

Clark-Wilkins Elementary School

Parent-Student Handbook

2019-2020



To Engage, Support, and Challenge, All Learners

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WELCOME!

Dear Parent(s)/Guardian(s) and Students,

Welcome to Clark-Wilkins School! We look forward to working with you and encourage you to express your ideas and concerns. Communication among students, parents/guardians, the community and the school is key to our mutual success. We believe that learning is a lifelong process and that it takes the cooperation of anyone concerned working together to promote a safe, positive, and effective school experience for our children – a collaborative relationship between home and school facilitates student success.

The Amherst School Board, Clark-Wilkins School Administration, and Staff are committed to providing a safe and comfortable atmosphere in which children can learn. This includes showing respect for one another and the school facility, encouraging a sense of self-responsibility and taking pride in working to the best of one's ability. Within this environment, we are also committed to:

- Developing each student's full academic potential
- Cultivating good character, citizenship, and self-reliance
- Helping students to build positive self-esteem and desire to become lifelong learners
- Encouraging collaboration among staff to provide learning experiences relevant to all students' needs
- Implementing curriculum in ways which will motivate and challenge students
- Involving students in programs that promote healthful living
- Establishing a school and community partnership

We hope that you will find this handbook helpful in answering questions regarding policies, procedures, and practices at Clark-Wilkins School.

Sincerely,

Anna, Kathleen, Kristin

SCHOOL EXPECTATIONS

School-wide Rules and Expectations

Students and staff collaboratively develop classroom and school-wide rules at the beginning of each school year. The rules will always center around our collective commitment to safety, respect, and responsibility and will be written in developmentally appropriate, student-friendly language. The school rules will be added to this handbook following Grade Level Conventions and the signing of the Clark Constitution and Wilkins Constitution on Constitution Day (September 17th).

Every attempt is made to teach students about the importance of our Clark-Wilkins School-wide Rules. When a student breaks a rule, he/she may conference with a classroom teacher or other staff member. Depending upon the circumstances, the child may be referred to the Assistant Principal or Principal. The following behaviors warrant adult interaction:

Minor: Name calling, running indoors, inappropriate hand gestures, non-compliance with an adult request, and disrespect to peers or adults.

Major: Physical aggression (kicking, punching, slapping, head banging), stealing, threatening with words or objects, repeated occurrences of “minor” behaviors.

Staff will communicate with parents as appropriate about patterns of behavior and/or isolated series of incidents of misbehavior. The staff will record misbehavior using an internal Behavior Intervention Slip. Behavior Intervention Slips are for school use only and will not be sent home for review. Thank you for your support in reinforcing the core concepts of safety, respect, and responsibility.

Please note: If a student is disruptive to the learning environment, he or she may be removed until ready to re-enter the classroom and behave in an expected manner that is conducive to a positive learning environment. Parents will be notified and expected to collaborate in a proactive manner that recognizes and respects the needs of all students.

Students Rights and Responsibilities

Rules and clear expectations are essential for a school community to function effectively.

- ❖ Every student has the Right
 - To learn and play in a safe environment.
 - To be treated with respect, fairness, and kindness.
 - To be provided with an engaging and appropriately challenging instructional program.
- ❖ Every student has the Responsibility
 - To come to school rested and ready to learn.
 - To have a positive attitude and responsible, caring behavior.
 - To listen to adults and follow school rules.
 - To make every effort to produce quality work (doing one’s best).
 - To be respectful, safe, and kind.

Parents' Role in Supporting Expectations

The development of children's safe, caring, and responsible behavior is a joint responsibility of parents/guardians, the school, and the community.

- ❖ Parents/Guardians responsibilities include:
 - To explain to children, the school's expectations for safe, kind, and respectful behavior, and to clearly state that school rules must be followed.
 - To encourage children to ask for an explanation if a situation or consequence does not seem clear.
 - To contact the school if more information or clarification is needed. Teachers and administrators will do their best to explain a situation or issue while respecting the other students' and families' rights to privacy and confidentiality.
 - To approach the staff and administration with respect, trusting that parents/guardians and school staff work together in the best interest of all students.
 - To attend school events and relevant meetings; to nurture and appreciate each child's special strengths and talents, and to encourage his/her academic and non-academic interests.

