



Winnisquam Regional Elementary Schools

Parent-Student

Handbook

2020-2021

Sanbornton Central School

Southwick School

Union Sanborn School

Engaging Our Community for Brighter Futures

WRSD Administrators 2020-21

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Winnisquam Regional School District

VISION

Engaging our Communities for Brighter Futures

MISSION

Engage our community to ignite a passion for learning, and together, craft and promote a vision for brighter futures.

NO CHILD LEFT BEHIND ACT OF 2001, PARENT'S RIGHT TO

KNOW

Parent's Right To Know – (Section 1111 (h)(6)(A-C)

Qualifications: At the beginning of each school year, a LEA that receives Title I funds must notify parents of each student attending a Title I school that the parents may request, and that agency will provide the parents on request (and in a timely manner) information regarding the professional qualification of the student's classroom teachers, including at minimum the following:

- ◆ Whether the teacher has State qualifications for the grade level and subject areas in which the teacher provides instruction;
- ◆ Whether the teacher teaching under emergency or other professional status that State has waived;
- ◆ The degree major of the teacher and any other graduate certification or degree held by the teacher and the field of discipline of the certification or degree; and
- ◆ Whether the child is provided services by paraprofessionals and if so their qualifications.

Additional Information – A school that receives Title I funds must provide to each individual parent -

- ◆ Information on the level of achievement the child has made on all state assessments; and
- ◆ Timely notice that the parent's child has been assigned or taught for 4 or more consecutive weeks by a teacher who is not highly qualified.

Format – The notice and information provided to parents under this paragraph shall be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand.

WRSD: If you have any questions about this information, please feel free to contact your school's principal.

COMPLAINTS

School board members accept calls from the public concerning school matters. However, it is expected that calls are made to the appropriate party, and that the chain of command is followed.

For example, if there is a concern with a specific teacher, then the teacher should be contacted first, then the principal, then the superintendent, and then if these have failed, the school board.

REGISTRATION

A pupil may enter grade one if his/her chronological age will be six on or before September 30 of the year of entering school. A pupil may enter kindergarten if his/her chronological age will be five on or before September 30 of the year of entering school. A birth certificate must be presented upon registration as proof of the date of birth. Please refer to Winnisquam Regional School Board Policy JEB for Age of Entrance and early entrance request requirements in appendix.

All new resident students, accompanied by a parent or guardian, should register at school before opening day and as soon as possible.

Children entering school for the first time must have proof of a physical examination, immunization records, a copy of the child's birth certificate and proof of residency to the Superintendent or his/her designee. Principals or their designee will meet with new children and parents to explain school programs.

Winnisquam Regional School Board Policy JEB, JFAA

CUSTODY/GUARDIANSHIP

School officials aim to cooperate with the parents of all children registered in the district. When questions arise on routine matters, the school district will look to the parent having primary physical custody of the child. When there are court orders pertaining to a child's guardianship, parents will provide the school with an updated copy of any court order changes each year. The participation of both parents having joint custody is encouraged; however, the parties themselves must coordinate the handling of routine communications sent home with the child.

ATTENDANCE POLICY

School Session

All students are expected to attend school between 8:50 a.m. and 3:15 p.m. (Students are not to arrive prior to 8:25 AM at USS and SS, and at 8:20 AM at SCS, due to the bus schedule and teacher coverage. Regular and prompt attendance is necessary for children to have a successful educational experience.

When Absent

When absent, parents are asked to notify the school prior to the start of the day. Should your child become ill during the evening or early morning, you may call the school office; please leave a voicemail to assist in keeping the school informed of an absence. Please indicate the student's name, teacher's name, grade, and reason for absence. For anticipated absences, please call or send in a written note to the school office.

If your child is absent and we have not received a call or note, school staff will attempt to call your home or one of the numbers provided on your child's emergency information sheet. Please note that after two attempts, the school may contact the police department/truancy officer for a well-child check. Frequent absences may be followed up by contact by the principal.

After five consecutive days of illness, the Principal will require parents to provide a doctor's note. For other absences, parents must provide written notice or a written excuse that states one of these reasons for non-attendance. The Principal may require parents to provide additional documentation in support of their written notice, including but not limited to doctor's notes, court documents, obituaries, or other documents supporting the claimed reason for non-attendance. Students with excessive, habitual, and/or patterns of absences, even with parental notification, may be asked to provide professional documentation to be excused. (See Updated Board Policy JH, 11/18/13)

Make-Up Work

After returning from an absence, it is the responsibility of the student and parent to see that work missed is made up. Once the student returns to school, all work needs to be made up within two weeks. At the elementary level, a great deal of instruction and/or work is done verbally, in both whole and small group settings. The direct instruction cannot be replaced.

Tardies

If your child is tardy he/she is to report to the school office *prior* to going to class. Frequent tardiness may be followed up by contact by the principal.

Extended Absence

Parents or guardians may request, for a specific purpose, a leave of absence during the school year for which work may be made up. Every effort will be made to have

work ready for students before they are out on an extended absence. These days may be used consecutively, but advanced parental notice will be required. Under this policy, the school administrator has the discretion to determine whether or not the parent or guardian's specific reason is justifiable. Students who are absent excessively will not be granted use of this privilege.

Advanced notice will consist of personal contact by the parent or guardian no later than two weeks in advance of the proposed absence. Schoolwork missed during the time of the absence will be the student's responsibility. This time is not used to evade attending school or important work such as term papers and exams due. (Policy JH)

From State Law 193:1

Every child between six and sixteen years of age shall attend school within the district or a public school outside of the district to which he/she is assigned or an approved private school during all the time the public schools are in session, unless the child has been excused from attending on the grounds that his/her physical or mental condition is such as to prevent his/her attendance or to make it undesirable. Provided that any child more than fourteen years old who has completed the studies prescribed for the elementary schools shall not be required to attend high school if the district, he/she resides does not maintain a high school. Providing further if a child has reached his/her sixth birthday after September 30th, he/she will not be required to attend school under the provisions of this act until the following year, unless the student is suspended or dismissed.

From State Law 193:3

Every person having the custody of a child shall cause the child to attend such a school during all time the public schools are in session.

BUS RULES AND REGULATIONS

Pupils transported in a school bus shall be under the authority of the School District and under control of the bus driver, a legal representative of the School Board. The safety of pupils riding school buses cannot be left to chance, and it is imperative that good order and discipline is maintained on each bus. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied the privilege of transportation in accordance with the regulations of the School Board and RSA 189:9a. The driver of the bus shall be held responsible for the orderly conduct of the pupils transported. Each driver has the support of the School Board in maintaining good conduct on the bus.

