

MARY C. DONDERO SCHOOL

32 Van Buren Avenue
Portsmouth, NH 03801
603.436.2231

This handbook has been compiled for the parents and children of the Dondero School. We hope it will prove helpful in guiding you regarding routine procedures and general information.

In the general procedures section we have tried to include information that will be useful in acquainting you with our school, what we offer to our students, and what we ask of you as parents in assisting us.

Please feel free to contact the school if you have any questions that are not answered by this handbook.

We believe that only through a combined effort on the part of parents, students and school staff can we provide the best educational experience for our children.

DONDERO SCHOOL
Kate Callahan, Principal

KINDERGARTEN

Jennifer Haigh
Renea O'Connor
Katie Winglass

FIRST GRADE

Cathy Dailey
Brittany Tolla
Lindsey Williams

SECOND GRADE

Tricia Comi
Jillian Foote
Jennifer Shump

THIRD GRADE

Cheryl Harrington
Jennifer Hedges
Lisa Lisbon
Lydia Smith

FOURTH GRADE

Jessica Caverno
Kelly MacDonald
Sarah McCain

FIFTH GRADE

Molly French
Shauna Macy
Jenn O'Mahony

**SPECIAL ED
COORDINATOR**

Alex Clithero

SPECIAL ED.

Jennifer Berg
Chelsea Barrett
Lindsey Hinman
Beth Watson

SPEECH

Allison Smick
Lara Thomas

OCCUPATIONAL THERAPIST

Susan Moore

ADAPTIVE P.E.

Nancy Moore

NURSE

Sarah Gagne, RN

COUNSELOR

Lisa Chapman

ADMIN ASSISTANT

Karen Riley

ART

Adam Bastille

LIBRARY/TECHNOLOGY

Lynda Schmidt

P.E.

Heidi Hughes

MUSIC

Abigail Keller

LITERACY SPECIALIST

Patricia Conway
Wendy Fox

MATH SPECIALIST

Kathy Ricci

ESOL

Julia Ghoting
Teresa Davis

TITLE I

Gina Patch
Ann O'Connell (Tutor)

PARAPROFESSIONALS

Paula Anderson
Mary Ellen Bouchard
Corinne Bugeau-Medas
Linda Carter
Evelyn Greenlaw
Suzanne Hand
Krissy Jackson
Brie Jacobsen (Counseling)
Jessica Mastin
Anne Moriarty (library)
Michelle Nay
Kate O'Neil
Samantha Panek
Lisa Stratos

CAFETERIA

Mary Perron, Manager

CUSTODIANS

Bonnie Burnham
Tom Howe
Abdel Toulhim (supervisor)

CAFETERIA SUPERVISORS

Marianne March
Paula Whitney

GENERAL INFORMATION AND POLICIES

Daily Schedule

7:45 am	Morning recess/Breakfast served
7:45 am	Entrance open to school
8:05 am	School begins
2:22 pm	Dismissal for bus student/PEAK
2:25 pm	Dismissal for walkers/riders

BEFORE SCHOOL

Please do not send your students to school or drop them off before 7:45 AM. We cannot be responsible for supervision prior to that time. Breakfast will be served beginning at 7:45 a.m. Those students eating breakfast will be asked to enter the cafeteria upon arrival. Once finished, they will be dismissed to the playground.

ABSENCES, TARDINESS AND DISMISSALS

1. To report an absence, tardy or change in dismissal prior to the start of the school day, please enter the information via the [online form](#).
2. Students who arrive after the 8:05 a.m. bell will be considered tardy and are requested to report to the office and sign-in before going to the classroom.
3. In an effort to provide maximum protection of children, through the Child Watch program you will receive a call from the main office if the child's absence has not been reported by the parents to the school office by 8:25 AM.
4. Parents who have requested that their child be dismissed early should report to the office to pick up the student. Students will not be released to anyone without written notification to the school by the parents. In either case identification must be shown before a student is released. **For security reasons, no student will be dismissed from the classroom. Students will be called to the office for dismissal after the parent/guardian signs them out in the office.** Students will not be released from class until the parent/guardian arrives at school. Students returning back to school the same day must be signed back in by the parent/guardian.
5. Bus students will not be allowed to travel on a different bus without a note from their parents. Walkers must have a note from home if they plan to ride a bus. The main office will sign off on all bus notes as well as contact the bus company.
6. Each student has been asked to complete a dismissal form which states how s/he will be leaving school each day. If there is a change in the schedule throughout the year, you will be asked to update to form.
7. In order to ensure that teachers receive the message, telephone requests or emails to the office with dismissal changes need to be made prior to 1:00 PM

8. Walkers and students being picked up are dismissed at 2:25 PM. Parents/guardians picking up students should wait for them outside the building by the main entrance. A member of the staff will supervise pick-up outside to ensure they're properly matched up with their designated ride.

ATTENDANCE POLICY

Regular attendance is necessary for success in school. Students are expected to attend school whenever it is in session except in the case of personal illness or family emergency. Extended excused absences should be pre-arranged with the principal. The parents will be advised of the school district's policy upon request for an extended absence.

School attendance is the primary indicator of a child's level of success in school. The State of New Hampshire RSA 193:1 requires "that every child between six and sixteen years of age shall attend the public school at the time the public schools are in session." The law RSA 193:2 further states that "every person having custody of a child shall cause the child to attend such a school during all the time the public schools are in session."

Arriving at school on time is another important factor in a child's daily success. Morning routines and classroom meetings set the stage for what will occur throughout the day. A tardy student who is forced to play catch up begins their day at a disadvantage.

Classroom teachers, counselors, school nurse, and the principal monitor student attendance patterns. Counselors, school nurse, and the principal review cumulative attendance records regularly. Classroom teachers direct their concerns about excessive absence or tardiness to the office. A letter from the principal will be sent to parents/guardians when a student has 10 or more absences and/or tardies.

