SIMONDS SCHOOL

Family Handbook

2020-2021

(Updated 08/2020)

REVISED Kearsarge Regional School District 2020-2021

First Day of School August 31, 2020

August	M	T	W	Th	F	Days		Days		M	T	W	Th	F	February
PDI	17	T	T*	T*	T*	T	S	T	S	1	2	3	4	5	
	T	TWI	TWD	TWD	X	9	4	15	15	8	9	10	11	12	
	31									15	16	17	18	19	
										X	X	X	X	X	

September	M	T	W	Th	F	Days		Days		M	T	W	Th	F	March
		1	2	3	X	T	S	T	S	1	2	3	4	5	
	X	8	9	10	11	20	20	23	22	8	9	10	11	12	
	14	15	16	17	18					15	16	17	18	T	
	21	22	23	24	25					22	23	24	25	(26)	
	28	29	30							29	30	31			

October	M	T	W	Th	F	Days		Days		M	T	W	Th	F	April
				1	2	T	S	T	S				1	2	
	5	6	7	8	T	21	20	17	17	5	6	7	8	9	
	X	13	14	15	16					12	13	14	15	16	
	19	20	21	22	23					19	20	21	22	23	
	26	27	28	29	(30)					X	X	X	X	X	

November	M	T	W	Th	F	Days		Days		M	T	W	Th	F	May
	2	3	4	5	6	T	S	T	S	3	4	5	6	7	
	9	10	X	12	13	18	17	20	20	10	11	12	13	14	
	16	17	18	19	20					17	18	19	20	21	
	23	24	T	X	X					24	25	26	27	28	
	30									X					

December	M	T	W	Th	F	Days		Days		M	T	W	Th	F	June **
		1	2	3	4	T	S	T	S		1	2	3	4	
	7	8	9	10	11	16	16	10	10	7	8	9	10	11	
	14	15	16	17	18					**14#**	MU	MU	MU	MU	
	21	22	X	X	X					MU	MU	MU	MU	MU	
	X	X	X	X											

January	M	T	W	Th	F	Days	
					X	T	S
	4	5	6	7	8	19	19
	11	12	13	14	(15)		
	X	19	20	21	22		
	25	26	27	28	29		

Graduation: To be announced.

*****June dates are subject to make up days.***

NO SCHOOL DAYS

9/4 & 9/7 Labor Day Recess

10/9 Teacher Professional Day

10/12 Columbus Day

11/11 Veterans Day

11/25 Teacher Work Day

11/26 & 11/27 Thanksgiving Recess

12/23 -1/1/20 December Recess (classes resume 1/4/21)

1/18 Martin L. King Day

2/22-2/26 Winter Recess (classes resume 3/1/21)

3/19 - Teacher Professional Day

4/26-4/30 Spring Recess (classes resume 5/3/21)

5/31 Memorial Day

LEGEND

X = Holiday / Vacation

T = Teacher Professional Day

T* = Teacher Professional Institute

TWD = Teacher Work Day-*Per NHDOE*

(O) = Last Day of Quarter

= Early Dismissal for Students

MU = Make Up Day for Students & Staff

Staff Professional Development Sessions to take place after the school day are underlined dates. Makeup days will be the Thursday following the scheduled PD

T-188 S-180

Revised 7/30/20

Emergency Contact Information

Be sure to include at least two emergency numbers in the event we are unable to reach you at home or work. Please inform the school of any change in address, phone numbers or workplace that occur during the year.

Accessibility Statement

Should an individual have any disability or handicap that causes them difficulty in accessing information provided through our webpage, please contact the school office 603.456.2241.

SIMONDS SCHOOL

14 Church Street - Warner, NH 03278

https://www.kearsarge.org/simonds-school

Principal: Tim Stokes
Associate Director of Student Services: Jamie Malhoit
Guidance Counselor: Kim Bragg
School Nurse: Janet Meade
Office Manager: Wendy Grimes

PHONE: 603.456.2241
FAX: 603.456.3084

KEARSARGE REGIONAL SCHOOL DISTRICT INFORMATION

Superintendent of Schools:	Winfried Feneberg
Assistant Superintendent:	Michael Bessette
Business Administrator:	Larry LeBoeuf
Director of Student Services/ 504 Director:	Larry Elliott
Director of Technology:	Barbra Turner
Director of Cafe Services:	Melina Cochran
School Board Chair/Warner Representative:	Ken Bartholomew
Warner Representative:	Emma Bates

**Approximately 2,000 students from the towns of Bradford, Newbury, New London, Springfield, Sutton, Warner and Wilmot comprise the KRSD.*

KEARSARGE DISTRICT PHONE NUMBERS

School Admin. Unit	**526.2051**	**KRHS**	**927.4261**	**KRES @ Bradford**	**938.5959**
Transportation	**938.6464**	**KRMS**	**927.2100**	**KRES @ New London**	**526.4737**
Cafe Services	**927.2330**	**Simonds School**	**456.2241**	**Sutton Central School**	**927.4215**

REVISED Simonds School Daily Schedule	
8:20 am	Bell rings- students enter
8:35 am	Official start of school day
11:30 am	Lunch for grade K, 1, 2
11:50 am	Recess for grade K, 1, 2 Lunch for grades 3, 4, 5
12:10 pm	Recess for grades 3, 4, 5
1:50 pm	Boys & Girls Club & walkers are dismissed
1:55 pm	Bus riders are dismissed

SIMONDS SCHOOL STAFF DIRECTORY…

Tim Stokes	Principal	Jessie Dietel	Occupational Therapist
Jamie Malhoit	Associate Director Student Services	Bethany Newcomb	Speech/Language Pathologist
Kim Bragg	School Guidance	Dabney Kelsey	Board Certified Behavioral Analyst
Janet Meade	School Nurse	Hillary Foster	Registered Behavioral Technician
Wendy Grimes	Office Manager	Lauren Spadafore	School Psychologist
Sarah Anderson	Administrative Assistant	Erica Ginalski-Herr	Enrichment Coordinator
Keri Fossum	Kindergarten	Brian Horn	Social Worker
Danielle Cormier	Kindergarten	Hilary Grimes	Technology Integration Specialist
Shelbie Connor	Grade 1 Teacher	Allyson Allen	Special Education Paraeducator
Erin Guinan	Grade 1 Teacher	Michelle Allen	Special Education Paraeducator
Mackenzie James	Grade 2 Teacher	Lexi Bryk	Special Education Paraeducator
Amanda Smith	Grade 2 Teacher	Sheri Olson	Special Education Paraeducator
Emily Downs	Grade 3 Teacher	Merry-Lynn Paradie	Special Education Paraeducator
Leia Simoni	Grade 3 Teacher	Kris Stevens	Special Education Paraeducator
Kim Savell	Grade 4 Teacher	Sean Vincent	Special Education Paraeducator
Larry Restuccia	Grade 4 Teacher	Mary Craigie	Interventionist- Title I
Jessica Whitman	Grade 5 Teacher	Kate Cusick	Interventionist- Title I
Elise LaCourse	Art Teacher	Martha McLoughlin	Interventionist- Title I
Matt Mitchell	Music Teacher	Brian Mason	Maintenance Site Manager
JoAnne Palin	Media Generalist	Mark Lacrosse	Maintenance
Jacob Palmer	Physical Education & Health Teacher	Sara Poirer	Café Services
Scott Richard	Special Education Case Manager	Emma Bates Stef Martin	Volunteer- PTO Co-Presidents
Samantha Weaver	Special Education Case Manager		
Kelley Joseph	Reading Specialist		
Jessica Pickering	Math Coach		

Individual staff web pages and email addresses can be viewed on www.kearsarge.org.

KRSD 7 Standards for Excellence in Teaching include:

1. Learning Cooperatively
2. Reading/Writing Throughout the Curriculum
3. Quality Learning Communities
4. Assessment
5. Theories of Learning and Practice
6. Technology
7. Integration Within the Curriculum

SIMONDS SCHOOL: GENERAL INFORMATION

(Revisions due to KRSD Reopening Plan in Red)

Simonds School has approximately 160 students enrolled, about 100 students have chosen the At School: Remote Learning. The movement of our students and teachers throughout the building will be limited due to safety guidelines. From the time students arrive in the morning until they leave in the afternoon, they are expected to follow a few basic rules that promote safety and respect among all people in the building.

Students may arrive anytime from **8:20-8:35 am**. At **8:20 am**, students may proceed to their classrooms. School officially begins at **8:35 am** and ends at **2:00 pm**. *It is highly encouraged to say your goodbyes at the front door so as to not disrupt the morning routines and to foster independence with your child.*

Parking-Buses, cars and pedestrians share the same space each day. Here are a few tips to keep it all running smoothly:

- ★ cars may park on the right side of Church Street
- ★ on Kearsarge Mountain Road
- ★ in the three spaces to the right of the bus road
- ★ in spaces marked along the fence
- ★ in the parking lot
- ★ in the adjacent side lot (dirt/gravel area)
- ★ or, in the 2 handicapped parking spaces that are located on the upper playground area (with appropriate handicap plate/tags)

Please do not drive up to the school when the orange traffic cones are set-up unless you have the assistance of a staff member or for handicap parking access.

Arrival - Parents may drop students off following the drop-off pattern. This year it is strongly encouraged for students to exit cars and enter the building without parents. There will be limited visitor access to the school per KRSD Reopening protocols.

Dismissal - At the end of the day, children attending after school clubs, walking home or being picked up by car will be dismissed first. Bus students will be dismissed after the walkers leave.

- ★ Cars should line up on the right side of Church St., next to the sidewalk.
- ★ Students will walk down the main walkway, cross at the crosswalk and enter cars from the sidewalk.
- ★ Some students will walk down the walkway and turn right to Kearsarge Mountain Road.
- ★ If you plan to remain after dismissal, please park in the designated areas.

*If you are staying with your children on the playground after school, we ask that school rules be followed at **ALL** times. (For example, not running up or down the slide.)*

KRSD VISION & MISSION STATEMENT

KRSD VISION: Inspiring learners, committing to community, contributing to a dynamic world.

We are seven towns, seven schools, and one district committed to partnering with families and community, to support and prepare learners who:

- ❖ Pursue academic excellence.
- ❖ Are caring, compassionate community members who support each other.
- ❖ Make positive contributions to the world and value diversity.
- ❖ Promote personal responsibility, accountability, and wellness.
- ❖ Value the collaborative process while maintaining a sense of self-advocacy.
- ❖ Celebrate creativity.
- ❖ Are flexible, resilient, and embrace individual growth.

ACTIVITIES

Student involvement is a key to student success. Extracurricular activities provide a safe, positive and healthy atmosphere for students. Activity information is typically sent home through newsletters and/or notices. The following is a list of many of the available after school activities:

Guitar Club (4th + 5th grades)
Homework Club
Lego Club
Pillsbury Free Library Programs
WYSA Ski/Snowboard at Pats Peak

*Availability of these activities will be determined by KRSD school board. At the time of publication, these activities are all postponed.

ADDITIONAL ACADEMIC OPPORTUNITIES

Advanced Academics: The Kearsarge Regional School District K-8 Enrichment Program aims to offer enrichment in response to student needs as a three-tiered approach:

- Tier 1: Whole School Enrichment
  - Traveling Critical Thinking Centers
  - Kearsarge Math League & KRMS Math Team
  - Field trips, assemblies, artists- and scholars-in-residence
- Tier 2: Enrichment for High-Achieving Students
  - Junior Great Books and other reading enrichment groups
  - Math enrichment groups
  - Johns Hopkins nominations
- Tier 3: Servicing Gifted & Talented Students via Individualized Action Plans
  - Support of classroom differentiation (Stanford EPGY, independent projects, differentiated resources)
  - Student advocacy
  - Coordination of resources
  - Mentorships
  - Project M3 and Math Innovations

D.A.R.E. (5th grade) - D.A.R.E. stands for Drug Abuse Resistance Education. It is a decision making education program designed to equip elementary, middle and high school children with knowledge about drug abuse, the consequences of abuse, and skills for resisting peer pressure. Uniformed law enforcement officers team with our own school staff to teach a formal curriculum to students in a classroom setting.

D.A.R.E. (kindergarten) - Our D.A.R.E. Officer speaks with kindergarteners regarding phone and home safety.
Environmental Camp (5th grade) - This is an overnight program that takes place at Camp Coniston where fifth grade students study pond life, bog life and orienteering. Students also take a nature hike and participate in small group team building activities.

Field Trips - Student field trips, which may have significant educational and/or social value, will be scheduled as opportunity permits. Such trips are planned by staff and are coordinated with school curriculum. The teacher will notify parents about time, date, special clothing, and lunch arrangements and if money will be required for tickets, extra fees, etc. Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

-Failure to receive appropriate permission from parent/guardian or teacher
-Behavioral or safety concerns
-Other reasons as determined by the administration.

*At the time of publication, all field trips are currently canceled.

Geography Bee - Each year students in grade 4 and 5 are encouraged to participate in our school geography bee. The winner represents Simonds School in the state competition, which is usually held at Keene State.

