

***SAU 35/  
BETHLEHEM ELEMENTARY SCHOOL  
STUDENT & PARENT HANDBOOK  
2024 - 2025***



***STUDENTS WHO READ FOR JUST 20 MINUTES PER DAY  
SEE 18 MILLION WORDS EACH YEAR AND  
HAVE SCORES ON THE STANDARDIZED TESTS  
IN THE 90TH PERCENTILE.***



# WELCOME TO BETHLEHEM ELEMENTARY SCHOOL!

Dear BES Families,

Welcome to Bethlehem Elementary School and the 2024-2025 school year. Your student is a member of one of the best schools in New Hampshire which is both rich in tradition and success. I am proud to be a member of this school community and look forward to working with all of you.

This handbook serves as a valuable tool in opening the lines of communication between both home and school. It is our goal to provide clear, meaningful, and consistent communication with you. We hope that this handbook serves as the first step in accomplishing that goal.

***Please note that the Parent/Student Handbook was reformatted in 2022. The old (pre-2022) handbook has been split into two separate documents. The first of which is this general Parent/Student Handbook. The second is called the Bethlehem Elementary School Policies and Procedures Handbook which can be found on the Bethlehem Elementary School website for families to review.***

Please read this handbook with your student and discuss its importance as it contains useful information that will answer most questions you may have regarding policy and procedures.

If you have any questions after reading through the handbook, I would be more than happy to answer them and can be reached at 603-869-5842 or at [bsmith@bethlehem.k12.nh.us](mailto:bsmith@bethlehem.k12.nh.us).

When you and your child(ren) have read this handbook, please sign the last page and return to the school with your child. Your child(ren)'s teacher(s) will be asking for any unsigned handbooks after the due date. This acknowledgement is due **no later than Thursday, August 29th, 2024.**

Thank you for your help in providing your child with the best possible education. I am delighted to be on board as the Bethlehem Elementary School Principal and look forward to working with you and your student(s) this year in hopes of making it an exciting and successful school year.

Yours in education,

Bryan Smith  
Principal

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***Important Dates, School Calendar, RTI Information, and Signatures Page are located at the end of the handbook.***

## **2024-2025 B.E.S. STAFF**

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Blake, Annalisa	Kindergarten Teacher	ablake@bethlehem.k12.nh.us
Bays, Carole	Paraprofessional	cbays@bethlehem.k12.nh.us
Brooks, Donna	Title 1 Math	dtupaj@bethlehem.k12.nh.us
Brown, Lisa	Administrative Assistant	lbrown@bethlehem.k12.nh.us
Bruno, Kristin	PE/Health Teacher	kbruno@bethlehem.k12.nh.us
Brusseau, Jo-Ann	Paraprofessional	jbrusseau@bethlehem.k12.nh.us
Campbell, Brooke	Grade 5 Teacher	bcampbell@bethlehem.k12.nh.us
Carr, June	Paraprofessional	jcarr@bethlehem.k12.nh.us
Cascadden, Sara	Part time Reading Teacher	scascadden@bethlehem.k12.nh.us
Clark, Tina	Paraprofessional	tclark@bethlehem.k12.nh.us
Cohen, Paige	Paraprofessional	pcohen@bethlehem.k12.nh.us
Culver, Allison	Special Ed. Coordinator/Teacher	aculver@bethlehem.k12.nh.us
Golden, Erica	Kindergarten Teacher	ersmith@bethlehem.k12.nh.us
Greenlaw, Christine	Reading Teacher	cgreenlaw@bethlehem.k12.nh.us
Halsey, Allison	School Nurse	ahalsey@bethlehem.k12.nh.us
Hubbard, Janelle	Grade 6 Teacher	jdubreuil@bethlehem.k12.nh.us
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Kohatsu, Kathy	Grade 4 Teacher	kkohatsu@bethlehem.k12.nh.us
Kristoff, Matt	Grade 3 Teacher	mkristoff@bethlehem.k12.nh.us
Kunz, Barbara	Music Teacher	bkunz@bethlehem.k12.nh.us
Miscio, Rhienna	PreK Teacher/Speech Assistant	rhmiscio@bethlehem.k12.nh.us
Reeves, Debbie	Paraprofessional	dreeves@bethlehem.k12.nh.us
Sanborn, Tammy	Student Serv. Coord./Counselor	tsanborn@bethlehem.k12.nh.us
Senter, Kim	Grade 2 Teacher	ksenter@bethlehem.k12.nh.us
Smith, Bryan	Principal	bsmith@bethlehem.k12.nh.us
Symonds, Bill	Crossing Guard	bsymonds@bethlehem.k12.nh.us
Vashaw, Abbie	Special Ed. Coordinator/Teacher	abruso@bethlehem.k12.nh.us
Walters, Brigitte	Art Teacher/Paraprofessional	bwalters@bethlehem.k12.nh.us
Young-Rineer, Christine	Grade 5 Teacher	cyoung@bethlehem.k12.nh.us
<i>TBD</i>	<i>Grade 4 Teacher</i>	
<i>TBD</i>	<i>Paraprofessional</i>	
<i>TBD</i>	<i>Technology Coordinator &amp; Enrichment Teacher</i>	