SCHOOL PROCEDURES

Daily Schedule

School Hours for Grades K-4

Clark - 8:25 AM – 3:00 PM

Drop off Time – 8:10 AM

Wilkins - 8:25 AM – 3:05 PM

Drop off Time – 8:10 AM

Preschool (Monday – Thursday only)

Morning Session: 8:25 AM – 11:15 AM

Afternoon Session: 12:05 PM – 3:00 PM

Afternoon preschool drop-off time is from 11:55 – 12:05, in front of Clark School. Parents or guardians who arrive after 12:05 PM must escort their child to the front office.

School Closings

Please access media outlets for information about school closings and delayed openings (i.e., wmur.com). Additionally, a phone call will be made by our phone alert system, Nixle.

Attendance Policy

All students, including kindergarten students, are expected to attend school regularly and arrive on time. If your child is absent from school, a parent/guardian will call the School Nurse's office between 7:30 and 8:25 AM. The school nurse must document communicable illnesses for the State, as well as, track frequency and types of illnesses within the school community. Both schools have voice mail – please leave a message including your name, your child's name and the reason for the absence. Attendance is essential to learning and will be monitored.

Absences other than for illness during the school year are strongly discouraged – **this includes family vacations**. Amherst School District Policy JH – Attendance, Absenteeism, and Truancy can be found on the SAU 39 website and accessed via the link below.

Attendance Policy

The Amherst School Board considers the following to be **excused absences**:

1. Illness
2. Recovery from an accident
3. Required court attendance
4. Medical and dental appointments
5. Death in the immediate family
6. Observation or celebration of a bona fide religious holiday
7. Such other good cause as may be acceptable to the Principal or permitted by law

Any absence that has not been excused for any of these reasons will be considered an unexcused absence or truancy. Ten half-days of unexcused absence during a school year constitutes truancy. A half-day absence is defined as a student missing more than two hours and less than three and one-half hours of instructional time. Any absence of more than three and one-half hours of instructional time shall be considered a full day absence. The Principal or Truant Officer is hereby designated as the District employee responsible for overseeing truancy issues. Each case of habitual truancy will be addressed under Amherst School District Policy and New Hampshire State Laws.

We ask that you **limit absences, tardies, and dismissals. Students will be provided work to complete on family vacations scheduled outside of the allotted school breaks.** Students will be provided work to complete at home should he/she be healthy enough to do so after three days of absence due to illness. Please inform the school directly about any extenuating circumstances relevant to your child's school attendance.

Process for Excessive Excused Absences and Tardy Arrival

The School Nurse and office staff will closely monitor absences and tardy arrivals for all students throughout the year. If your child begins to miss an "excessive" amount of school/instructional time, the School Nurse, Guidance Team, Social Worker or Principal will contact your family to discuss concerns and help to find solutions that will increase your child's attendance and participation in school. Should there be continued absences or tardy arrivals, a meeting will be requested, and the SAU (Assistant Superintendent, Director of Student Services) will be notified.

Keeping Sick Children Home

School attendance is important. However, your child may need to stay home because either they are too sick to be comfortable and learn at school, and/or they might spread a contagious illness to the other children. Children should come to school able to participate in all school activities and should not be tired or listless.

Calling the School When Your Child is Home

Please remember to notify the school by phone, email or Pickup Patrol when your child is going to be absent. Messages may be left anytime during non-school hours. Please give the actual reason, i.e. a sore throat, vomiting, etc. so we can keep track of “what’s going around.”

Parents/guardians of children with fevers greater than 100 degrees, vomiting, diarrhea or feeling too ill to stay in school will be called to pick their child up or make arrangements to do so.

The School Nurse may require a doctor’s note before a student may return to school.

Arrival to School

The first part of the school day is an essential time for community-building and introducing the day’s activities. Parents are responsible for helping their child arrive at school on time.

- Students arrive between 8:10-8:25 AM. **Supervision of students is not available until 8:10 AM.**
- Students are considered tardy if they arrive at school after 8:25 AM. Students arriving after the 8:25 AM start bell must be escorted to the Main Office by a parent or guardian. Students should be signed in by the adult bringing them to school.

Dismissal of Students

Pickup Patrol (PUP) is our online system for parents to communicate with dismissal plans and changes to the school. Parents receive an email at the beginning of the school year with Pickup Patrol login instructions. Changes can be entered from a computer or smartphone days, weeks, or months in advance and at any time up until **1:45 PM** on the day of the change. After **2:30 PM** changes will not be accepted except in the case of an emergency. Such changes can be made via phone directly to the main office. As the end of the school day is a busy time, please plan accordingly and limit these exceptions to emergencies **ONLY** to assure the safety of all students. Morning preschool families do not use Pickup Patrol, so please send notes in with the student.