Gifted Student Individual Action Plan (IAP) - Gifted and Talented identification begins with referral by teachers and/or parents or via test scores. Imagine the process as being like a student study, where we collect data to best understand the

learning attributes of a child and put together a Collected Body of Evidence. Once a student's collected body of evidence leads to a high probability of giftedness or outstanding talent, an Individual Action Plan (IAP) is created. An IAP is designed to support our gifted and talented students by:
(a) Providing guidance and accountability for teachers, parents, and students about how best to accommodate a gifted and talented student.
(b) Containing the collected body of evidence, goals, and accommodations.
(c) Reviewing and setting goals with parents and student yearly.
(d) Passing IAP folders from teacher to teacher each year to help maintain a continuum of support.

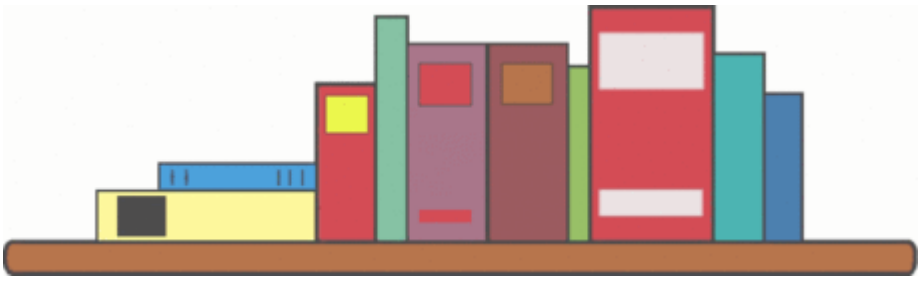
Invention Convention - The Academy of Applied Science's Young Inventors' Program is a K-12 Project-based learning program that provides a hands-on STEAM (Science, Technology, Engineering, Arts, Math) educational enrichment opportunity to budding youth inventors. The Young Inventors' Program helps schools introduce a fun invention curriculum to their learners in the form of a school program that culminates in a school Invention Convention event.

Kearsarge Math League - Our math league is designed to be an extra math challenge in a casually competitive environment. Students in grades two through five throughout the Kearsarge Regional School District are invited to compete in four math meets throughout the school year. Meets will take place during regular school hours, and participation is optional. Each student who chooses to participate will work independently for thirty minutes solving six math problems. The questions are meant to be challenging and to stretch their problem-solving skills. Children who participate in all of the meets at their grade level will receive a KML prize. The top three scorers from each school will be invited to participate in the Kearsarge Math League Championship, held at Kearsarge Regional Middle School, where the district's' top grade-level champions will be crowned.

Literacy Day - Every year, the school, PTO and *MainStreet Warner Inc.* supports funding for an author and/or illustrator to visit Simonds for a few hours, generally in early May. The community of Warner has five or more authors/illustrators who live here. In addition, there are authors and illustrators who live close by. The forum provides an opportunity for students to visit with and learn from a published author/illustrator up close. At the end of the visit, each student will be given an autographed book. After school on Literacy Day, MainStreet Bookends will sponsor a meet and greet with the author/illustrator for families and the community for approximately an hour.

Spelling Bee (4th and 5th grade) - 4th and 5th grade students may choose to participate in the annual spelling bee, held in late January. This event is open to the public. The winner goes on to the Scripps Howard state spelling bee.

What I Need (W.I.N.) - W.I.N. is a designated block of time each day that provides your child with additional instruction and practice opportunities that are tailored and targeted to meet his or her specific learning needs. Prior to the beginning of each W.I.N. cycle, teachers meet to group students and determine/design a W.I.N. unit of instruction that will best meet the needs of your child. Because our goal is to offer highly targeted, differentiated instruction, we involve as many adults as possible. Therefore, during W.I.N. time, your child may work with the classroom teacher or another teacher in the building. Also, W.I.N. time instruction for your child may take place in your child's classroom or another room within the building.



ATTENDANCE, TARDINESS AND TRUANCY (KRSD Policy JH)

Regular attendance and punctuality are essential for a successful school year. Students are expected to attend school unless they are ill or there is a family emergency. Unexcused absences exceeding 10 school days are considered chronic and may be reported to the truant officer. Please note that the Kearsarge attendance policy (JH) states that there are two kinds of absences: excused and truancy. Excessive excused or unexcused absences may result in academic consequences and legal procedures may be instituted. Students granted excused absences will be allowed and encouraged to make up any work that is missed.

Students should be prompt in arriving, but not arrive prior to **8:20 am**, when supervision begins. Students should leave the school grounds as soon as they are dismissed, unless other arrangements have been made (for example, after school clubs, Boys & Girls Club). Please call Simonds School at 603.456.2241 any time before 8:30 am to report an absence or late arrival. If we do not hear from you and your child is not present, we will assume your child is missing and will contact for verification. Dismissal of a student must either be at the request of a parent/guardian or by the nurse due to illness or injury. The request for dismissal should be made in writing. All dismissals shall go through the office where children will be met by parents for pick-up.

Determination as to whether a student absence is excused or unexcused will be made by the principal of Simonds.

Excused Absences

The 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 religious holiday
7. College visits
8. Family vacation/education opportunities
9. 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.

*Students will only be released during the school day to the parent/guardian OR to those persons listed as "emergency contacts" on their registration information. If students are to be signed out by someone other than the individuals listed above, the office needs written notification from the parent indicating who has permission to pick-up and sign out their child during the school day. If there are persons to whom a child should **NOT** be released (i.e. non-custodial parent) we must have legal documentation on file indicating to whom the child cannot be released.

**At Home: Remote Learning students will be expected to attend all live broadcast classes at approximately 9 am, 10:30 am and 12:45 pm. Attendance will be taken during each class.

Trips/Vacations-

Research indicates that it is not educationally sound to remove a child from school for a trip/vacation. While paperwork can be made up from being absent, your child will miss valuable direct instruction and direct interaction with teachers and students.

Generally, absences other than for illness during the school year are discouraged. The principal may, however, grant special approval of absence for family vacations, provided request for is given in advance. Parents are asked to write a note to their child's teacher(s) at least two weeks before the trip. This advance planning will allow the teacher enough time to work with parents and the student regarding the completion of assigned work.

In the event that you do choose to remove your child from school for a trip/vacation, the following policies should be followed:

*Two weeks before the vacation, submit in writing the student's dates of absences. Please read the attendance policy (policy JH).

AGE OF ENTRANCE: (policy JEB)- Students entering Simonds School need a birth certificate, a completed medical form, and a copy of their immunization records. Students must be five years of age on or before September 30th to enter kindergarten. Please refer to www.kearsarge.org, Policy JEB for complete information.

ASSESSMENTS

a. **NAEP (National Assessment for Educational Progress) -** The NAEP (also referred to as the 'Nation's Report Card') is the largest nationally representative and continuing assessment of what America's students know and can do in various subject areas. Assessments are conducted periodically in mathematics, reading, science, writing, the arts, civics, economics, geography, U.S. history, and in Technology and Engineering Literacy. In 2017, NAEP began administering digitally based assessments (DBA) for mathematics, reading, and writing, with additional subjects to be added in 2018 and 2019.

b. **SAS (Statewide Assessment System) -** The SAS is a state-led consortium working to develop and implement next-generation assessments that accurately measure student progress toward college and career readiness in mathematics and English literacy. SAS assessments will take place in the spring. English Language Arts and Mathematics assessments take place in grades 3-5. Each assessment is based on the NH College and Career Readiness Standards for that year of learning. Students in grade 5 will also be assessed in science. Snacks may be provided for the students. Teachers consult with parents/guardians and also meet with grade level teams to determine necessary assessment accommodations.

c. **Quarterly Benchmark Assessment -** There are several Benchmark Assessments specific to each grade level. Benchmarks include both mathematics and reading/literacy assessments. They are given three times a year: September, January and May. In addition to these benchmarks, strategic assessments in both reading and math may take place in October and March, just prior to report cards. ***The Reading Specialist and/or Math Coach*** may be responsible for administering most of the benchmarks for students. In addition, teachers may be responsible for administering several grade level or classroom assessments.

   i. AIMSWEB+
   ii. Journeys (Literacy Program)
   iii. EnVisions (Math Program)

BEHAVIOR AND SCHOOL CONDUCT

Simonds School has three main rules. They are posted in classrooms and throughout the building:

*Be Safe *Be Respectful *Be Responsible For Learning

Teachers discuss appropriate behavior with students, noting that physical abuse; verbal abuse, profanity, vandalism and bullying are not tolerated in the school environment. Except in special circumstances, gum chewing is not allowed on school grounds. Should a student choose not to follow school rules, the staff member who observes the unacceptable behavior will fill out a discipline report. These forms are filed in the Principal's Office. Depending on the infraction, the report may be mailed home, with a request for a parent's signature and return. Consequences for breaking the rules vary. Minor infractions may result in missed recesses, verbal or written apologies, talks with the student and parents, or community service. Infractions of a more serious nature may result in in-school suspension, out-of-school suspension or expulsion.

***Please note the Pupil Safety and violence Prevention Policy (JICK) in the back of this handbook.**

*** Please see Playground; Winter/Snow; and Sledding Rules in Appendix.**

BULLYING AND HARRASSMENT

Fair and equal treatment for all children is our goal at Simonds School. Adults are expected to listen to students' issues, especially when administering consequences for offenses. Simonds' staff respects student privacy and strives to maintain consistency in discipline. Each child's input concerning discipline issues are considered and resolutions/
consequences are given accordingly. All students have a right to feel safe in school. Issues of harassment and bullying will be dealt with in a timely manner and in accordance with the Safe and Drug Free Schools Act and KRSD policy JICK.

BUS TRANSPORTATION (policy EEAEC)

The school bus is considered school property. All regular school rules apply whenever students are on the bus. While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the driver. In the case of a written disciplinary referral, the bus problem will be investigated and handled by the administration. Any action which may jeopardize the safety and welfare of students, drivers, or equipment may result in loss of transportation or other disciplinary action as deemed appropriate. Depending on the age of the student and the nature of the violation, a warning may or may not be given and a bus suspension may result. Transportation to and from school then becomes the responsibility of the parent/guardian. (Reference New Hampshire RSA 189:9A).

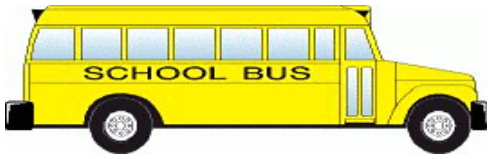
POLICY EEAEC: "Students using District transportation must understand that they are under the jurisdiction of the school from the time they board the bus until they exit the bus."

Students transported in a school bus shall be under the authority of the Kearsarge Regional School District and under the control of the bus driver, a legal representative of the School Board. Disorderly conduct or refusal to submit to the authority of the driver shall be sufficient reason for a student to be denied the privilege of transportation in accordance with the procedures of the Kearsarge Regional School District. These infractions of behavior while on the school bus will result in administrative action at the school level.

The driver of the bus shall be held responsible for maintaining orderly conduct of the students transported. Each driver has the support of the Kearsarge Regional School District in maintaining positive behavior on the school bus.

The Superintendent of Schools will designate the building Principal and/or Assistant Principal as the school officials having authority to apply appropriate administrative action for student infraction(s) of safe school bus conduct and behavior.

The Superintendent of Schools or his/her designee will develop rules and regulations for conduct on buses and provide them to the parent/guardian and student. (**Statutory References: New Hampshire RSA 189:6-9a Cross reference: Department of Safety Handbook for School Bus Drivers SB Policy EEAEC-R SB Policy JICC First Reading: August 23, 2007 Second Reading: August 30, 2007 Approved: August 30, 2007)"*



BEFORE AND AFTER SCHOOL PROCEDURES

Before School – Per KRSD Reopening Plan, students will not be allowed to congregate prior to the beginning of school. As such, if students arrive before the beginning of school, they should remain with their parents. There will be no supervision until the bell rings. At **8:20 am** students may enter the school.

After School - Students are to leave the building promptly when the school day ends unless involved in a supervised school activity.

BLIZZARD BAGS

The Blizzard Bag Program is an important educational initiative! This program originated in the Kearsarge Regional School District and promotes learning outside the walls of the classroom. Students have the opportunity to learn at home when weather conditions call for a "Snow Day" or any school closure.

Students work on their Blizzard Bags at home, with a friend, library, local college … outside, inside, everywhere learning takes place! The KRSD Blizzard Bag learning opportunity allows students to experience independent, hands-on, experiential learning. It also sets the stage for lifelong learning, starting in kindergarten and lasting for a lifetime! Blizzard Bags afford us the chance to extend and blend learning beyond the walls of the KRSD.

A Blizzard Bag Day is typically called when we have an event which prevents KRSD schools from opening. There are currently lesson plans set for five Blizzard Bag days in the schools of the Kearsarge Regional School District. Blizzard Bag information will be listed on teacher websites. ***You may choose to complete lessons online or on paper.*** At the elementary level, BB lessons are also sent home in a physical bag (in case you are unable to access the web). All Blizzard Bag lessons are expected to be returned based on the rules established at each school (maximum is two days after the BB Day).

Blizzard Bag days are determined by the KRSD Superintendent's office and parents will be notified via the Rapid Notification System (a call and/or email will be placed to your home). If you have not received Rapid Notification messages in the past, or your contact information has changed, please contact the main office of your local school to update your information.

WE MUST HAVE AT A MINIMUM, 80% STUDENT PARTICIPATION IN ORDER FOR A BLIZZARD BAG TO BE ACCEPTED AS A SCHOOL DAY. Those that do not return their Blizzard Bag Work will be considered absent on that day.