**ATTENDANCE**  
**ABSENTEEISM, TARDINESS, AND DISMISSAL**

**SCHOOL HOURS - 7:50 AM-2:30 PM**

**ARRIVAL/DISMISSAL**

**Please note that the school building opens at 7:25 AM; do not drop your child off before 7:25 without arranging it with the office ahead of time.** Children will come in the front door and either be directed to breakfast or out back for morning recess. Students will come in from morning recess at 7:45. Plan your children's arrival and clothing accordingly. Classes officially begin at 7:50 AM and any children who arrive after 7:50 are marked tardy unexcused.

Bus students depart at approximately 2:30 PM, and walkers and riders (by car) will be dismissed immediately following the departure of the buses from the school. (Please refer to drop off and pick up for more details.)

**ABSENCE AND TARDINESS**

Regular attendance and punctuality are essential for the continuous progress of your child in school. A child is required to attend school regularly per New Hampshire Statute 193.1. All absences will be considered unexcused except those listed below;

1. personal illness
2. death in family
3. religious holiday
4. medical appointment
5. Principal approved situations or events
6. Vacations (determined case by case with Principal approval and based on work student has completed while away as determined by classroom teacher)

**Absences/tardiness need to be communicated to the school via School Dismissal Manager, a handwritten note, or a phone call to the OFFICE. Please leave us a message on the answering machine if we cannot get to your call or it is before office hours. An email TO NICOLE KERSTETTER OR ALLISON HALSEY is also acceptable. Emails or messages to any staff member outside of those individuals will not be accepted. This allows for accurate, updated information to be obtained for records and a lowered chance of miscommunication to the school.**

**Five unexcused absences will warrant a letter to parents reminding them of the total number of unexcused absences.** *A copy of the letter will also be placed in the child's school file. NH State Law RSA 189:35-a defines "Truant" as a student who misses 10 half days of school or five full days of school which requires notification from BES to both the Superintendent and the Police Department.*

**PROCEDURES REGARDING ABSENCES**

On the morning of the absence, please contact the office by any of the above mentioned methods by 8:15 am. Only parents or legal guardians should make this call. The school nurse, or automated messaging system, will call home if the parents have not contacted the school by 9:00 AM. This is a safety issue. We are checking to see if the child has left home and has not reported to school.

Students who are not in attendance by 11:00 AM are not allowed to participate in school sponsored co-curriculum activities on that day; i.e.: practice sessions, school-sponsored events, concerts, etc., unless previous arrangements for the absence were made through the office.

### **TARDIES**

Parents will receive a notice of excessive student tardiness at the end of each month. WRITTEN EXCUSED TARDIES, i.e., doctor's appointments, illness, etc., WILL NOT count against the student. WRITTEN UNEXCUSED TARDIES i.e., oversleeping, finishing homework, etc., WILL count against the student. A student is considered tardy after 7:50 AM for K-6 students and after 8:05 for PreK students. **It is important to understand that when a child is tardy, their day gets off poorly, and the whole class is disrupted by their late arrival. Please make sure you get your child/children to school on time. Excessive tardies will result in a meeting with the principal, the guidance counselor, and the classroom teacher.**

### **EARLY DISMISSAL**

Requests for early dismissal must be made by a parent or guardian. Under no conditions, during school hours, will your child be released directly from the classroom to leave school prior to dismissal; nor will a child be allowed to wait outside the school building for someone to pick him/her up. **Students are released to parents or guardians from the main office;** or the nurse's office in case of illness or injury. We require that you come to the office where your child will be called down to have their dismissal marked down and then released to your care. Students will not be allowed to walk home alone from school during school hours. We request that appointments for outside activities and doctor's appointments during school hours be avoided whenever possible.

