

GENERAL INFORMATION

School Hours

Students should arrive a few minutes prior to the start of school. Upon arrival, they are expected to go to their classrooms. Upon dismissal at 3:15p.m., all students, including walkers, go directly home. Students wishing to use the playground will report home first and will return only with parental permission/supervision.

Pre K Mon. – Friday 8:20 – 11:20a.m.

K – gr. 6 Mon. – Friday 8:20 – 3:15p.m.

Students should not arrive at the building before 8a.m.

Dismissal Procedure

Non-bus students are to be picked up in the Library/Media Center at 3:15p.m. Cars should not be parked in the bus area. This is a safety precaution to protect your children. When entering the parking lot, please park on the left side.

Early Release

For our student's protection, children will be permitted to leave school early only if they are released to a parent, guardian, or someone authorized by the parent in writing. Please come to the main office to sign your child out. You need to obtain a **gold sheet** from the office to take to the classroom teacher. We encourage you to make medical, dental, and other appointments during non-school hours whenever possible.

School Attendance

Students must attend school regularly and make every effort to arrive for school on time. Regular attendance is vital to your student's progress. Please encourage your child to establish good attendance habits. A student that is home due to illness should return to school only when he has recovered and needs to provide a written excuse upon his return to school. A call to the school to let us know that your child is absent or tardy is greatly appreciated.

Smoke Free Environment

State law prohibits smoking in the school building or on the school grounds at any time.

School Closings

If it is necessary to close school for any reason, a notice will be made both on the radio and here on the front page of this web site. Listen to the following radio stations as early as possible: 96/7 WTSA, 92.7 WKVT, 100.7 WWAY and .7 WKNE. A delay in the opening of school would also be announced over these same stations. **Listen for "Dover Elementary School"** – not just Windham Central Supervisory Union – as Dover makes the decision separately from WCSU.

Field Trips

On occasion, teachers plan field trips to enhance their educational programs. These trips are planned for the

students in their immediate classroom and no other students are permitted to participate.

Registration

All new students to the school will be registered by their parents and the Administrative Assistant upon arrival. Students will be assigned to classes and records will be requested from their previous school. Fall registration should be initiated and fully completed by the end of August.

Pre-K Registration

Registration will take place in the spring of each year. Notification of this registration will be in the Brattleboro Reformer and the Deerfield Valley News. It will also be in our school newsletter. Please notify the school if your child is eligible. (see policy attached for eligibility).

Parent Information

Every Thursday, a parent information envelope will come home with your oldest child. This will contain all the important information that you need to review including interim reports and report cards. Please watch for this envelope and then return it to school the next day.

Newsletter

A bi-weekly newsletter goes home to families and contains a great deal of information about school activities. Please look for this at the end of the week (bi-weekly).

Trimester Report Card System

Interim reports and report cards are issued by classroom teachers three times a year. Parent conferences are available anytime. The schedule for the 2005 – 2006 school year is as follows:

Interim Reports:	Report Cards
October 13, 2005	December 1, 2005
January 26, 2006	March 23, 2006
May 11, 2006	June, 2006 (last day of school)

Assessment Program

Students are assessed throughout the year with a variety of tools. Some are required by the state, and others by the Federal government. We use commercially produced standardized tests, portfolios in Math and Writing and state-wide assessments in Language Arts, Math, Science, and Literacy. Individual test results will be either mailed to parents or sent home with report cards. If you have any questions, please feel free to contact your child's teacher.

State Standardized Tests

Gr. 1 – Degrees of Reading Power and G-Made Math

Gr. 2 – Developmental Reading Assessment & G-Made Math

Gr. 3 – New England Common Assessment Program in various subject areas.

In addition to state and district required assessments, all students will be given a classroom assessment in both Language Arts and Math anywhere from 1-3 times a year to monitor their continued progress.

Dover School Club

The Dover School Club meets at the school at various times throughout the school year. Please see your bi-weekly newsletters for times and dates. Programs that occur throughout the year will be announced in our weekly newsletter. Parents are urged to be actively involved in this organization. It affords an excellent opportunity to learn what is going on in education in general and in the school in particular.