End of Day

Below are the definitions we are using to clarify the four major types of dismissal:

- **WALKER** – defined as any student who is leaving the school property by foot, bike, skateboard, or scooter and not in a vehicle. Clark walkers will be escorted to the granite bench in the front of the building and handed off to the authorized adult. **Please do not take your child before your child has been released into your care by a staff member.** All Wilkins walkers will meet a designated staff member and be escorted down to the crosswalk. **If you are meeting your child, please do so at the end of the front walkway** rather than in front of the building as this space is dedicated to dismissing pick-ups. Wilkins students may also access the stairs to the upper field when the weather permits safe conditions. Please note these stairs are not maintained with varied weather conditions – use at your discretion. Parents are responsible for supervising their children using the stairs.
- **GROUP PICK-UP** – defined as groups of students, such as Scouts or Daisies, who are meeting an adult leader in the multipurpose room before heading to a destination at Wilkins or off-site.

- PICK-UP – defined as any student who is being picked up by a vehicle using the vehicle pick-up line. Clark students are picked up on Davis Lane.
- BUS – defined as any student who will be going home either by bus regularly assigned or on a different bus as entered by a parent in Pickup Patrol.

Carpool Procedure

For the safety of all, please follow the carpool routines at each building. We understand people have commitments and may be in a rush, but **SAFETY is of the utmost importance.**

- Follow the direction of the adult in charge, readily and respectfully
- Refrain from any cell phone use
- Drive slowly and carefully
- Have a sign in your car window displaying the names of all students being picked up in large, bold letters
- Use Pickup Patrol to record any dismissal changes
- Follow our Big 3 Rules – Be Safe, Be Respectful, and Be Responsible

IMPORTANT CHANGE TO DISMISSAL at Wilkins School

To ensure the safety of our students, staff, and families, we will NO LONGER dismiss students to adults that are out of their vehicle until all students have been loaded into cars (please note that it typically takes 10+ minutes to load all cars).

Bicycles and Scooters

Students riding bicycles and scooters must not arrive before 8:10 AM. Bicycle racks are provided for parking student bikes for the day. Bicycles should be **walked on school property** at all times. For the safety of our students, we recommend they wear appropriately sized bicycle helmets in accordance with NH law. The school cannot assume responsibility for damage to bicycles, scooters, etc.

Food Service: Breakfast and Lunch

School breakfast is available every school day. Breakfast will be served beginning at 8:10 until 8:30. Students will eat in the multipurpose room until 8:25, the remaining food items can be taken to the classroom to be eaten. The price for breakfast is \$1.50.

A school lunch, which includes milk, is available every school day. Milk may also be purchased separately. The current price for lunch is \$2.85, and milk costs \$.60. Students eat their lunches in their respective multipurpose rooms.

To establish and manage an account for your child's breakfast and lunch program, please access the SAU website through this [LINK](#) and use [My School Bucks \(www.myschoolbucks.com\)](http://www.myschoolbucks.com). This website also displays the current menu and allows you to track your child's account balance. Please keep your child's account current. If you have any questions, please contact Justine Goterch at jgoterch@sprise.com.

Free and reduced lunches are available for those who qualify. Access the complete application [here \(www.sau39.org/Page/120\)](http://www.sau39.org/Page/120).

The application or any questions can be directed to Justine Goterch, Kitchen Manager, jgoterch@sprise.com.

Parents and Visitors: Entering and Leaving the School Building Procedure

Please note that as part of our school safety procedures, ***all parents and visitors enter and leave the school through the MAIN ENTRANCE DOORS***. All parents and visitors must sign in and sign out in the main office and obtain a visitor badge between 8:10 AM and 3:15 PM.

Parent Concern Process

If you have a school-related question, please contact the appropriate staff member (e.g., the teacher, the guidance counselor, or school nurse) who will respond to your concerns or questions in a timely and helpful manner. If the matter is not resolved, families may contact the Principal who will arrange a joint meeting with the parents/guardian and the appropriate teacher or staff member.

SCHOOL SAFETY

Emergency Procedures

Evacuation maps are prominently displayed in every classroom indicating the route and exit(s) to be used during a building evacuation. When an emergency signal sounds, we become jointly responsible for one another's safety. Students are expected to follow the instructions of staff members in a quiet and orderly manner.