## **BEHAVIOR MANAGEMENT & INTERVENTION**

It is the policy of the Bethlehem School Board to promote good behavior in a safe and orderly environment where all students can be fully engaged in the learning process. To ensure that our students and staff are protected against disruptive behavior, the Board directs the Principal to set forth procedures for behavior management and interventions that are designed to maintain a positive environment conducive to learning.

Student conduct that disrupts class work, involves disorder, or invades the rights of others will not be tolerated and may be cause for disciplinary action.

The administration of disciplinary action will focus on changing or managing inappropriate behavior. Students may be asked to call a parent/guardian if they are sent to the office for interrupting the learning of others. Continued interruptions may result in consequences that are appropriate to the behavior.

It is important that there be careful evaluation of the individual situation so that the school's response to the student is appropriate.

If the student has an Individualized Education Program (IEP), the process will follow federal and state laws governing special education.

All available resources should be utilized, including preventive and responsive interventions to support

students' needs. These interventions should include psychological, curricular, and behavioral services, which should take place within classrooms, schools, and alternative settings. Exclusion from the classroom should be the disciplinary action of last resort.

The Principal will also ensure that classroom behavior management skills are addressed through professional development, and that there is an adequate system of record keeping regarding disciplinary infractions and interventions. The use of corporal punishment is prohibited in District schools. This policy will be reviewed on an ongoing basis in accordance with the Board's policy review process.

Legal References:

*NH Code of Administrative Rules. Section Ed 306. 04(a) (1 6), Behavior Management and Intervention for Students*

## **BUS TRANSPORTATION**

Bus transportation is provided by Notchview Transport. Contact them at [kim@notchviewtransport.com](mailto:kim@notchviewtransport.com) or by phone at 603-823-3377.

A bus schedule is carried out in cooperation with the Profile Jr./Sr. High School. Sometimes it becomes necessary to change bus routes to accommodate more students. Parents will be notified of these changes.

Bus transportation is a privilege and not a right. Improper behavior may result in a suspension of the privilege (in accordance with established School District policy). Pursuant to NH RSA 189:9A bus conduct procedures will be adopted. The Superintendent of Schools has designated the building principal as the official having authority to make student suspensions from a school bus. This is always done in cooperation with the transportation contractor, parents and central office. All bus complaints should be reported to the principal for further follow-up.

## **CHAIN OF COMMAND**

If you have suggestions, problems, or concerns to present to others, please go through the proper channels. Problems cannot be solved if the people who have the power to help are not informed of a problem. Suggestions cannot be implemented if personnel who have the authority to change things do not know about the suggestions. The proper chain of command is:

- ☐ Teacher or Support Staff
- ☐ Principal
- ☐ Superintendent
- ☐ School Board

1. Concerns regarding a school issue or personnel matters should be communicated to the school staff member involved.
2. Should the individual/group not receive resolution or satisfaction regarding the communication, issue, or concern from the appropriate staff personnel, contact with the school principal should be made.
3. Should the individual/group not receive resolution or satisfaction regarding the communication, issue, or concern from the school principal, contact with the office of the superintendent of schools should be made.
4. Should there still be no resolution or satisfaction regarding the communication, issue, or concern, the individual or group shall be advised to present the specific concern in person to

the school board at a regularly scheduled Board Meeting or in writing to the school board chairperson. The school board shall determine whether to entertain the concern in public session, in non-public session, or schedule a special meeting to hear the issue. The superintendent of schools and the principal shall be informed when such an issue is going to be presented as an agenda item at a Board Meeting.

5. Should these procedures not be followed, the communication, the issue, or concern shall not be considered valid and cannot be used as an area of evaluation regarding school personnel.

### **CLOSING OF SCHOOL/DELAYED ENTRY**

In the event of inclement weather or other emergencies, school may be canceled for the day. The notice of closing will be sent to parents via the current school alert system and Class Dojo. The primary means of contact will be the daytime phone numbers on your child's emergency form. Text and email alerts are also available. Personalization of notification can be found in the appendix of this handbook. Notice of closings will also be made on WLTN (1400 AM), WMTK (106.3 FM) WPKQ (103.7 FM) radio and WMUR (Channel 9) TV. The day(s) missed will be made up during the school year as outlined in the school calendar as "snow days." Any delayed opening of school due to weather will always mean a two-hour delay, so please plan your bus pick up, school drop off, and school start time accordingly.