BICYCLE/SCOOTER/SKATEBOARD RULES

Children are allowed to ride bicycles and scooters to school if the following rules are observed:

1. Bicycles/scooters/skateboards should be walked on school property at all times.
2. Students are reminded that bicycles and scooters are brought to school at their own risk. The school will not assume responsibility for damage or loss
3. A note giving permission for the student to ride his/her bike, scooter, or skateboard to and from school is required from a parent.
4. Helmets are required by New Hampshire law to ensure prevention of head injuries. Anyone who does not observe these rules will lose the privilege of bringing a bike or scooter to school. <http://www.dhhs.nh.gov/dphs/documents/law-bikehelmets.pdf>

BIRTHDAY PARTIES/INVITATIONS

Out of sensitivity to our students, if birthday party invitations are to be distributed at school, the invitation must be extended to all the students in the class.

Dondero is an allergy aware school – therefore it is our tradition that **no edible birthday** treats are sent to school. Each classroom will recognize students’ birthdays in a unique way. Prior to your child’s birthday, if you have additional questions, please connect with your child’s teacher.

BREAKFAST/LUNCH

Breakfast is available each day beginning at 7:45 a.m. The cost is \$1.50 per day. Hot lunch is available at a cost of \$ 2.85 per day. Children wishing to purchase only milk may do so at a cost of \$0.40 per carton. **Carbonated beverages are not allowed.** We also request that drinks sent from home are **not** sent in glass bottles.

Each student has an individual food account in the cafeteria. Families may send in funds as credits to each student’s account and funds will be drawn from it each time they make a cafeteria transaction. Parents/guardians may also access an online prepayment service, www.myschoolbucks.com, to deposit money into your child's school meal account.

Menus are sent home at the beginning of each month and are posted at:
<http://www.cityofportsmouth.com/school/meals/index.htm>

Applications for free or reduced price meals are available in the office or
<http://www.cityofportsmouth.com/school/meals/index.htm>

If you have any questions about the school lunch program please contact Deborah Riso, School Nutrition Director, at 603.610.4474 or the Nutrition Department at:
<http://www.cityofportsmouth.com>

BUS RULES FOR STUDENTS

The responsibility for students using school buses rests with the parents until the students actually board the bus for school and after the child gets off the bus on the return trip.

The Portsmouth School Department in conjunction with its pupil transportation providers endeavors to promote a safe and pleasant bus-riding environment for our passengers and drivers. In order for this to happen, the students must act in a responsible and well-behaved manner at all times. The driver must be able to expect that students will observe the proper riding behavior with minimum supervision in order to operate the bus on our streets and roads and deliver these students safely to their destinations. A committee of interested parents, administrators, bus company officials, and Board of Education members all agree that for this to happen the *Bus Rider Rules*, *Bus Rider Disciplinary Policy*, *Bus Provider and School Commitments*, and *Parental Concerns Resolution Process* must be clearly communicated to all student riders and their parents or guardians. This committee believes that the most effective way to do this is in the form of a Bus Rider Agreement. This agreement will be treated as a contract between the School, the parents (guardian) and, most importantly, the rider.

BUS RIDER RULES

In general, we expect students, while riding the bus, to behave as they would in the classroom with their teacher or at home with their parents. Specifically, all students who ride Portsmouth School Department school buses:

At Bus Stops, Students should...

1. Wait and ride only if approved by the school,
2. Be orderly and avoid horseplay,
3. Arrive at least 5 minutes before the bus is scheduled to arrive,
4. Wait clear of traffic and back as far as possible from the road,
5. Wait to approach only after the bus has stopped,
6. Cross the street only after the driver has put on the flashing lights and signaled to cross, and,
7. Only get on and off at their own stops.

Once on the Bus, Students should...

1. Go directly to an available seat or assigned seat,
2. Remain seated during the bus ride,
3. Keep hands, heads, arms, and legs inside,
4. Never play with emergency exit equipment,
5. Never throw or pass around any object(s),
6. Not carry on live animals of any kind,
7. Carry on only items which they can hold on their laps, and,
8. Not to eat or drink food items.

For the Driver to Keep Attention to the Bus Operation and the Traffic,

Students must...

1. Not carry on hazardous materials, or use nuisance items, such as laser lights, etc.
2. Not have or carry on weapons of any kind,
3. Not use or be carrying tobacco products, drugs, alcohol, or any other controlled substance,
4. Not use profanity or make obscene gestures,
5. Observe all other school rules (printed in the student handbooks or developed by school administration) and district-wide policies, and,
6. Show respect for the driver and other students.

BUS RIDER DISCIPLINE POLICY

Any bus rider who does not follow the rules established to provide for a safe and pleasant bus ride will be subject to the following disciplinary procedure. It is intended that this procedure start simply between the driver and the student but can progress to school administration and result in the loss of riding privileges.

- A. Informal (Verbal): Driver and Rider
1. The driver will speak with the student about the undesirable behavior.
 2. The driver may assign a seat or restrict the student from sitting in a specific area of the bus for a period of time as determined by the driver.
 3. Should the student continue to violate the rules, the driver will submit a written report to the transportation supervisor. Upon review of the report, the transportation supervisor may forward it to the building principal where the child attends school.
- B. Formal (Written): Bus Provider, School Administration, Parent and Rider (When the informal no longer is working)
1. **First Report** - The student will meet with the Principal, and a copy of the report will be mailed home.
 2. **Second Report** - The student will meet with the Principal to discuss a plan of improvement and consequences, which could include up to a five (5) day dismissal from the bus. Parent(s) will receive a copy of the report following the meeting.
 3. **Third Report** - The student will meet with the principal and the parent will be notified. A probable five (5) day dismissal and possibly the extended loss of bus privilege will occur. A copy of the report and a letter of bus privilege dismissal will be delivered to the parent.
- C. Extended Suspension of Riding Privileges: School Administrator, Parent and Rider

After the failure of the informal and formal discipline above, a student rider may lose riding privileges for an extended period of time. This decision will be made by school administration after due process with the student and parent. Any extended suspension must be in compliance with RSA 189:9a which includes due process and Board approval.

