



2023-2024

Kearsarge Regional Elementary School-New London Parent-Student Handbook

School Address

New London Elementary School
64 Cougar Court
New London NH 03257

- E-mail kcollins@kearsarge.org
- Web site www.kearsarge.org

KRES-NL Frequently Used Phone Numbers

- Main Office 526-4737
- FAX 526-8675
- Transportation 938-6464
- Superintendent 526-2051
- KRMS Office 927-2100
- KRHS Office 927-4261

PTO BOARD Info & Members **(kresnewlondonpto@gmail.com)**

President–Emily Haggerty

Emdhaggerty@gmail.com

Vice President–Courtney Weber Theroux

courtneyw60@gmail.com

Treasurer-- Beth Hanson

beth03229@gmail.com

Secretary--Melissa Hamel

hamelhome@gmail.com

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Welcome to KRES-

We hope you find this handbook a helpful guide to the operation of our building. Please feel free to call us with any questions.

Sincerely,
Kelly Collins MEd
Principal
Steve Shepherd MEd/CAGS
Assistant Principal

Notice of Nondiscrimination

Applicants for admission and employment, students, parents, and employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining of professional agreements with the KRSD-SAU #65 are hereby notified that this District does not discriminate on the basis of race, religion, color, national origin, sex, age, or handicap in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning Kearsarge Regional School District's compliance with the regulations implementing Title VI, Title IX, or section 504 is directed to contact Mr. Winfried Feneberg, Superintendent of the School's S.A.U. #65, 190 Main Street, New London, NH 03257, (603) 526-2051, who has been designated by the KRSD – S.A.U. #65 to coordinate the District's efforts to comply with the regulations implementing Title VI, Title IX, and Section 504.

District Vision Statement

We shall strive to be a nationally competitive public school system with engaged and enthusiastic learners, innovative and dedicated staff, and a supportive and involved community.

Mission Statement

We shall provide an equitable and challenging educational opportunity for each learner in a district that is safe, healthy, caring, respectful, and supportive.

The Kearsarge Regional School District is committed to:

Developing well-rounded individuals.

Producing globally competitive students.

Developing and promoting opportunities for student involvement at the local level.

Providing opportunities to promote the success of each child.

The belief that all members of our community are learners.

Setting high standards and being held accountable for meeting them.

Using our knowledge and expertise to meet each child's differing needs.

Communicating in an accurate, consistent, and timely manner

Recruiting and retaining staff members who are child-centered, highly qualified, committed to the Mission of the District, and demonstrate a high degree of professionalism.

Serving as stewards of our assets.

Accomplishing our mission while being fiscally responsible.

Staff Members
Miss Kelly Collins-Principal
Mr. Steven Shepherd-Asst. Principal

Kindergarten Teachers

Mr. Doug Stalheber
Mrs. Bree Garcia
Miss Silvia Graf
Mrs. Elaine Houle

Grade 1 Teachers

Mrs. Emily Hill
Miss Molly Giles
Mrs. Rebecca Vendt

Grade 2 Teachers

Mrs. Sarah Katsanos
Mrs. Sara Scheuch
Mrs. Jennifer Atwater

Grade 3 Teachers

Mrs. Jenna Griswold
Mrs. Kerry Kellogg
Mrs. Kim Marchand

Grade 4 Teachers

Mr. Murphy Rainville
Mrs. Meghan Scarpa
Mr. Peter Terwilliger
Mr. Thom Smith

Grade 5 Teachers

Mrs. Jenn Kane
Mrs. Beth Perkins
Mrs. Meghan Wyman

Specialists

Mr. Pete Angus
Mrs. Gerrie Black
Mrs. Lindsey Cheney
Mrs. Nicole Densmore
Ms. Jessica Dietel
Mr. Ian Feller
Mrs. Taylor Fluery
Ms. Deborah Gerber
Mrs. Erica Ginalske-Herr
Mrs. Catharine Hyson
Mrs. Christene Matzke
Mrs. Caitlin Mauser-Rowe
Mr. Alan Nadeau
Ms. Margaux Nichols
Mrs. Devon Philibert
Mrs. Susan Robinson
Mrs. Lianne Roux
Mrs. Willow Smith
Ms. Keri Spear
Mrs. Beth Terwilliger
Ms. Heidi Virta
Mrs. Chelsea Williams