CELEBRATIONS AND SPECIAL EVENTS

*****At time of publication, all community events are canceled until further notice.***

All-School Assemblies - There will be approximately one All-School Assembly per month. Each grade level hosts one per school year. However, we hold some assemblies to honor certain holidays or events.

Base Groups - After the December break students will be divided into "Base Groups". Base groups are cross-grade level groups of approximately twelve to fourteen students. Sometimes these groups have a theme or event connected with them that drives learning and activities.

Book Fair - Each year the PTO in conjunction with Warner's MainStreet BookEnds sponsors a book fair. All students browse through the selected books and create a personal wish list. The wish lists are made available to parents so that books may be purchased for general reading enjoyment.

Culture Day - This school-wide event takes place every year. This event provides students the opportunity to experience a cultural event in our State through literature or the arts. Culture Day is made available through the Town of Warner's Bartlett Fund. Simonds School will be researching opportunities and notify families once a decision is made.

Curriculum Fair - Curriculum Fair is an event similar to Open House. It's an opportunity for families to see what is going on in the classroom with curriculum. Families are welcomed into the school to view samples of student work at each grade level.

Davis Awards - Each year, three students are selected by each classroom teacher to receive an award for one of the following areas: academic achievement, effort, improvement, citizenship, leadership, or for excellence in fine arts. This award is made possible through a trust fund set up in the will of William D. Davis, who was a student in Warner during the 1800s. During the Davis Award ceremony a book will be presented to the recipient.

End of Year/ Last Day - The last day of school is a day of several events.
A typical schedule for the last day of school:

- Morning – Classroom activities.
- Snack – as usual
- Classroom Cleanup – Students gather all belongings and teachers pass out final report cards.
- Davis Award Assembly – Parents arrive (see additional explanation above).
- School Lunch – a picnic lunch is provided for all Simonds students and families by the PTO.
- 5th Grade Celebration Ceremony – The last goodbye.

Family Lunch – The first quarter family lunch is postponed until further notice. We will revisit other family lunch dates as we get further guidance from the school board.

Festival of Trees - It is a tradition in Warner to celebrate the holidays in Warner with decorating a tree for the Town Hall. Every year the town selects a theme for all the trees. Students create ornaments within their classrooms to be placed on the school tree. Ornaments are brought to the Town Hall by the guidance counselor and a student from each classroom. Classrooms visit the Town Hall to enjoy the decorations the week before the holiday break. An alternative activity can be provided upon request from the parent/guardian.

First Day of School/ Family Pancake Breakfast - On the first day of school, families are invited to come to school with their child for a pancake breakfast, sponsored by our PTO and served by staff.

Halloween - Students will be given the opportunity to parade downtown on this day. The parade will begin at **2:00 pm** and concludes when all students return to school at the end of the parade on the field. Students should bring in their costumes, and as a reminder, **NO BLOOD, make-up or weapons**! Students will NOT be collecting candy during the parade.

Health & Safety Fair (bi-annual) - Simonds School hosts a Health & Safety Fair on a bi-annual basis. This fair is done in conjunction with the local police, firefighters, town officials, and community volunteers. It includes topics such as bicycle safety, fire safety, nutrition, yoga, accident prevention, etc.

Holiday Celebration - The Spiral is a long-standing tradition at Simonds School. Everyone in the school participates and the Spiral concludes with the singing of a few traditional holiday songs. The holiday celebration continues with five or six organized centers in various parts of the building. These centers are generally led by administration and non-classroom staff, as well as, parent and community volunteers.

Open House - Simonds School opens its doors to school families each fall. Families can visit their child's classroom, meet teachers and specialists and see what the children are learning.

Picture Day - Picture Day is generally near mid-September. Students are sent home with a packet with choices. Due to multiple households, some students may need more than one packet. Students who choose to purchase pictures will bring in an envelope with choices and payment. Every child has their picture taken regardless.

Spring Concert – The spring concert usually takes place at Simonds School in the MPR in April. The concert begins at 6:30 pm, and lasts for about an hour. There are two performances (K-2 and 3-5), ending with an all school song.

Valentine's Day - Valentine's Day is a low-key celebration acknowledged independently in each classroom. The celebration typically consists of sharing cards and educational activities.

Veterans Day - There is no school on this official holiday however, we do have a brief assembly to acknowledge the meaning and purpose of veterans within our community.

Winter Carnival - Every year there is a themed celebration and students are assigned to base groups and participate in a day of outdoor fun. Winter Carnival follows Spirit Week when children dress to a different theme each day. Students should dress warmly for being outdoors for a few hours of activities. Volunteers and school personnel are scheduled to run and supervise a myriad of events. The activities range from a climb/hike up "Mt. Olympus" (the hill to the right of the school yard), to sledding, tug-of-war, and indoor volleyball. The Winter Carnival is organized approximately as follows:

Regular classroom time
Snack and finishing touches on brief presentation with base groups
Opening ceremony and presentations by each group, then return to classroom groups
Climb Mt. Olympus with classroom group
Lunch with base groups
Winter Carnival activities rotate until 2:15 pm
Closing ceremony
Return to classrooms and dismissal
Many volunteers are needed to make this day a success.

*****At time of publication, all community events are canceled.***

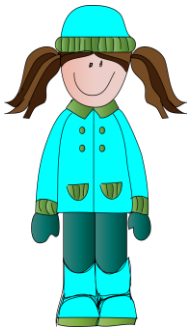
CURRICULUM

The Kearsarge District has aligned its curriculum to the Common Core State Standards (CCSS). This federal program replaces the frameworks aligned to the No Child Left Behind program. Children will be assessed using the Statewide Assessment System (SAS). This assessment is given on computers during the spring in 3rd, 4th and 5th grade.

The following is a summary of some of the programs (including, but not limited to) that are implemented to support the Common Core State Standards (CCSS):

Subject	**Grade**	**Description**
Literacy	K-5	Journeys (Phonics, phonemic awareness, reading, listening, speaking, writing; comprehension)
Social Studies	K-5	Scholastic News and other grade-level materials
Science	K-5 3,4,5	District flipcharts FOSS Science Kits
Mathematics	K-5	EnVisions Math
Unified Arts	K-5	*Art is held once weekly *Health is held bi-weekly (approximately 15 classes per year) *Library is held once weekly *Music is held once weekly *Physical Education (PE) is held twice weekly. *It is strongly encouraged that students dress in comfortable clothing for movement and also athletic shoes/sneakers.* *****At time of publication, UA courses will begin once Remote Learning is up and running effectively.***

DRESS CODE



Children go outside for recess all year long. Please send your child with a hat and mittens in cold weather. Footwear must be worn at all times. Students' clothing should cover their undergarments at all times. Daily clothing should not jeopardize the health or safety of the individual or others, and not disrupt the educational process. Students' clothing should be appropriate in our Drug Free School Zone. Except in special circumstances, hats may not be worn in the school building.

The school administration reserves the right to determine whether the student's attire is within the limits of decency and modesty. The principal may allow exceptions in special circumstances: holidays, performances, etc.

*Please see KRSD Reopening Plan for mask requirements.

DRILLS, SAFETY PROCEDURES AND CONDUCT

There will be periodic safety drills held throughout the year. These will include fire, drop & cover, evacuation, reverse evacuation, lockdown and shelter-in-place drills. Students are required to be silent and shall comply with the directives of school officials during emergency drills.

Simonds Schools participates in a variety of safety drills. They include:

- Safety drills (i.e. fire)
- Evacuation drills - Should a situation arise such as a fire, an oil leak, etc., and it becomes necessary to evacuate the school, Simonds students may be taken to the United Church of Warner until such time that dismissal plans have been arranged.
- Severe weather (shelter-in-place) drills
- Bus evacuation drills each school year

There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

FOOD IN SCHOOL

We try to be sensitive to the dietary needs of every student. Parents should not send food items to their child's classroom unless it has been cleared by the teacher. Teachers will let parents know in advance when they plan on providing food in the classroom or would appreciate that snacks be sent in.

FOOD SERVICES

School lunches and breakfasts are available for students in grades Kindergarten through 5th grade.
All children may purchase milk and snacks in the morning.

KRSD Food Service Director: Melina Cochran can be reached at 927-2330, or by email at fsd@kearsage.org

Breakfast	$1.50			
Lunch	$2.75	(Reduced .40)	A La Carte Milk	$ .65

Parents are encouraged to pay for their student through **My School Bucks** (myschoolbucks.com). Here you can view account balances and meal purchases, schedule automatic payments, make payments at anytime, anywhere through their mobile app. Parents may also send money into school to pay for the full week on Mondays. Parents may choose to send a snack. All children benefit from a healthy snack during morning break. Parents may sign students up for Breakfast for Snack by contacting the main office.

GRADES

The report card is a record of progress over a set period of time (quarterly). This report is for the benefit of reporting progress to parents/guardians of the student's progress and is for your benefit. Students control the outcome of the report cards. Grades are not issued by the teacher, but are earned by the student.

Report cards will be sent home the week after the marking period ends. End of quarter dates are:

First Quarter	**October 30**
Second Quarter	**January 15**
Third Quarter	**March 26**
Fourth Quarter	**Last Day of School**

HEALTH OFFICE

***Please see the Handbook Addendum for Covid-19 Illness protocols. Please note that all illnesses will follow Covid-19 protocols.**

Please make sure all student medical information is current and on file with the health office. All student health information is maintained with strict confidentiality.

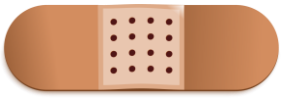
School entrance, in accordance with NH State Law, requires a physical examination and up to date immunizations (unless religious exemption paperwork has been filed). You will be notified if your child's immunizations on file are not current.

If your child has a medical diagnosis or health condition that requires having medication at school, an updated ACTION PLAN and/or MEDICATION ORDER is required to be signed by your Physician/Healthcare Provider and parent/guardian. Medication cannot be administered to your child without an updated Action Plan and/or Medication Order on file. All medication(s) brought to school must be in original labeled bottle/package. Please review, complete and return the Over the Counter Medications form.
*Cough drops may be sent in from home if desired with a signed note from parent/guardian and will be held in health office and administered per guidelines.

Common district health forms can be found on the Simonds Health Office website and also the KRSD Health and Wellness website.

General guidelines for when students will be sent home from school:

- Fever > 100 **(Students should be fever-free for 24 hours without fever-reducing medication before returning to school after an illness.)**
- Full body rash of unknown origin or new and rapidly changing and/or spreading rash
- Conjunctivitis - bloodshot eye with thick returning discharge
- Severe abdominal pain/ vomiting
- Severe fatigue with inability to participate in class
- Head injury exhibiting any concerns requiring medical attention or immediate concussion symptoms.
- Injuries requiring medical attention (stitches, broken bones etc.)
- Any asthma concerns not improving with prescribed inhaler use.



If you have any questions or concerns as to whether or not your child should stay home from school, please call and discuss with the school nurse at 456.2241.

HOMEWORK

Homework is considered a necessary part of the learning process and a legitimate demand on the non-class time to reinforce skills already learned. Homework helps students develop a work ethic as they become independent and responsible for their schoolwork. Teachers employ a variety of methods in sending homework and you are encouraged to communicate with your child's teacher if you have questions or concerns. In an effort to assist families with homework, we offer *Homework Club* after school on Tuesdays and Thursdays for grades 2-5. *At time of publication, *Homework Club* is canceled until further notice.

The School Board recognizes the need for parent participation in the learning process and therefore encourages communication concerning homework between school and home. Parents are encouraged to promote proper study habits, and assist when needed.

Kindergarten	Encourage the development of good work habits.
Grades 1, 2, 3	Daily practice in reading, writing, math, and/or additional projects as assigned.
Grades 4, 5	Daily practice in reading, writing, math, and/or additional projects as assigned. Maximum of 45 minutes daily.

*For additional information, please read the complete Homework Policy IKB at www.kearsarge.org.

Homework requirements may vary based on remote learning status.

INSURANCE
On the District homepage, www.kearsarge.org, parents will find a link to sign-up for Student Accident Insurance for those students who are not covered under another health policy.

INVITATIONS
Students may only pass out invitations if the whole class is invited. The school will not provide addresses, emails and/or phone numbers. The PTO may have a directory available.

Students are welcome to celebrate their birthdays or other personal celebrations with a small gift for the class, such as birthday pencils or a book. We ask that you not bring in food items. If bringing birthday party invitations to school, please have an invitation for everyone in the class.

ITEMS NOT TO BE BROUGHT TO SCHOOL
Valuable items, toys, pets, large sums of money, cell phones, expensive jewelry, electronic devices, etc. should not be brought to school. Unusual items that need to be brought to school for a project should be cleared through the classroom teacher and administration. ***Note: Simonds School assumes no responsibility for valuable items or cell phones which are lost, damaged or stolen.*** Law strictly forbids knives, guns or weapons of any kind. Please note the Safe School Policy located in the back of this book. (JICI)

LIBRARY MEDIA CENTER
Simonds Library Media Center serves as the information center for the school, providing materials and technological services for personal use and research. Students are responsible for any materials they check out of the library such as books, periodicals, and/or e-readers. Materials should be returned in the same condition in which they were borrowed.