### **CONSCIOUS DISCIPLINE, TRAUMA SENSITIVITY, & SOCIAL-EMOTIONAL LEARNING**

#### **WHAT IS CONSCIOUS DISCIPLINE?**

Conscious Discipline is guidance for the whole organization including teachers, leaders, children and families. It is about wise, adaptive decision-making, not compliance.

Adaptive decision-making is central to our lives. The prefrontal lobes of the cortex of the brain are particularly important in such decision making. Adaptive decision-making demands children feel safe enough and connected enough to access the higher centers of their brains to determine the wisest action in each situation. Each person must, to paraphrase an old country western song, "Know when to hold 'em, know when to fold 'em and know when to walk away." This is a complex process. It involves recognizing and interpreting a situation, assessing and valuing events and behaviors in terms of what is personally relevant, accessing a repertoire of skills and responses, and making a continuous series of small and large decisions with both short term and long term consequences. Conscious Discipline teaches everyone how to respond wisely to life events rather than react unconsciously from a set of pre-programmed skills that may or may not be effective or wise.

#### **Conscious Discipline is about transformational change. It asks adults to:**

- See misbehavior as a call for help instead of disrespect
- See conflict as a teaching opportunity rather than a disruption to learning
- See children as capable of self-regulation instead of needing to be controlled
- See connection as the most powerful motivating force for achievement
- Understand that the only person we can truly make change is ourselves
- Understand that interdependence is the basis for problem-solving
- Understand that internal state dictates external behavior
- Understand that what you focus on, you get more of



## TRAUMA SENSITIVITY & SOCIAL-EMOTIONAL LEARNING (SEL)

### *OUR PHILOSOPHY ON TRAUMA SENSITIVITY AND SEL*

BES shares a philosophy of trauma sensitivity and Social-Emotional Learning (SEL). A trauma-sensitive approach ensures that the school environment is safe, supportive, and responsive to the needs of all students, particularly those who have faced adversity. By recognizing and addressing the signs of trauma, our educators implement strategies that help students feel secure and understood, reducing barriers to academic and personal success.

Social-Emotional Learning is integrated into our daily curriculum because it equips students with essential skills to manage their emotions, build healthy relationships, and make responsible decisions. Through SEL, our students develop resilience, empathy, and self-awareness, which are critical for their personal growth and academic success. Introducing trauma education in elementary schools offers numerous benefits. Firstly, it normalizes emotional responses to adversity, reducing stigma and promoting open communication among children. By teaching age-appropriate concepts of trauma, schools empower children with the vocabulary and tools to express their feelings constructively. This education also fosters empathy and understanding among classmates, creating a supportive environment where children feel safe sharing their experiences and supporting one another.

Specifically, in Guidance class with 4th through 6th grade, we utilize a book called “Trauma” by Robert Edelman. We introduce this topic in an educational and supportive way at least one time per year. This topic encourages students to share information with one another in a safe and supportive manner.

### **DROP OFF & PICK UP**

***DROP OFF:*** Morning drop off **begins at 7:25AM** for students in grades **K-6** and goes until 7:50AM. Students may **NOT** be dropped off earlier, please plan accordingly. Students need to come in through the main doors at the front of the building. Students will be directed to the cafeteria if they are having breakfast from school, otherwise *all students* will be directed out back for morning recess. Any K-6 student who arrives after 7:50 is considered tardy.

**Preschoolers, arrival time is 8:00**, enter the building using the handicap entrance (left hand side of the building and following the driveway down to the side). Any preschool students dropped off after 8:05AM are considered tardy and must then be dropped off at the main office and will be walked down to class by a BES staff member.

***PICK UP:*** Bussers are dismissed approximately at **2:30PM** and sent straight to the busses. The circle at the front of the school is closed off for all cars until BOTH the bussers and walkers have left the school property. ALL CARS waiting to pick up their students are to park (or line up if possible) in the bottom parking lot. **PLEASE DO NOT PARK IN OR BLOCK ANY CARS in the upper parking lot or block traffic on Rt. 302.** There are staff members and visitors who need to get out before or during dismissal as well. Once cars are allowed into the circle at the front of the building, please plan to do the following.