BUS PROVIDER AND SCHOOL COMMITMENTS

Bus Provider Commitment to a safe and pleasant bus ride.

The bus company pledges to passengers:

We will provide equipment and drivers who meet or exceed Federal Motor Safety Regulations. All new drivers graduate from our 30-hour safety program which covers all state requirements of school bus operators as well as providing additional safety training which meets STA's strict safety policies. Our drivers are required to attend 8 hours of additional safety training annually, which exceeds the state requirements. Our drivers will operate their vehicles in a safe, lawful, and professional manner.

The bus driver shall instruct the students in safe riding and pedestrian practices as follows:

1. Safe walking practices to and from the bus stop. Procedures to deal with strangers while walking to and at the bus stop.
2. Wearing of light-colored or reflective clothing if going to and from the bus stop in darkness or on an overcast/rainy day.
3. How and where to wait safely for the bus.
4. Safe roadway crossing before boarding or leaving the bus.
5. Problems with clothing, backpacks, and the dangers of getting them caught when departing the bus (remove drawstrings from clothing and excess straps from backpacks).
6. What to do if the bus is late or does not arrive.
7. Emergency evacuation procedures.

Portsmouth School Department Commitment to a safe and pleasant bus ride.

The Portsmouth School Department,

- *insists* student safety while riding the buses must come first
- *believes* the most important job of the bus driver is to operate the bus in a safe and prudent manner
- *will* not tolerate rider behavior which jeopardizes safe operation of the school bus
- *requires* its administration to work with the bus drivers and bus company officials to ensure the safe operation of the school bus
- *considers* the bus company and its personnel to be an extension of the school's own personnel
- *considers* students who are on the bus are the responsibility of the Portsmouth School Department
- *believes* that all of its students and employees should be treated with respect and dignity
- *will* make every effort to resolve rider or parent concerns in a fair manner to all.

PARENTAL CONCERNS RESOLUTION PROCESS

How parents (guardians) can get help when they are experiencing a problem with their child's bus ride or with a bus driver:

- 1) Talk to the bus company officials first;
 - a) Because of time and scheduling, the driver can not take the time while completing his/her driving responsibilities, so a phone call directly to the bus company supervisor is recommended.

STA	603-433-1761	Ask for Nicole Owens
Provider	1-800-660-9664	Ask for Bill or Katie Scholes

- b) The bus company representative will make every effort to listen, explain, and generally try to resolve your concerns.

- 2) If you do not feel successful in talking with the bus company then;
 - a) Give the school principal a call to see if he/she can help you. In most cases a principal can provide assistance and guidance in working out an unresolved bus problem.
 - b) Request a meeting at school with the principal and the bus company supervisor.

- 3) If a problem continues past this point;
 - a) You can request Central Office review the situation by calling the Superintendent's Office. Call 431-5080 and ask for the Business Administrator.
 - b) You can also call the Superintendent at the same number.
 - c) The Board of Education can also be informed through written or personal communications from a parent. It must be said, however, that all other efforts should be exhausted before taking this step as it would otherwise be the Board's policy to refer this matter back to administration unless all steps have failed.

CELL PHONES/WATCHES

The school prohibits students the use of all telecommunication devices, including cellular phones and watches, during the instructional school day. Students shall be allowed to possess such devices; however, such devices must not be visible and must remain turned off during the instructional school day. In the event of an emergency, students may use the office phone. Cameras on phones may not be used at any time on school grounds or during school-sponsored programs, including transportation.

CHILD ABUSE

To comply with the Child Protection Act (RSA 169C, 1979), it is the policy of the Portsmouth School Department that any teacher or other school employee who suspects that a child's physical or mental welfare may be adversely affected by abuse or neglect must report to the principal, or other designated personnel, who must then call the Division of Children and Youth Services and/or the Portsmouth Police Department.

Under RSA 169C, school personnel, who in good faith make a report of suspected child abuse or neglect, have immunity from any liabilities, civil or criminal. The good faith of the reporter is presumed.

CHILD WATCH

Dondero maintains a Child Watch program, which tracks each student's absence. If the parent/guardian does not notify the school that their child will be absent, the school calls the parent/guardian at home and/or work. In the event that there is no information available about the student's absence, the Portsmouth Police Department is contacted to request their absence in following-up on the student's whereabouts.

DELAYED OPENINGS/NO SCHOOL/UNSCHEDULED EARLY DISMISSAL

Dondero will be open during bad weather unless it is considered to be too dangerous for pupils to commute to school. The Portsmouth School Department utilizes Blackboard Connect system, which contacts parents and guardians via phone and email in the event of emergencies and weather-related schedule changes. It is important for families to inform the office with current contact information, ensuring the database used for emergency calls and emails is accurate and up to date. For any change in arrival or dismissal routines, you will be contacted via email by Parent Square and by phone and SMS text via Portsmouth School Department’s Emergency Alert system.

Delayed: If weather conditions are unsafe in the early morning, but expected to improve by mid-morning, a delayed school opening will be in effect. Everything will be delayed two hours; bus pick-up will be two hours later and the start of the school will be delayed by two hours (10:05 AM start time).

Unscheduled Early Dismissal: If school is in session and it begins to storm, students may be dismissed earlier than the than the scheduled daily dismissal time.

DISCIPLINE/STUDENT BEHAVIOR EXPECTATIONS

Our teachers are knowledgeable regarding behavior that can reasonably be expected from children, considering development, personalities and social context. Most discipline problems are handled by the classroom teacher in concert with the parents. When necessary, positive alternatives are employed to bring about improvement in student behavior. The principal and/or counselor serves as a resource person to both teachers and parents in improving student behavior. In instances where the teacher and/or the parent have been unable to effect a positive change, the principal will become more directly involved in the disciplinary process.