Replacement fees may be assessed for misuse of school owned books and/or electronic devices. Per the RUP agreement: *"I understand that the consequences of my child's actions for not complying with the RUP may include loss of computer/network/Internet privileges, school disciplinary action, prosecution under state and federal law, and/or payment for intentional damage of school devices." Refer to the RUP agreement for additional information.*

LOST AND FOUND
Lost items are placed on the bookshelf near the Multi-Purpose Room (MPR) entrance. Parents are urged to check for lost clothing periodically and to mark names in clothing and backpacks. At the end of each quarter, unclaimed items are given to a charitable organization.

PARENT AND TEACHER COMMUNICATION
Teachers are available through e-mail, voice mail, telephone and notes. Please visit our website at www.kearsarge.org for further information about communication. If a student needs extra help, your child may be encouraged to join homework club.

Parent/Teacher conferences are held at least once each school year at the conclusion of the first quarter.
Progress reports and requests for additional parent/teacher conferences are welcomed throughout the school year as the need arises. Please contact your child's teacher, case manager and/or interventionist if you wish to schedule a conference.

Parents, guardians or community members who have concerns should start communication at the appropriate level. If satisfaction is not reached, the concern may be shared in the following order:

1. **Teacher**
2. **Principal**
3. **Assistant superintendent**
4. **Superintendent**
5. **School board**

PARENT TEACHER ORGANIZATION (PTO)

Simonds School has an active parent teacher organization. Meetings are held at 6:30 p.m. on the first Wednesday of the month in the Staff Room.

SCHOOL CLOSINGS AND EMERGENCY INFORMATION

We understand that our decision to call a delayed opening or school cancellation in bad weather has a significant impact on families. It also may be necessary to move from a delayed opening to a cancellation, although this is a rare occurrence. In addition to the announcements made on local radio stations and WMUR-TV, we will once again utilize a rapid alert notification system. The system will result in you receiving a telephone message generated from our district offices generally between **5:30 AM – 6:15 AM**.

The message will inform you if the day is declared a "Blizzard Bag Day." These are days when students can learn online or complete work in their Blizzard Bag. There may be up to 5 such days each school year. When a Blizzard Bag Day is called, students are expected to complete their assignments and turn them in the next day. For the day to "count" as a school day, we must have at least 80% participation throughout all of our schools!

In the event of an emergency school closing, the **Kearsarge Regional School District** information will be broadcast by:

- Blackboard Connect (rapid alert message via email and/or phone notification from the provided Emergency Information)
- WZID 95.7 WNTK 99.7
- www.kearsarge.org www.thewmurchannel.com/closings
- WMUR Channel 9
- KRSD Facebook page

For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal.

PLEASE DO NOT CALL THE SCHOOL TO OBTAIN SCHOOL CANCELLATIONS OR EARLY DISMISSAL INFORMATION — IT IS AVAILABLE ON ALL LOCAL TELEVISION AND RADIO STATIONS.
(This limits the capacity of our phone lines which impedes our ability to effectively communicate.)

SPECIAL EDUCATION SERVICES

Special education is instruction that is designed to meet the unique needs of children who have disabilities. Certain children with disabilities are eligible for special education and related services. The Individuals with Disabilities Education Act (IDEA) defines childhood disabilities to include a number of different emotional or physical conditions. Specifically, IDEA defines a "child with a disability" as a child with mental retardation; hearing, speech, or language impairments; visual impairments; orthopedic impairments; serious emotional disturbance; autism; traumatic brain injury; other health impairments; or specific learning disabilities, who for this reason, needs special education and related services. Children with learning disabilities receive instruction designed to meet their needs that result from the disability and to help them learn the information and skills that their non-disabled classmates are learning.

Who is eligible for special education?

According to the IDEA, the disability must affect the child's educational performance. State and federal laws guarantee every student a Free and Appropriate Public Education (FAPE). Each school district is responsible for identifying children who have a disability that could interfere with their learning and for making accommodations for that child so that they may have access to the general curriculum in order to be able to participate with regular education students to the maximum extent possible.

** More information about special education can be found at www.kearsarge.org under the Special Education tab and also at the New Hampshire Department of Education site.*

STUDENT PLACEMENT PROCEDURE

We strive to create classes that are balanced in all ways, special needs, total number of students, gender, ability, intelligence, and learning style. When placing students in next year's classes, we will first create a balanced class of students and then assign a teacher to it. If you feel the school needs additional information for the placement process, please share it with your child's teacher no later than May 15th. Specific teacher requests will NOT be accepted. The principal determines the final class rosters.

TELEPHONE CALLS

In case of emergency/illness, students may obtain permission from their classroom teacher to use the office phone to contact parents or relatives. Classroom phones are for teacher use only. Any after-school arrangements (play-dates etc.) must be made before the school day. If your child brings a cell phone to school, we ask they be turned off and kept in school bags during school hours so as to not distract or disrupt the learning environment.

TITLE I INTERVENTION SERVICES

Title I is a federal program that offers supplemental reading and math help to elementary students. The program aims for a partnership with parents, linking school and home. The Title I Coordinator is Assistant Superintendent, Michael Bessette, and he can be reached by email at mbessette@kearsarge.org.

Highly Qualified Interventionists: Title I Targeted Assistance Schools employ paraprofessionals and teachers who are highly qualified and maintain the necessary certification. In the Kearsarge Regional School District, we refer to our Title I staff as Interventionists.

Parents Right-to-Know: Assistance is provided to parents in understanding progress monitoring and assessments through newsletters, report cards, progress reports, and parent/teacher conferences. Please let your child's teacher or Title I interventionist know if you would like more information regarding your child's progress or help in interpreting their data.

Title I Compact: We know that learning can take place only when there is a combination of effort, interest and motivation. We are committed to your child's progress and will do our best to promote his or her achievement. Please read the following section with

your child. We look forward to a productive and successful school year.

Students will:
- Put forth best effort
- Have an "I can" attitude

Parent/Guardians will:
- Help my child to understand his or her promise on this compact
- Continue to provide a quiet place to study
- Remain aware of what my child is learning
- Continue to work with school staff in order to help my child

Classroom Teachers will:
- Communicate with parents regarding instruction
- Maintain open lines of communication with parents, Title I interventionists and students
- Keep Title I interventionists informed about classroom projects and scheduling

Title I Interventionists will:
- Provide as much information about Title I instruction as parents desire
- Provide regular updates about student work and material covered during Title I time
- Encourage parent to visit and observe their child's Title I instruction time

TRANSPORTATION

Students will ride the bus to which they have been assigned and get on and off at assigned stops. Any change from this procedure requires direct communication from the parent/guardian. A bus pass will be issued from the Front Office.

Bike Riders and Walkers-
Students who walk to and from school will be dismissed before the buses have gone. They should use the crosswalks and sidewalks whenever possible.

Bicycles-
Bicycles should be parked in the bicycle rack at the corner of the playground. Bikes should not be left lying on the ground. **Be sure to wear a helmet!!!**

VISITORS

All visitors, including volunteers, parents and siblings are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at the school. Staff and students expect to see an identification badge on all adults in the school.

Visitors must sign in, identifying their name, the date and time of arrival and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

All classroom visits should be arranged and scheduled through the classroom teacher. This will help avoid class/instructional interruptions during the school day.
***At time of publication, visitors will be asked to remain in the main office. All other areas of the school will be limited due to KRSD Reopening Plan.**

VOLUNTEERS AND VOLUNTEER OPPORTUNITIES

***Volunteer opportunities will be significantly limited based on guidelines set forth in KRSD Reopening Plan.**

Classroom Volunteer	Health & Safety Fair	Winter Carnival	Spelling Bee
Holiday Celebration	Festival of Trees	Invention Convention	Geography Bee
Lego Club	Mystery Readers	Chaperone Field Trips	Title I Evenings
Homework Club	Family Pancake Breakfast	Last Day Celebrations	**These all help support our Blue Ribbon Volunteer Opportunities.*
Book Order Helper	Halloween Parade	Support requested by classroom teacher	

Refer to Volunteers Policy IJOC in the Appendix for additional information.

COVID-19 School Modifications - Student Handbook Addendum

2020-2021

Please see the reopening plans for The District for a full guide to school safety procedures. https://www.kearsarge.org/district/news/school-reopening-plan-approved

Daily Schedules

For the school year 2020-2021, Simonds School will offer at least 3 instructional blocks of live, synchronous learning to **all** students. These 3 instructional blocks will focus on the core content areas of literacy, mathematics, social studies, and science. Social studies and science block will, whenever possible, be developed in an integrated, project-based learning model. Social emotional learning will be integrated in these content areas, along with other school-based activities, for at-school remote learning. Schedules of these core content areas can be found at the end of this reopening document.

Attendance

Students should be engaged **every school day during scheduled times regardless of home or school placement**. Students will be marked present based on if they are in-school and in-person (present in classroom, PI), or present if they are attending virtually (present remotely, PR). Absences will be recorded as absent-exempt (AE), or as an unexcused-absence (UA). Teachers will take attendance during each live instructional block. Please see the full student handbook for a full explanation of attendance.

Classroom Recording

(Please see KRSD Guidelines for the Legal Use of Live Feed / Recordings in Classrooms for further information)

Classes will be live streamed and may be recorded each day. If a student does not want to be recorded, they will have the option to work remotely from the satellite room or home. Students and/or families should not post recordings, however may email as requested/needed.

Recordings are made for instructional purposes only. Access to the recording will only be provided to students of the class who are currently enrolled in instruction. All recordings of instruction will be deleted within 30 days of the completion of the class or the end of the school year.

Any use or sharing of recordings for purposes beyond your student's personal instructional use is strictly prohibited and will be considered cause for disciplinary or legal action.

Notification of Video / Audio Recording

The following notification language will be present in all staff and student handbooks and will be provided to parents at the onset of the school year or transitions to new classes:

Dear Parent or Guardian:
This letter is provided to inform you that all classroom instruction conducted during the 2020-2021 school year may be video and audio recorded.

Recordings will be made by the teacher for instructional purposes only and will not be utilized for evaluative purposes. Notices will be placed in the classrooms to remind those present of the potential of recording.
Access to the recording will only be provided by the teacher to students of the class who are currently enrolled in instruction. All recordings of instruction will be deleted by the teacher or district within 30 days of the completion of the class or the end of the school year.
Any use or sharing of recordings for purposes beyond a student's personal instructional use is strictly prohibited and will be considered cause for disciplinary or legal action.

Lunch

Traditional lunch programs will be modified to operate within all the guidelines of the CDC, United States Department of Agriculture (USDA), and state and local agencies. The plan attempts to reduce student exposure to contaminated surfaces as well as other students. The plan includes:

- Students taking part in the food service program will receive prepackaged meals based on menu options for the day. Students will be charged accordingly.
- Students will eat lunch in their own classrooms or outdoor spaces when available.
- All meals will be delivered to students in their classrooms.
- The MPR will be closed to begin the school year.

Safety and Health (PPE and Masks)

Students shall arrive at school with their mask and put it on either upon entering the bus or exiting their car. All students will enter the building wearing masks and in public spaces (including hallways, bathrooms or offices).

Students in grades 2-5 will be expected to wear masks at all times while in the building. Students in grades K-1 will be strongly encouraged to wear masks. Exceptions to this mask requirement will include: breaks for snack in the classroom, lunch in the classroom and at times on days when inclement weather precludes students from going outside.

Students in grades 2-5 that choose not to wear a mask, or wear their mask improperly, will be asked to wear one and wear it correctly. If the behavior is persistent, the student's parents will be contacted and the student will learn remotely until they are able to comply.

Illness and COVID-19 Protocols

It is the expectation that parents will screen their children at home daily by reviewing the COVID-19 Screening Tool: (see below- questions subject to change per CDC/DHHS guidelines)

- If your child has <u>any symptoms</u> of illness over the weekend or on a non-school day please contact the school nurse prior to sending them back to school even if they are feeling well.
- If your child exhibits any symptoms on the screening list while at school, they will be sent home.
- Contact school nurse to discuss any chronic conditions that may mimic symptoms on the COVID symptom list.

Daily Screening Questions for COVID-19 (STUDENTS)

It is the expectation that parents will screen their child(ren) every morning prior to sending them to school. If you answer <u>YES</u> to any section, your child must stay home. Please contact the school to report your child absent and indicate that it is due to the COVID-19 screening. If you are unsure if you should send your child please call to discuss with the nurse in the morning prior to your child arriving at school.

<u>SECTION I: Symptoms</u>

Does your child have (new or unexplained):

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache

- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

*If any of the above symptoms are present (and not otherwise explained), your child must stay home from school. Having a symptom on the list does not necessarily mean that your child has COVID-19 but under the current guidelines from NH Public Health, they need to be excluded from school.

