



# Sutton Central School

## Family Handbook

2023-2024

## Welcome Letter

Dear Sutton Central School Students and Families,

Welcome to the 2023-24 school year! We are excited for all this school year will bring. Our goal is that every student feels a sense of belonging and is able to thrive both academically and socially during their time at SCS. We do this by offering a challenging academic curriculum in a caring school community. We encourage you to visit our school website (<https://www.kearsarge.org/sutton-central-school>) regularly throughout the school year and become involved in our Friends of Sutton Parent Teacher Organization. Together, we can positively impact the educational experience for the children of Sutton.

This handbook is designed to provide general information about the routine operations of the school. However, information may need to change throughout the school year. Any changes will be electronically updated to the digital version of this handbook.

In this handbook, you will find district and school policies and procedures that support operations at the school. All Kearsarge Regional School District policies can be found at the District's website ([www.kearsarge.org](http://www.kearsarge.org)) under the "School Board & MBC" tab. Information presented through District policies and procedures supersedes any information in this handbook.

The partnership between home and school is a crucial component of the Sutton Central School experience. Please do not hesitate to reach out with questions, concerns, or suggestions. We look forward to an outstanding school year!

Please read this handbook to familiarize yourself with the district procedures, policies and school happenings. We ask that you sign and return page 24 of the handbook indicating you have reviewed its contents.

In partnership,

Lisa M. Sclaro  
Principal, Sutton Central School

# Kearsarge Regional School District 2023-2024

First Day of School August 29, 2023

August PDI	M	T	W	Th	F	Days		Days		M	T	W	Th	F	February
	14	15	16	17	18	T	S	T	S					1	2
	21	22	23	T	T	6	3	17	16	5	6	7	8	9	
	T	29	30	31						12	T	14	15	16	
										19	20	21	22	23	
										X	X	X	X		
September	M	T	W	Th	F	Days		Days		M	T	W	Th	F	March
					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	27	28	29					25	26	T	28	29	
October	M	T	W	Th	F	Days		Days		M	T	W	Th	F	April
	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	25	26	27			17	17	X	X	X	X	X	
	30	31								29	30				
November	M	T	W	Th	F	Days		Days		M	T	W	Th	F	May
			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	22	23	24	
	27	28	29	30						X	28	29	30	31	
December	M	T	W	Th	F	Days		Days		M	T	W	Th	F	June **
					1	T	S	T	S	3	4	5	6	7	Graduation June 8, 2024
	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										
January	M	T	W	Th	F	Days									
	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	31												

\*\*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

## 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

## SUTTON CENTRAL SCHOOL

**28 Newbury Road – Sutton Mills, NH 03221**

<https://www.kearsarge.org/sutton-central-school>

**Principal:** Lisa Scolaro

**Associate Director of Student Services:** Kaily Roukey

**Counselor:** Amy Cook

**School Nurse:** Sarah Beauchemin

**Office Manager:** Rebecca Rowe

**PHONE: 603.927.4215**

**FAX: 603.927.4055**

### 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
Sutton Representative	Kyle Lombard

*\*Approximately 2000 students from the towns of Bradford, Newbury, New London, Springfield, Sutton, Warner, and Wilmot comprise the KRSD.*

### KEARSARGE DISTRICT PHONE NUMBERS

<b>School Admin. Unit</b>	603.526.2051	<b>KRHS</b>	603.927.4261	<b>KRES @ Bradford</b>	603.938.5959
<b>Transportation</b>	603.938.6464	<b>KRMS</b>	603.927.2100	<b>KRES @ New London</b>	603.526.4737
<b>Cafe Services</b>	603.927.2330	<b>Simonds School</b>	603.456.2241	<b>Sutton Central School</b>	603.927.4215

### Sutton Central School Daily Schedule

<b>7:45 am</b>	Students enter the building and report to classrooms
<b>7:55 am</b>	Official start of school day
<b>10:00 am</b>	Recess (K, 1, 2, & 3)
<b>11:55 am</b>	Recess (3, 4, 5) Lunch (K, 1, 2)
<b>12:20 pm</b>	Recess (K, 1, 2) Lunch (3, 4, 5)
<b>2:20 pm</b>	Dismissal begins

### Sutton Central School Staff Directory

Individual staff web pages and email addresses can be viewed on our [website](#).