Pupils are expected to conduct themselves in a manner reflecting a sense of responsibility, good citizenship, and consideration for the rights of others. Dondero School does not tolerate rudeness, violence or bullying in any form.

Dondero has established expectations for behavior that focus on respect, responsibility and self-control within the classroom and to the common spaces in the school.

The following provides descriptions of what following school expectations looks and sounds like:

Cafeteria: Use “inside” voices Be kind with your words Keep food on your tray and in	Hallways: Voices off Stay to the right Hands by your side	Bus: <i>Please refer to Bus Rider Agreement</i>
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<p>your mouth Hands and feet to yourself Raise hand for permission to get up No hats</p>	<p>Tight line Walking feet Eyes forward</p>	
<p>Bathrooms: Flush toilets Wash hands with soap and water Dry hands with paper towel Put paper towels in basket Act responsibly Respect other's privacy Report any problems</p>	<p>Playground: Show respect for adults on duty Be kind with your words Hands and feet to yourself Play safely Good listening Line up quickly Use equipment the way it is meant to be used Follow rules of fair play and good sportsmanship</p>	

INTERVENTIONS/CONSEQUENCES

Infractions of these above rules are handled by a variety of people. The classroom teacher or other supervising staff member will handle issues that arise on the playground, in the hallways, bathrooms, or cafeteria. This may involve consultation with the counselors and/or principal for additional support. The bus driver, in consultation with the counselors and/or principal when additional support is required, handles issues that arise on the bus.

A Behavior Communication Form will be filled out when students do not adhere to school rules. Parents/guardians of both students, the aggressor and recipient of the behavior, will be notified via a communication form, email, and/or phone call.

The principal will use his/her discretion to determine what intervention is most appropriate to assist the student in improving the student's behavior and be fair to both the student and others involved. Copies of all communication forms sent to parents are provided to the principal, counselor and special education case manager when applicable.

The Behavior Communication Forms do not become part of the student's school record. The intent of the form is to improve communication between home and school and to track student behavior that might be considered bullying as well as aid in placement decisions.

SAU #52 BULLYING POLICY

Definition - Bullying is defined as a single significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another student which:

- a. Physically harms a student or damages the student's property;
- b. Causes emotional distress to a student;
- c. Interferes with a student's educational opportunities;
- d. Creates a hostile educational environment; or
- e. Substantially disrupts the orderly operation of the school.

Bullying shall also include actions motivated by an imbalance of power based on a student's actual or perceived personal characteristics, behaviors, or beliefs, or motivated by the student's association with another person and based on the other person's characteristics, behaviors, or beliefs if those actions cause one or more of the results in (a) through (e) above. Bullying or cyber-bullying of a student on the basis of sex, sexual orientation, race, color, ancestry, national origin, religion, age, marital status, familial status, pregnancy, physical or mental disability may constitute illegal discrimination under federal and/or state laws. Complaints regarding such conduct may be processed through the Board's Student Discrimination and Harassment Complaint Procedure.

Policy Statement - The School Board believes students are entitled to learn in a safe and secure school environment. Students are expected to conduct themselves with respect for others in accordance with this and other School Board policies and school rules governing student conduct. The Board will take reasonable steps to protect all students from the harmful effects of bullying and cyber-bullying that occurs at school and/or that interferes with student learning and orderly school operations.

Further, in accordance with RSA 193-F, the District reserves the right to address bullying and, if necessary, impose discipline for bullying that:

1. Occurs on, or is delivered to, school property or a school-sponsored activity or event on or off school property; or
2. Occurs off of school property or outside of a school-sponsored activity or event, if the conduct interferes with a pupil's educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event.

Disciplinary Consequences - The District reserves the right to impose disciplinary measures or appropriate measures against any student, teacher, staff member, administrator, volunteer, or school district agent who commits an act of bullying, falsely accuses another student of bullying, or who retaliates against any student or witness who provides information about an act of bullying.

Policy Reference – The full School Board Policy JICK “Pupil Safety and Violence Prevention (Bullying)” can be referenced on the district website www.cityofportsmouth.com/school/index.htm

LUNCHROOM EXPECTATIONS

Lunch is a time for students to eat, relax, and meet with friends. We do not expect or desire a silent cafeteria; however, students are expected to follow school rules during lunch. Certain behaviors are not acceptable. These include continual loud talking or shouting, throwing food or rough housing, and disrespecting others including all adults assigned to the cafeteria.

Rules for a Respectful & Enjoyable Lunch Time are posted in the cafeteria and printed below.

1. Use “Inside Voices” and kind words
2. Keep food on your tray or in your mouth
3. Keep hands and feet to yourself
4. Raise your hand to ask for permission to get up
5. Walk carefully

Consequences for not following these rules may include:

1. Verbal warning.
2. Moved to a separate table.
3. Removal from cafeteria for the remainder of the lunch period.
4. Removal from the cafeteria.
5. Conference with parent and child to determine appropriate consequence.
6. A communication form may also be completed and sent home.

FIELD TRIPS

A classroom teacher may schedule field trips out of the building during the school year. These field trips are designed to enrich the educational program. Teachers inform parents prior to the fieldtrip with pertinent information as well as cost of the trip. For students who are unable to pay for the trip, please contact Kate Callahan to discuss receiving a scholarship.

Parents will be notified in advance if their child will not be permitted on a field trip.

HEALTH –SCHOOL HEALTH PROGRAM

The goal of our health program is to maximize each student's potential to choose a healthful lifestyle. This is done through assessments, with appropriate referrals and follow-up. Immunization audits are conducted to ensure the control of communicable diseases. The School Nurse works with community agencies, physicians, families and other school personnel as needs arise in the home and school. The nurse also participates in health instruction in the classroom and is a resource for teachers. The nurse's office has an open-door policy for students, parents and staff. Our school nurse looks forward to meeting parents and working with them to provide the health services that your child needs to enhance their educational program.