The rules adopted by the School Board are as follows:

1. All pupils will be picked up and/or dropped off only at predetermined stops approved by the School Board. Pupils must be ready to board the bus when it arrives. Drivers are not to wait for pupils who are not ready. Do not crowd onto

- the street or road when waiting for the bus. Line up and enter the bus in an orderly fashion when it arrives
2. Pupils must board the bus in an orderly and courteous manner; go immediately to a seat, and sit down. The driver will assign seats to pupils.
 3. Pupils will be expected to ride only on the school bus assigned to them. Emergency situations will be handled at the discretion of the building principal.
 4. Pupils wishing to use a different bus or get off at a different location must have a note from the parent/guardian specifying the drop-off address and be pre-approved by the school office. Approval will be given only if space is available.
 5. Pupils must remain seated at all times when the bus is moving; arms and heads must be inside the bus at all times.
 6. Pupils must not throw anything within the bus or out of the windows of the bus.
 7. Aisles are to be left free of books, lunch boxes, coats and other objects at all times. Musical instruments and backpacks should be placed under the seat.
 8. Talking should be carried on in conversational tones - never shouting or making loud noises that may distract the driver.
 9. Eating or drinking is prohibited on school busses during regular bus routes to and from school.
 10. Pupils loading and departing from the bus will do so from the front of the bus. Emergency doors are for emergencies only.
 11. Pupils will always cross the street in front of the bus, under the driver's direction, when loading or departing the bus. Students may be asked to wait for a "thumbs-up" signal from the driver.
 12. Pupils must obey instantly any request or suggestion from the bus driver pertaining to safe pupil transportation.
 13. Animals of any kind are not allowed on the bus.
 14. Appropriate use of technology and cell phones is permitted in accordance to school board policy. No photographs or video recordings are permitted on student devices.
 15. Any other behavior/act which the administrator considers to be inappropriate and/or in violation of school rules, WRSD policy, or against the law. Level of the offense will be determined by the administrator. **Video evidence may be reviewed and considered when determining student consequences.** Videos will not be shared with parents due to confidentiality and rights of other students.

WHERE APPLICABLE, THE ABOVE RULES APPLY TO BOTH BUS AND BUS STOP.

Normal procedure for violations:

1. Drivers are to report violators immediately (in writing) to the appropriate building principal and include the date, the trip (morning or afternoon), and the specific violation.
2. The building behaviorist will notify parents of bus reports and/or consequences.
3. Copies of bus suspension documentation will be forwarded to the Superintendent of Schools

*Severe cases may result in an immediate bus and/or school suspension.

Safety is the first priority in transporting all WRSD students. Consequences for bus infractions may result in school consequences as outlined in the WRSD Behavior Chart and Behavior Classifications and/or a suspension of bus services per policy JICC and JICCR. Bus suspensions may not exceed 20 days without WRSD School Board approval.

SCHOOL BOARD POLICIES

BULLYING – SAFETY AND PREVENTION / HARASSMENT and BULLYING

It is the position of the Winnisquam Regional Board of Education to maintain a school district in which students, staff, and faculty are free to exist in an environment that is void of harassment and/or bullying. Offensive, intimidating and hostile behaviors, conscious or otherwise, will not be tolerated.

Please refer to Winnisquam School Board Policies JICK-JBAA-GBAA

The Board is committed to providing a safe school environment in which all members of the school community are treated with respect. Policy JICK (Appendix A) is intended to comply with RSA 193-F, which specifically identifies “bullying” as a form of harassment. Conduct constituting bullying will not be tolerated from staff or students, and is prohibited by both Board policy and State Law. Individuals shall report incidents of bullying to the school counselors, or Principal designee, who shall in turn report the incident to the Superintendent.

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

- (1) Physically harms a pupil or damages the pupil’s property;
- (2) Causes emotional distress to a pupil;
- (3) Interferes with a pupil’s educational opportunities;
- (4) Creates a hostile educational environment; or
- (5) Substantially disrupts the orderly operation of the school.

(b) “Bullying” shall include actions motivated by an imbalance of power based on a pupil’s actual or perceived personal characteristics, behaviors, or beliefs, or motivated by the pupil’s association with another person and based on the other person’s characteristics, behaviors, or beliefs.

II. “Cyberbullying” means conduct defined in paragraph I of this section undertaken through the use of electronic devices.

III. “Electronic devices” include, but are not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, and websites.

IV. “Perpetrator” means a pupil who engages in bullying or cyberbullying.

V. “School property” means all real property and all physical plant and equipment used for school purposes, including public or private school buses or vans.

VI. "Victim" means a pupil against whom bullying or cyberbullying has been perpetrated.

Source. 2000, 190:1. 2004, 205:1, eff. June 11, 2004. 2010, 155:2, eff. July 1, 2010.

CIVILITY POLICY

Members of the WRSD staff will treat parents and other members of the public with respect and expect the same in return. The district must keep schools and administrative offices free from disruptions and prevent unauthorized persons from entering school/district grounds.

Accordingly, this policy promotes mutual respect, civility, and orderly conduct among district employees, parents, and the public. We do not intend this policy to deprive any person of his or her right to freedom of expression. Rather, we seek to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for our students and staff. In the interest of presenting teachers and other employees as positive role models, we encourage positive communication and discourage volatile, hostile, or aggressive actions. This district seeks public cooperation with this endeavor.

1. **Disruptive Individuals .** Any individual who disrupts or threatens to disrupt school/office operations, threatens the health and safety of students or staff, willingly causes property damage, uses loud and/or offensive language that could provoke a violent reaction, or who has otherwise established a continued pattern of unauthorized entry on school district property will be directed to leave school or school district property promptly by the school's principal or other chief administrative officer.
2. **Directions to Staff in Dealing with Abusive Individuals.** If any member of the public uses obscenities or speaks in a demeaning, loud, insulting, and/or demeaning manner, the administrator or employee to whom the remarks are directed will calmly and politely warn the speaker to communicate civilly. If the abusive individual does not stop the behavior, the district employee will verbally notify the abusing individual that the meeting, conference, or telephone conversation is terminated; and if the meeting or conference is on district premises, the employee shall direct the abusive individual to leave promptly. If the individual refuses, the police will be notified to deal with the problem immediately.
3. **Provide Policy and Report Incident.** When a staff member determines that a member of the public is in the process of violating the provisions of this policy, the staff member will then immediately notify his or her supervisor and provide a written report of the incident.

DISCIPLINE

Multi-Tiered System of Support For Behavioral Health and Wellness MTSS-B

What is MTSS-B: Multi-Tiered System of Support for Behavioral Health and Wellness (MTSS-B) is an organizational approach for improving classroom and school climate, decreasing reactive management, maximizing academic achievement, and integrating academic and behavior initiatives.