Guidance
Special Education
LNA
Music
Occupational Therapist
Physical Education
Guidance
Psychologist
Math Coach
Media Specialist
Special Education
Art
Physical Education
Nurse
Speech Therapist
Math Coach
Social Worker
Special Education
Reading Specialists
Reading Specialist
Enrichment
Health

Attendance

1. Please make sure your child brings her/his teacher a note when s/he is supposed to be dismissed during the school day. Please call for your child at the main office.
2. If you plan to keep your child out of school for an extended period of time (more than 3 days) because of illness, travel, etc. please notify the school office. We would also appreciate being notified when you will be away for a while and plan to have someone else care for your child.
3. Students who are absent or tardy must bring a note from their parents or guardian explaining the reason for their absence or tardiness. The District has instituted a *Student Attendance Service*. Parents are requested to call the school whenever their daughter/son will be absent or tardy. Please call **526-4737** prior to 8:30 AM. The school will attempt to call parents if a student is absent without notification from the parents.
4. Acceptable reasons for absence are sickness, death in the family, personal emergency, medical or dental appointments which cannot be scheduled after school hours, court appearances, educational activities, or religious observance, an excused absence for any other reason must be approved by the principal. Excessive absence may result in a student not passing for the year. The principal would have reason to consider this when the number of absences exceeds 27 days or 15% of the number of school days.
5. Remember, it is the student's (parent's) responsibility to check with her/his teacher concerning any work that is missed because of absence.

Daily Schedule/Arrival/Dismissal/Transportation

1. Children should arrive at school between 8:20 and 8:35 AM. School doors open at 8:20 AM. **Classroom supervision is not available before 8:20. All students are dismissed at 2:55.**
2. **Bus Transfer Permission Slip** –For the 2023-2024 school year bus pass requests will not be granted due to a shortage of drivers. This does not impact students taking different buses for before or after school care.
3. Arrival/Dismissal (non-bussers):
<https://www.kearsarge.org/kres-new-london/news/drop-and-pick-traffic-pattern>
4. **NOTICE:** You can be charged with a fine and violation if your vehicle passes a school bus while it is stopped to load or discharge students with all required warning lights flashing, even on school grounds.
5. Please refer questions regarding bus transportation, disciplinary actions or infractions to the Transportation Department at 938-6464.

No School Procedure

Refer to the No School Procedure section (**Appendix II**).

Early Dismissal

Keeping you informed is a top priority at KRES-NL. That is why we have adopted the **BLACKBOARD** Notification Service which will allow us to send a telephone or e-mail message to you providing important information about school events or emergencies. We anticipate using **BLACKBOARD** to notify you of school delays or cancellations due to inclement weather.

What you need to know about receiving calls sent through **BLACKBOARD**

- Caller ID will display the school's main number when a general announcement is delivered.
- Caller ID will display 411 if the message is an emergency.
- **BLACKBOARD** will leave a message on any answering machine or voicemail.
- If the **BLACKBOARD** message stops playing, press any key 1-9 and the message will replay from the beginning.

School Visitation

1. Students not enrolled at KRES-NL must have permission to visit from the school Principal. Parents should make such requests at least one day in advance.
2. Pets are not allowed in the school building without prior permission from the classroom teacher. Please arrange any visits in advance.

Phone

1. Try to give all "messages" to your child before school begins. We receive several requests daily from parents to remind their child of appointments, or to give them personal messages, etc. Although we will gladly do this, each interruption is disruptive to our classes and academic programs. Plan after-school activities prior to the school day. Students **will not** be allowed to use the phone at dismissal to arrange to go to a friend's house.
2. Your child will always be allowed to use the phone to contact you for emergency purposes, or last-minute scheduling changes.
3. Students may use cell phones for calling and texting outside before and after school hours. Students may not receive or make calls or texts during the day. Phones must be turned off during school hours. Emergency calls may be handled through the main office.

Snack/Lunch Procedures

1. Menus for the hot lunch program will be given to your student before the beginning of each month. The cost of a hot lunch will be \$3.20 for elementary students. Breakfast is \$1.95, and milk will cost \$0.65 (cost is subject to change). Each student has an assigned number for his/her lunch account. Reduced lunch is available for \$0.40 and reduced breakfast for \$0.30. If eligible, please fill out the free and reduced meal forms. Federal funding depends on the number of applications.