One of the common dilemmas facing parents of children in school is when to keep them home due to illness. Sick children do not belong in school for their own well-being as well as that of others. Often the first sign of illness is a change in behavior such as loss of appetite, irritability or lethargy. A fever may or may not be present. When your child shows signs of being ill they are best kept home from school so that you and/or your health care provider can further evaluate their condition. Due to the COVID-19 pandemic, we are asking that parents assess their children for the following symptoms daily prior to leaving home for school.

Generally speaking, if your child has any of the following symptoms they should be kept home:

- Diarrhea
- Earache
- Fever- (**Temperature MUST be <100 degrees for at least 24 hours without medication before returning to school.**)
- Headache
- Sore-throat
- Stomachache

- Vomiting
- Red and watery eyes/discharge from eyes
- Persistent and severe cough
- Not feeling well enough to participate in school activities
- Sneezing, congestion, nasal drainage

The Portsmouth School Department refers to CDC and DHHS guidelines to implement protocols regarding COVID-19.

When a child becomes ill at school, the parent or his/her designee, is responsible for taking the child home ***as soon as possible***. Our concern is for the comfort and protection of your child. If you have questions regarding the advisability of sending your child to school please feel free to contact the school nurse or your health care provider. If your child is unable to attend school due to illness, please call the office or email Karen Riley or Sarah Gagne. If your child is not attending school for a different reason than illness (such as family obligation, appointment, vacation etc), please call the school to report the absence.

ADMINISTRATION OF MEDICATION AT SCHOOL

If your child is taking medication and the dose schedule cannot be worked around school hours the following procedures must be followed:

1. The nurse must receive the medication in its original container (both prescription and non-prescription).
2. You must see the nurse to sign the permission form and to deliver the medication. **Do not send medication to school with your child.**
3. A written statement from the prescribing physician, stating the name of the medication, dosage, and time to be given is required and kept on file with the nurse.
4. Non-prescription medication must be in the original container with the student's name and date clearly marked on the container.

Only the school nurse or a staff member delegated by the principal assists in administration of medication. Children are not permitted to have medicine in the classroom or on their person. Parents must bring the medication to the nurse's office where it is kept in a locked place. Please do not send in cough drops or lozengers due to choking concerns.

ILLNESS AND ACCIDENTS DURING THE SCHOOL DAY

In case of emergency during the school day, the nurse is available. When she feels a child should be sent home, the parent is notified. It is **imperative** that the school has **two emergency phone numbers**. In an emergency, if neither parent, guardian, nor person designated by parent is available, the nurse will review the situation with the principal. Parents should not hesitate to call the school if questions of physical or emotional health arise. Parents should notify the nurse if a student would be absent for an extended period of time due to

illness or surgery. The nurse should also be alerted if a student receives immunizations, gets new glasses, or if there is a significant change in health status.

ILLNESS AND AFTER-SCHOOL EVENTS

If your child is absent from school or is sent home due to not feeling well, attendance at and participation in school sanctioned after school events is not permitted.

PARTICIPATION IN PHYSICAL EDUCATION CLASS

Students are expected to participate in physical education unless a written note is received from their physician documenting the reason why s/he should not participate in P.E.

HOMEWORK

Homework is defined as written or non-written tasks that are assigned by teachers to be completed by students outside of the classroom. The purposes of homework in the Dondero community are to practice newly taught skills, review previously mastered skills, develop independent study habits, and extend and enrich the curriculum. Homework should be related to the curriculum of the school and promote an understanding of the importance of lifelong learning. Additional academic homework will not be used as a behavior management tool or as a form of punishment.

In order to obtain the maximum benefit, homework requires cooperation, active participation and communication among administrators, teachers, parents, and students. Homework has different purposes at different grade levels.

Students' Roles and Responsibilities:

- Set a time each day to do homework
- Check work and, if possible, explain it to an adult
- Do your personal best
- Bring the completed homework back to school when it is due
- Be responsible for taking care of, and returning any books and tools

Parents' Role and Responsibilities:

- Promote a positive attitude toward homework as part of the learning process
- Understand and reinforce expectations for the quality of student work
- Provide structure, a place, and tools needed to help the child organize for the completion of homework
- Be available to provide supervision, but do not do the assignment for the child
- Communicate often with the student and his/her teacher, giving feedback to the teacher when there is a homework concern

Teachers' Role and Responsibilities:

- Homework should supplement a well-planned lesson following a careful explanation and definition of the task.
- Homework should be differentiated based upon a student's individual learning needs.
- Review homework and return it in a timely manner
- Establish a system for recording and reporting homework
- Provide ways for parents to communicate with teachers about homework
- Notify parents regarding homework problems and missing assignments
- Establish and implement grade level expectations

Administrators' Role and Responsibilities:

- Support the grade level in the implementation of the homework guidelines
- Facilitate the communication process between the school and home, and help maintain the parent/school partnership on homework.

Homework guidelines for some students with special needs may be determined by the student's educational plan and should be specifically related to the student's learning profile. The modifications in an educational plan supersede the general guidelines listed here.

LOST AND FOUND

Parents are requested to put their child's name on each article of outside clothing and backpack. Lost and Found articles are placed in the front hall and parents are welcome to examine the area for lost articles. Smaller items such as jewelry, keys, money, and glasses are kept in the school office. At the end of each trimester, unclaimed items will be donated to a local non-profit.

NO SMOKING POLICY

Smoking is prohibited at all times in the school and/or on the school grounds.

