



# **SIMONDS SCHOOL**

## **Family Handbook**

**2023-2024**

(Updated 08/2023)

# Kearsarge Regional School District 2023-2024

First Day of School August 29, 2023

	M	T	W	Th	F	Days		Days	M	T	W	Th	F	
<b>August</b>	14	15	16	17	18	T	S	T	S				1	2
<b>PDI</b>	21	22	23	T	T	6	3	17	16	5	6	7	8	9
	T	<b>29</b>	30	31						12	T	14	15	16
										19	20	21	22	23
										X	X	X	X	
<b>September</b>					X	T	S	T	S					X
	X	5	6	7	8	19	19	20	19	4	5	6	7	8
	11	12	13	14	15					11	12	13	14	15
	18	19	20	21	22					18	19	20	21	22
	25	26	<u>27</u>	28	29					25	26	T	28	29
<b>October</b>	2	3	4	5	T	T	S	T	S	1	2	3	4	5
	X	10	11	12	13	21	20			8	9	10	11	12
	16	17	18	19	20					15	16	17	18	19
	23	24	<u>25</u>	26	27			17	17	X	X	X	X	X
	30	31								29	30			
<b>November</b>			1	2	3	T	S	T	S			1	2	3
	6	7	8	9	X	19	18	22	21	6	7	8	9	10
	13	14	15	16	17					13	14	15	T	17
	20	21	T	X	X					20	21	<u>22</u>	23	24
	27	28	29	30						X	28	29	30	31
<b>December</b>					1	T	S	T	S	3	4	5	6	7
	4	5	6	7	8	16	16	10	10	10	11	12	13	#
	11	12	13	14	15					MU	MU	MU	MU	MU
	18	19	20	21	22					24	25	26	27	28
	X	X	X	X	X									
<b>January</b>	X	2	3	4	5	T	S							
	8	9	10	11	12	21	21							
	X	16	17	18	19									
	22	23	24	25	26									
	29	30	<u>31</u>											

**LEGEND**

- X = Holiday / Vacation
- T = Teacher Professional Day
- = 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*

Approved by the School Board 2/2/23

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

**NO SCHOOL DAYS**

- 9/1 & 9/4 Labor Day Recess
- 10/6 Teacher Professional Day
- 10/9 Columbus Day
- 11/10 Veterans Day Observed
- 11/22 Teacher Professional Day
- 11/23 & 11/24 Thanksgiving Recess
- 12/25 -12/29 December Recess
- 1/1/24 New Year's Day (classes resume 1/2/24)
- 1/15 Martin L. King, Jr. Day
- 2/13 - Teacher Professional Day
- 2/26-3/1 Winter Recess (classes resume 3/4/24)
- 3/27 Teacher Professional Day
- 4/22-4/26 Spring Recess (classes resume 4/29/24)
- 5/16 - Teacher Professional Day
- 5/27 Memorial Day

### **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

<b>Simonds School Daily Schedule</b>	
<b>8:10 am</b>	Student drop off begins
<b>8:20 am</b>	First bell for students to enter the school
<b>8:35 am</b>	Official start of school day
<b>12:00 pm - 12:55 pm</b>	Lunch and recess blocks for students
<b>2:50 pm</b>	Boys & Girls Club & walkers are dismissed
<b>2:55 pm</b>	Bus riders are dismissed

## SIMONDS SCHOOL STAFF DIRECTORY

Tim Stokes	Principal	Scott Richard	Special Education Case Manager
Jamie Malhoit	Associate Director Student Services	Sam Weaver	Special Education Case Manager
Kim Bragg	School Guidance	Jessie Dietel	Occupational Therapist
Janet Meade	School Nurse	Bethany Newcomb	Speech/Language Pathologist
Wendy Grimes	Office Manager	Dabney Kelsey	Board Certified Behavioral Analyst
TBD	Administrative Assistant	Lauren Spadafore	School Psychologist
Keri Fossum	Kindergarten	Heidi Virta	Enrichment Coordinator
Danielle Cormier	Kindergarten	Lianne Rioux	Social Worker
Shelbie Connor	Grade 1 Teacher	Jennifer Rein	Social Worker
April Lakevicius	Grade 2 Teacher	Wendy Corbyn	Technology Integration Specialist
Amanda Smith	Grade 2 Teacher	Allyson Allen	Special Education Paraeducator
Emily Downs	Grade 3 Teacher	Michelle Allen	Special Education Paraeducator
Leia Simoni	Grade 3 Teacher	Merry-Lynn Paradie	Special Education Paraeducator
Kim Savell	Grade 4 Teacher	Kris Stevens	Special Education Paraeducator
Larry Restuccia	Grade 4 Teacher	Sean Vincent	Special Education Paraeducator
Shelly Gordon	Grade 5 Teacher	Mary Craigie	Interventionist- Title I
Zoe Gatzogiannis	Grade 5 Teacher	Martha Antle	Interventionist- Title I
Elise Dubreuil	Art Teacher	Sam Dupere	Simonds Building Substitute
Matt Mitchell	Music Teacher	Dakota Hamilton	Maintenance Site Manager
JoAnne Palin	Media Generalist	Mark Lacrosse	Maintenance
Jacob Palmer	Physical Education & Health Teacher	Lisa Dion	Café Services
Mackenzie James	Reading Specialist	Tracy Xenakis	PTO President
Tracy Renaud	Math Specialist		