Why MTSS-B: The MTSS-B framework offers many advantages. Practices address the needs of all students through systematic, prevention-oriented, evidence-based interventions. A school based Universal Team works towards continuous improvement in the framework through data-based decision making that strives to align initiatives, supports, and resources. Procedures are defined for staff to respond to behavior, and consistently teach and reinforce our school-wide expectations.

Who: Elementary School staff and community members are part of the Universal Team. It is recommended that the team include specific roles to ensure representation of all stakeholders in our students' social, emotional, and behavioral well-being. The Universal Team works to promote common practices of MTSS-B:

- Clearly defined expectations
- Direct teaching of expectations
- Reinforcing appropriate behavior
- Correcting problem behavior
- Continuum of interventions for all behavior
- Data-based decision making

How: Your Elementary School Universal Team

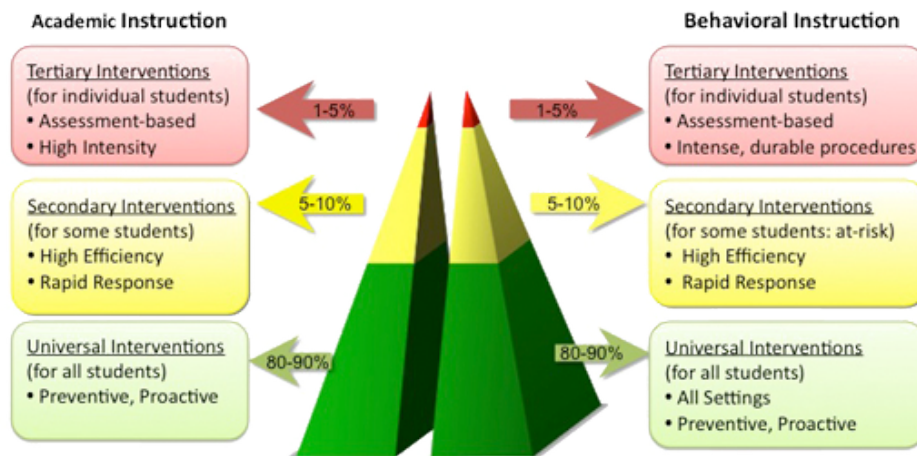
- Develops action plans
- Monitors behavior data
- Meets monthly
- Communicates with staff and coach
- Uses data for continuous student improvement

Outcomes: Committing to the MTSS-B framework can substantially improve social and emotional skills, protective factors (i.e. resiliency), mental, emotional, and behavioral health, engagement of families and youth in decision-making, school climate and culture, and academic performance. It can also substantially reduce risk factors, problem behavior, suspensions, office-discipline referrals, punitive/exclusionary discipline practices, and time teachers spend managing problem behavior.

MTSS-B: Diving into Tiers

The Multi-Tiered System of Support for Behavioral Health and Wellness works within a three-tiered system: universal (Tier 1), targeted group (Tier 2), and individual (Tier 3).

Designing Schoolwide Systems for Student Success



Tier 1 Overview

Tier 1 consists of expectations, routines, and physical arrangements that are developed and taught by school staff to prevent initial occurrences of behavior that the school would like to target for change. The Tier 1 supports are important in that they approach systems of change from a proactive manner, rather than reactive. Through a universal approach,

all staff members use common language, common practices, and consistent positive and negative reinforcements. The Tier 1 beliefs and approaches are based upon the following core principles:

- We can effectively teach appropriate behavior to all students
- Intervene early
- Use of multi-tier model of service delivery
- Use research-based interventions
- Monitor student progress to inform interventions
- Use data to make decisions

Research indicates that 3-5 positively stated behavioral expectations, that are easy to remember, and significant to a school's culture and climate are best. By the end of the year, any one entering the school building should be able to ask ten random students to name the behavioral expectations. It is expected that at least 80% of the student population can identify the behavioral expectations, and give examples of what they look and sound like. Examples of behavioral expectations are outlined on a matrix for each area of the school's campus. Behavioral expectations are taught throughout the year by staff with lessons and activities provided by the Tier 1 Universal Team. Resource / Procedure examples include: Zones of Regulation, Responsive Classroom, Social-Emotional Resources/Strategies through Guidance, etc.

Tier 2 Overview

Tier 2 support is designed to provide targeted interventions for students who are not responding to Tier 1 support efforts. Often times, Tier 2 interventions involve small groups, with up to ten students. Interventions are taught by typical school personnel, and can include practices such as "social skills club," "check in/check out," and behavior plans. Each school has a Target Team for Tier 2 identified students and determines appropriate group interventions to implement. Tier 2 interventions are flexible, continuously available, and systematic. Examples include:

- Practice with consistency on our school-wide expectations
- Flexible intervention based on assessment
- Frequent check-ins with student's team
- Continuous monitoring of student behavior for decision-making
- Communication and collaboration with parents / guardians

Resource / Process examples include: Check In Check Out, Social-Emotional Groups, Skills Groups, Structured Breaks, Behavior Plans, Buddy Teachers, Reset Space/Chill Zones, etc.

Tier 3 Overview

Tier 3 focuses on the needs of individual students who exhibit patterns of intense problem

behavior that may disrupt their quality of life at school, at home, or within the community. These patterns of behavioral problems may be highly disruptive and can impede learning and result in social or educational exclusion. Tier 3 prevention involves a process of identifying and providing individualized supports for students with high level needs. Interventions include intensive evidence-based interventions and person-centered plans. The design and implementation of support should be tailored to the student's specific needs, involve a comprehensive approach to understanding the behavior, and include interventions to address needs in different areas and settings in the student's life. Each school has a Target Team for Tier 3 identified students and determines appropriate group interventions to implement. The goal of Tier 3 support is to diminish the frequency and intensity of the problem behavior and to increase the student's skills. Resource / Process examples include: Student Support Center, Wrap-Around Services, Social-Emotional Groups, Skills Groups, Structured Breaks, Behavior Plans, extensive communication and collaboration with parents/guardians, etc.

Guidelines for Removal of Students from the Classroom / General Environment

According to school board policy JIC- Student Conduct:

Student conduct that causes material or substantial disruption to the school environment, interferes with the rights of others, presents a threat to the health and safety of students, employees, and visitors, violates other board policies or is otherwise inappropriate is prohibited. Students are expected to maintain appropriate classroom behavior that allows teachers and staff to perform their duties effectively and without disruption.

Behaviors, as described above, include, but are not limited to:

- aggressive behaviors (hitting, kicking, pushing, throwing items at another, etc.)
- destructive behaviors (pushing furniture, tipping furniture, kicking furniture, destroying materials, slamming doors, etc.)
- Any other inappropriate and disruptive behavior that is to such an extent that it causes a level of public discomfort and negatively impacts the learning of others. E.g. yelling, screaming, threatening, profanity, etc.