PARENT RESPONSIBILITIES

Parents/guardians are requested to call the school office if there are any changes in the following:

1. Address
2. Telephone number (home, cell, work)
3. Email address
4. Names: child or parent
5. Place of work
6. Custody
7. Moving out of school district
8. Transferring--see Transfer...
9. Dismissal Procedures
 - a) Early Release (if different than usual)

b) Not going home as usual or going home with another student (*note required*). *Please notify the school no later than 11:00AM of this change.*

10. Extended absences

11. Conference appointments

PARENT AND STUDENT EXPECTATIONS AT AFTER-SCHOOL EVENTS

Dondero is fortunate to have events throughout the school year that help strengthen our sense of community. Many events occur after school hours. For the safety of students and their siblings, parents are expected to supervise their children during these events. While meeting and socializing is part of what makes school events successful it is important that children are safe at all times. Parent cooperation will help make these events enjoyable for all, especially school staff who are invited and encouraged to attend these events. Parents are asked to familiarize themselves with school and playground rules found in this student/parent handbook.

Some expectations for after-school events and gatherings:

- A parent or a designated adult must supervise his/her children at all times including on the playground.
- Classrooms and offices are off limits.
- Walking throughout building is not allowed.
- No food or beverages in the halls or foyer.
- All playground rules apply.
- All traffic and parking rules apply.
- Respect others.
- Respect school grounds and building.
- An adult must accompany children at all times – children should not be dropped off.
- Event volunteers are requested to make arrangements with another adult to supervise their children.

PARKING AND TRAFFIC PATTERNS

The parking lot at Dondero School is a crowded place during drop-off and dismissal times. Please observe the following protocols to make sure that all children arrive and depart school safely.

PARENTS DROPPING OFF AND PICKING UP STUDENTS (without leaving car)

- Pick up and drop off of students is to occur only in the circle in front of the school.
- Cars enter on Fillmore Road.
- Cars must pull forward around the cul-de-sac, single file, as far as possible before stopping.
- **Drivers and any passengers must remain in cars while in the cul-de-sac.**
- Children enter and exit from the **passenger side of the car onto the sidewalk.**
- Please follow the traffic direction provided by our custodians on duty.
- Please exit via Fillmore Road and proceed onto Van Buren Road.

SHORT TERM PARKING

- Enter via Adams Avenue. Stop at the sign then turn right into short-term parking.
- **No student drop off or pick-ups in this area. Please use cul-de-sac.**
- Parents who need to walk into the lobby with their children park here.
- Volunteers will park here.
- This is a **one-way** parking area with an exit on Fillmore.

WALKERS AND BIKERS

- Children who walk or ride bikes to school should enter and exit the school using the sidewalk on Fillmore Road, crossing Van Buren at the crosswalk with the crossing guard. **They should not enter or exit on Adams Road.**
- Bicycles are to be parked only in the bicycle racks on the fields next to the sidewalk.
- The school accepts no responsibility for bicycles brought to school.
- There is absolutely no bicycle riding on school property when school is in session.
- Per New Hampshire State Law, helmets must be worn. A lock for the bike is recommended but not required.
- Please supervise your children at dismissal. Please do not permit your child to climb or sit on the split rail fence.

PUPIL SUSPENSION

Any student may be suspended from school at the principal's discretion for gross misconduct, or for neglect or refusal to conform to the reasonable rules of the school; and he/she shall not attend school until reinstated by the principal. Physical violence and weapons possession are grounds for immediate suspension.

RECESS POLICY

Children should be appropriately dressed to spend time outdoors during recess. Warm clothes, gloves, hats, and boots should be worn during winter months. Children well enough to come to school are considered well enough to be outside during recess. Exceptions for medical reasons *may be* granted on an individual basis. In the event of severely cold or inclement weather, outdoor recess will be canceled and children will have indoor recess time.

Footwear suitable for running on uneven surfaces such as the field and wood chips, and for climbing the play structure should be worn to school. Flip-flops and shoes with raised heels are not safe for this type of play.

RULES AND PROCEDURES FOR STUDENT DRESS

A student's appearance is primarily the responsibility of the student and his/her parents. However, the learning atmosphere must be the determining factor in student dress.

Rules:

- Students are to wear clothing that are appropriate and safe in their school activities.
- Students are to wear footwear that will assist in the proper maintenance of school property and will not be dangerous when worn on the playground.
- Students are to wear clothing that is in good taste within generally accepted community standards.
- Examples of inappropriate clothing include, but are not limited to:
 - halter and tube tops, cropped shirts and see-through tops
 - shorts and skirts shorter than mid-thigh
 - clothing with inappropriate words or graphics

Procedures:

1. Staff members who question a student's attire should refer the student to the principal's office.
2. The school principal or his/her designate(s) will be the final judge regarding the appropriateness of a student's appearance.
3. A student who disregards the stated rules may be sent home, on parent contact to change into appropriate dress before returning to school.
4. The above rules may be adjusted by teachers and coaches of special programs to fit specific curricular and extracurricular activities.

SAFE SCHOOL PROTOCOLS

Ensuring the safety of students and faculty is a top priority. Throughout the year, students learn strategies and routines to help keep them and others safe including practicing fire drills, bus evacuations, shelter in place, lockdown and A.L.I.C.E protocols.

- **Fire Drills**
 - When an alarm is sounded, students and faculty exit building to field
 - Students stand quietly in line while teacher takes attendance
 - Once school is deemed safe, all return back to the classroom
- **Shelter in Place:** is initiated when school officials believe there is some type of emergency that does not directly impact the interior of the school. The goal is to keep students and staff safe and indoors. During a shelter-in-place staff and students are instructed to stay inside their classrooms. This measure is designed to prevent anyone from entering the rooms from outside. Windows will be shut, locked, and covered with blinds to obscure visibility, and people are encouraged to stay away from doors and windows. Shelter-in-place is typically used when police are engaged in an operation nearby outside of the school.
- **Lockdown:** An emergency may prevent the safe evacuation of a school building and require steps to isolate students and faculty from danger by instituting a school lockdown. During a lockdown, all students are kept in classrooms or other designated

locations that are away from the danger. Faculty members are responsible for accounting for students and ensuring that no one leaves the safe area. School personnel will also secure building entrances, ensuring that no unauthorized individuals leave or enter the building. Exterior lockdown procedures restricting the perimeter of the entire building may also be used to ensure the safety of students when an incident occurs in the community.