SECTION II Close Contact/Potential Exposure

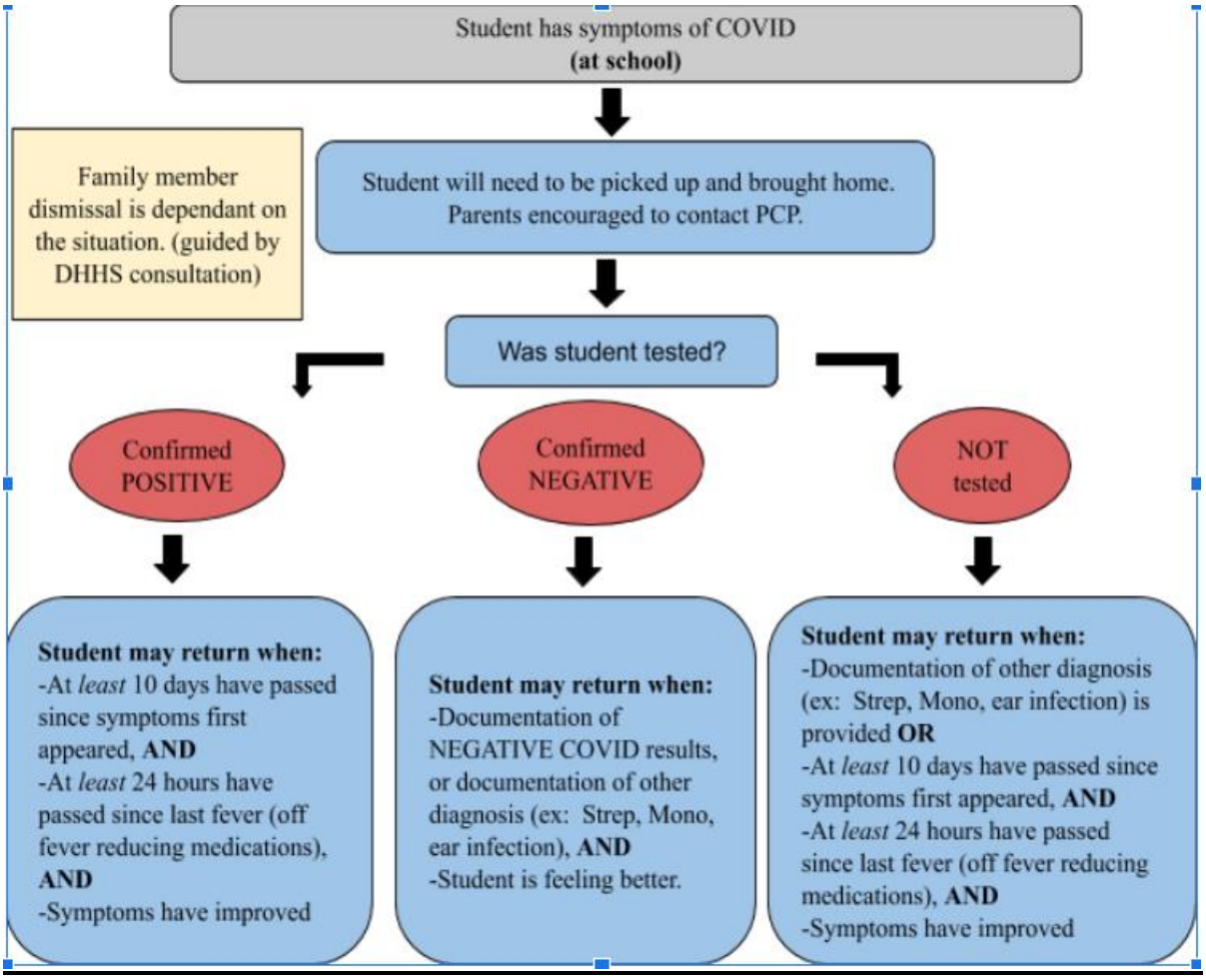
- Has your child had close contact (within 6 feet for >15 minutes) with a person with suspected or confirmed COVID-19 in the prior 14 days?

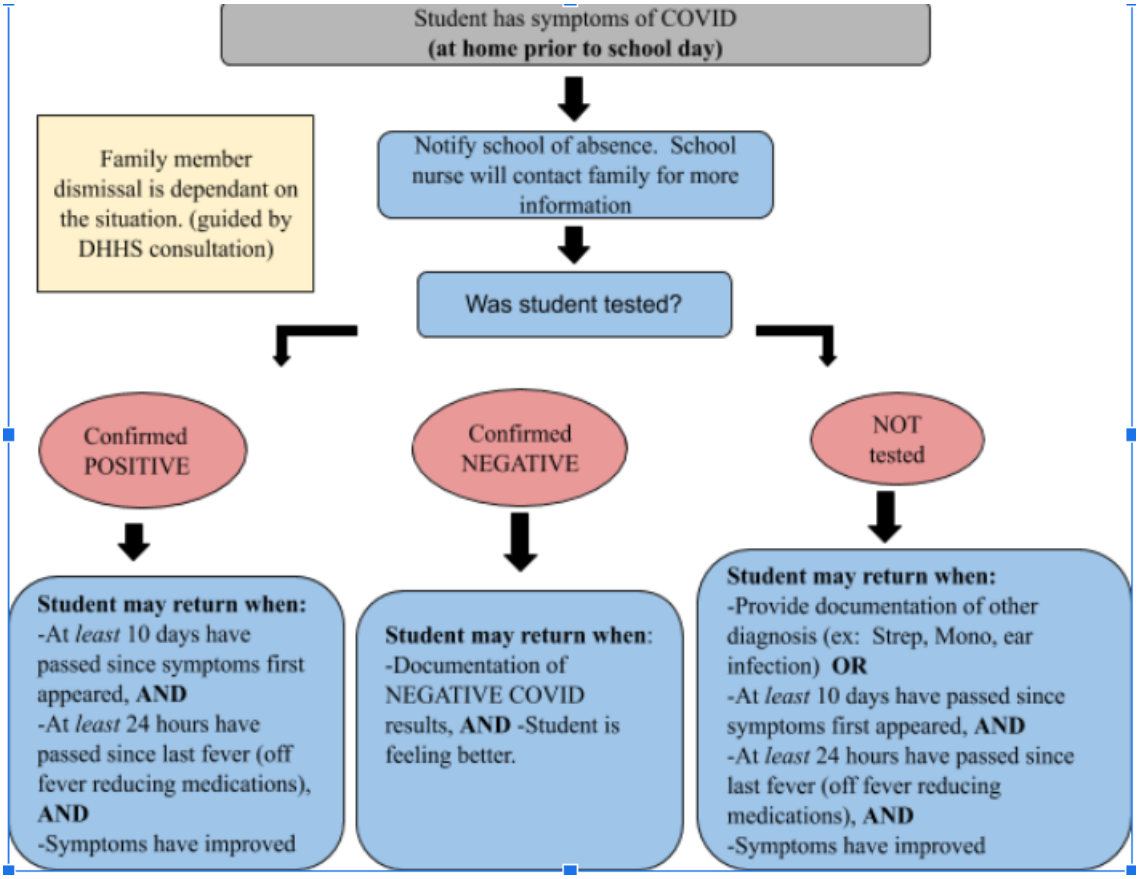
SECTION III Travel

- Has your child traveled outside New England (NH, VT, ME, MA, CT, RI) in the past 14 days?

  (*travel guidance may be updated per CDC and DHHS)

Students that become ill at school will wait in a separate area (away from non-ill students) with the nurse for pickup. Please make sure contact numbers are updated and current. Students sent home due to illness will be advised when to return to school according to the most current CDC/DHHS guidelines. See below:





https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html

*****KRSD POLICIES YOU SHOULD KNOW*****

Please note that all policies may be found at http://www.kearsarge.org/school-board/school-board-policies.

ATTENDANCE, ABSENTEEISM, AND TRUANCY: JH

Absences

The Board requires that school-aged children enrolled in the District attend school in accordance with all applicable State laws and Board policies. The educational program offered by the District is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress.

Attendance shall be required of all students enrolled in the District during the days and hours that school is in session, except that the principal may excuse a student for temporary absences when receiving satisfactory evidence of conditions or reasons that may reasonably cause the student's absence.

The 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 religious holiday
7. College visits
8. Family vacation/education opportunities
9. 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.

In the event of an illness, parents must call the school and inform the district of the student's illness and absence. For other absences, parents must provide written notice or a written excuse that states one of these reasons for non-attendance. The Principal may require parents to provide additional documentation in support of their written notice, including but not limited to: doctor's notes, court documents, obituaries, or other documents supporting the claimed reason for non-attendance.

If parents wish for their child to be absent and excused for a reason not listed above, the parent must provide a written explanation of the reason for such absence, including why the student will be absent and for how long the student will be absent. The Principal will make a determination as to whether the stated reason for the student's absence constitutes good cause and should be excused and will notify the parents via telephone and writing of his/her decision. If the Principal determines that good cause does not exist, the parents may request a conference with the Principal to again explain the reasons for non-attendance. The Principal may then reconsider his initial determination. However, at this juncture, the Principal's decision shall be final regarding excused absences.

Family Vacation/Educational Opportunities

Generally, absences other than for illness during the school year are discouraged. The school principal or his/her designee may, however, grant special approval of absence for family vacations, provided written approval is given in advance. Parents are asked to write a note to their child's teacher(s) at least two weeks before the trip. This advance planning will allow the teacher enough time to work with parents and the student regarding the completion of assigned work.

Truancy

Truancy is defined as any unexcused absence from class or school. Any absence that has not been excused for any of the reasons listed above will be considered an unexcused absence.

Ten half days of unexcused absence during a school year constitutes habitual truancy.

A half day absence is defined as a student missing more than two hours of instructional time 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.

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Intervention Process to Address Truancy

The Principal shall ensure that the administrative guidelines on attendance properly address the matter of truancy by including a process that identifies students who are habitually truant, as defined above.

When the Principal identifies a student who is habitually truant or who is in danger of becoming habitually truant, he/she shall commence an intervention with the student, the student's parents, and other staff members as may be deemed necessary. The intervention shall include processes including, but not limited to:

1. Investigating the cause(s) of the student's truant behavior;
2. Considering, when appropriate, modification of his/her educational program to meet particular needs that may be causing the truancy;
3. Involving the parents in the development of a plan designed to reduce the truancy;
4. Seeking alternative disciplinary measures, but still retaining the right to impose discipline in accordance with the District's policies and administrative guidelines on student discipline.

Parental Involvement in Truancy Intervention

When a student reaches habitual truancy status or is in danger of reaching habitual truancy status, the Principal will send the student's parent a letter which includes:

1. A statement that the student has become or is in danger of becoming habitually truant;
2. A statement of the parents' responsibility to ensure that the student attends school; and
3. A request for a meeting between the parents and the Principal to discuss the student's truancy and to develop a plan for reducing the student's truancy.

Developing and Coordinating Strategies for Truancy Reduction

The Board encourages the administration to seek truancy-prevention and truancy-reduction strategies along with the recommendations listed below. However, these guidelines shall be advisory only. The Superintendent is authorized to develop and utilize other means, guidelines, and programs aimed at preventing and reducing truancy.

1. Coordinate truancy-prevention strategies based on the early identification of truancy, such as prompt notification of absences to parents.
2. Assist school staff to develop site attendance plans by providing developmental strategies, resources, and referral procedures.
3. Encourage and coordinate the adoption of attendance-incentive programs at school sites and in individual classrooms that reward and celebrate good attendance and significant improvements in attendance.

Additionally, the Superintendent shall also ensure that this policy is included in or referenced in the student handbook and is mailed to parents annually at the beginning of each school year.

Law Reference:
Appendix Reference:
Date Adopted: June 25, 2009
Revision Dates: January 6, 2011
Last Review Date

STUDENT RECORDS AND ACCESS: JRA

Adult students over 18 years of age and parents/legal guardians will have access to school records of Kearsarge Regional School District students in accordance with federal and state laws, and this policy.

I. ANNUAL NOTICE

Annually, the School District will distribute a student handbook to students, parents or guardians and adult students over 18 years of age containing the following notice of policies:

A. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT ANNUAL NOTICE

The Family Educational Rights and Privacy Act (FERPA) affords parents/legal guardians, and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents/legal guardians or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The School principal or his/her designee will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education record that the parent or eligible student believes is inaccurate or misleading. Parents/ legal guardians or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical or educational consultant, education provider or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records, such as an attorney, auditor, medical consultant, or therapist; a parent/guardian or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent/guardian, student, or other volunteer assisting another school official in performing his or her tasks. Additionally, the School District may disclose personally identifiable information to contractors of software or other computer or Internet resources that are used by the School District to provide online educational tools and supports for its students. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. Upon request, the School District discloses education records without consent to officials of schools in which a student seeks or intends to enroll.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

B. NOTICE OF DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA) requires that the School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the School District to include this type of information from your child's education records in certain school publications. Examples include:

JRA continued…

- Programs showing your student's role in an event;
- A yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets that may show weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent.

In addition, federal law requires local educational agencies (LEAs) or School Districts receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents/ legal guardians or eligible student have advised the LEA
or School District that they do not want their student's information disclosed without their prior written consent.

If you do not want the School District to disclose directory information from your child's education records without your prior written consent, you must notify the School District in writing by September 30, otherwise the School District will be authorized to disclose directory information. The School District has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address and town of residence
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

C. PROTECTION OF PUPIL RIGHTS AMENDMENT NOTICE

FERPA affords parents/ legal guardians and eligible students certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-

    1. Political affiliations or beliefs of the student or student's parent;
    2. Mental or psychological problems of the student or student's family;
    3. Sex behavior or attitudes;
    4. Illegal, anti-social, self-incriminating, or demeaning behavior;
    5. Critical appraisals of others with whom respondents have close family relationships;
    6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
    7. Religious practices, affiliations, or beliefs of the student or parents/ legal guardians; or
    8. Income, other than as required by law to determine program eligibility.

- Receive notice and an opportunity to opt a student out of –

    1. Any other protected information survey, regardless of funding;

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2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- Inspect, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer to from the parents/ legal guardians to a student who is 18 years old or an emancipated minor under State law.