When such behaviors, as described above, occur, the student will be removed from the classroom/general environment. The behavior may result in an out of school suspension, an in school suspension, or the student may need to spend a period of time in the Student Support Center (SSC). During time in SSC, students will participate in guided reflection with SSC staff to help them understand why they have been removed from the general environment and what their plan is for re-entry. Students will also be given work as assigned by their classroom teacher to complete.

If students have been removed from the general environment and continue to escalate for a prolonged period of time while in SSC, then an out-of-school suspension may be

warranted. The principal/behavior teacher will determine if an out-of-school suspension is warranted and will make contact with the student's family who will be asked to come and pick up their child.

The school day following an out-of-school suspension, students and a parent or guardian will be required to participate in a brief re-entry meeting with the principal and/or behavior teacher. As part of this brief meeting, school personnel will ensure that the student understands how their actions caused them to have to leave school and what the expectations are for their return into the general environment. This may include some restitution and/or making apologies to those affected.

Parents will be notified if their child has had to be removed from the general environment for an extended period of time. If the student's behavior warrants an in-school suspension (ISS) or an out-of-school suspension (OSS), then parents will be notified via phone. Additionally, following ISS and OSS a formal suspension letter will also be mailed home to parents.

REPORTING CHILD ABUSE AND NEGLECT

Please review district's policy regarding reporting child abuse and neglect to DCYF.

[JLF](#)

DRUG-FREE SCHOOL ZONES

It is the policy of the Winnisquam Regional School District that it shall be unlawful for any person to manufacture, sell, prescribe, administer, dispense, or possess with the intent to sell, dispense, or distribute any controlled drug or an identical item, within a drug-free school zone at any time of the school year. (Please refer to Winnisquam School Board [Policy JICH](#) – Appendix B.)

In consultation with the local police authority having the jurisdiction over drug enforcement where each drug-free zone is located, a map will be published by each school clearly indicating the boundaries of each permanent drug-free school zone in accordance with RSA 193-B:1, 1. Such a map will be posted in a prominent place in the district or municipal court of jurisdiction, the local police department, and in all schools existing in a drug-free school zone.

(Please refer to Winnisquam School Board Policy JICH – Appendix B and JICG)

THE FAMILY EDUCATIONAL AND RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) requires schools to annually notify parents of their rights under FERPA. This mandatory notification reads as follows:

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

1. The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask Winnisquam School District to amend a record that they believe inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in a student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member, (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on a official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the student of the records

request unless it states in its annual notification that it intends to forward records on request.)

4. The right to file a complaint with the U.S. Department of Education concerning Alleged failures by the District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
Independence Avenue SW
Washington, DC 20202-4605

Notice of Disclosure of Directory Information

The Winnisquam Regional School District defines “directory information” as: name, address, telephone number, date of birth, place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, awards, and most recent educational institution attended.

The Winnisquam Regional School District will release such directory information to all external agencies and institutions upon receipt of a request for such information.

Parents and students may refuse designation of any of all of the previously mentioned categories of personally identifiable information as directory information for specific students provided that a written request to that effect is received the Superintendent of Schools, 433 West Main Street, Tilton, NH 03276, by September 15th of the current school year.

Please refer to School board policy JIEA

INTERNET RESPONSIBLE USE POLICY

Students in the Winnisquam Regional Elementary Schools have the opportunity to use computers both in the classroom and in their computer lab to find and research information. Students can do this through using the **Internet**.

The school district’s general policy states that all computers are to be used in a responsible, efficient, ethical and legal manner. *Using the Internet is a privilege.* The district wants students to use the Internet to help learn more skills and ideas, and to interact with the materials. The district has developed rules, which must be followed so that student use and access to the Internet will be helpful, educational and safe.

Please refer to Winnisquam School Board Policies JICL

Teacher Responsibilities & Rules

- Students may not access the Internet until parental permission has been secured.

- Teachers must preview the Internet, or web sites prior to allowing students to visit a site.
- Teachers will not allow elementary-aged students to conduct unsupervised Internet searches.
- Teachers may research, or search for web sites and after previewing, create bookmarked sites for students to visit.
- The Internet will be used for educational purposes. Students may not access the Internet for personal purposes.

As a general rule, students may not access Email, or send or receive messages. The exception to this will be when corresponding to a person involved in a legitimate educational purpose (i.e., corresponding to a scientist involved in an oceanographic project), that a teacher may allow students to send or receive messages via the teacher's email address.

Student Responsibilities

- The Internet may only be used for educational purposes and school projects. The Internet may not be used for personal purposes (i.e., no game sites, etc.).
- Never give out your friends or your personal address or phone number.
- Students may only access or use the Internet with teacher permission and while supervised by a teacher.
- It is important to be safe while using the computer. If a student sees any material on the Internet that makes them feel uncomfortable, they must tell an adult immediately.
- Students must document any information they get from the Internet. To avoid plagiarism, this means that students must not copy the information without telling where the information came from. Students must include the author, title, and Internet address (URL). Some items on the Internet may not be copied without contacting the owner because these items are copyrighted. Do not copy any items that are copyrighted.
- Always treat the computer equipment with care and always be respectful of other people's property such as the information they have collected and the items they are using.
- If students take a *Virtual Field Trip* (such as an Internet tour of the White House) students are to be on their best behavior, just as if it were a real school field trip.

Consequences for Violations

- Any violation will result in a parent contact. Consequences for violations include:
- Suspension or revocation of computer access
- Suspension or revocation of Internet access
- School suspension or expulsion
- Legal action and/or prosecution by the authorities

NOTICE OF NON-DISCRIMINATION

[Click Here for District Policy AC- Non-Discrimination, Equal Opportunity Employment and District Anti-Discrimination Plan](#)

[Click Here for District Policy AC-E- Annual Notice of Contact Information for Human Rights Officer, Title IX Coordinator, 504 Coordinator and Civil Rights Agencies](#)

Under Title IX of the Civil Rights Act 1964 and Title IX of the educational Amendments of 1971

It is the policy of SAU 59, Winnisquam Regional School District not to discriminate in their educational programs, activities or employment practices on the basis of race, language, sex, age or handicap. No person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination.

Inquiries may be directed to Title IX Office, Director of Human Resources & Accounting Superintendent's Office, 435 West Main Street, Tilton, NH 03276, telephone (603) 286-4116, or the office of Civil Rights, JW McCormack, POCH, Room 701, Boston, MA 02109-4557, (617) 223-9666.

Grievance procedures are available which provide for prompt and equitable resolution of complaints alleging violations of Title VI and Title IX. These may be obtained from Janice Grenier, Title IX Officer, Superintendent's Office, 435 West Main Street, Tilton, New Hampshire 03276, telephone (603) 286-4116.