Lisa Scolaro	Principal	Heather Ciance	Reading Specialist
Kaily Roukey	Associate Director of Student Services	Jessie Turner	Math Specialist
Amy Cook	School Counselor	Jenn Rein	Social Worker
Sarah Beauchemin	School Nurse	Nicole Laroque	Occupational Therapist
Rebecca Rowe	Office Manager	Mary Babineau	Speech and Language Pathologist
Devin Pendleton	Administrative Assistant to Student Support	Dabney Kelsey	District Behavior Analyst
Abigail Fernandes	Kindergarten Teacher	Lauryn Spadafore	School Psychologist
Jill Wilson	First Grade Teacher	Wendy Corbyn	Technology Integration Specialist
Abby Cross	Second Grade Teacher	Heidi Virta	Enrichment Coordinator
Kristin Lizotte	Third Grade Teacher	Lynne Edwards	Paraeducator
Bonnie Gill	Fourth Grade Teacher	Beverly Gagnon	Paraeducator
Madison Johansson	Fifth Grade Teacher	Jennifer Hager	Paraeducator
Caitlin Mauser-Rowe	Art Teacher	Cindy VanHooydonk	Paraeducator
Chelsea Williams	Health Teacher	Michelle Duffy	Paraeducator
Nicole Densmore	Music Teacher	Elizabeth Morrill	Interventionist
Matthew Mitchell	Music Teacher	Christie Parker	Sutton Central Building Substitute
Brigid McNamee	Media Generalist	Jay Federer	Maintenance Site Manager
Ian Feller	Physical Education Teacher	Jessie Griffin	Maintenance
Sharon Scherer	Special Educator	Erika Cote	Cafe Services

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## Sutton Central School: General Information

Sutton Central School has approximately 90 students enrolled in grades Kindergarten through Fifth grade. Students entering Sutton Central 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 [Policy JEB](#) for complete information.

Students may arrive at **7:40am**. At **7:45am** students are allowed to proceed to their classroom. School officially begins at **7:55am**.

If a parent or guardian is reporting to the school for a morning meeting with a staff member, we ask that you park in a designated parking spot and not in the front loop of the school. We recognize special circumstances may arise on a non-routine basis where students may need to arrive prior to 7:40am and we ask that you provide at least a 24-hour notice, so we can confirm if coverage will be available. Please reach out to Becca Rowe (603.927.4215 or [rrowe@kearsarge.org](mailto:rrowe@kearsarge.org)) if such a situation arises.

### SCS Student Mission Statement

(Created by the students at the Sutton Central School in September 2002)

I am a Sutton Central School student. It is my job to learn, to be a respectful member of the school community, and to prepare for my future. It is my responsibility to take care of myself.

### Kearsarge Regional School District Vision and Mission

KRSD Vision: Inspiring learner, committing to community, contributing to a dynamic world.

KRSD Mission Statement: 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.

## Sutton Central School: General Information

### **Birthdays**

If bringing birthday party invitations to school, please have an invitation for everyone in the class. Requests for birthday snacks should be approved in advance by the teacher.

### **Communication**

Teachers are available through email, telephone, and 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 encouraged 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.

### **Food Services**

School lunches and snacks (breakfast) are available for all students. All children may purchase milk and snacks in the morning. Questions about food services should be directed to the KRSD Food Service Director, Melina Cochran, at 603-927-2329 or [kearsarge@freshpickscafe.com](mailto:kearsarge@freshpickscafe.com).

Costs for the 2023-2024 school year are as follows:

Snack	\$1.95 (Reduced price is \$.30)
Lunch	\$3.20 (Reduced price is \$.40)

Caregivers are encouraged to use Fresh Pick's [My School Bucks](#) for meal purchases. This online system allows caregivers to view account balances and meal purchases, schedule automatic payments, and make payments at any time. Parents may also send a check to school on Monday for the full week. Checks must be made payable to the Kearsarge Schools Lunch Program and include the child's name in the memo line.