Health Services

Annual routine health screening will be done on all children P-K through 6 and will include height, weight, blood pressure, hearing, vision (and scoliosis for gr. 6).

Building Use

Individuals or groups wishing to use the building may get an application for building use from the office. This is to be completed and returned for approval. The policies for the use of School Facilities will be distributed upon approval of the building use. If in doubt, the principal will bring the request form to the attention of the Dover School Board.

Fire Drills

By State Statute, our school is required to conduct a fire drill each month. These drills are held at the discretion of the principal, giving consideration to program and weather. Normally, children do not remain outside for more than four minutes. Fire drill behavior is discussed and modeled for our students since it is so important to their safety.

School Board

The Dover School Board of Directors sets the policies that govern the way the school runs. A policy manual is available in the school office and school library. You are welcome to stop by and review it. The School Board meets on the 1st and 3rd Monday of each month. These meetings are held at the school and begin at 7p.m. Members of the community are always welcome. Anyone wishing to place an item on the agenda should call the chairperson prior to the meeting day. Minutes of the meeting are posted in the front hall of the school, at the Dover Free Library, East Dover Post Office and the Town Clerk's Office.

Friday Morning Sing

Every Friday morning from 8:40a.m. – 9:00a.m., all classes meet in the Fine Arts room to sing and share together. On the last Friday of every month, we also celebrate everyone's birthday for that month, hand out citizenship awards for courteous, respectful students, other student awards from other organizations (as needed), and the school board is available for parent questions or concerns. The school board is available immediately following morning sing. We invite you to join us anytime.

O.S.H.A. (Occupational Safety & Health Administration)

There are mandated procedures that must be followed in the event of exposure to blood/bodily fluids. These procedures include having an individual child clean his own injury whenever possible. We have several designated people within our building who can assist and they will be notified by personnel when needed.

These designated people also have several procedures to follow such as wearing gloves, and using special cleaners and containers to discard any material. These regulations are in place in order to keep everyone safe. If you have any further questions, please feel free to contact us.

Action Planning Committee

Dover Elementary has a committee consisting of parents, teachers, Administration and representatives from the School Board. This committee meets to review test scores and to develop a plan of improvement. These meetings are open and we welcome your participate at anytime. Please call the school for information regarding the scheduled time.

Asbestos Plan

We would like to make you aware that there is asbestos in the equipment room in the gym and in the custodian's room. It is inspected every 6 months by a designated person and a 3 year inspection plan is conducted by an Environmental Agency. An asbestos management plan is on file as per the Asbestos Hazard Emergency Response Act.

School Counselor

The counseling program provides a wide scope of services. These range from counseling and crisis management, to classroom teaching. The counselor works with individual and/or small groups of children and also presents classroom activities. These can include subjects like drug and alcohol prevention, career awareness, social skills, self-esteem or growth and development. The school counselor will be at school on Mondays from 9:15 – 5p.m. and on Tuesdays from 8 – 4:15p.m. Parents/guardians are welcome to contact the school if they have any questions or concerns regarding this program. A parent referral may also be made if you feel your child needs to work closely with our counselor.

Food Services

Breakfast is available to all students at a cost of \$.75 and lunch at a cost of \$2.00. Snack milk, noon milk (if bringing a cold lunch) is available for \$.40. Breakfast is served in each classroom via cart. Lunch is in the gym at these times:

Grades K – 3 11:15 – 11:45a.m.

Grades 4 – 6 12:00 – 12:30p.m.

Students purchase breakfast, school lunch or noon milk are required to sign up bi-weekly using our preprinted school envelopes. Charging is not allowed. If your child is absent on any given day and had signed up for breakfast and/or lunch, a credit will be issued. Credits will be marked on envelopes and will be sent home. This amount should be deducted from your next amount due. Please do not subtract a credit that you are aware of, unless it is indicated on the envelope. (Credits appear one week to two weeks after an absence – depending on the date of absence.)

Bus Changes

Children are to ride home on their assigned buses. State regulations mandate the number of students who ride the bus as well as the drivers knowing who is on there at all times. Because of these mandates, Dover School is limiting any bus changes to an emergency situation only. Notes must be brought to the classroom teacher and the teacher will send these notes to the office to be processed for notification to the bus drivers. Phone calls are discouraged.