Emergency Notifications

In the event of a school emergency, all parents/guardians will receive communication via our electronic phone system, Nixle. This system automatically dials phone contacts, sends text messages, and emails, leaving a voice message regarding the emergency, which may include weather-related school attendance. During these times, please limit calls into the school buildings.

Emergency Drills

The school holds regularly scheduled drills throughout the school year. Students must remain quiet and in line with their teacher throughout the drill. Emergency Response Procedures are posted in each classroom and throughout the school. The school's Emergency Management Committee works with the school's staff and Amherst Emergency Services to review, train, and practice emergency preparation procedures.

Transportation Services

We encourage all eligible students to ride the bus to and from school. All NH traffic rules and laws pertaining to school buses remain in force on school property. The Amherst Police Department readily supports adherence to such laws to assure the safety of all students, staff, and families. School buses have the right of way on all school property and should never be passed. Passing school buses as they load or unload passengers is against the law, and any violation of this will warrant report of the offending vehicle's license plate number to the Amherst police.

Please note that a parent/guardian or other responsible known adult is expected to meet any student in Preschool, Kindergarten, or First Grade at the bus stop. These students will not be released from the bus without a responsible adult present.

Student Expectations on Buses

The following rules as provided by Butler Bus apply to all students riding buses:

- Observe the same conduct as in the classroom
- Stay in your seat
- Keep head, hands, and feet inside the bus
- Cooperate with the driver
- Be courteous, use no profane language
- Do not eat or drink on the bus
- Keep the bus clean
- Do not smoke
- Do not be destructive
- The bus driver is authorized to assign seats

The bus driver has the responsibility to maintain orderly behavior of students on buses. We support the assignment of seats to accomplish this. Students breaking the rules will be verbally warned to stop the behavior. If the student continues to break the rules, the driver will complete a Transportation Disciplinary Report and send it to the Main Office (the Superintendent of Schools will also receive a copy of the report as will the bus company manager). Upon receipt of this report, the principal or his/her designee will meet with the student and discuss the infraction. As a result, parents may be contacted by the school administration to discuss behavior and consequences.

The school principal or designee will have the authority to suspend the riding privileges of students who cause disciplinary problems on the bus and fail to conform to the rules and regulations approved by the Amherst School Board (see RSA 189:9-a). Parents of children whose pattern of behavior and misconduct on school buses endangers the health, safety, and welfare of other riders will be notified that their children face the loss of school bus riding privileges.

Bus Safety

Students are expected to be at their bus stop 5 minutes before the designated arrival time. Bus drivers have exacting schedules and will not wait for late arrivals. Students should remain well back from the road (approximately 10 feet) while waiting for the arrival of the bus. Rushing toward the bus before it comes to a stop is dangerous. Misconduct at the bus stop will be reported. Students shall enter in an orderly fashion, go directly to a seat, and remain seated until their destination is reached. They should then leave the bus in an orderly fashion.

If a student must cross the road after exiting the bus, they should walk 10 feet (five giant steps) past the front of the bus and look at the bus driver. He/she will indicate when it is safe to cross. **STUDENTS MUST NEVER STOP IN FRONT OF THE BUS TO PICK UP A DROPPED SCHOOL PAPER OR BACKPACK.**

Cameras On Buses

Activities on all bus routes are monitored through video recordings ([ECAF - AUDIO AND VIDEO SURVEILLANCE ON SCHOOL BUSES](#)).

Bus Carry-On

To ensure the maximum level of safety for all students, large items such as SKIS, MUSICAL INSTRUMENTS (those which cannot be held on one's lap), and SCIENCE FAIR PROJECTS are not permitted to be taken onto the bus unless they can be appropriately secured. No hazardous materials, glass or live animals are permitted.

Safe School Zones

School property and school activities should be safe for all. State law prohibits acts of theft, destruction or violence within a Safe School Zone. These regulations impact any school property, school buses, and school-sponsored programs. Reference: RSA 193-D. More information available in the Students Safety and Rights Section.

TEACHING AND LEARNING

Clark-Wilkins teachers, under the supervision of the principal, are responsible for implementing instruction that addresses the adopted standards and is appropriately differentiated depending on the students' needs. We also want our instruction to be engaging, rigorous, and relevant. Our goal is for students to become increasingly competent and confident in all academic areas and to be able to apply these skills and strategies to everyday real-world problems.

Habits of an Effective Learner

In addition to learning the new skills and knowledge expected at each grade level, students work on developing the habits of an effective learner throughout their years at Clark-Wilkins Elementary School.