Section 504 of the Rehabilitation Act 1973

Federal Law prohibits discrimination on the basis of handicaps in educational programs of activities receiving Federal financial assistance. It is the policy of SAU 59, Winnisquam 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 Section 504 may be directed to Laurie Krueger, 504 Coordinator, 433 West Main Street, Tilton, New Hampshire 03276, telephone (603) 286-4116, or Director of the Regional Office of Civil Rights, Department of HEW, 140 Federal Street, Boston, Massachusetts, 02110. Grievance procedures are available which provide for the prompt and equitable resolution of complaints alleging violations of Section 04. These may be obtained from Lisa Burbach, Director of Student Services, 433 West Main Street, Tilton, New Hampshire 03276, telephone (603) 286-4116.

WEAPONS POLICY

The Safe School Zone Act, which is available for review in the school office, outlines the following with regards to weapons:

Weapons, such as but not limited to firearms, explosives, incendiaries, martial arts weapons (as defined by RSA 159:24), electronic defense weapons (as defined by RSA 159:20), clubs, billies, metallic knuckles or containers containing chemicals such as

pepper gas or mace, are not permitted on school property, on school busses or at school sponsored activities. Student violations of this policy will result in both school disciplinary action (see district discipline policy) and notification of the local police. Suspension or expulsion could result.

In addition, any student who is determined to have brought a firearm (as defined by 18 US 921) to school will be expelled for not less than one year (365 days). This expulsion may be modified by the superintendent upon review of the specific case in accordance with other applicable law.

While weapons are not permitted on school property for the general public; weapons under control of law enforcement personnel are permitted. All students will receive written notice of this policy once a year. *Winnisquam School Board Policy JICI*

Dangerous Objects

Dangerous objects, (i.e., sharp toys, cap guns and, etc.) will be confiscated and kept by the principal. Parents will be notified and asked to pick up the objects. In addition, students may be subject to disciplinary action.

Cancellations, Delayed Openings, Early Dismissals and Announcements

Announcements

The District Website (www.wrsdsau59.org) Channel 9, WMUR TV, WFTN (94.1FM) and the WRSD's ONE CALL NOW system will broadcast school cancellations and delayed openings due to inclement weather after 6:00 A.M. The One Call Now system is a computerized alert system that will contact parent phone numbers provided to the district on emergency contact cards filled out at the beginning of each school year by parents. Parents are asked to keep the school up-to-date at all times on all phone and cell phone numbers. Please do not call the radio stations, but listen to the radio for no-school announcements.

School Alert Notifications

"School Messenger"

The Winnisquam Regional School District subscribes to the School Messenger Communication Service to enhance parental communication. This service allows us to send a voice or text message to ALL of our student's parents/guardians for various types of alerts/notifications within minutes. It is used for announcing school day schedule changes (cancellations, delayed openings, early releases), emergency situations and may also be used by individual school's to send out key notices and reminders about special

events. It may also be used to make attendance voice call notifications when students are absent from school.

IMPORTANT: THE ABILITY TO DELIVER A MESSAGE IS ONLY SUCCESSFUL IF THE SCHOOLS HAVE ACCURATE (CURRENT) CONTACT INFORMATION ON FILE FOR OUR STUDENTS. Please make certain that any changes of address, home, work, cell phone numbers, email addresses and other student biographical information is kept current and provided to all schools.

If you are not receiving calls, contact your child's main office and ensure they have the most up to date information in the system.

The district communication system will be tested a couple of times a year with prior notification to parents and guardians. To find out more information about the district at notifications, please see the website: <http://www.wrsdsau59.org/Communications.aspx>

Delayed Openings

Delayed openings will be of a two-hour duration. This means that the elementary schools will start their sessions at 10:50 a.m. Bus routes will also run on a two-hour delay. In the event of a delayed opening, there will be no morning kindergarten or pre-school. On a delayed opening, students should arrive at school *no earlier than 10:30 a.m.*

Early Dismissal

Should road conditions worsen during the day due to inclement weather, the previously listed methods of communication will be utilized to help publicize an early dismissal at 12:45 PM. In addition to the ONE CALL NOW notification, parents at the elementary level will receive a call from the school.

Dismissal Time Procedures

In order to maximize instructional time, maintain an orderly school environment and safe dismissal students will be checked out of the office between 3:00 and 3:15 only if there is an emergency. Calls to change your child's end of day dismissal must be called in by 2:45. If someone other than the parent/guardian is to pick up a child, a parent must notify the office in writing. This person is also required to sign the dismissal sheet. No child will be allowed to leave with anyone but a parent/guardian unless the school is notified, or if the person's name is listed on the student's emergency sheet.

Dress Code

The student dress code is based on the philosophy that students shall wear clothing that will support our safe, respectful and responsible school wide expectations. Students will refrain from wearing clothing containing words, symbols, or pictures that are offensive or violate the school's anti-discrimination or harassment policies. Clothing containing any

material that has the effect of substantially disrupting order in the school will also not be allowed. Additionally, any type of speech or symbol that is designed, used or has the effect of provoking violence, will be considered disruptive and will not be tolerated.

The responsibility for appropriate school dress rests with students and parents. Appearance and dress should be in good taste, safe, and not pose a disruption or interfere with the educational process. Occasional instances may arise in which a student's clothes may not be considered in good taste. Some examples of unacceptable clothing in school include clothing exposing the midriff or off the shoulder, mesh shirts, ripped shorts, flip-flops/slides/backless shoes, Heelies, clothing advertising tobacco, alcohol, drugs and/or violence, or that which has sexual wording or innuendo. Shorts and skirts that are shorter than finger-tip length with the arm stretched out are also not permitted. It is the responsibility of the staff, administration and student body to make this dress code a workable policy. In individual cases, where there is disagreement, a parent, student, teacher and/or administrator conference will be held. No hats, sunglasses or jackets* are to be worn in school. (*except with the permission of a staff member)

Winnisquam School Board Policy JICA in appendix A.

Electronic Equipment

Electronic devices may be brought to school as long as they don't interfere with the educational process. All **cell phones must be off during the school hours**. Parents take full responsibility for the machines that are brought to school and the school is not responsible for any damage, loss or theft. If electronic equipment is brought on the bus or on field trips, students cannot take pictures of other students as some students are on the "Do Not Take Pictures" list in the school office.

Winnisquam School Board Policy JICJ in appendix A

All cell phones and electronic devices (ie. iPod, smart phone) must be turned off and kept in backpacks during class time. They must **NOT** be used during class time, unless instructed for use by the teacher. When allowed, students must follow all classroom rules for the use of a cell phone or electronic device. Cell phones used for other functions (ie. social media, texting, video, taking pictures etc.) during this time is considered a violation of the Cell Phone and Electronic Device Policy.