If your child is in grades K-2, please pick them up in the lane closest to the school. If your child is in grades 3-6, please plan to pick them up in the lane closer to the road. *If you have children in multiple grades, we will always have your older child waiting with your younger child.* Children must wait until a staff member tells them to head to their car for pick up. PLEASE be mindful of the traffic, adults, and children in the lanes and DO NOT pass another car in the line. Please reach out with questions if needed.

## **ELECTRONIC DEVICES**

**Student use of cell phones, camera phones, pagers, beepers, and other similar electronic communication devices is strictly prohibited during the school day, including lunch periods and recesses.** The use of these devices on school sponsored events such as field trips shall be up to the discretion of the supervising teacher. During the school day such devices are to be kept in a student's assigned locker with the power turned off.

In order to determine ownership or to identify emergency contacts, the contents of an electronic communication device may be searched. The District will not be responsible for loss, damage, or theft of any electronic communication device brought to school. Consequences for violating this policy will include but not be limited to, the confiscation of the electronic communications device.

## **FIELD TRIPS**

Field trips are scheduled throughout the school year to enhance the curriculum and to introduce students to area resources. ***Participation on a field trip is a privilege, not a right.*** Any student who does not meet the school standard for conduct may be excluded from a field trip.

Parents will receive notification of field trips and will be asked to sign the Field Trip Permission Form and Medication Authorization Form. Students will not be allowed to attend field trips without a written permission slip. **In an emergency, permission may be granted by a parent or guardian verbally to the School Principal, Office Manager, or Admin Assistant.**

Students who do not meet the school standard for appropriate behavior may be excluded from a field trip. It is not the intent of the staff or administration to use participation on a field trip as a whole class punishment, but as an individual consequence for a pattern of chronic misbehavior. The principal will determine exclusion from a field trip, after consultation with the classroom teacher(s). Parents will be notified if their child is considered ineligible for participation on a field trip.

The student discipline code is in effect at all times while on a field trip, both on and off school property. A student who displays inappropriate behavior while on a field trip will automatically lose the next field trip and may be returned to school. **Any student who exhibits severe violations of the code of student conduct while on a field trip will face disciplinary action, which may include removal from all field trips for the remainder of the school year.**

Students who do not attend field trips must attend school on the day(s) of the field trip. Arrangements will be made for alternative instruction to be provided for students who do not attend.

## **ILLNESS AND DISMISSAL FROM SCHOOL**

If a student becomes ill, the classroom teacher will send the student to the nurse's office with a note or accompany the student if necessary. The nurse will then assess the urgency of illness and decide whether or not to send the student home.\* Any telephoning needing to be done will be done only by the authorized adults in order to be sure that parents or guardians, as listed on the Emergency Medical Card, are home and will make provisions for coming after the student.

Any student absent on the day of a school-sponsored activity (e.g., concert, sporting event, etc.) will not be able to participate in that activity without the approval of the principal.

(\*NOTE: In the absence of the nurse, the Principal or her designee will tend to students' medical needs.)

### **LOST AND FOUND**

Parents/guardians are **highly encouraged to place students' names on each article of clothing**. If your student's labeled clothing item is found, we will make sure that her/she gets the items back. There will be no LOST AND FOUND containment system. Items that are lost will be put in the cafeteria for students to look at daily. On a weekly basis to keep the Lost and Found under control, items will be donated. Class Dojo will no longer be used for posting lost items. **You can help us with this by simply putting your child's name in clothing and encouraging your child to check the Lost and Found at lunchtime.**

### **LUNCH PROGRAM**

Lunch services at Bethlehem Elementary are provided by Café Services. Monthly menus are available on the BES website. If a parent is sending a snack to be eaten during school, please be sure that the snack is nutritious, i.e., fruits, vegetables, crackers, etc. Please eliminate candy, soda, etc. They are not permitted. Students have both breakfast, snack, and lunch at the school as part of our regular program. Milk and juice are available at school. Parents are encouraged to go over the lunch menu each week so they will know what days students would prefer a cold (bag) lunch from home. **Free & Reduced Meal Applications are sent home with all students within the first week of school. We highly encourage families to use the application to see if they qualify for any assistance.**

### **MEDICATION**

With winter come colds, sore throats, and headaches. If your children are ill, please do not send them to school. If children must use cough drops because of constant coughing, please keep them at home. Constant coughing not only interferes with the child's ability to concentrate; it also spreads germs and disturbs the concentration of others.