The School District has developed and adopted policies, in consultation with parents/ legal guardians, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The School District will directly notify parents/ legal guardians and eligible students of these policies at least annually at the start of each school year and after any substantive changes.

The School District will also directly notify, such as through U.S. Mail or email, parents/ legal guardians of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The School District will make this notification to parents/ legal
guardians and eligible students at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents/ legal guardians will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents/ legal guardians and eligible students will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents/ legal guardians or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-5901

II. PROCEDURE TO INSPECT AND REVIEW RECORDS

A. Parents/guardians and eligible students wishing to inspect student records must file a written request to do so with the Principal. Such inspection shall take place during regular school hours or at reasonable times during vacation periods, but not during weekends or holidays.

B. Single copies of appropriate records shall be made available in a reasonable length of time, but in no case more than 45 days after request has been made in writing to the building principals. The records may be inspected by the parents, guardians, and all students once they reach eighteen in the presence of the records manager or his/her designee.

C. The school shall make a written record of the disclosure of all student information, except directory information, and such record will be kept in the student's file. This record of disclosure is also available for inspection by the parent or eligible student. A record of inspections will also be kept.

D. In cases involving a third party request for records requiring consent for disclosure under law, the student over 18, parent or guardian shall sign a consent form furnished by the principal. Forms used will identify the records to which access is sought and will be placed in the student's file as a record of the request.

E. Access will be refused or granted depending upon the propriety of the request and validity of the request and consent forms.

F. If a request for access is refused, and the party who requested access objects to said refusal, said request will be referred to the Superintendent for a final ruling.

G. The building principal shall be the custodian of all student records in their school.

III. PROCEDURE TO AMEND RECORDS

A. The parent(s), guardian(s) of a student under 18, or a student over 18, shall have an opportunity to identify in writing, addressed to the building principal, the record or records which they believe to be inaccurate, misleading, or otherwise in violation of the privacy rights, together with a statement of the reasons for the requested amendment of the record.

B. A response by the building principal shall be made within fourteen (14) days indicating whether he/she finds the record to be inaccurate, misleading or otherwise in violation of the student's privacy rights and if so how the record will be corrected or deleted. The parent or eligible student will then be

C. If requested, a hearing before the Superintendent or his/her designee who does not have a direct interest in the outcome of the hearing, shall be held within a reasonable period of time, but in no case more than forty-five (45) days after receipt of such a request by the superintendent of schools. The parent(s), guardian(s) or student 18 years or older, will have the
right to be represented by counsel and to present evidence in support of his/her belief that the record should be amended. A written decision will be rendered within thirty (30) days stating the disposition of the challenge to the record and the reasons for the determination. Although the hearing may be informal in nature, the processes used shall ensure fairness and impartiality. The decision made shall be final and not subject to appeal.

D. If as a result of the hearing the Superintendent or his/her designee decides that the information in the education record is not inaccurate, misleading or otherwise in violation of the privacy rights of the student, he/she shall inform the parent or the eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the School District.

Legal Reference: RSA 91-A: 5, III, Exemptions, and Pupil Records; RSA 189:1-e, Directory Information 20 U.S.C. §1232g, Family Educational Rights and Privacy Act 34 C.F.R. Part 99, Family Educational Rights and Privacy Act Regulations
First Read: April 4, 2013
Second Read: May 2, 2013
Revision Dates:
Date Adopted: May 2, 2013

MAINTENANCE OF ORDERLY CONDUCT: JFC

Students shall conduct themselves in keeping with their level of maturity, acting with due regard for the supervisory authority vested by the Board in all district employees, for the educational purpose underlying all school activities, for the widely shared use of school property and for the right and welfare of other students.

All employees of the district shall share responsibility for supervising the behavior of students, reporting harassment, and for seeing that they meet the standards of conduct which have been or may hereafter be established by the Board or its agents.

In each instance in which an employee acts to help a student conduct himself properly, emphasis shall be placed upon the growth of the student in ability to discipline himself/herself.

This policy is intended to comply with RSA 193-F, which specifically identifies "bullying" as a form of pupil harassment. Conduct constituting bullying will not be tolerated, and is prohibited by this Policy, in accordance with RSA 193-F. For purposes of this policy, the term "bullying" means insults, taunts, or challenges, whether verbal or physical in nature, which are likely to intimidate, or provoke a violent or disorderly response.

The Superintendent or his/her designee shall conduct an investigation of all reports of bullying. With respect to "bullying," reporting procedures shall be the same as required under Section III of Policy JBAA, the investigation shall be conducted in the same manner as specified in Section IV of Policy JBAA, and any reprisals may be handled in the same manner as specified in Section VI of Policy JBAA. If the complaint is found to be valid, appropriate disciplinary action may be taken by the District.

Law Reference:
Appendix Reference:
Date Adopted: May 9, 2002
Revision Dates: 1st Reading – April 25, 2002
2nd Reading –May 9, 2002
Last Review Date:

PUPIL SAFETY AND VIOLENCE PREVENTION: JICK

It is the policy of the School District that its students have an educational setting that is safe, secure, peaceful and free from student harassment, also known as bullying. The School District will not tolerate unlawful harassment of any type and conduct that constitutes bullying, as defined herein, will not be tolerated.

I. Definitions

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

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

Bullying shall also include actions motivated by an imbalance of power based on a pupil's actual or perceived personal characteristics, behaviors, or beliefs, or motivated by the pupil's association with another person and based on the other person's characteristics, behaviors, or beliefs.

2. Cyber bullying is defined as any conduct defined as "bullying" in this policy that is undertaken through the use of electronic devices. For purposes of this policy, any references to the term bullying shall include cyber bullying.
3. Electronic devices include, but are not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, and websites.
4. School Property means all real property and all physical plant and equipment used for school purposes, including public or private school buses or vans.

Any reference in this policy to "parent" shall include parents or legal guardians.

II. Statement Prohibiting Bullying or Cyberbullying of a Pupil (RSA 193-F:4 II)

The Board is committed to providing all pupils a safe and secure school environment. This policy is intended to comply with RSA 193-F. Conduct constituting bullying and/or cyber bullying will not be tolerated and is hereby prohibited.

The Superintendent of Schools is responsible for ensuring that this policy is implemented.

III. Statement Prohibiting Retaliation or False Accusations (RSA 193-F: 4 IIb)

False Reporting

A student found to have wrongfully and intentionally accused another of bullying may face discipline or other consequences, ranging from positive behavioral interventions up to and including suspension or expulsion. A school employee found to have wrongfully and intentionally accused a student of bullying shall face discipline or other consequences to be determined in accordance with applicable law, District policies, procedures, and collective bargaining agreements

Reprisal or Retaliation

The District will discipline and take appropriate action against any student, teacher, administrator, volunteer, or other employee who retaliates against any person who makes a good faith report of alleged bullying or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying.

1. The consequences and appropriate remedial action for a student, teacher, school administrator or school volunteer who engages in reprisal or retaliation shall be determined by the Principal after consideration of the nature, severity, and circumstances of the act, in accordance with law, Board policies, and any applicable collective bargaining agreements.
2. Any student found to have engaged in reprisal or retaliation in violation of this policy shall be subject to measures up to, and including, suspension and expulsion.
3. Any teacher or school administrator found to have engaged in reprisal or retaliation in violation of this policy shall be subject to discipline up to, and including, termination of employment.
4. Any school volunteer found to have engaged in reprisal or retaliation in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

Process to Protect Pupils from Retaliation

If the alleged victim or any witness expresses to the Principal or other staff member that he/she believes he/she may be retaliated against, the Principal shall develop a process or plan to protect that student from possible retaliation.

Each process or plan may be developed on a case-by-case basis. Suggestions include, but are not limited to, re-arranging student class schedules to minimize their contact, stern warnings to alleged perpetrators, temporary removal of privileges, or other means necessary to be protected against possible retaliation.

IV. Protection of All Pupils (RSA 193-F: 4 II c)

This policy shall apply to all pupils and school-aged persons on school district grounds and participating in school district functions, regardless of whether or not such pupil or school-aged person is a student within the District.

V. Disciplinary Consequences For Violations of this Policy (RSA 193-F: 4 II d)

The District reserves the right to impose disciplinary measures against any student who commits an act of bullying, falsely accuses another student of bullying, or who retaliates against any student or witness who provides information about an act of bullying.

VI. Distribution and Notice of This Policy (RSA 193-F: 4 II e)

Staff and Volunteers

All staff will be provided with a copy of this policy. The Superintendent may determine the method of providing the policy (employee handbook, hard copy, etc.).

Students

All students will be provided with a copy of this policy. The Superintendent may determine the method of providing the policy (student handbook, mailing, hard copy, etc.).

Parents

All parents will be provided with a copy of this policy. The Superintendent may determine the method of providing the policy (parent handbook, mailing, etc.).

VII. Procedure for Reporting Bullying (RSA 193-F: 4 II f)

At each school, the Principal shall be responsible for receiving complaints of alleged violations of this policy.

Student Reporting

1. Any student who believes he or she has been the victim of bullying should report the alleged incident immediately to the Principal. If the student is more comfortable reporting the alleged act to a person other than the Principal, the student may tell any school district employee or volunteer about the alleged bullying.

2. Any school employee or volunteer who witnesses, receives a report of, or has knowledge or belief that bullying may have occurred shall inform the Principal as soon as possible, but no later than the end of that school day.

3. Upon receipt of a report of bullying, the Principal shall commence an investigation consistent with the provisions of Section XI of this policy.

Staff Reporting

1. An important duty of the staff is to report acts or behaviors that they witness which appear to constitute bullying.
2. Any school employee or volunteer who witnesses, receives a report of, or has knowledge or belief that bullying may have occurred shall inform the Principal as soon as possible, but no later than the end of that school day.
3. Upon receipt of a report of bullying, the Principal shall commence an investigation consistent with the provisions of Section XI if this policy.

VIII. Procedure for Internal Reporting Requirements (RSA 193-F: 4 II g)

In order to satisfy the reporting requirements of RSA 193-F: 4, the Principal or designee shall be responsible for completing all New Hampshire Department of Education forms and reporting documents of substantiated incidents of bullying.

IX. Notifying Parents of Alleged Bullying (RSA 193-F: 4 II h)

The Principal shall report to the parents of a student who has been reported as a victim of bullying and to the parents of a student who has been reported as a perpetrator of bullying within 48 hours of receiving the report. All notifications shall be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

X. Waiver of Notification Requirement (RSA 193-F: 4 II i)

The Superintendent may, within a 48 hour time period, grant the Principal a waiver from the requirement that the parents of the alleged victim and the alleged perpetrator be notified of the filing of a report. A waiver may only be granted if the Superintendent deems such a waiver to be in the best interest of the victim or perpetrator. Any waiver granted shall be in writing.

XI. Investigative Procedures (RSA 193-F: 4 II j)

Upon receipt of a report of bullying, the Principal shall, within five (5) school days, initiate an investigation into the alleged act.

XII. Response to Remediate Substantiated Instances of Bullying (RSA 193-F: 4 IIk)

Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of bullying or retaliation may range from positive behavioral interventions up to and including suspension or expulsion of students and dismissal from employment for staff members.

Consequences for a student who commits an act of bullying or retaliation shall be varied and graded according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim, and take corrective action for documented systematic problems related to bullying.

XIII. Reporting of Substantiated Incidents to the Superintendent (RSA 193-F:4 II(l)

The Principal shall forward all substantiated reports of bullying to the Superintendent upon completion of the Principal's investigation.

XIV. Communication with Parents Upon Completion of Investigation (RSA 193-F:4 IIm)

Within five (5) school days of completing an investigation, the Principal will notify the students involved in person of his/her findings and the result of the investigation.

XV. School Officials (RSA 193-F:4 IIn)

The Superintendent of schools is responsible for ensuring that this policy is implemented.

Legal References: RSA 193-F:3, Pupil Safety and Violence Prevention Act; RSA 570-A:2, Capture of Audio Recordings on School Buses Allowed; NH Code of Administrative Rules, Section Ed 306.04(a)(8), Student Harassment
Date Adopted: January 8, 2009
Revision Date: October 7, 2010
First Reading: August 26, 2010

SAFE SCHOOL ZONE POLICY: JICI

Introduction

It is the policy of the Kearsarge Regional School District that all school buildings, premises, bus stops and routes and associated areas shall be safe environments for students, free of danger posed by the presence of weapons or conduct which threatens harm by means of weapons or objects used as weapons. It is the policy of the Kearsarge School District that the provisions of RSA 193-D:2, the so-called Safe School Zone Act, be carried out in all respects. Should any portion this policy conflict with state law or regulation issued pursuant thereto, it is the intention of the Kearsarge Regional School District that its policy be read in such a manner that it conforms to such law or regulation. This policy replaces the "Weapons Free Environment "and "Dangerous Weapons and Objects in the Schools "policies previously adopted by the District.

Weapons/Gross Misconduct

Weapons (such as but not limited to firearms, explosives, incendiaries, martial arts weapons (as defined by RSA 159:24), knives (as defined by RSA's 159:3,159:16, and 159:24), electronic defense weapons (as defined by RSA 159:20), clubs, billies, metallic knuckles or containers containing chemicals such as pepper gas or mace) or other objects used as weapons are not permitted on school property, on school bus or school sponsored activities. "Weapons "shall mean any object whose use at the time or whose primary purpose is to cause or, by intimidation, threaten to cause bodily harm or injury to any person. Student violations of this policy will result in both school disciplinary action and notification of the local police. Suspension or expulsion could result.