*Individual staff web pages and email addresses can be viewed on [www.kearsarge.org](http://www.kearsarge.org).*

## SIMONDS SCHOOL: GENERAL INFORMATION

Simonds School has approximately 140 students enrolled at the beginning of the 2023 school year. 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 **8:10-8:35 am**. At **8:20 am**, students may proceed to their classrooms. School officially begins at **8:35 am** and ends at **2:50 pm**. There will also be supervision of students on the black top and playground area starting at **8:10 am**. *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 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. **Please do NOT park along the playground fence. These spots make it difficult for parent pick-up and drop-off.***

**Arrival** - Parents may drop students off following the drop-off pattern along the basketball court.

**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 along the **basketball court** (same line as arrival). A Simonds staff member will deliver your child to your car.
- ★ Students who walk home should use the crosswalk near the main entrance.
- ★ 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 examples of the after school activities that may be available in the 2023-24 school year:

- Lego Club (all grades)
- Pillsbury Free Library Programs (all grades)
- WYSA Ski/Snowboard at Pats Peak (all grades)
- Girls on the Run (3rd, 4th, 5th grade girls)
- Crazy 8s Club (1st, 2nd, 3rd grades)

## 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
  - Differentiation of Grade-Level Curriculum
- Tier 2: Enrichment for High-Achieving Students
  - Differentiated What I Need (WIN) groups for all students as part of the RtI process and based on AIMSweb and classroom data
  - Math and reading enrichment groups that may or may not occur outside the classroom
- Tier 3: Servicing Gifted & Talented Students via Individualized Action Plans (IAP)
  - 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. *With a change in personnel at the Warner PD, this program may or may not occur in the 23-24 school year.*

**Environmental Camp (5th grade)** - In the past, this was an overnight program that took place at Camp Coniston where fifth grade students study pond life, bog life and orienteering. After the COVID-19 pandemic, Coniston discontinued the overnight portion of this trip. The KRSD administrators are currently working on an alternative plan for Environmental Camp.

**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 on 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.

**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.

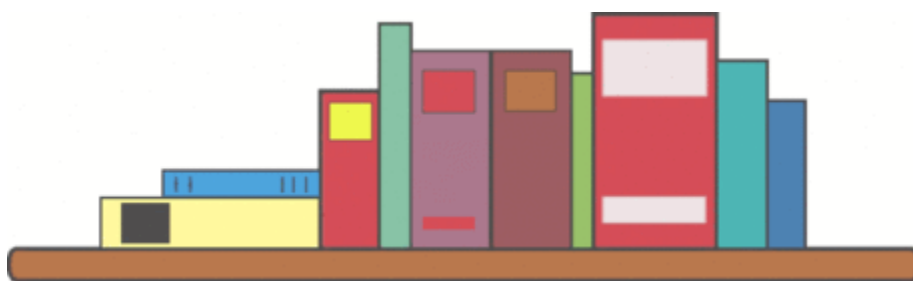
- (b) Containing the collected body of evidence, goals, and accommodations.
- (c) Reviewing and setting goals with parents and students yearly.
- (d) Passing IAP folders from teacher to teacher each year to help maintain a continuum of support.

**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** - This year all KRSD elementary schools will be participating in a new Spelling Bee format. This will look very similar to the district Math League. Students will compete monthly against their own progress and then a culminating event will occur within the district. The state spelling bee qualification process will occur at the middle school beginning in 6th grade. In certain circumstances, an elementary school may compete in the middle school spelling bee in an attempt to qualify for the state competition.

**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 staff member 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 **8:10 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 you 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's 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.

### **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 the request 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](http://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.

- 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. Early Bird (literacy assessment for grades K-1)
  - iii. Grade Level Common Assessments in all subject areas

## Code of Conduct

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

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

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

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

### **KRSD TIERED APPROACH TO STUDENT DISCIPLINE:**

#### **Tier 1 Behavior:**

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

#### **Tier 1 Intervention:**

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

#### **Tier 2 Behavior:**

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

#### **Tier 2 Intervention:**

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

### **Tier 3 Behavior:**

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

### **Tier 3 Intervention:**

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

### **Tier 4 Behavior:**

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

### **Tier 4 Intervention:**

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

## **BULLYING AND HARASSMENT**

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 official 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** – Students arriving between **8:10 am -8:20 am** must go to the playground (unless directed otherwise in inclement weather). If inclement weather, students may sit in the multi-purpose room with supervision. At **8:20 am**, students may report to their classroom, or to the multi-purpose room (MPR) for breakfast.