To All Parents of Pupils Riding A School Bus

Driving a school bus is not easy. The driver must not only pay attention to his/her driving but must always be concerned with the safety of the passengers. If the passengers are noisy, quarrelsome and boisterous, this will interfere with the safe operation of the bus. Riding on the bus is a privilege. If this privilege is abused by an individual student, then he/she is responsible for the consequence of his/her action. The following rules and regulations have been drawn up and approved by the School Board. Please see policy #20 and #37 (in this handbook).

Lost and Found

Please check our "Lost and Found" box on occasion. Items do tend to accumulate rather quickly. This box is located in the hallway just prior to entering the gymnasium. It is a good idea to place initials or a child's name on labels of clothing, inside boots, hats, coats, mittens, etc. This enables us to locate the owner and return lost items.

Homework Procedure

Purpose:

Research shows that both homework and effective study skills are positively associated with children's learning. We believe that homework is an integral and important part of each student's educational program. Homework is an extension of classroom work and reinforces the concept that education is a life-long process. It is assigned to teach children responsibility and to help the students become more self-reliant, learn to work independently, improve on skills that have been taught, and to complete certain projects. Homework study assignments also afford a way for a parent to acquaint themselves with the school program and their own child's educational growth. Our procedure is that homework is intended to be constructive, well motivated, and aimed at the ability and achievement level of the individual child.

Our Goals:

1. To instill in each child a sense of responsibility.
2. To increase student achievement in academic areas.
3. To initiate support for reading instruction.
4. To provide students an opportunity to select materials of their own choosing and to follow their interests.
5. To involve parents more in their child's education.

The Parent's/Guardian' Responsibility:

1. Provide encouraging atmosphere for study (i.e. praise, encourage your child)
2. Provide physical space for study in a quiet atmosphere (i.e. a desk, table, space, chair, etc.)
3. Provide homework tools (crayons, pencils, glue, scissors, paper)

4. Ensure that your children complete and return the assignments on time.

The Student's Responsibility:

1. Make sure that assignments are clearly understood.
2. Complete homework accurately and neatly.
3. Return assignments.

Homework provides a means of extending students' classroom experiences. Each classroom teacher determines when Homework is assigned.

Homework assignments should relate meaningfully to classroom learning and should be designed to fulfill one or more of the following purposes:

- Strengthen basic skills and give extra practice on work that has been introduced in class
- Extend and enhance school-learned knowledge and skills
- Reinforce study habits
- Develop initiative, responsibility and self-direction
- Stimulate independent thinking
- Increase the range and scope of student interests
- Foster worthwhile use of leisure time
- Involve parents more in their child's education

Homework assignments will adhere to the following principles:

- The purpose of the assignment and its relationship to what has been taught in class must be clearly defined by the teacher and understood by the students.
- The teachers should plan with students not only what to do but how to do it.
- Assignments should grow out of classroom activities and should be meaningful, interesting and varied.
- Homework assignments should reflect the wide variety of subject areas taught in an elementary classroom.
 - Assigned homework should be acknowledged and/or corrected.
 - Students will use written expression in all curricular areas.

Conclusions:

The key to successful implementation of this procedure will be the 3 C's of *consistency, cooperation and communication*. Homework, where appropriate, should be completed in a manner which fosters good habits and have a purpose which is clear to the student.

Academic Program

Well articulated, written curriculum for grades Pre K-6 in the following subject areas:

A balanced literacy program which includes: a phonics program, phonological skills (sound of language) and developmentally appropriate literature.

Math curriculum that is based on National Math Standards with a strong emphasis on concrete (hands on) activities and recorded in a variety of ways including on-going portfolio assessment.

Hands on Science Process Curriculum (includes E.L.F.)

Social Studies

Language Arts

Health (includes D.A.R.E.)

Fine Arts Program

Physical Education

Music

Specialists to lower student/adult ratio and develop powerful learning strategies with classroom teachers.

(Curriculum documents are available in the school library and office).

Title I Reading and Math

The early elementary years are an especially important time for students to succeed in learning to read, as well as the development of math skills.