**SPECIAL NOTE:** Do not send medication, either prescription or over-the-counter, to school unless you have a doctor's permission slip authorizing us to give the medication. This is in accordance with New Hampshire State Law RSA 541:A. Your attention is directed to the sample permission form in the back of this Handbook. These forms are available, upon request, from the school. **All medication**, no matter how harmless it may appear, must be kept in the Health Center during school hours.

### **MUSIC PROGRAM**

The music director prepares approximately three months for each of the two concerts that take place at Bethlehem Elementary School in December and May. The performing groups include the individual classrooms, band, and chorus. Any student who does not show up for the concert unless they are sick, will be marked down in his/her music grade for that quarter. Students, who have been absent the day of the concert, may not attend the concert if they were scheduled to perform in it.

## **NOTICES**

Important information and messages are sent through the Class Dojo app and the school's alert system. Long-term important information is also posted on the Bethlehem Elementary School website. However, additional paper notices are also sent home with the students. Students are reminded to bring the notices home. Parents/guardians can be of tremendous assistance by checking Class Dojo daily, frequently checking the BES website, reminding students to bring all notices home, and to check their child's backpacks weekly, if not daily in the younger grades.

## **PARENT-TEACHER CONFERENCES**

Report cards alone are not sufficient for keeping the home and the school mutually informed about student progress. There will be formal parent-teacher conferences scheduled at the end of the first trimester. During that time, teachers and parents can review benchmark results, term 1 report cards, and discuss school success and plan together to create a positive learning experience for their students. However, parents/guardians are urged to meet with teachers as often as is desired. Furthermore, conferences should be held to discuss the positive aspects of students' work habits, not just the negative. Your children's schoolwork is at its best when their education is a joint endeavor between home and school.

Parents, teachers, or the Principal may request conferences whenever the need arises. Parents are cordially invited to visit school at any time with an appointment. Conferences, which provide an opportunity to discuss all aspects of your child's progress, may be conveniently arranged.

## **RECESS**

Recess is a normal part of our elementary school's program. Students should come to school assuming they will be going outside. Please review the following procedures:

1. The decision concerning recess is made by the principal based on the following: If the temperature or wind chill is below 10 degrees, a possible indoor option will be offered to students based on student preparedness for the elements as well as staffing availability for an indoor option. If it is zero or below, all recess will be inside. It is made in full awareness of the weather conditions and under the realm of common sense and safety of our children. Temperatures are based on local weather information for Bethlehem, NH—we do our best to use the most accurate weather stations in our area.
2. All students will take part in recess unless a doctor's note is received or parents request it due to a minor past illness, such as a cold. The essence here is the health and safety of the students. If students are too sick to go outside for recess, they should not be in school.

## **BES RECESS PHILOSOPHY**

BES believes in a recess that facilitates physical, social, emotional, and cognitive growth of the whole child by providing opportunities that promote respect, inclusion, self-expression and healthy play. We have partnered with Playworks, a national non-profit, to ensure that we are doing our best to incorporate healthy, inclusive play into our school day - every day, for every kid.

## **REPORT CARDS**

Report cards in grades K-6 go home three times per year. Students are graded as follows:

First Trimester: 8/26/2024 - 11/8/2024

Second Trimester: 11/9/2024 - 2/14/2025

Third Trimester: 2/15/2025 - 6/12/2025

REPORT CARDS: 11/15/2024, 2/21/2025, & Last Day of School

## **SCHOOL PROPERTY**

Students are expected to care for the books and equipment loaned to them by the school. Students must pay for damaged or lost books or other school property deliberately damaged. Report cards will not be issued at the end of the school year to students who owe money for lost and/or damaged books/equipment.

## **STUDENT USE OF TELEPHONE**

Students can use the telephone with teacher permission from either the classroom or office. Students may NOT use the phone to make after-school plans with friends if not previously arranged. Student use of the phones at school is a privilege. If it comes to our attention that students are using the phones to make plans that were not previously arranged, they will be asked to no longer use the phone on their own.

## **VALUABLES**

It is recommended that students leave all valuables at home. The school and staff cannot be responsible for valuables and personal possessions that students bring to school. If special circumstances make it necessary for a student to bring money or other important possessions to school, these items can be safeguarded by leaving the item or items at the office or by making arrangements with the classroom teacher.

## **VANDALISM**

Our school building and equipment (including textbooks and Library books) cost the taxpayers money to purchase and maintain. ***Students who destroy or vandalize school property will be required to pay for losses or damages. If students willfully destroy school property, suspension and/or expulsion may result. Bathroom vandalizations will be handled as a very serious matter.*** If a student happens to damage something by accident, he/she should notify a teacher or the administrator.