These include:

- Curiosity and an interest in taking appropriate risks as a learner.
- The flexibility to work well with others and the empathy to see other points of view. The ability to ask concise and relevant problem questions.
- The use of creative and critical thinking skills and effective problem-solving strategies.
- The capacity to be reflective, resourceful, and responsible.
- The willingness to contribute constructively to group projects and discussions.
- The attention to accuracy, neatness, and the completion of given tasks and projects.
- The willingness to keep working until a product reflects a high standard of quality.

Homework Guidelines

Current educational research indicates that homework adds the greatest value to the educational process when it relates directly to work at school, enlists the support of families as part of the valuable home-school connection, and can support students in acquiring or enhancing essential learning skills and in developing effective work habits. Research also indicates that many children complete homework most successfully with clear time frames and guidelines for completion. At home, this may mean having a designated homework time and area. With that goal in mind, students in grades kindergarten through four should be assigned homework using the following guidelines and recommended time frames:

- Kindergarten – No homework assigned
- Grade One – 10 minutes per night for four to five nights per week
- Grade Two – 20 minutes per night for four to five nights per week
- Grade Three – 30 minutes per night for four to five nights per week
- Grade Four – 40 to 45 minutes per night for four to five nights per week

Homework may include tasks such as reading with or to your child, reviewing basic math facts using flash cards, visiting a designated website, or reviewing material in preparation for an upcoming assessment or test. Homework will not be provided in advance of any absences. Children who are absent due to illness may be provided with homework beginning on the third consecutive day of absence. Please email your child's teacher directly.

Teacher Conferences and Report Cards

Appointments for parent/teacher conferences may be scheduled during Open House or by emailing your child's teachers. Parent/Teacher conferences will occur in the Fall. Progress reports and report cards are distributed three times a year. Please examine the report card carefully, sign the envelope and return it.

RTI: Response to Instruction:

Response to Instruction is an organizational structure we have implemented to provide all students with necessary supports. This is accomplished through strong universal or core (Tier 1), strategic or targeted (Tier 2), and intensive (Tier 3) instruction for all students.

All students in grades K-4 are benchmarked throughout the school year in the areas of literacy and math using Aimsweb and NWEA, standardized and normed universal benchmarks. Both tools were selected given their rating by the National Center on RTI. Data collected from these screenings are used in conjunction with other data, including teacher observation, to determine which students may need additional support in reading and/or math. If school staff is recommending such interventions, parents will be notified and asked to sign permission for these supports. All students are being monitored throughout the school year for indicators of delays or learning problems. If you have concerns about your child's learning or social/emotional development, please communicate directly with your child's

classroom teacher who can provide clear feedback and direction regarding any further needs for meetings, interventions, and evaluations.

Representatives from our staff meet regularly to collaborate with colleagues and discuss students who present with academic, social, or behavioral concerns. When the team meets, we brainstorm accommodations and supports necessary to facilitate student achievement. The team's varied membership (guidance, classroom teachers, learning specialist, literacy coach, school psychologist, and administration) allows students to benefit from a variety of perspectives and professional training.

Volunteers

One hallmark of an excellent school is a high level of parent and community involvement. Here at Clark-Wilkins Elementary, there are many ways for interested adults to volunteer: in classrooms, the library, the art room, the lunchroom, and in a myriad of wonderful PTA sponsored events, on Field Day and school field trips.

Guidelines for Volunteering

All volunteers must:

- Respect confidentiality – anything that volunteers may learn about the lives and needs of children at CW is confidential. Please respect students' and families' right to privacy.
- Sign In – volunteers must sign in/out in the main office and wear a name tag throughout their time in school.
- Set an Example of Respect, Safety, and Kindness – model appropriate dress and language.
- Questions or Concerns – if you have a specific concern or question, please speak to your child's teacher or another appropriate staff member, such as the Principal, Assistant Principal, School Nurse, etc.

STUDENT SERVICES

The following link provides access to information about Special Education, Child Find, and Parent's Rights under Section 504/Title II: <https://www.sau39.org/Page/579>

SAU 39 Student Services

If you have any questions about special instructional services, please contact:

- Clark-Wilkins Assistant Principal for Student Services Kristin Morgenstern at kmorgenstern@sau39.org
- Administrator for Specialized Programs, Social Emotional Learning, and Behavioral Sciences – Lisa Femia-Hou at lfemia@sprise.com

GENERAL SCHOOL INFORMATION

Birthdays

At Wilkins, birthdays will be recognized during lunchtime in the cafeteria. The birthday child will be recognized and given a pencil from the school. **Please do not send in other items.** Birthday or other party invitations for out of school events will not be distributed at school.