If a student is using a cell phone or electronic device, with the exception of educational purposes, for any other reason during the restricted time, the following consequences will be imposed:

Cell Phone Consequences

1st Offense: Confiscated and turned in to the office until the end of the school day.

2nd Offense: Confiscated and turned in to the office until the end of the school day. At the end of the day the cell phone can only be picked up by a parent or guardian.

3rd Offense: Confiscated and returned to parent or guardian at the end of the school day and 1 day in-school suspension.

4th Offense: Confiscated and returned to parent or guardian at the end of the school day, 1 day in-school suspension.

Refusal to relinquish the cell phone to a school official will result in immediate referral to in school suspension.

School Administration reserves the right to invoke a Zero Tolerance Cell Phone Day or period of time determined by the administration for any individual or the entire student body if the school cell phone policy is being violated on a frequent basis by students.

THERE WILL BE NO EXCEPTIONS TO THIS POLICY Students who have cell phones/electronic devices confiscated more than three times will be placed on a behavior contract and may be suspended from school for one day for continued defiance. We realize that having to pick up a student's phone or device may be inconvenient and therefore we recommend you discuss this policy with your student in order to avoid this problem. Confiscated phones and devices will be labeled with the student's name and kept in the main office until the parent takes possession.

Emergency Management

The school holds regular safety drills, including ALICE protocols, fire drills, lock-downs, building evacuation, bus evacuation, shelter in place, and other drills, which are conducted for your child's safety. Students are expected to be on their best behavior during these drills. All outside doors to the school are locked during the school hours for the safety of all. Visitors will have to identify themselves at the front door before being buzzed in.

Field Trips

The school recognizes the importance of field trips as a means of helping students learn as much as possible about the world in which they live. The school also recognizes that added responsibility of ensuring the safety of students outside the school environment. *Volunteers for field trips must comply with Winnisquam Regional School District Policy IJOC in appendix A.*

Local, or In-Town Field Trips

During the school year, many classes will be visiting places, (i.e., town library or other district schools), within walking distance, or a short bus trip within WRSD, as part of their educational experience. Rather than sending out permission slips repeatedly for local trips, you are asked to sign a blanket permission to cover walking trips and short

bus trips within the WRSD that take students away from the school grounds during the day. Supervision will be provided at all times when students are away from the school premises.

Permission Slips

Permission slips for out-of-town field trips will be sent home to parents before each trip. Parents are asked to read the information about the trip, sign, and return the slip immediately. All students need to have signed permission slips at school before being allowed to go on a trip. Teachers and parent chaperones will be assigned to each trip to provide adequate supervision.

Behavior

Students are required to follow school rules on trips. Students choosing not to follow school rules on trips may be denied participation on future trips, or, be required to be directly supervised by his/her parent.

Food Services

The goal of the school breakfast and lunch program is to provide our students with a high quality, nutritional, well balanced meal in accordance with the District's Wellness Policy (JLCF). The school sponsors a free and reduced lunch program that we strongly encourage all who are in need to apply. Eligibility forms are distributed to every student at the beginning of the school year. Should a family's income or circumstances change at any point in the school year, these forms are available at any time at the school office. Students who prefer to bring their lunch from home may buy milk at the school.

For your convenience you may check your account using the MySchoolBucks website. Negative and low balance notices are also sent home with students twice weekly.

Menus are sent home with all students at the end of each month for the following month's meals.

Lunch Program Overview

Online Access to Student Accounts:

www.MyNutrikids.com

- All students are issued a pin number.
- Students use this pin number to access their lunch accounts.
- Money for the account can be deposited with cafeteria personnel each day or online at **www.wrsdsau59.org**.
- Deposits received after 9:30 am will not be credited until the following day and online deposits can take up to 3 days to hit the account.
- Students may bring cash or checks made payable to: **WRSD.**

- The program provides free and reduced price meals if your family qualifies.
 - Free and Reduced applications are available in the office throughout the school year.
 - If your child qualified for free or reduced price meals at the end of the last school year, he or she will continue to receive those rates for the first thirty **(30) school days** or until a new application is filed.
 - If employment changes at any time during the school year, a new application should be filed.
- Students who owe money will be notified at the register.
- Once a student has a negative balance of \$10.00, direct written and/or verbal attempts will be made to collect money from the parent/guardian.
- The student will then be informed that he/she may have three more meals and if the balance is not paid, the student will then have to bring their lunch from home until they no longer owe money.
- The school will make every effort to work with families who experience financial hardship.
- Parents can monitor and manage student lunch accounts online at www.myschoolbucks.com.

Free & Reduced Lunch

Free & Reduced Lunch Applications Online

<http://wrsdsau59.schoollunchapp.com>

Winnisquam Regional School District is pleased to announce the availability of applying for Free and Reduced Price Meals online! The process is **SAFE**, **SECURE**, **PRIVATE**, and **AVAILABLE** anytime, anywhere!

Safe & Secure

We use the highest level of data encryption available, meaning that your information is always safe and guarded.

Private & Available

Apply online in the comfort and privacy of your own home. The online service is available 24/7 anytime, anywhere there is an Internet connection!

Fast

Your data is transmitted to the Winnisquam Regional School District Nutrition Office the same day you apply, allowing for quicker processing so you can receive benefits faster.

Go Green

No more paper applications to complete and return to the school office! Applying online is so convenient and good for the environment as well!

- <http://wrsdsau59.schoollunchapp.com>

- Follow the easy to use, step-by-step screens to enter student and household information.
- Click “Apply” to submit your application for meal benefits!
- It’s That Easy!

If you have any questions regarding our school lunch/free reduced programs, please call

Robert Cohen at (603) 286-7739 x. 2702 or via email at rcohen@wrsdsau59.org

Enrichment

The Winnisquam Regional School District believes that giftedness occurs within all ethnic, geographic, and socioeconomic groups. The school system is committed to challenging gifted students to learn at the highest levels of which they are capable. In order to meet this commitment teachers have been provided professional development in differentiated instruction in order to meet students’ needs.

School Counselor

School Counselors serve all three elementary schools to ensure the healthy social and emotional development of all children. School Counselors conduct all student bullying and harassment investigations, in addition they work with all students to teach mindfulness curriculum which includes teaching coping strategies, teaching de-escalation techniques and helping students to become healthier individuals. The counselor will work with children individually, in small groups, or with entire classrooms. The counselor will consult with parents about concerns or questions they have regarding their child’s development. The work of the guidance counselor with both children and parents is confidential.

Health Procedures

Students who become ill should report to the nurse’s office. If the nurse is not available, the student should report to the main office. The nurse and school personnel give only emergency first aid.