**Children need healthy meals to learn. Kearsarge Regional School District offers healthy meals every school day. The Free and Reduced Price Meal application is still important as it is more than just a meal application and the eligibility will carry over for the first 30 operating days of the next school year.*

FAQs regarding Free and Reduced meals can be found here. [LINK](#)

2. Office and kitchen staff are not available to microwave student lunches. Please make sure lunches are packed ready to eat.

Dress Code

1. Acceptable dress is that which does not present any danger to a student's health and safety, cause an interference with schoolwork, or create classroom disorder. Wearing a hat is not allowed indoors. Shoes must be worn at all times. Bare feet or stocking feet are not allowed at any time.
2. Please remember that students have outdoor recess. During cold weather months be sure your child wears a hat, mittens, boots and a warm jacket. Students with snow pants and boots will be allowed to play in the snow. All others will be asked to play on the plowed area in order to keep them dry. Your cooperation is greatly appreciated.

Marking System

Report cards will be issued on the Friday following the end of a marking period. We also schedule a parent conference at the end of the first making period. Conferences may be scheduled throughout the year when needed. Please feel free to contact your child's teacher.

Lost Book Policy

Students must pay for lost text or library books before report cards will be issued.

Homework

- 1.** Homework is assigned relevant to the students and to the curriculum. In general, homework may consist of work not completed during the regular school-day, work needed for practice and review, research or special projects, book reports, and test preparation.
- 2.** Students will be expected to complete and pass in homework assignments when they are due. Homework will be included in the determination of grades as appropriate at each grade level.
- 3.** It is the intent of Kearsarge Regional School District to use homework as an instructional tool, not as busy work.
- 4.** See the school board's policy on homework. (**Appendix III**)

Internet

Internet services are provided to our students for classroom use. A complete description of purpose, policy, and rules is provided. (**Appendix VIII**)

Library-Resource Center Book Circulation Policy

- 1.** Each student is assigned a distinct 4 or 5-digit identification number upon registration at KRES-NL. Books are signed out to that number for a one-week period. Entry students are permitted one book at a time. All other students are allowed 2 books for a one-week period.
- 2.** If a book is overdue, circulation privileges are temporarily suspended until the item is returned or until the parent communicates directly with Mrs. Hyson at 526-8665. If the book is still missing at the end of the school year, payment will be required for its replacement.
- 3.** Students at KRES-NL also have book circulation privileges at Tracy Memorial Library in New London regardless of the town in which they reside.

Parent/Teacher Organization (PTO)

- 1.** Studies show that students whose parents participate in volunteer educational activities with their children, experience higher scholastic achievement. The KRES-NL PTO brings parents and teachers together to plan and carry out programs and events that enrich the students' educational experience.
- 2.** The KRES-NL PTO meets either via Zoom or in person on the second Tuesday of each school month starting at 6:00 pm. There are no membership fees or dues. It is a non-profit volunteer organization.
- 3.** There are many ways to participate. If you are unable to attend meetings and would like to help, please fill out the volunteer form or contact a PTO board member.

KRES-NL Volunteer Program

- Volunteers are welcome and may reach out and coordinate with classroom teachers. All Volunteers should check in with the front office when entering the building.

School Regulations and Procedures

- 1.** Students must pay for or repair any damage done to school property. Payment may be made in the form of community service.
- 2.** Fighting is not allowed
- 3.** The school is not responsible for the loss of valuables that are brought to or left in school. However, if a student is caught stealing school property or the personal belongings of other students, his/her parents will be contacted and arrangements made for the restitution of property.
- 4.** Students may ride their bicycles to school. Racks are available between the detached building and the main building. The school is not responsible for any damage that may occur while the bicycles are on school property.
- 5.** Water pistols, knives, or other items that could hurt others or damage school property are not allowed in school. Refer to Safe School Policy. (**Appendix IV**)
- 6.** Recreational audio devices are not permitted at school.
- 7.** Throwing snowballs is only permitted in designated areas.
- 8.** Students should not run to or from the buses
- 9.** No running in the school building (with the exception of physical education classes).
- 10.** Trash cans are provided on the school grounds. Please do not litter the halls, classrooms, toilets, or school grounds.
- 11.** In case of fire or other emergency, the signal to evacuate the school building will be a continuous sounding of the fire alarm. KRES-NL, in conjunction with the New London Police Department, has developed a comprehensive emergency management plan. Staff and students have been trained in these emergency procedures. Copies of the plan are available in the main office.
- 12.** We encourage students to leave all electronic games and playing cards at home. These can be lost, stolen, or traded and some may have great value. Loss of any games or cards is not the responsibility of the school, but the responsibility of the student and parent.
- 13.** If you would like to know more about The Family Educational Rights and Privacy Act (FERPA), Notice of Rights Pursuant to NH RSA 186-C:16-B: Special Ed., Section 504 of the Rehabilitation Act and the Americans with Disabilities Act of 1990, the Annual Notification of Asbestos Containing Materials, of the Acceptable Use Policy, please stop by the office for a copy.