Electronics & Cell Phones

- We strongly discourage the use of any personal **electronic games, e-readers, tablets, iPods, mp3 players** or similar electronic devices as we cannot be held responsible for their security. During the school day, such items must remain in the student's backpack, powered "off," and are not to be used.
- We recognize that more and more students may carry **cell phones**. Teachers will confiscate any visible cell phones and bring them to the office where a parent or guardian will need to retrieve them.
- Students are **prohibited from taking pictures or videos via cell phone** whether it is on the bus or during the school day.

Recess

Children in all grades should come to school prepared for outside play. Winter gear must include hats, mittens, boots, and snow pants. In warm weather, sunscreen/bug spray should be applied at home and students should wear appropriate footwear. Flip-flops are discouraged. *We discourage bringing items from home as we supply appropriate play items (balls, jump ropes, etc.).* If you allow your child to bring a personal item to school, please understand that the school will not be responsible for lost or broken items. **Please, no trading items and no dangerous items!**

During the school day, the use of the school grounds including the playground is reserved for students and staff only. If your child is not well enough to go out to recess, he or she should stay home. Special situations should be addressed with the school nurses and principal.

Clark-Wilkins School Wellness Practices - September 2013 (Revised)

In support of the Amherst School District [Wellness Policy JLCF](#), Clark-Wilkins is instituting the following practices and procedures related to the wellness plan.

- *All food brought in to be shared must be accompanied with an ingredient label. If there is no ingredient label available, then the food item will not be distributed.*
- *In recognizing a large number of children and adults with food allergies, any event involving food must take into account the needs of individuals with food allergies. Classroom parties will be planned by the room parent and teacher. Party foods/favors or supplies not arranged by the room parent or teacher will not be distributed at the party.*
- All food items provided through the school lunch or breakfast program or any school function including classroom parties or celebrations must meet or exceed nutritional standards established by the USDA.

- The amount of fats, sugar, and sodium per serving will be minimized to comply with the recommended guidelines. This includes food or beverages brought in for school-wide or individual celebrations, such as classroom parties.
- Classroom celebrations may not include more than one food or beverage item that does not meet recommended nutrition standards.
- Birthdays will be recognized during lunchtime in the cafeteria. The birthday child will receive a special pencil in recognition of his/her birthday.
- During events involving food, movement activities are also encouraged to promote the strong, positive connection between food and movement.
- The schools will not use foods or beverages as rewards for academic performance or good behavior, and will not withhold food or beverages as a punishment.
- Whenever possible, snacks and celebration foods should include fruits, vegetables, yogurt, or other healthy foods.

STUDENT RIGHTS AND SAFETY

Bullying

Children are developing socially and as such are learning ways to cope with and navigate conflict with peers and adults. Families, schools, and communities collaborate to teach children positive ways of dealing with and overcoming conflicts which naturally arise from human interaction. In some significant cases, bullying, harassment, and intimidation can result. Such interactions are serious and will not be tolerated in our schools. In accordance with New Hampshire Law, Amherst School District has developed and implemented a policy ([JICK](#)) on Pupil Safety and Violence Prevention.

Please report any bullying, harassment, or intimidation to the building principal.

Child Abuse & Neglect

In compliance with NH Laws, it is the policy of the Amherst School District, and any teacher or another school employee who **suspects** that a child's physical or mental welfare may be adversely affected by abuse or neglect shall report such to the Division of Children and Youth Services. More information can be found at [Amherst School Board Policy JLF](#).

Federal Education Rights Protection Act – FERPA information can be accessed at <https://www2.ed.gov/policy/gen/guid/fpco/brochures/parents.html>.

AMHERST SCHOOL DISTRICT POLICIES

The following link provides access to all district policies:

[Amherst School District Policies](#)

- ✓ [ACA – Sexual Harassment and Sexual Violence Policy](#)
- ✓ [ACE – Rights of Disables/Handicapped](#)
- ✓ [AC – Non-Discrimination](#)
- ✓ [KED – Grievance Procedure for Alleged Discrimination](#)
- ✓ [JICK – Pupil Safety and Violence Prevention](#)
- ✓ [EGA – School District Internet Access for Students](#)

A HARD COPY OF ALL DISTRICT POLICIES ARE ALSO ON FILE AT CLARK-WILKINS ELEMENTARY SCHOOL.