## **VISITATIONS TO SCHOOL**

Parents may visit school if they set up an appointment with staff and are only allowed in the building to attend meetings that are set up in advance. Parents/guardians are **required** to sign-in and notify the school office when they arrive in the building and pick up a visitor's pass. This will help the school to be informed of everyone in the building in case of emergency calls while in school.

## What if my child is referred to the school's RtI team?

- \* Communicate with your child's teacher and/or the RtI Coordinator, Sara Cascadden because YOU are the expert on your child.
- \* Ask what supports are being used for academic and/or behavioral struggles.
- \* Ask what techniques are being used to monitor student progress and the effectiveness of the implemented supports.
- \* Ask your school to provide you with regular progress monitoring reports.
- \* Praise your child for any progress in the area of concern.
- \* Implement and reinforce any strategies or supports at home.
- \* When possible, make suggestions for strategies or supports based on what you know works well at home.
- \* Always ask questions when things are not clear.
- \* Your consent is required for the school to evaluate or implement special services.



## How can I be involved?

- \* Frequently communicate with your child's teacher(s)
- \* Attend school functions such as parent-teacher conferences
- \* Monitor and assist with your child's homework assignments
- \* Read with your child!

## What if my child is having difficulty with academics or behavior at school?

- \* Get information on how the RtI process works at BES by contacting any of the team members listed below.
- \* Discuss with your child any concerns you and/or the teacher have regarding academics or behavior.

Response to Instruction Leadership Team  
at BES

\* Sara Cascadden    \* Abbie Vashaw  
\* Emily Russell    \* Allison Culver  
\* Barbara Kunz    \* Donna Brooks  
\* Rosie Shea    \* Alex Murphy

## A Parent's Guide Response to Instruction at BES



2019-2020

# Introduction

Changes in federal and state laws have directed schools to focus more on helping ALL children learn by addressing problems earlier within the general education setting.

These new laws emphasize the importance of providing high quality, scientifically-based instruction and supports, and hold schools accountable for the adequate yearly progress of ALL students.



This new process of providing extra support to students who are at risk for academic or behavioral problems is called **Response to Instruction (RtI)** in the state of NH.

## What is RtI?

RtI is a process designed to help schools focus on high quality instruction with special steps taken to provide the supports/extensions a child needs in order to be successful. These supports/extensions are matched to student needs and monitored on a frequent basis. The information gained from the RtI process is used by school personnel and parents to adapt instruction and to make decisions regarding the student's educational program.

## What are the benefits of RtI?

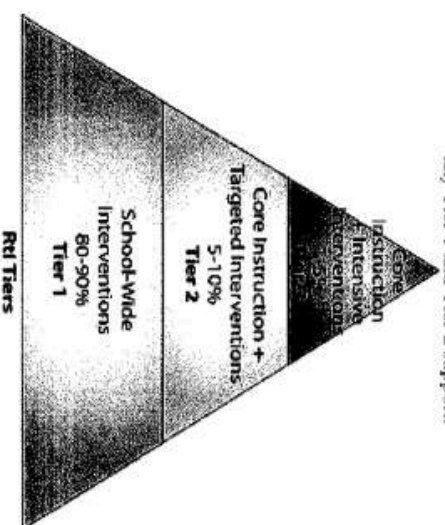
Perhaps the greatest benefit of an RtI approach is that it eliminates a "wait to fail" situation because students get help promptly with in the regular classroom setting. As soon as assessment data indicates an area of concern for a student or a group of students, extra supports are put into place to address these concerns.

While extra support is taking place, the RtI Team monitors any progress that the students are making in their area of concern.

These progress monitoring techniques used within the RtI process provide information that allows teachers to better evaluate student needs and match instruction, resources and extra support appropriately.

## How is the RtI system organized?

- **Tier 1** 80-90% of the students fall into this tier. Every student receives instruction of the Common Core State Standard in the classroom.
- **Tier 2** 5-10% of the students need small group support. This is done IN ADDITION to Tier 1 instruction.
- **Tier 3** 1-5% of the students who require intensive interventions that are customized to the individual needs of the student and are delivered by highly qualified instructors. These interventions are done IN ADDITION to any Tier 1 and Tier 2 support.