Serious injuries such as fractures and cuts requiring sutures are not treated except for emergency measures at the discretion of the school nurse. Due to the severity of the injury, the child may be transported to the hospital by ambulance. Every attempt will be made to make contact with the parent to notify them of the student’s status.

Children who are ill may be dismissed from school and it shall be the responsibility of the parent to come for them. Should it be necessary for an ill child to go home, he/she may not go home alone, but only in the company of a parent or an adult that has the parent’s permission.

Children who are in school are expected to attend physical education classes and recess unless for medical reasons, not covered above, a doctor indicates the child should refrain from such activity.

When to Stay Home

Please keep your child at home where he/she can rest and be comfortable if he/she:

- Has a temperature of 100 degrees or more without medication for 24 hours.
- Has conjunctivitis, which is an eye infection commonly referred to as “pink eye; (the eye is generally red with some burning and there is a thick yellow drainage being secreted).
- Has bronchitis.
- Has a rash/or rashes that you cannot identify or that have not been diagnosed by a physician.
- Has impetigo of the skin.
- Has diarrhea.
- Has vomiting.
- Has a severe cold with temperature elevation, sneezing and nose drainage.
- Seems sick without obvious symptoms, such as unusual paleness, irritability, unusual tiredness, or lack of interest.
- Has a contagious condition such as: measles, chickenpox, mumps, roseola.
- Has head lice; (*please* inform the school nurse as soon as possible).
- Has been diagnosed by a doctor with an ear or throat infection and has been placed on an antibiotic; the child should not be brought in until he/she has had medication for at least 24 hours.

By helping us to observe good health standards, you will be protecting your child, as well as other children who attend school. Sometimes the parent does not notice these conditions before a student arrives at school. When staff notice the condition, it will be brought to the parent’s attention so the child can be dismissed. It is the parents’ responsibility to pick up the child.

Medications

Only a school nurse or designated staff members may dispense medication during the school day. Children are not permitted to have medicine in the classroom or in their possession. By State Law, non-prescription medicine (such as Tylenol or Ibuprofen), will not be made available by the school unless written parental permission is on file. Only the parent or a responsible adult should take medicine to the nurse’s office, where it will be kept in a secure place.

Parents dropping off medication for their child will need to fill out a Medication Form and have it signed by the prescribing physician. Medication forms are available in the nurse’s office. Parents should be aware that all medication must be in an original container, properly labeled with the student’s name, the physician’s name, the date of

original prescription, the name and strength of the medication, and directions for taking such medication by the student.

Please refer to School Board Policy JLCD & JLCD-R.

Immunizations

The State of New Hampshire has specific immunization requirements that need to be met in order for students to attend school. These requirements may be found on the following website: <http://www.dhhs.nh.gov/dphs/immunization>. Students must have at least one dose of each required immunization and an appointment date for the next dose of a required immunization, in order to attend school. This is called “conditional enrollment”. If your child does not have the immunization on this date, he/she may be excluded from school until he/she has received the required immunization. It is the parent(s)/legal guardian(s) responsibility to provide the school nurse with an updated immunization record for their child(ren).

Elementary Suicide Prevention and Response Plan

We have given much thought to our safety plans for our students. [Here is our Elementary Suicide Prevention and Response Plan.](#)

Click here for the District policy JLDBB ~ [Suicide Prevention and Response](#)

Lost and Found

Parents may look for lost articles at any time during school hours. Students will have an opportunity the week before each vacation to pick up lost items on display. Items not picked up by each vacation will be given away or disposed of.

Media Center

Books from the school library may be checked out for one week. Teachers may decide whether or not children may take books home. A student who does not return a book on time may not take another book until the overdue one is returned. If a book remains overdue for several weeks, the librarian will send a note to the parent/guardian requesting the book. If a book is lost or damaged beyond repair, the parent/guardian will be asked to either replace the book or pay a fine to cover the loss. Please help your child to keep track of library books and protect them from damage.

Notes from Parents and Guardians

Because of the liability imposed upon the school and for the safety of your child, notes, and telephone calls shall be required for the following:

- When a child is to be dismissed early
- When a child leaves school at the end of the day in other than the usual manner, (i.e., being picked up by a parent or other adult, changing bus routes, etc.)

- When a child leaves school at the end of the day to participate in activities that would necessitate his/her not returning home immediately after school; (a regularly scheduled specific activity may be covered by one note for the year)

To help minimize classroom disruptions, parents are encouraged to give their children all instructions about after-school plans, *before* they leave home in the morning.

Phone use by students

Students are permitted to use the telephone on a limited basis. Usually, students will not be permitted to use the telephone to call home for forgotten homework, notes, or shoes. Emergency use will always be approved.

Contacting Your Child

Parents needing to speak to a child at school may telephone the office and ask to have a message relayed to the child. Parents are asked to phone in messages before 2:00 p.m. if possible. Parents are encouraged to give children all instructions before they leave home in the morning.

Contacting Teachers

Teachers will not be interrupted during the school day, unless there is an emergency, but teachers can be contacted in various ways:

- Email (address formula: the first letter of the teacher's first name and last name @wrsdsau59.org)
- Phone messages – may be left with the school secretary, which will be placed in the teacher's mailbox, or leave a voicemail.
- Parents are asked to call teachers one half hour before school begins or one half hour after school is dismissed.

P.T.O.

All three elementary schools have an active parent-teacher organization. Parents help out with special activities, with long range planning for our school, and with fundraising. Please check the school district's monthly calendar for meeting times and dates.

Reading Specialist/Academic Interventionist

Our specialists provide consultation to classroom teachers. The specialists also work with small groups of students or individuals to provide alternative methods of instruction. All new students are screened by the specialists, which helps provide us information about a child's instructional reading level.

Power School Online Report Cards

Report cards for students in grades K-5 are online via PowerSchool, login procedures are available on the district website and when accessed through the app, it will require an initial sign in/set up. Parents are encouraged to contact teachers if they have any concerns regarding their child's progress.

Special Education

The Winnisquam Regional School District supports the Americans with Disabilities Act (ADA) in that all students have a right to a free appropriate public education.

Teachers, parents, or other persons that are directly involved may make referrals for special education in a child's educational welfare. Referral forms are available at the office. Forms may be directed to either the Principal or Director of Student Services.

504 Services

It is the policy of the Winnisquam Regional School District, SAU 59, that no otherwise qualified person shall, solely by reason of his/her disability, be excluded from participation in or denied the benefits of, any program or activity sponsored by this district. The intent of the Winnisquam Regional School District is to meet the obligations of Section 504 of the Rehabilitation Act of 1973. As used in this policy and any implementing regulations, "handicapped persons" means a person who has, or had, or is regarded or was regarded, as having a physical or mental impairment that substantially limits one or more of a person's major life activities. This term may include students identified as disabled and students found to be eligible for services under IDEA as educationally disabled.