In addition, any student who is determined to have brought a firearm (as defined by 18US921) to school without prior written approval will be expelled for not less than one year (365 days). This Expulsion maybe modified by the School Board upon review of the specific case in accordance with other applicable law and district policy.

Weapons under control of law enforcement personnel are permitted.

All students will receive written notice of this policy once each year.

I. Definitions

A. "Expulsion" means the permanent denial of a pupil's attendance at school for any of the reasons listed in RSA 193:13, II and III.
B. "Firearm or other dangerous weapon" means any firearm or weapon as defined in Section 921 of Title 18 of the US Code, and any weapon prohibited by RSA 159, including but not limited to dangerous weapons listed in RSA 159:16, and any object when used as a weapon.
C. "Gross Misconduct" means an act which:
    1. Results in violence to another person or property;
    2. Poses a direct threat to the safety of others in a safe school zone
    3. Is identified in RSA 193-D:1,I.
D. "Neglect", in the context of RSA 193:13, I and II, means the failure of a pupil to pay attention to an announced, posted or printed school rule.
E. "Pupil" means a child through age 21 in attendance at a school during the school day.
F. "Refusal", in the context of RSA 193:13, I and II, means the willful defiance of a pupil to comply with an announced, posted, or printed school rule.
G. "Safe School Zone" means "safe school zone" as defined in RSA 193-D:1,II.
H. "School Day "means:
    1. For a pupil who takes the school bus, the times period beginning when a pupil boards the bus in the morning to the time when a pupil disembarks from the bus in the afternoon; and
    2. For a pupil who walks to school or arrives by private car, the time period beginning when the pupil arrives on the school grounds to the time when the pupil leaves the school grounds.
I. "School employee" means any school administrator, teacher, or other employee of any public or private school, school district, school department, or school administrative unit.
J. "School property" means all real property, physical plant and equipment used for school purposes, including but not limited to school playgrounds and buses, whether public or private, and including any premises temporarily used for or by the school district.
K. "School Purposes" means school-sponsored programs, including but not limited to educational or extracurricular activities.
L. "Superintendent" means the school superintendent or chief administering officer, or a representative designated in writing as authorized under RSA 193:13, I.
M. "Suspension" means the temporary denial of a student's attendance at school for a specific period of time for gross misconduct or for neglect or refusal to conform to announced, posted, or printed school rules.
N. "Unlawful possession" in RSA 193-D:1, I (e) shall include, but not be limited to:
    1. Having control over a weapon or an object used as a weapon during any part of a school day;
    2. Transporting the object to school;
    3. Storing the object anywhere on the school premises, whether in the student's locker or any other student's locker, or any other place on the premises; or
    4. Doing any other act which causes or contributes to causing the object to be on school premises, or which causes or contributes to causing an object to be used as a weapon as defined by the School Board.

II. Expulsion for Violent Acts or Weapon Violations

A. Any pupil who engages in or commits any of the following acts shall be subject to expulsion as described in Section III below:

1. Homicide under RSA 630;
2. a. Any first or second degree assault under RSA 631;
   b. Any simple assault under RSA 631:2-a.
3. Any felonious or aggravated felonious sexual assault under RSA 632-A;
4. Criminal mischief under RSA 634:2;
5. Unlawful possession or sale of a firearm or other dangerous weapon under RSA 159;
6. Arson under RSA 634:1;
7. Burglary under RSA 635;
8. Robbery under RSA 636;
9. Theft under RSA 637;
10. Illegal sale or possession of a controlled drug under RSA 318-B;
11. Gross misconduct or neglect or refusal to conform to the reasonable rules of the school under RSA 193:13, II;
12. Possession of a pellet or BB gun or rifle under RSA 193:13, III.

B. Any pupil who brings or possesses a firearm as defined in Section 921 of Title 18 of the United States Code in a safe school zone as defined in RSA 193-D:1 without written authorization from the Superintendent or designee shall be expelled from school by the School Board for a period of not less than twelve (12) months (RSA 193:13, III). Any expulsion shall be subject to review by the Superintendent in accordance with district policy if requested by a parent or guardian and further, any parent or guardian shall have the right to appeal any such expulsion by the Board to the State Board of Education (RSA 193:13, II).

C. If a student is subject to expulsion and a firearm is involved, the responsibility shall be upon the Superintendent to contact local law enforcement officials whenever there is any doubt concerning:

1. Whether a firearm is legally licensed under RSA 159; or
2. Whether the firearm is lawfully possessed, as opposed to unlawfully possessed, under the legal definitions of RSA 159.

III. Disciplinary Procedures

A. The following levels of discipline are available to school officials in enforcing this policy:

1. Short-term suspension by a principal which lasts from one (1) to ten (10) school days.
2. Long-term suspension by the Superintendent which lasts longer than ten (10) days.
3. Expulsion by the School Board for a period determined in writing by the Board under RSA 193:13, II. Expulsion by the School Board may be appealed to the State Board.
4. Expulsion by the School Board for a period of not less than twelve (12) months under RSA 193:13, III. Expulsion by the School Board may be appealed to the State Board.

B. The following due process procedures shall be followed:

1. In a short-term suspension:
   a. The Principal shall inform the pupil of the purpose of the meeting;
   b. Oral or written notice of the charges and an explanation of the evidence against the pupil;
   c. An opportunity for the pupil to present his/her side of the story;
   d. A written statement to the pupil and at least one of the pupil's parents or guardian explaining any disciplinary action taken against the student, prior to the suspension beginning.
2. In a long-term suspension of a pupil:
   a. Written communication to the pupil and at least one of the pupil's parents or guardian, delivered in person or by mail to the pupil's last known address, of the charges and an explanation of the evidence against the pupil;
   b. The Superintendent's written or oral recommendation for student action to correct the discipline problem;
   c. A hearing in accordance with III, B, (3) g. (pages 4 to 5);
   d. A written decision which includes the legal and factual basis for the conclusion that the pupil should be suspended; and
   e. The decision may be appealed to the local School Board under RSA 193:13, I.
3. In an expulsion by the local School Board, due process shall include the following minimal requirements:
   a. A formal hearing shall be held before any expulsion;
   b. Such hearing may be held either before or after the short-term suspension has expired and pending the expulsion hearing;
   c. If the hearing is held after the expiration of a short-term suspension, the pupil shall be entitled to return to school after the short-term suspension has expired, pending the expulsion hearing;

d. The School Board shall provide written notice to the pupil and at least one of the pupil's parents or guardian, delivered in person or by mail to the pupil's last known address, of the date, time, and place for a hearing before the local board;

e. The written notice required by d. above shall include:

(1) A written statement of the charges and the nature of the evidence against the pupil; and

(2) The specific statutory reference prohibiting that act as listed in RSA 193-D:1, I; and

(3) A Superintendent's written recommendation for school board action and a description of the process used by the Superintendent to reach his/ her recommendation;

f. This notice shall be delivered to the pupil and at least one of the pupil's parents or guardian at least five (5) days prior to the hearing;

g. The following hearing procedures shall apply:

(1) The pupil, together with a parent or guardian may waive the right to a hearing and admit to the charges made by the Superintendent;

(2) If the pupil is eighteen (18) years of age or older, the concurrence of a parent or guardian shall be unnecessary unless the pupil is subject to a guardianship which would prevent the pupil from waiving the right to a hearing;

(3) Formal rules of evidence shall not be applicable, however, school officials shall present evidence in support of the charge(s) and the accused pupil or his/her parent/guardian shall have an opportunity to present any defense or reply;

(4) The hearing shall be either public or private and the choice shall be that of the pupil or his parent or guardian; and

(5) During the hearing, the pupil, parent, guardian, or counsel representing the pupil shall have the right to examine any and all witnesses.

h. The decision of the School Board shall be based on a dispassionate and fair consideration of substantial evidence that the accused pupil committed the act for which such expulsion is to be imposed and that such acts are, in fact, a proper reason for expulsion.

i. The decision shall state whether the student is expelled and the length of the expulsion. If the decision is to expel the pupil, the decision shall include the legal and factual basis for the decision;

j. The decision shall contain a procedure for how the pupil, parent, or guardian, if available, may request a review of the Board's action prior to the start of each school year, including procedures for how the Board will make timely response to the request which shall be no later than thirty (30) days from the receipt of the request. The procedure shall also provide for a transition plan, if applicable, detailing actions the student will be required to take as a condition for re-entry into the school at a date later than the start of the school year.

C. All appeals to the State Board allowed under RSA 193:13, II or III shall be filed within twenty (20) calendar days of receipt of the written decision of the local School Board and shall be in accordance with RSA 541-A and Ed 200.

D. In all cases, appropriate adjustments shall be made to account for the age and grade level of the pupil being disciplined.

IV. Notification of Students

In accordance with RSA 193:13, the following notification procedures will be followed:

A. The student handbooks of all Kearsarge Regional School District schools shall contain a summary of RSA 193:13 and a summary of this policy. Copies of the statutes and this policy shall be available in the principal's office. Notice of the policy and the location of copies shall be displayed in a prominent place on each school's notice board.

B. Copies of the statutes and school policy will be given to all teachers and other school employees.

C. Copies of the statutes and school policy will be given to any student being disciplined pursuant to its terms.

V. Waivers, Appeals, and Review

In accordance with RSA 193:13, the following waiver, appeal, and review procedures shall be followed:

A. In the case of short or long term suspension, the appeal rights, if any, shall be as contained in RSA 193:13, I.

B. In the case of expulsion pursuant to RSA 193:13, II and this policy, written application may be made to the Board through the Superintendent's office no later than one month prior to the start of each school year. The application shall contain a statement in the pupil's own words explaining why he/she should be considered for readmission. The application shall be accompanied by at least one recommendation from a member of the community, such as a counselor, minister, or employer who has observed the pupil's behavior during the period of expulsion. The application shall also be accompanied by the Superintendent's and building administrator's recommendation to the Board, which may include conditions for phased readmission.

C. The Superintendent may, upon written application of an expelled pupil and on a case-by-case basis, recommend to the Board modification of the expulsion requirements of paragraphs III, (A), (3), and (4) above. Prior to consenting to such a modification, the pupil shall be required to submit to the Superintendent sufficient evidence in the form of letters, work history, or other documents or testimony demonstrating that it is in the school's best interests and the pupil's best interests to allow a modification. In making such a decision, due regard will be given to other pupils and staff whose safety and well-being shall be of paramount importance.

VI. Reporting Procedures

A. In accordance with RSA 193-A:4; each written report by a supervisor to the principal relating to an act of theft, destruction, or violence in a safe school zone shall be on standardized form #Ed 317.

B. The report by a supervisor to a principal of form #Ed. 317 shall contain all the statutory information required by RSA 193-A:4.

C. Form #Ed. 317 shall be completed and filed with the commissioner of education on or before June of each year.

D. Form #Ed. 317 shall contain the following information:

1. School name;
2. School address;
3. School telephone number;
4. Name of school principal;
5. Date of incident involving an act of theft, destruction, or violence, or the possession of a firearm;
6. Time of incident in (5) above;
7. Location of incident in (5) above;
8. Alleged offense;
9. Description of incident;
10. Name of suspect;
11. Grade in school of suspect;
12. Address of suspect;
13. Gender suspect;
14. Name of victim;
15. Grade in school of victim;
16. Address of victim;
17. Gender of victim;
18. Name of employee reporting incident;
19. Date report was completed by employee;
20. Date report was filed with local law enforcement authority by school principal.

VII. Student with an Educational Disability

A. Any suspension or expulsion of a student with an educational disability as defined in Ed. 1102.31 shall be in accordance with Ed. 1119.11.

B. If, under the provision of Ed. 1119.11(c), the special education placement team determines that the behavior leading to the suspension or expulsion is not a direct result of the student's educational disability, Sections Ed. 317.01 through Ed. 317.05 shall apply, unless otherwise required by federal law.

C. In the case of a student with an educational disability who is determined to have brought a firearm or other dangerous weapon into a safe school zone as defined in 18 USC 921 (a) (3), the federal requirement of section 615 (k) (9) of Public Law 105-17 shall apply, and the student may be placed in an interim alternative educational setting for the time periods determined by that Public Law.

Notification of Local Police Department(s)

A "Memorandum of Understanding" between the Kearsarge Regional School District and the Police Departments of the seven towns in the Kearsarge Regional School District will exist which requires the school(s) to notify the police whenever a serious offense has been committed. Students and parents should expect police personnel to be involved in investigating such incidents.

Simple Assault – Parental Notification

Assault is any unprivileged physical contact of another. Simple assault is a misdemeanor unless serious physical injury results. Distinguishing when an assault becomes a felony is important for school personnel because any felony assault shall be reported to the Police Department by state law.

Whenever an incident of simple assault occurs, no report shall be made to the local law enforcement agency. Instead, the building principal shall notify the parents by telephone and confirm by a letter to the parents of all children directly involved. The letter from the building principal shall describe the incident and the seriousness and harm done or potential harm and the school district's response to the incident.