- **ALICE** is a dynamic safety protocol that empowers individuals to make choices based on real-time information in an emergency situation to increase safety and reduce casualties. (ALICE= Alert, Lockdown, Inform, Counter, Evacuate)

SNACKS

Most classes break throughout the day for a brief snack time. Students should bring healthy, well-balanced snacks. Soda and candy are prohibited.

STUDENT/PARENT RIGHTS

Federal and State regulations require all school districts to notify parents and students annually of rights and policies regarding release of and access to school records, independent evaluations, prior notice, prior consent, due process procedures, evaluation procedures, least restrictive environment, and confidentiality in relation to educationally handicapped students and release of and access to school records for all students. You may receive a detailed copy of these policies and rights in the principal's office.

TEACHER-PARENT-SCHOOL RELATIONSHIP

A strong and communicative teacher/parent relationship is essential for student success. Below are a few tips to help establish a positive working relationship:

- Get acquainted with your child's teacher.
- Volunteer in the classroom
- Communicate with the teacher at school concerning your child's progress and welfare. Make an appointment for a conference simply by calling the school or emailing the teacher directly.
- Show interest in your child's daily work.
- Work closely with the teacher.
- Problems at home may cause concerns at school. The teacher has a better opportunity to help your child overcome difficulties if he/she is aware of home concerns that are stressful for the child.
- Reading is a critical element of our curriculum. Every effort should be made to provide the pupil with a positive reading atmosphere and ample reading opportunities at home.

TELEPHONE MESSAGES TO THE SCHOOL

If it is necessary to telephone your child at school, the message will be relayed to him/her from the main office. If possible, all instructions should be given to your child before he/she leaves home in the morning. A message may be taken at any time for a teacher. Unless there is an emergency, teachers will not be interrupted during the school day from classroom instruction.

TRANSFER OR WITHDRAWAL

Parents are requested to notify the school as soon as possible if a child is moving out of the district. Records will be forwarded to the new school upon notification of registration. It is important that all books and material belonging to the school be returned prior to withdrawal.

VISITS AND APPOINTMENTS

Upon entering the school, please sign in at the office. A visitor's pass will be given to that states your name and destination. This must be worn at times while in the building and placed on your chest. Faculty will bring you to the office if the pass is not visible.

PEOPLE AND PROGRAMS

ART

At Dondero art classes are offered to all students, grades K-5 have one period each week. In art we learn concepts of drawing and design. We build from the simplest ideas in kindergarten up to both two and three-dimensional projects in Grade 5. Elements of art, line shape, form, and the principals of art, balance, repetition, harmony and unity are used to help us understand our world around us. We work on being unique, and each person doing the best possible work they can do. In art class children and the teacher learn there are many "right" answers to one problem.

COUNSELOR

The role of the school counselor is to provide professional support to children, parents, and the teaching staff regarding behavioral or emotional concerns displayed in the school setting. In addition to this, the counselor assists in the development of individual self-concept and cooperative group skills.

The counselor provides the following services:

1. **Individual counseling** that can be teacher, parent, and/or student initiated.
2. **Small groups** that may focus around problem solving, friendship issues, changing families, pro-social skills instruction. Often times these groups are in the form of "lunch groups" in which a student may invite a friend or two from their grade level. Lunch groups are facilitated by one of the counselors.
3. **Support** and **referral** at times of emotional and/or behavioral crisis.
4. Close working relationship and coordination of services with community agencies.
5. Consultation with colleagues and families
6. Co-facilitate the Open Circle curriculum when applicable.
7. Coordination and support of the annual "Personal Body Safety" presentations offered by SASS educators.

ENGLISH LANGUAGE LEARNERS

ELL is a program for students whose native language is not English. The children receive personalized English lessons, the frequency of which depends upon the student's proficiency in English.

EXTRA-CURRICULAR ACTIVITIES

- Dondero School seeks to provide students with a well-rounded education that includes several extra-curricular activities. These activities are designed to increase student awareness of their world and to develop skills essential to social and academic development. All students will be able to participate in activities scheduled by the school and sponsored either by the PTA or the school itself.

If your child was absent from school or is sent home due to not feeling well, attendance at and participation in after school events is not permitted.

FIELD TRIPS

1. All school-sponsored field trips are of an educational nature and directly related to what is happening in the classroom.
2. Teachers and parent chaperones will be assigned on each trip to provide adequate supervision.
3. All students who go on a field trip must return to the school with the group. Any exceptions must be approved by the principal prior to the trip.

LIBRARY

The services of the library are an essential part of the educational program at Dondero. Each class has a regularly scheduled library period every week. We are fortunate in having the services of a library aide and access to system-wide resources to assist children in acquiring knowledge.

Students are responsible for the proper care and timely return of items they borrow, and are expected to pay for lost or damaged material, before the final report card is given out. Parents are welcome to discuss individual circumstances with the librarian in order to make alternate arrangements.

MUSIC

Music is a basic and valuable part of every student's curriculum. We strive to expose students to many musical styles, types, and mediums. Hopefully each child will respond to music in a meaningful way, enjoy many musical experiences, and produce some of their own music.

Opportunities are available:

1. In a classroom setting on a weekly basis
2. On a band instrument on a beginning level in Grade 5.
3. In a 4th and 5th grade choral program

A city-wide elementary band is also available on a weekly basis for those players in Grade 5.