Reduced and Free meals are available for qualifying families. Information and an application can be found on our district [website](#). Please consider completing the application in case of reduced income or a change in employment status. Applications are held in confidence. If you need assistance, please do not hesitate to contact us.

### **Health, Illness, and Medication**

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. Medicine may be given in school by the school nurse or designated staff member. All medications\*, including inhalers, must be in the original bottle/package and be properly labeled with the name of the drug, student's name, dosage and time taken. State law requires that all medications must be kept in the nurse's office. In addition, 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.

The district has adopted the following as 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.

### **Lost and Found**

Lost items are placed in a bin in the Lobby. Please label clothes, water bottles, and backpacks with students' first and last name. Caregivers are urged to check for lost clothing periodically as at the end of each quarter unclaimed items are given to a charitable organization.

### **Parking**

Parking is limited on the school campus and buses, cars and pedestrians share the same space each day. Please remember:

- Cars may park in the designated spaces along the far side of the school, off the side of Newbury Road during the non-winter months, and in front of the school after 8:30am and before 1:45pm.
- Handicapped parking is located directly in front of the school by the main entrance.

### **School Dress**

Children go outside for recess all year long. Please send your child with a hat, mittens, boots, jacket, and snow pants 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.

### **Sutton Central Days**

During the school year, we will have special days. These vary from year to year and may include events such as: Environmental Camp, Field Trips, DARE, Winter Activities Program, Halloween Mask Parade, Holiday Classroom Celebrations, Spelling Bee, March Madness Theme Days, Grandparents/Special Friend Lunch, and Fun Day. Please visit the school website regularly for schedules and dates for our special events.

### **Visitors**

We welcome visitors at SCS and have established the following expectations in order to maintain a safe learning environment for students. All visitors (volunteers, parents and siblings) are required to enter through the front door of the building and proceed to the main office. Visitors will be asked to sign in and wear an identification badge while on school grounds.

### **Volunteer Opportunities:**

There are many opportunities for parent/community volunteers in our school and we welcome and value them. We could not provide our many extended opportunities without their help. All volunteers must be fingerprinted and complete a background check. Please refer to the [Policy IJOC](#) for additional information.

Sutton Central has an active parent teacher organization called Friends of Sutton Central School. Attendance at PTO meetings is welcomed, but not required. In the fall, each classroom teacher requests a Classroom Parent. This designated parent is responsible for responding to specific teacher requests and serving as liaison between the teacher and classroom parents. Classroom Parents may contact parents to:

- Provide a teacher requested snack for activities.
- Request assistance with special class projects, such as typing for publication or sewing costumes.
- Support a specific Sutton Central activity such as "The Strut in Sutton 5k."
- Participate in activities such as Movie Nights.

In addition to volunteering with the PTO, community members can help with:

- Outdoor Classroom
- Open House
- Sutton Central Garden
- Winter Activities
- Field Trips
- Fun Day

**Items Not to be Brought to School**

Personal and 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:** ***Sutton Central School assumes no responsibility for valuable items or cell phones which are lost, damaged or stolen.*** The law strictly forbids knives, guns or weapons of any kind. Please note the Safe School Policy located in the back of this book. (JICI)

## **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 unexcused. 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.

Supervision begins at **7:40 am**. Please call Sutton Central School at 603.927.4215 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, the main office will call you. 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 Sutton Central School.**

**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 guardian indicating who has permission to pick-up and sign out their child during the school day. If there is anyone 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**

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 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.

## Emergency Information and School Closures

### Emergency Contacts

Please 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.

### School Closings

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 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” or a “Snow Day.”

In addition to WMUR and the District’s Blackboard Connect notification system, the following media sources will broadcast school district closures:

- WZID 95.7
- WNTK 99.7
- KRSD School District Webpage
- 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 office to obtain information on school cancellations or early dismissals. This limits the capacity of our phone lines which impedes our ability to effectively communicate.***

### Remote Learning Days (Formerly known as Blizzard Bag Days)

Remote Learning Days are typically called when we have an event which prevents KRSD schools from opening. There may be up to five such days in a school year. When a Remote Learning Day is called, students are expected to complete assigned activities and return them within two days. We must have at least 80% of students participate in a Remote Learning Day for the day to count.