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

## BLIZZARD BAG DAYS (REMOTE LEARNING DAYS)

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.

Since the COVID-19 pandemic, these Blizzard Bag days have become Remote Learning Days. Depending on the grade level, students will meet with teachers virtually and complete work in their Google Classroom. In general, Simonds students will be notified the day prior to a Blizzard Bag day and be asked to take home their school-issued electronic device. The superintendent will announce the possibility of a snow day by 11:30 am the day prior to a weather event. Attendance will be taken at the onset of the remote learning.



## CELEBRATIONS AND SPECIAL EVENTS

**All-School Assemblies** - The school typically holds quarterly assemblies to celebrate student work and address school-wide events, themes, fundraisers and other events.

**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 notifying families once a decision is made. In the past, Simonds students have attended plays, watched concerts at the Warner amphitheater, worked with artists and various other enrichment activities.

**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.
- Early release (typically a noon-time dismissal)

**Festival of Trees** - It is a tradition in Warner to celebrate the holidays by 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** - Typically Simonds staff invite students and parents to celebrate the first day with a pancake breakfast.

**Halloween** - Students will be given the opportunity to parade downtown on this day. The parade will begin at **2:00 pm** and conclude 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, fire & EMS, 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 in which students 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.

## CURRICULUM

As of 2023-24, all KRSD elementary schools are in the process of revising our local curriculum. When available, staff utilize national curriculum standards (Common Core State Standards, Next Generation Science Standards and C3 Social Studies Standards) to develop competencies, learning targets and performance scales. These competencies represent the KRSD curriculum. The public may access this draft curriculum at [Atlas Rubicon](#).

All students also participate in our Unified Arts curriculum. Students have art, music and library class once per week, physical education twice per week and health class every other week. Students also receive school counseling instruction via Tier One whole class instruction and WIN groups.

KRSD grade level teams meet monthly to review and develop competencies and common assessments. During these meetings staff work with administrators to develop local resources and identify paid state and national resources that may address KRSD competencies. Teachers work with the district Curriculum Council to vet these resources. Students 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):



## 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.

## 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. Cafe Services will send out monthly menus with pricing guidelines.

## 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	November 3
Second Quarter	January 19
Third Quarter	April 5
Fourth Quarter	Last Day of School



## HEALTH OFFICE

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.

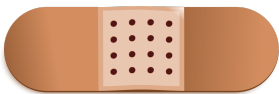


If your child has a medical diagnosis or health condition that requires having medication at school, an updated ACTION PLAN and/or MEDICATION ORDER is required to be signed by your Physician/Healthcare Provider and parent/guardian. Medication cannot be administered to your child without an updated Action Plan and/or Medication Order on file. All medication(s) brought to school must be in the 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 the 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.

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](http://www.kearsarge.org).

## INSURANCE

On the District homepage, [www.kearsarge.org](http://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. (JIC)

## 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 via email, telephone and/or notes. Please visit our website at [www.kearsarge.org](http://www.kearsarge.org) for further information about communication.

**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 7:00 p.m. on the first Wednesday of the month either in the school staff room or virtually via Zoom.

## SCHOOL CLOSINGS AND EMERGENCY INFORMATION

We understand that the SAU 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 "Remote Learning 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](http://www.kearsarge.org)        [www.thewmurchannel.com/closings](http://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](http://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 that 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](mailto: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 clearly visible. 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.

## VOLUNTEERS AND VOLUNTEER OPPORTUNITIES

Volunteer opportunities are a great way to support Simonds School. In most cases, volunteers must be fingerprinted to work directly with students. Volunteer opportunities include:

Classroom Volunteer	Health & Safety Fair	Chaperone Field Trips
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Holiday Celebration	Mystery Readers	Last Day Celebrations
Lego Club	Family Pancake Breakfast	Support requested by classroom teacher
Book fair Order Helper	Halloween Parade	Title I Evenings
Festival of Trees	Winter Carnival	

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

## KRSD SCHOOL BOARD POLICIES

Please note that all school board policies may be found at:

<https://www.kearsarge.org/district/school-board-abc/pages/school-board-policies>

## KRSD Responsible Use Policy (RUP)

Below is the KRSD Responsible Use form for students and staff.

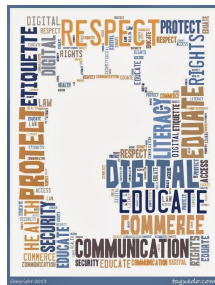
The Kearsarge Regional School District (KRSD) provides access to a comprehensive collection of technology resources for employee and student use. These technology resources are to be used for educational purposes only.

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](http://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 others by 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 images or information about weapons using any KRSD technology resource unless authorized by the 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 email 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 email 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.

**KRSD Responsible Use Policy (RUP)**

**-Parent Agreement**

As the parent or guardian of this student, I have read the Responsible Use Policy and 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 only in 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: \_\_\_\_\_