Law Reference:
Appendix Reference:
1st Reading: August 12, 1997
2nd Reading: September 2, 1997
Date Approved: September 16, 1997
Revision Dates:
Last Review Date:

NOTICE OF NONDISCRIMINATION: AC

Overview:

I. To comply with Sec. 504 IDEA & Regular Ed. as per Federal Laws & Regulations:

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining of professional agreements with the Kearsarge Regional School District - S.A.U. #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 the Kearsarge Regional School District's compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact the Office of the Superintendent of Schools/designee of SAU #65, 114 Cougar Court, New London, NH 03257, (603) 526-2051, who has been designated by the Kearsarge Regional School District - SAU #65 to coordinate the District's efforts to comply with the regulations implementing Title VI, Title IX, and Section 504.

II. To comply with Food and Nutrition Service Instructions 113-1, USDA Nondiscrimination Statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
(2) Fax: (202) 690-7442; or
(3) Email: program.intake@usda.gov.

This institution is an equal opportunity provider. For all Non Discrimination related grievances, please follow District procedure AC-R.

Law Reference: PL 94-142, Section 504 of the Rehabilitation Act of 1973, Title II of the American with Disabilities Act, Title VI or VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the laws of New Hampshire pertaining to non-discrimination.
Appendix Reference:
Date Adopted: April 16, 1992; August 4, 2016
Revision Dates: June 8, 2014
Last Review Date: August 4, 2016

It is the policy of Kearsarge Regional School District not to discriminate on the basis of handicap in its educational programs, activities or employment policies, as required by Section 504 of the Rehabilitation Act of 1973.

Inquiries regarding any matter dealing with Section 504 should be directed to Larry Elliott, SAU #65, 114 Cougar Court, New London, NH 03257 526-2059.

VIDEO AND AUDIO RECORDING ON SCHOOL BUSES: EEAJ

In an effort to ensure a safe and secure environment for all students, the School Board authorizes the use of video/audio recording devices by the District on any or all buses used to provide transportation for district students. This authority shall extend additionally to all vehicles owned or contracted for the transportation of district students. The School Board authorizes the Superintendent to establish and maintain guidelines and procedures for the retention and viewing of the recordings.

1. Notice – The presence of recording devices on a bus/vehicle shall be announced by signage displayed prominently on the bus/vehicle. Notice of this policy shall be given annually in student/parent handbooks and the FERPA statement.

2. Confidentiality – All recorded "footage" is to be considered confidential and is to be viewed only on an "as needed" basis by those individuals authorized herein.

3. Custody – Recordings, in whatever media, shall be the property of the District and stored in a secure location. This custody shall not be delegated to any bus/vehicle driver.

4. Retention – No recording shall be retained for longer than 10 school days unless the district determines that the recording is relevant to a disciplinary proceeding or a court requires retention. Before the 10-day period has elapsed, recordings may be deleted, destroyed, or the media reused unless a disciplinary complaint requiring retention is made. If a notable incident is identified by any driver, passenger, parent, or administrator related to the incident, the SAU Transportation Coordinator should be notified and the relevant tape removed from service.

5. Viewing:

   a. Recordings shall be viewed only by the following or others expressly authorized by the Superintendent or designee:

      ~ Superintendent or designee ~ Transportation contractor official
      ~ SAU #65 Facilities Transportation ~Building Administrator Coordinator ~ Law Enforcement Officers
      ~ Bus drivers, students, and parents of students who are directly involved in a particular incident

   b. All viewings shall be supervised by a building administrator.

In the event an audio or video recording is used as part of a student discipline proceeding, such recording may become part of a student's education record. If an audio or video recording does become part of a student's education record, all pertinent FERPA provisions and related District policies shall apply.

Reference: NHRSA 570-A:2
Date Approved: November 18, 2010
Date of Public Hearing: August 28, 2008
First Reading: August 28, 2008
Second Reading: Waived
Date Adopted: August 28, 2008

VOLUNTEERS: IJOC (and GBCD)

The District recognizes the valuable contribution made to the total school program through the volunteer assistance of parents and other citizens. In working with volunteers, School District administrators or a designee shall clearly explain the volunteer's responsibility.

The Superintendent is responsible for developing and implementing procedures for the utilization of volunteers. The selection of volunteers will be consistent with those policies and procedures under the direction of the Superintendent or his/her designee.

The voluntary help of citizens should be requested by staff through administrative channels to assist in conducting selected activities and/or to serve as resource persons. Staff members shall receive training in assignment of duties and supervision and evaluation of volunteers.

Designated Volunteers

Designated volunteers will be required to undergo a background investigation and a criminal records check. "Designated Volunteer" means a volunteer who provides services to students, or comes into contact with students as part of his/her duties. Designated volunteers are subject to the provisions of Policy GBCD – Background Investigation and Criminal Records Check.

Volunteer Duties

A. Complete an application form describing their skills, interests and availability.

B. Serve in the capacity of assistants and not be assigned to roles which require specific professional training. Instructional services shall be rendered under the supervision of certified staff.

C. Sign a confidentiality and release of liability agreement, and refrain from discussing the performance or actions of a student except with the student's teacher, counselor or Principal.

D. Refer any student problem that arises, whether of an instructional, medical or operational nature, to a regular staff member.

E. Receive orientation, including (1) general job responsibilities; (2) information about school facilities, routines, and procedures, including safety and evaluation; (3) work schedule and place of work; and (4) expected relationship to regular staff.

F. Receive appropriate training at the building level, consistent with their tasks and existing District standards. This training shall be developed under the leadership of the Principal in consultation with the volunteer coordinator.

G. The School District employee with whom the volunteer is working should have assignments and activities clearly defined and in writing.

H. Receive evaluation and acknowledgment for their services.

I. Volunteers may be terminated when:

1. Program and/or duties are no longer needed;
2. They are replaced by paid staff; or
3. In the sole judgment of the administration, their conduct does not meet the standards of the District.

Coaches

Volunteer coaches of individual sports must be certified in that sport and be in compliance with the standards set by NHIAA.

Volunteers should only function under direct supervision of a school employee.

Legal Reference: RSA 189:13-a, School Employee and Volunteer Background Investigations
First Read: November 6, 2003
Second Read: January 22, 2004
Revision Dates: April 4, 2013, May 2, 2013
Date Adopted: January 22, 2004, May 2, 2013

VOLUNTEERS: excerpt from GBCD

...Volunteers

Designated Volunteers per Policy IJOC are subject to a background investigation/criminal records check and the provisions of this policy. The School Board or Superintendent may also designate other volunteers who must have a background investigation or a criminal records check...

KRSD Responsible Use Policy (RUP)

The Kearsarge Regional School District (KRSD) provides access to a comprehensive collection of technology resources for employee and student use. These technology resources are to be used for educational purposes only.

The KRSD Responsible Use Policy outlines appropriate use and prohibited activities when using all technology resources and electronic devices as defined by school administrators.

Every employee and student is expected to follow all of the rules and conditions listed, as well as those given verbally by KRSD administrators and/or teachers, and to demonstrate responsible citizenship and ethical behavior at all times.

The KRSD RUP was developed by the 2014--2015 Digital Citizenship Incentive Team with input from KRSD technology committee and KRSD Leadership Team.

Credit: Adapted from Boston Public Schools AUP: www.bostonpublicschools.org

Learn More about Responsible Digital Citizenship

Check out this website for guidelines by grade level and lesson plans for teaching and training in Responsible Use and Digital Citizenship.

(Short URL: http://goo.gl/wx4oaM)

Summary of Responsible Use

- I will use all electronic devices/software/Internet accounts in a safe and appropriate way.
- I will use all electronic devices/software/Internet accounts at the appropriate time.
- I will consider the impact to othersby my actions with technology.

Call to Action

- I will be a positive contributing member of the 21st century by **publishing** quality, creative & innovative content to the internet.

Part 1: Safety & Security: Hardware & Networks

1. I am responsible for the safe and secure use of the KRSD network.

- I will use the KRSD network (accounts, Internet and networks) responsibly. I will not search, retrieve, save, circulate or display hate -based, offensive or sexually explicit material. I will not search, retrieve, save, circulate or display mages or information about weapons using any KRSD technology resource unless authorized by school administrator/teacher as part of a school assignment.
- I will not attempt to bypass security settings or Internet filters, or interfere with the operation of the network by installing illegal and/or unauthorized software, including file sharing, shareware, or freeware, on school devices.
- I understand that I need authorization from a school administrator/teacher to use and connect my personal electronic device to the KRSD network.
- I understand that my use of the Internet can expose the KRSD Network and devices to viruses, spyware and various other malware. I understand that I should not open email or click on links in email from unknown senders. I will take great care with Internet searches to limit exposure to websites or links that are potentially damaging.

2. I am responsible for protecting school property.

- I will treat all hardware with respect. This means that I will take care when transporting and using digital devices. I will not have food or drink near any electronics.
- I understand that vandalism is prohibited. This includes but is not limited to accessing, modifying, or destroying equipment, programs, files, or settings on any computer or technology resource.
- I understand that it is my responsibility to know the safe operation of any electronic device before I use it. I will not attempt any repairs on any device and will notify an adult of any malfunctions to any device during my use of KRSD technology resources.

Part 2: Personal Safety & Accounts Management

3. I am responsible for my personal and private information in order to protect my identity and my accounts.

● I understand that this means that I will not provide my name, age, or other information that will identify me or my location. I will keep personal details about my life out of any online communications used for educational purposes. I understand that I am not to post private/personal information or images of anyone else (family, other students, and any adult) in order to protect their safety.

4. I am responsible for my computer account, Google Ed Apps account including e-mail and any Web 2.0 accounts created for educational use.

● I understand that passwords are private and that I should not share my passwords with anyone. I am responsible for creating strong passwords for each of my accounts and changing my passwords often. I understand that I must manage multiple passwords and log out of every digital account I use whenever I have completed my task. I understand that I should not auto save my password on any shared computer/device.

Part 3: Etiquette & Respectful Behavior

5. I am responsible for my language.

● I will use appropriate language in all of my digital communications. I will not use profanity, vulgarities, or any other inappropriate language as deemed by school administrators/teachers.

6. I am responsible for how I treat other people using technology tools.

● I will use all digital accounts (e.g. email, blogs, wikis, chat, instant messaging, discussion boards, texting, social media, Web 2.0 tools) responsibly. I will not send or post hate mail or harassing messages. I will not make discriminatory or derogatory remarks about others or engage in any bullying/harassment or antisocial behaviors using any digital accounts while in school or out of school.

7. I am responsible for my conduct on all online sites.

● I understand that what I do on social networking websites/Web 2.0 accounts should not negatively impact the school learning environment and/or my fellow students, teachers and administrators.

8. I am responsible for digital integrity while online.

● I understand that masquerading, spoofing or pretending to be someone else is forbidden. This includes, but is not limited to, sending out e-mail in someone else's name or from someone else's account; creating accounts in someone else's name or creating postings or online content in someone else's name; and taking online quizzes or completing online assignments for someone else or in someone else's name.
● I understand that I am responsible for searching the Internet in a safe way. I will not attempt to bypass security settings or Internet filters when performing Internet searches. If I encounter an objectionable image, I am to contact
an adult immediately.
● I understand that my online activities are monitored by the KRSD as is required by CIPA and that I will not interfere with this monitoring.
● I will follow COPPA (Children's Online Privacy and Protection Act) regulations and not create online accounts prior to the required minimal age of 13 and/or otherwise follow the Terms of Service for Social Media/Web 2.0 accounts as specified on their respective websites.

9. I am responsible for respecting Intellectual property by complying with Copyright Laws.

● I will obey copyright laws. I will not plagiarize someone else's work. I will obtain both permission and provide appropriate credit for all work that I use in school assignments that belong to others.

10. I am responsible for contributing to the Internet in ways that further the educational benefits of others.

● I will be a creator of content and publish it online in order to share my knowledge with others.

PLEASE SIGN AND RETURN THIS PAGE TO THE FRONT OFFICE

KRSD Responsible Use Policy- (RUP) **-Parent Agreement**

As the parent or guardian of this student, I have read the Responsible Use Policyand have discussed it with my child.

I have also read and discussed the **following points with** my child.

- The use of school devices, the school network, the Internet, and the Google Ed Apps suite of tools is a privilege, not a right.
- The Kearsarge network, Google Ed Apps account and school email are owned by the KRSD and are not private. KRSD has the right to access the information at any time.
- The computer/network/Internet access and Kearsarge accounts are provided in Kearsarge Schools for educational purposes onlyin keeping with the **academic goals of the KRSD** and student use for any other purpose is considered inappropriate.

I understand that the consequences of my child's actions for not complying with the RUP may include loss of computer/network/Internet privileges, school disciplinary action, and prosecution under state and federal law, and/or payment for intentional damage of school devices. KRSD administrators will decide what conduct is inappropriate use if such conduct is not specified in this agreement.
I recognize that it is impossible for KRSD to restrict access to all controversial materials, and I will not hold the school responsible for materials acquired on the school network.

Name of Student: (please print) _____

Parent Signature: _____ Date: _____

**Note: Students who are 18 years old may sign this RUP Agreement instead of the parent.*
Student Signature (if age 18 or older): _____ Date: _____

Handbooks are distributed on the first day of school to all families.
Please read this handbook to familiarize yourself with the district procedures, policies and school happenings.
This is an important part of the school – home communication and partnership we share with you.

Thank you,
Dr. Tim Stokes,
Principal

I have received and read the Simonds School Student/Parent Procedures Handbook for the 2018 - 2019 school year.

Parent/Guardian Signature:_____ Date:_____

_____
Name of Student (Please Print)

*(*intentionally left blank)*