Safe School Policy

- 1.** As per state law and school board policy, smoking and vaping are not allowed in the school building or on school grounds.
- 2.** Please refer to the Safe School Policy for specific information regarding drug and weapons possession. (**Appendix IV**)

Your complete understanding of this policy is vitally important!

Code of Conduct

KRSD elementary schools approach student discipline through the lens of social-emotional learning (SEL). During the 2018-2019 school year, KRSD elementary schools adopted and implemented the Caring School Community (CSC) SEL program in kindergarten through 5th grade. As such, the elementary student code of conduct is based on key SEL principles that include:

- All children want to feel safe, successful, accepted, and connected to others and all parents/guardians want their children to succeed.
- Behavior is learned. Children are capable of learning to adapt to school norms even if there are different norms outside of school. Behaviors that do not fit the norm are opportunities to learn rather than attributed to a child's character.
- Children who feel connected to their community will feel a sense of responsibility to themselves and others. Empathy is critical to developing self-motivation to avoid misbehavior.
- Effective discipline involves mutual respect and caring relationships.
- Developmentally appropriate and targeted, engaging SEL curriculum supports long-term changes in student behaviors and reduces discipline problems.
- Good classroom management that includes consistently high behavior expectations and explicit teaching of social-emotional skills provides life-long productive behaviors.

(Adapted from: Caring School Community (2nd Ed.): Principal's Edition Caring School Discipline - A Guide to Helping Students Develop Self-Discipline Grades K - 5. (2018). Center for the Collaborative Classroom. Alameda, CA. pages XVII - XXI.)

KRSD elementary schools utilize a Multi-Tiered System of Supports designed to prevent misconduct and promote individual student success in the classroom setting. As such, student behaviors are addressed at various levels depending on the frequency and severity of the infraction. Schools utilize Caring School Community (CSC) curricula, intervention plans, behavior teams, school board policies, and various other strategies to address these behaviors. The outline below represents this tiered approach to student discipline.

KRSD TIERED APPROACH TO STUDENT DISCIPLINE:

Tier 1 Behavior:

- Low frequency, low-risk behaviors that do not significantly impact student safety or learning
- Behaviors may include: noncompliance, disruptive talk, hands-on, silliness and other off-task behaviors

Tier 1 Intervention:

- Handled by classroom teacher through redirection, conversation and/or parent contact
- Behaviors may be addressed through CSC whole class lessons or individualized instruction
- If frequency of these behaviors continue, this may result in Tier 2 behavior

Tier 2 Behavior:

- Similar types of behaviors as Tier 1 with greater frequency and impact on student learning
- Behaviors may include more frequent: noncompliance, disruptive talk, hands-on or disengagement from learning
- May also include a single occurrence of a more significant nature such as inappropriate language or defiance

Tier 2 Intervention:

- Students in grades Preschool-1 will develop Individualized Learning Plans with input from classroom teacher, parents/guardians and behavior team (as needed).
- Students in grades 2-5 may participate in a student conference with classroom teacher and school administrator (as needed). Parents will be contacted as well.
- Behaviors may result in loss of student privileges, including recess or classroom choice time

Tier 3 Behavior:

- Higher frequency, higher risk behaviors that impact student learning
- Behaviors may include continued misconduct addressed in Tier 2 conferences and/or student learning plans
- Behaviors also include: academic dishonesty, aggression, defiance, inappropriate touching

Tier 3 Intervention:

- Referral to building administration
- Students in grades 2-5 will develop Individualized Learning Plans with input from classroom teacher, parents/guardians and behavior team (as needed).
- Behaviors will result in parent contact and may result in loss of school privileges including recess, access to lunchroom or classroom choice time

Tier 4 Behavior:

- Behaviors that significantly impact student safety and/or learning (use language from new board policy)
- Behaviors may be a single, significant occurrence or recurrence of a prolonged behavior
- Behaviors include: aggression, property destruction, harassment, bullying, significant defiance or abusive language