### Safety Drills

Sutton Central School participates in a variety of safety drills. These drills are not announced ahead of time. Drills may include:

- Safety Drills (i.e. fire, lockdown)
- Evacuation Drills
- Severe Weather Drills (shelter-in-place)
- Bus Evacuation Drills

## Transportation

### Arrival and Dismissal Procedures

#### Car Riders:

- Kindergarteners:
  - Kindergarteners and their siblings may be dropped off and picked up using the front loop of the school. Please pull up to the Kindergarten classroom door at the far end of the building. Staff will bring siblings to their classrooms, as needed.
  - Buses are first in line in the morning for drop off. Please do not arrive earlier than 7:40am.
  
- Students in Grades 1-5:
  - Students in Grades 1 through 5 will be dropped off and picked up using the back loop behind the school. Students in grades 4 and 5 will be the first stop in the back loop and students in grades 1 through 3 will be the second stop in the back loop.
  - All cars should remain in line and not attempt to pass other cars or buses while waiting to drop off or pick up students. All families need to yield to school buses when present in the loops.
  - Buses are first in line in the back loop for afternoon pick up. Please do not arrive any earlier than 2:15pm for pick up.

Bike Riders and Walkers (all grades): Students who walk to and from school will be dismissed after the buses have gone. There is a bike rack for student use located in front of the school.

Bussers (all grades): School buses use the front loop for morning drop off and the back loop for afternoon pick up.

We ask all families to adhere to the directions and instructions provided by the SCS staff member on duty at arrival and dismissal.

### School Bus Procedures

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 a written note from the parent/guardian. Please refer to policies [EEAJ](#) & [JFC](#) for further details.

### School Bus Conduct

Student conduct is expected to be essentially the same on the bus as in the classroom. Appropriate action will be taken to maintain good order on the school buses, including verbal warnings, written warnings and misconduct reports. Consequences may vary, including assigned bus seats, community service, meeting with parents or suspension from the bus and/or school.

## Sutton Central School Behavior Expectations

### KRSD Approach to Discipline

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.)*

In addition, Sutton Central School has four expectations for our students. We ask them to:

- Be Safe
- Be Respectful and Kind
- Be Responsible For Their Learning and Actions
- Be Willing to Use GRIT (Give it your all, Redo if necessary, Ignore giving up, Take time to do it right)

### KRSD Multi-Tiered System of Support

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.

#### **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 through 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 teachers and school administrators (as needed). Parents will be contacted as well.
- Behaviors may result in loss of student privileges, including recess or classroom choice time

### **Tier 3 Behavior:**

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

### **Tier 3 Intervention:**

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

### **Tier 4 Behavior:**

- Behaviors that significantly impact student safety and/or learning
- 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.
- Please also note the [Bullying Policy \(JICK\)](#)

### **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)



## Curriculum, Instruction, and Assessment

### 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.

### Homework

Classroom teachers may utilize homework as a means of practice so students can reinforce skills learned during the day. Homework is assigned in accordance with [Policy IKB](#) and should never exceed 45 minutes in grades 4 and 5.

### Assessment

Assessment is an important part of the learning process. We strive to implement a balanced assessment system, an approach to assessment that includes a variety of types of assessment in order to gain a deep understanding of student growth and achievement throughout the year. In addition to classroom assessments, students at Sutton Central School also participate in:

- **NH SAS (NH Statewide Assessment System):** Required state testing for students in grades 3-5. This computer based testing occurs in the spring. Students are assessed in mathematics and English Language Arts in 3th-5th grade and science in 5th grade.
- **District Benchmark Assessments:** District testing is conducted at least 3 times per year (fall, winter and spring ) in all grade levels to measure student growth in reading and mathematics.
- **NAEP (National Assessment for Educational Progress):** Referred to as the 'Nation's Report Card', the NAEP 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 grade 4.

### Report Cards

Report cards are sent home the week after the marking period ends. End of quarter dates can be found in the district calendar on page 2 of this handbook.