# **Bethlehem Elementary School**

## **Important Dates for the 2023 -2024 School Year**

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**Monday, August 26th: First Day of School**

**Friday, August 31st: NO SCHOOL: Friday Before Labor Day**

**Monday, September 2nd: NO SCHOOL: Labor Day**

**Thursday, September 5th: Picture Day (rain date is Sept. 12th)**

**Wednesday, September 18: Open House from 5:30-6:30**

**Friday, October 11th: NO SCHOOL: Staff Development Day**

**Monday, October 14th: NO SCHOOL: Indigenous People's Day**

**Thursday, October 17th: EARLY RELEASE: Parent Teacher Conferences**

**Monday, November 11th: NO SCHOOL: Veterans Day**

**Wednesday, November 27: NO SCHOOL: Thanksgiving Break**

**Thursday, November 28: NO SCHOOL: Thanksgiving Day**

**Friday, November 29: NO SCHOOL: Day After Thanksgiving**

**Monday, December 23rd - Wednesday, January 1st: NO SCHOOL: Holiday Break**

**Monday, January 20th: NO SCHOOL: Civil Rights/Martin Luther King, Jr. Day**

**Monday, February 24th - Friday, February 28th: NO SCHOOL: Winter Break**

**Monday, April 28th - Friday, May 2th: NO SCHOOL: April Break**

**Friday, May 16th: NO SCHOOL: Staff Development Day**

**Monday, May 26th: NO SCHOOL: Memorial Day**

**Thursday, June 12th: LAST DAY OF SCHOOL: (Subject to change based on Snow Days)**

# Bethlehem Elementary School 2024-2025

JULY 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST 2024						
S	M	T	W	T	F	S
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25	26	27	28	29	30	31

SEPTEMBER 2024						
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22	23	24	25	26	27	28
29	30					

Key	
	Holiday (No School)
	First Day of School
	Last Day of School
	School Vacation
	Parent Teacher Conferences (Noon Dismissal)
	Staff Development (No School)
	Trimester Ends
	Report Cards Go Home
	Picture Day

OCTOBER 2024						
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27	28	29	30	31		

NOVEMBER 2024						
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24	25	26	27	28	29	30

DECEMBER 2024						
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22	23	24	25	26	27	28
29	30	31				

First Day of School: Monday, August 26th
Last Day of School: Thursday, June 12th (tentative)

JANUARY 2025						
S	M	T	W	T	F	S
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FEBRUARY 2025						
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23	24	25	26	27	28	

MARCH 2025						
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23	24	25	26	27	28	29
30	31					

Holidays
July 4th: 4th of July
August 30th: Friday Before Labor Day
September 2: Labor Day
October 14th: Indigenous Peoples' Day
November 11th: Veterans Day (observed)
November 28th: Thanksgiving
December 25th: Christmas
January 1st: New Years Day
January 20th: Civil Rights Day/Martin Luther King, Jr. Day
May 26: Memorial Day

APRIL 2025						
S	M	T	W	T	F	S
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20	21	22	23	24	25	26
27	28	29	30			

MAY 2025						
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE 2025						
S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Staff Development Days (NO SCHOOL)
October 11th, May 16th, and June 13th

Early Release Days (NOON Dismissal)
October 17th: Parent Teacher Conferences

T1: 8/26 - 11/8, T2: 11/9 - 2/14, T3: 2/15 - 6/12
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Report Cards Go Home: 11/15, 2/21, and last day
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\*\*Snow Days will need to be made up at the end of the school year. Last day of school is subject to change.\*\*

Picture Day is Thursday, September 5th. In the event we are rained out, it will be rescheduled for Thursday, September 12th.

Total Student Days: 180  
Updated: 7/5/2024

# Parent & Student Signature Page

## for the 2024-2025 Student/Parent Handbook

*Please remove this page, sign, and send in to school no later than  
Thursday, August 29th, 2024.*

By signing this form, you, the parent/guardian, and student, acknowledge that you have reviewed the contents of the BES Student/Parent Handbook and understand the expectations stated in it. You, the parent and/or guardian, agree that the school district may send all school related notices via email / electronic platforms, including meeting notices, student concerns, etc. You, the parent and/or guardian, also understand that the *Bethlehem Elementary School Policies & Procedures* document is available on the BES website and can review it at any time.

Please contact Bryan Smith, [bsmith@bethlehem.k12.nh.us](mailto:bsmith@bethlehem.k12.nh.us) , with any questions regarding the Parent & Student Handbook.

Thank you!

Student's Name: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_