.

In accordance with RSA 193-D-3, the administration may recommend to the Bow School Board the expulsion (dismissal) from school of a student for:

1. Gross misconduct.
2. Neglect or refusal to conform to reasonable rules and regulations of the school.
3. For an act of theft, destruction, or violence.

In accordance with RSA 193-D-2, The Safe School Zone Act, any student who is in “unlawful possession” of a firearm or other dangerous weapon shall be expelled from the Bow School District for a period of not less than twelve months subject to provisions in the Bow School District Safe School Zone Policy.

BOW SCHOOL DISTRICT POLICIES attached

AC Nondiscrimination
ADC Tobacco Products Ban
EEBB Employee Use of Private Vehicles to Transport Students
EEBB-A Non Employee Use of Private Vehicles for Travel to
School Sponsored Events
EGAA Personal Laptop Usage Policy
GB/JBA – Prohibiting Harassment and Violence
IJNDB-R - Internet Acceptable Use Policy
Acceptable Use Contract
IKF High School Graduation Policy
JBAA Prohibiting Sexual Harassment and Violence – Students
JICBB Pupil Safety and Violence Prevention Policy – Bullying
JICH Student Drug and Alcohol Policy
JICI Safe School Zone Policy
JLCF Wellness Policy

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

1. The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access.

Parents or eligible student should submit to the Principal or the Principal’s designee a written request that identifies the record(s) they wish to inspect. The Principal or the Principal’s designee will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate or misleading.

Parents or eligible student may ask the Bow School District to amend a record generated by the Bow School District that they believe is inaccurate or misleading. They should write the Principal or the Principal’s designee, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the Bow School District decides not to amend the records as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise him/her of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to school officials with legitimate education interests. A school official is a person employed by the Bow School District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Bow School District Board; a person or company with whom the Bow School District has contracted to perform a special task (such as an attorney, auditor, consultant, expert or therapist); a person or student serving on an official committee such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks; or the Bow School District’s insurance carrier.

****Parents should be aware that any photographs taken may be distributed broadly.****

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

The Bow School District may disclose without consent directory information, which is not generally considered harmful or an invasion of privacy if disclosed, which may include:

- Name and address of the student
- Field of study
- Weight and height of athletes
- Most recent previous school attended
- Participation in officially recognized activities or sports
- Date of attendance, degrees and awards
- Most recent school attended and photograph

Parents may within 10 school days after notification of rights, request, in writing, the removal of all or part of the information on their child they do not wish to be available to the public.

Upon request, the Bow School District discloses education records without consent to officials of a school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independent Avenue SW
Washington, DC 20202-4605