## KRSB POLICIES YOU SHOULD KNOW

*This is not an exhaustive list of policies. All policies can be found at:*

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

Policy Name and Code	Link
Attendance, Absenteeism, and Truancy (JH)	<a href="https://www.kearsarge.org/district/school-board-mbc/pages/jh-attendance-absenteeism-and-truancy">https://www.kearsarge.org/district/school-board-mbc/pages/jh-attendance-absenteeism-and-truancy</a>
Student Records and Access (JRA)	<a href="https://www.kearsarge.org/district/school-board-mbc/pages/jra-student-records-and-access">https://www.kearsarge.org/district/school-board-mbc/pages/jra-student-records-and-access</a>
Maintenance of Orderly Conduct (JFC)	<a href="https://www.kearsarge.org/district/school-board-mbc/pages/jfc-maintenance-orderly-conduct">https://www.kearsarge.org/district/school-board-mbc/pages/jfc-maintenance-orderly-conduct</a>
Pupil Safety and Violence Prevention – Bullying (JICK)	<a href="https://www.kearsarge.org/district/school-board-mbc/pages/jick-pupil-safety-and-violence-prevention-bullying">https://www.kearsarge.org/district/school-board-mbc/pages/jick-pupil-safety-and-violence-prevention-bullying</a>
Safe School Zone (JICI)	<a href="https://www.kearsarge.org/district/school-board-mbc/pages/jici-safe-school-zone">https://www.kearsarge.org/district/school-board-mbc/pages/jici-safe-school-zone</a>
Promotion and Retention of Students (IKE)	<a href="https://www.kearsarge.org/district/school-board-mbc/pages/ike-promotion-and-retention-students">https://www.kearsarge.org/district/school-board-mbc/pages/ike-promotion-and-retention-students</a>
Retention of Students Procedures (IKE-R)	<a href="https://www.kearsarge.org/sites/g/files/vyhlf731/f/uploads/ike-r_retention_of_students.pdf">https://www.kearsarge.org/sites/g/files/vyhlf731/f/uploads/ike-r_retention_of_students.pdf</a>
Student Conduct on School Buses (EEAEC)	<a href="https://www.kearsarge.org/district/school-board-mbc/pages/eeaec-student-conduct-school-buses">https://www.kearsarge.org/district/school-board-mbc/pages/eeaec-student-conduct-school-buses</a>
Video and Audio Recording on School Buses (EEAJ)	<a href="https://www.kearsarge.org/district/school-board-mbc/pages/eeaj-video-and-audio-recording-school-buses-0">https://www.kearsarge.org/district/school-board-mbc/pages/eeaj-video-and-audio-recording-school-buses-0</a>
Volunteers (IJOC)	<a href="https://drive.google.com/file/d/0BxfAp-P1jJ-jNHhEb3hCZkJWbjA/view?resourcekey=0-uEd3yu7HlByKp8DyjNeVg">https://drive.google.com/file/d/0BxfAp-P1jJ-jNHhEb3hCZkJWbjA/view?resourcekey=0-uEd3yu7HlByKp8DyjNeVg</a>
Background Investigation Criminal Records Check (GBCD)	<a href="https://www.kearsarge.org/district/school-board-mbc/pages/gbcd-background-investigation-criminal-records-check">https://www.kearsarge.org/district/school-board-mbc/pages/gbcd-background-investigation-criminal-records-check</a>
Non-Discrimination (AC)	<a href="https://www.kearsarge.org/district/school-board-mbc/pages/ac-non-discrimination-equal-opportunity-employment-and-district-anti">https://www.kearsarge.org/district/school-board-mbc/pages/ac-non-discrimination-equal-opportunity-employment-and-district-anti</a>

## **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. 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.

#### **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, audiotope, 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.

#### **III. 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](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](mailto: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.

***Please visit [this link](#) for the District's full plan related to Non-Discrimination and Equal Opportunity Employment (AC-NON-DISCRIMINATION, EQUAL OPPORTUNITY EMPLOYMENT and DISTRICT ANTI-DISCRIMINATION PLAN)***

## 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](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 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.

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## Please Sign and Return to School

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,  
Lisa Scolaro, Principal

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**I have received and read the Sutton Central School Student/Parent Handbook  
for the 2023-2024 school year.**



Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Name of Student (Please Print)