OCCUPATIONAL THERAPIST

The Occupational Therapist works with Dondero staff to identify, assess, and support children with fine motor and regulation needs. Each identified student's occupational therapy goals are integrated with academic and social-behavioral goals within their individualized education plans. Services are provided through individual or group sessions, in classrooms in collaboration with teachers or on a consult basis meeting with teachers and families.

PARENT TEACHER ASSOCIATION

The Dondero PTA is a non-profit association open to parents of children attending our school, teachers, staff members, administration, and interested community members. The PTA encourages all parents to join and take part in its activities. Its aim is to support the school and

coordinate efforts of parents and teachers so that a closer relationship between home and school is established, thus promoting the welfare of the children.

Throughout the year, the PTA conducts evening programs featuring speakers and panel discussions for parents. It keeps parents informed of school activities. Each year it sponsors a variety of social events. Fundraising supports a great variety of programs, materials and equipment for the school.

PTA meetings are held monthly on the second Thursday of each month starting at 6:30 pm. All parents are welcome and childcare is available for Dondero students at no cost.

PHYSICAL EDUCATION

All students in elementary school have physical education once a week. The purpose of Physical education is the development of physical, emotional and social skills. The body is used as a tool for individuals to find out about themselves and how they relate with other students. Through various activities such as gymnastics, team sports, movement exploration and cooperative games we try to accomplish these goals. Children should wear sneakers to school on the days of their PE class.

READING INTERVENTIONISTS

Reading Interventionists provides direct reading support to children and oversee the reading programming in the building. These specialists also serve as resources for teachers regarding new methods, procedures, materials and programs to be used for the improvement of instruction and/or meeting individual children's needs.

RECESS

Whenever possible, the children go outside for all or a portion of their recess time. We recommend that students dress appropriately, particularly during the winter months. When weather conditions prohibit going outside, an indoor recess will be offered.

Any child not well enough to go out for recess should remain at home unless we have a communication from the child's physician recommending that he/she remain inside.

REPORT CARDS

Report cards will be distributed three times a year. Report cards and attachments may be kept by the parent. The envelope must be signed and returned to school.

RESOURCE SERVICES

Dondero provides individualized educational services and programming for learners who are identified as having an educational disability. These services are provided in a variety of settings and groupings and focus on increasing skills pertaining to core academic areas within the general education curriculum as well as functional academics, life skills, and social-emotional learning needs. For more information about the special education process please connect with your child's classroom teacher or the special education coordinator.

RESPONSE TO INSTRUCTION

The Response to Instruction (RtI) model is designed to support teachers with struggling students. When a teacher recognizes that a student is struggling in any area- academic, social, emotional or behavioral- they begin the process by filling out RtI Student Information paperwork. They then share this information with members of the RtI team- principal, counselor, reading interventionists, and classroom teachers. The goal of the meeting is to provide the teacher with intervention ideas to assist the student in overcoming their struggle. On-going monitoring of student growth takes place on a six week cycle. *This is not related to special education.*

SPEECH/LANGUAGE PATHOLOGIST

The Speech-Language Pathologist works with the Dondero staff to identify, assess, and support children with speech and language needs. Each identified student's speech and language goals are integrated with academic and social goals. Services are provided through individual or group sessions, in classrooms in collaboration with teachers or on a consult basis meeting with teachers and families.

STUDENT ASSESSMENT

Ongoing assessment occurs throughout the year in all classes. In addition, the following assessments are conducted:

- The SAS (Statewide Assessment System) will be administered in all New Hampshire schools in the fall to students in Grade 3 through 8. Results will be shared with parents when they become available.
- The SAS (Statewide Assessment System) Science Test will be administered in all New Hampshire schools in the spring to students in Grade 5 and 8. Results will be shared with parents when they become available.
- A Reading Assessment is given to all students two times per year.
- A Math Common assessment is given to all students in grades 1-5 three times per year.

TITLE I

Title I has been part of Dondero School since 2007 as a targeted program. The program focuses on remedial reading and math to the present program where the students receive support in these content areas to achieve the high standards that have been established for all students.

Eligibility is determined through whole school screening in both math and reading using screening tools that are standards-based. Additional skill or content-specific assessment may be used as a next step to determine level of student need and area of need. Furthermore, the school uses student composite sheets to look at assessment scores and other data & factors to determine which students qualify for assessment.

VOLUNTEER PROGRAM

We appreciate it when parents and community members volunteer in our school. School volunteers play an important role in the daily school program. Volunteers help enrich the

school's curriculum, assist teachers, and expand the opportunities available to our children. Volunteers at Dondero help at school and at home. We are very fortunate to have many active and dedicated volunteers.

Please take time to complete the volunteer forms you receive. Call the school volunteer coordinators if you have questions or ideas about how you can help enrich our school. **We require that when volunteering in the school you wear a nametag so you will be recognized as a volunteer.** All volunteers are requested to sign the volunteer register in the foyer each time they help at school or at home.

According to RSA 189:13-a, the law requires a NH and Federal criminal record background check for all volunteers. Documents will be mailed from the Superintendent's office to the NH Department of Safety. A packet containing the necessary paperwork may be retrieved in the main office at Dondero.

As a condition of volunteering, parents and community members must complete the following:

- Complete the Criminal Records Authorization Form. This form must be signed in the presence of a notary public.
- Complete the Fingerprint Card. Please bring this card to the Police Department to have your fingerprints inked. The Portsmouth Police Department offers fingerprinting services on Saturday, from 9am-12noon only.

PORTSMOUTH SCHOOL BOARD OF EDUCATION POLICIES

School Board policies are posted on the School Department's web site:

<http://www.cityofportsmouth.com/school/>

*Please note that the policies posted on the web site are for informational purposes only and should not be used as official documents. Portsmouth School Board Policies are reviewed and updated on an ongoing basis. Please contact Ms. Paulette Rouse at Central Office (603-431-5080) for information regarding the issuance of official copies of School Board Polices.