Tier 4 Intervention:

- Immediate referral to building principal and parent contact required
- Behavior will result in loss of school privileges, including potentially recess, access to lunchroom or classroom choice time
- Safe Schools report may be filed with local law enforcement agency
- In-school or out-of-school suspension may be considered (Refer to Board Policy [JICD](#) for greater detail of suspension process)

Residency

1. Please notify the school as soon as possible whenever there is a change in your residence, mailing address, or telephone number during the school year. This information is vital in the event of an emergency.
2. Only students living in New London, Springfield, and Wilmot may be enrolled at KRES-NL. Should you live outside of these areas and want to enroll your child in our school, or should you wish to maintain enrollment for your child if you move out of the district, arrangements must be made with the Superintendent of schools. Please refer to the Policy on Elementary School Placement. (**Appendix IV**)

Confidentiality

- 1.** The Kearsarge Regional School District defines “directory information” as; name, address, telephone number, date of birth, place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, awards, and most recent educational institution attended.
- 2.** KRES-NL reserves the right to exercise its judgment in releasing such directory information to requesting agencies, institutions and individuals. It is the basic policy of the school to protect its students from invasion of privacy. The school will not release directory information when it may be used for the solicitation of its students. It is the school’s responsibility to preserve the right of students to be selective and to exercise their freedom of choice in controlling contacts with outside agencies, institutions and individuals.
- 3.** Parents and/or students may refuse the release of any or all directory information by submitting a written request to the Superintendent of Schools, SAU #65, 169 Main Street, New London, NH 03257.
- 4.** The PTO has established a student directory for KRES-NL containing names, addresses, phone numbers and e-mail addresses for each student. All students are included unless otherwise requested. This directory is not to be used for solicitation purposes.

School Records

Student education records are official and confidential documents protected by one of the nation’s strongest privacy protection laws, the Family Educational Rights and Privacy Act (FERPA). FERPA, also known as the Buckley Amendment, defines education records as all records that schools or education agencies maintain about students.

Parents and legal guardians may request to see their child’s school records by putting the request in writing and presenting it to a school administrator or guidance counselor. The school has up to 45 days to present the records. The records must be given to the parent/guardian in the presence of a school official so the contents may be accurately interpreted. A signed request is required to send records to another agency or school.

Classroom Placement

Classroom placement procedures at KRES-NL are designed to maintain classroom heterogeneity. The following factors are considered when placing students:

- Town of residence
- Gender
- Special education plans
- Academic attainment
- 504 Accommodation plans
- Teacher recommendation
- Student assistance team planning

Special Education and Child Find

1. A student who is suspected of having special education needs may be eligible for services if s/he meets the requirements for eligibility as established under federal guidelines (P.L94-142) and NH State regulations.
2. In order to be eligible for special education services, a student must have comprehensive evaluations, meet eligibility criteria and be in need of special education to address handicapping conditions such as learning, mental, physical or emotional disabilities which adversely affect educational performance.

Child Find – Kearsarge Regional School District provides a free, appropriate public education to all students with educational disabilities between ages 3 and 21 who reside within the jurisdiction of the District. As part of its Child Find Program, the district wishes to identify and evaluate all children ages 0-21 who may be educationally disabled.

If you suspect your child has a disability requiring special education services, contact the school principal or Larry Elliott, Director of Student Support Services at 526-2051.

Medications – refer to School Health Services (Appendix VI)

School Health Services (Appendix VI)

HIV/Viral Hepatitis (Appendix VII)

Insurance

The Kearsarge Regional School District does not provide Accident Medical Insurance. If such coverage is desired, it must be provided privately by the parents, or through the purchase of a low cost plan made available to parents through the school at any time.

School policies referred to in **Appendix I – Appendix VIII** can be found on the District Website at www.Kearsarge.org. Click on the School Board icon found at the top of the page and scroll down to “Board Policies.” Each **Appendix** can be found in the following section:

Appendix I	School Bus Conduct Policy	Section E
Appendix II	No School Procedure	Section E
Appendix III	Homework Policy	Section I
Appendix IV	KRSD Safe School Policy	Section E
Appendix V	Elementary School Placement Policy	Section I
Appendix VI	KRSD School Health Services	Section J
Appendix VII	KRSD Policy for Students w/HIV/Hepatitis	Section J
Appendix VIII	Hazing Policy	Section J

Printed copies of any of the above **Appendices** are available upon request in the main office.