Notice of the District's policy on non-discrimination shall be stated in the local School Board policy manual, posted throughout the district, and published in any district statement regarding the availability of educational services.

The educational program of the District shall be equally accessible to all students at each grade level. Barrier-free access to school facilities shall be provided to the extent that no handicapped person is denied the opportunity to participate in a District program available to non-handicapped persons. Information as to the existence and location of services, activities, and facilities that are accessible to and usable by handicapped persons is available through the district 504 Coordinator and building principals.

A free and appropriate public education shall be provided for each child determined to be in need of services. Such services or programs shall be provided in the least restrictive environment in barrier-free facilities comparable to those provided to non-handicapped students. No otherwise qualified student with handicaps will be denied participation in

co-curricular, intramural, or interscholastic activities or any of the services offered regularly to students in this District.

The Director of Student Services is designated as the Section 504 Coordinator. A complaint regarding a violation of the law and this policy shall be subject to the District's adopted grievance procedure, which provides for prompt and equitable resolution of disputes.

Eligibility for services will be established by the provision of appropriate documentation by the concerned party, identification through the special education process, child find activities, or other reasonable alternatives. Once eligibility is established, the building principal will assign a case coordinator. A team is then established to develop a reasonable accommodation/modification plan. This plan will adhere to the district policy of non-discrimination, providing a free and appropriate public education for all students.

For further information regarding 504 accommodation plans, please notify the Director of Student Services at (603) 286-4332.

Student Council

At Southwick and Sanbornton Central School, students from classrooms in grades 3-5 could elect a class representative and alternate to the School Student Council. Students plan special events and school Spirit Days.

Student Fines, Fees, and Charges

Students are responsible for all school property entrusted to them and must ensure they receive proper care in accordance with the Student Handbook. Damage, destruction or disappearance of school property is the responsibility of the student, and reimbursement up to replacement cost may be required by the District. School property may include but is not limited to instruments, uniforms, library books and textbooks, including electronic versions.

Students are also responsible for any unpaid lunch bills and class dues. (WRSD Board Policy JQ)

Student Records

The school maintains various student records, which parents may wish to review during the year. These records include: academic records, daily attendance records, test results, discipline and health records. Parents may review these records by accessing the PowerSchool Portal.

Visitors

Visitors are welcome. However, to prevent disruption to the instructional process, visitors are asked to call ahead to arrange a visit through the principal. Once the school day has started, visitors will need to identify themselves at the front door before being buzzed into the school. Visitors must check into the office upon arrival and wear a visitor's pass. This helps staff know a visitor has been approved. Visitors will be required to leave if they cause a disturbance or interfere with the educational process.

Volunteers

Volunteers at all of our schools have been active supporters of education. Volunteers often assist teachers in the classroom, help chaperone on field trips, assist with paperwork and special events/activities, etc. All volunteers fall under the SAU 59 Volunteer Policy. Any volunteer must be fingerprinted before helping at school. Due to the revised Emergency Management procedures we are working to reduce the number of non-staff members walking through the building. Should you need to drop any item off at school, please drop it off at the Main Office, where your child will be called to pick it up or we will deliver it to them. Thank you for your assistance in this safety procedure. Please Refer to School Board Policy IJOC

Prospective volunteers will need to fill out a Volunteer Agreement; this form is available in the school office. In addition, a federal criminal background check will be required (per State Law). The cost of the background check will be incurred by the district at the parent's request. Volunteers who break confidentiality may be asked not to return as a volunteer.

Guidelines for Volunteer Field Trip Chaperones

Thank You for Your Support!

At the elementary schools, we believe field trips provide a valuable educational experience for students. The students experience “being there” and they are better able to connect their current learning to past and future experiences. Field trips increase student knowledge and understanding of a subject and add realism to the topic of study. Without the help of volunteer chaperones most field trips would be impossible. Thank you very much for giving your time and support to these important activities.

In order to help ensure that school-sponsored field trips result in safe and rewarding experiences for all participants, we have prepared these guidelines to provide information about volunteering as a field trip chaperone.

Becoming a Volunteer Field Trip Chaperone

Because student safety is our paramount concern, all volunteers must have successfully completed a fingerprint background check prior to the trip. Please call the SAU office at 286-4116 to complete this task.

Guidelines for Volunteer Chaperones

Prior to the field trip, the classroom teacher will provide you with information regarding the activities planned for the trip, expectations for supervising students, and emergency procedures. In addition, the following general guidelines will help you effectively perform your duties as a chaperone. If you have questions regarding these guidelines, please talk to the teacher or to the school principal.

1. All school rules apply on school sponsored field trips. Chaperones are expected to comply with school policies, follow the directions given by the coordinating teacher, work cooperatively with other volunteers and school staff members, and model appropriate behavior for students. The chaperone will follow the trip plan developed by the teacher.
2. In order to comply with school policy, before or during the field trip, chaperones:
 - ◆ may not use or possess alcohol or other drugs
 - ◆ may not use tobacco in the presence of or within sight of students
 - ◆ may not administer any medications, prescription or non-prescription, to students.
 - ◆ May not Vape.
3. Students must be supervised at all times while at a school sponsored event. As a chaperone, you will supervise a small group of students, helping them learn and making sure they behave appropriately. Students must stay with you, their chaperone, at all times. Go over use of the buddy system with students under your care. Account for all participants regularly and before

changing activities. Be sure to know when and where to meet the rest of your group at the end of the visit. Chaperones must be readily available, be mindful of safety concerns, and respond to students' needs. Do not use your cell phone for non-emergency or non-trip related purposes. It is not acceptable for outside work or reading to be completed while you are supervising students.

4. Student behavior is your responsibility. School rules related to student behavior apply. Go over the rules and standards of behavior, safety rules and any site specific rules with students. Ensure that students do not get involved in any extra activities not pre-approved by the teacher. While you are responsible for student behavior, it is the responsibility of the teacher to discipline a student.
5. Eating and drinking are not permitted outside of designated areas and predetermined times.
6. For the protection of both the student and the chaperone, chaperones should not place themselves in situations in which they are alone with a student.
7. Siblings and family members may not participate in a school sponsored field trip as young children can easily distract you from your primary responsibility of supervising a group of students.
8. Be sure to know what to do in an emergency (medical emergency, natural emergency, lost child, serious breach of rule, etc.). Know who is first aid trained and who is carrying the first aid kit. Keep cell phone contact numbers of the teacher in charge as well as other chaperones available.
9. Please follow the directions of the tour guides of the facility you are visiting even if other groups do not.