For this reason, we are able to offer a program of support under the auspices of Title I for those students who may experience some reading or math difficulties.

This program has been funded Federally, and eligibility requirements are reviewed on a yearly basis. A teacher who specializes in reading and math works with these students either one on one, in small groups or in the class room to provide additional time in reading/math instruction.

This effort is also coordinated with classroom teachers to ensure successful gains in their classroom reading and math instruction as well.

Support Services

Once your child enters school, teachers measure and monitor his/her progress on a continuing basis. Should a teacher become concerned about a particular student's learning, the teacher will begin to use other methods and approaches to increase that learning. In cases where these adaptations are not effective, the teacher will notify parents and make a referral to E.S.T. (Educational Support Team).

This team consists of a group of classroom teachers and Special Educators who brainstorm other strategies and techniques to be used with your child. If these are not effective, then another referral will be done to either Title I, Special Education, 504, or our Speech/Language program.

Again, you will be notified of this referral and the entire process will be explained to you. You will also be invited to be an active member of the team. As a parent, you are also monitoring and measuring your child's progress when you review homework and test papers.

Should you become concerned about your child's learning, please discuss this with his/her teacher.

Behavioral Expectations

One of the goals of Dover Elementary School is to promote a school climate that is caring and consistent in its behavioral expectations. The following expectations have been shared with your child.

1. **Classroom** - In the classroom students are expected to:

- Actively participate in the learning process in an orderly manner.
- Be considerate of peers and adults.
- Respect the rights and property of others.
- Listen to and follow the directions of the Teacher.

2. **Hall** - Students walking in the halls are expected to:

- Be silent/quiet.
- Walk in a single line.
- Keep hands and feet to themselves.

3. **Cafeteria** - During lunch students are expected to:

- Form an orderly line.
- Sit politely.
- Engage in quiet conversation.
- Use good manners.

4. **Playground** - During recess students are expected to:

- Use playground equipment appropriately.
- Keep stones, sand, wood chips and snow on the ground.

- Engage in play that is not rough or does not have the potential to hurt.
- Stay within the confine of the designated playground.
- Keep hard balls at home.

5. **Fire Drills** -During a fire drill students are expected to:

- Be silent.
- Form a single line and proceed to exit assigned onto the school grounds away from the building.
- Follow the teacher's instructions.

6. **General Student Rules**

- Students should dress appropriately for school, i.e. tummies covered, no inappropriate language on T-shirts and no tight fitting clothing.
- Rudeness such as improper language, back talk, or using a defiant tone of voice will not be tolerated.
- Fighting, either verbal or physical, will not be permitted in school , on the bus, or on the school grounds.
- Unnecessary noises, such as shouting or screaming are not permitted.
- Disruption of the teaching-learning process in the classroom or any area of the school is not permitted.
- Caps, pistols, knives or other dangerous objects are NOT allowed.

7. **Other matters of behavior** that fall in the area of good judgment, good manners and respect for the rights, privileges and physical well being of fellow students shall be observed.

The following interventions may be employed in order to assist a student with meeting these expectations:

- a. Teacher makes eye contact with student.
- b. Teacher stands next to student.
- c. Teacher quietly says student's name.
- d. Teacher asks, "What are you doing?"
- e. Teacher speaks to student away from others.
- f. Student is given a warning.
- g. Student is given a "Time Out".
- h. Student is sent to the Planning Room.
- i. Teacher sends student to speak with Principal.
Principal will notify parent.
- j. Third visit to the Principal results in a parent

conference.

k. Suspension (see policy #3 attached)

It is assumed that most students will comply with all expectations most of the time. A lapse here and there is understandable and is dealt with accordingly. Repeated infractions of rules causes concern not only for the student involved, but for other students whose right to an education may be placed in jeopardy.

At this juncture, parental support becomes crucial.

Students who may have difficulty meeting expectations but then show an ability to comply with rules, are reinforced with verbal praise.

It is our intention to teach students what we consider to be appropriate behaviors. This accomplished, we are close to our goal of "developing within each student a respect for the dignity and worth of themselves and their fellow human beings."