

Weare School District
Student and Parent Handbook
2024-2025



Center Woods Elementary School Pre K-3rd grade
14 Center Road, Weare NH, 03281
(603) 529-4500
Centerwoods.net



Weare Middle School 4-8th grade
16 East Road, Weare NH, 03281
(603) 529-7555
www.wearemiddle school.net

ADOPTED: July 2024

Contact Page

Position	CWES	WMS	
Principal	Jessica Potter jess.potter@sau24.org 529-4500	Jon Barry jon.barry@sau24.org 529-7555	
Assistant Principal	Jacqui Cornwell jacquelyn.cornwell@sau24.org 529-4500	Carla Dionne carla.dionne@sau24.org 529-7555	
Special Education Coordinator	Morgan Hallock Morgan.Hallock@sau24.org 529-4500	Jennifer Huard Jennifer.Huard@sau24.org 539-7555	
Counselors	Jenifer Lee jenifer.lee@sau24.org 529-4500	Patricia Donaldson patricia.donaldson@sau24.org 529-8002	Jennifer Kurcharski jennifer.kurcharski@sau24.org 529-8002
Social Worker	Open		
Nurse	Nikki Chapman nikki.chapman@sau24.org 529-4511	Georgiann Chezick georgiann.chezick@sau24.org 529-8029	
Nurse Assistant	NA	Shelley Porth shelley.porth@sau24.org 529-8029	
Technology	Ken Tyrell ken.tyrell@sau24.org 529-4572	Chris Auger chris.auger@sau24.org 529-8036	
Executive Secretary	Erica Butler erica.butler@sau24.org 529-4503		
Special Education Secretary	Christine Fucile christine.fucile@sau24.org CWES 529-5343	Beth Blouin beth.blouin@sau24.org CWES 529-5343 WMS 529-8010	
Receptionist	Nicole Mailhot nicole.mailhot@sau24.org 529-4500	Wendy Saxton Wendy.saxton@sau24.org 529-8002	
Cafe Services	Robin Damone, Cafe Services Supervisor weare@freshpickscafe.com 529-8052		
Bus Company	Tracy Myers , Terminal Manager Student Transportation of America tmyers@ridesta.com 529-4744		

School Overview/ History

Welcome from the Weare School District Principals

Dear Parents/Guardians,

We are thrilled to have the opportunity to educate the children of Weare. Working with families to ensure the social, emotional, and academic growth of every student in a safe, respectful environment is at the forefront of everything we do in the Weare District. We know children learn best when they are in an environment that is conducive to learning. This all starts with a common understanding of the programs, processes, and expectations. The Weare School District Handbook serves as a tool and reference for our valuable work together to educate the children of Weare.

Sincerely,

Jessica Potter, CWES Principal

Jon Barry, WMS Principal

General School Information

Hours of Operation

Center Woods Student Day:

Grades K-3 Schedule: 8:30-3:05

Student Drop Off: 8:15-8:30

Student Pick Up: 3:05-3:15

Preschool:

8:30 AM – 10:55 AM Morning Session

12:15 PM – 2:40 PM Afternoon Session

Weare Middle School Student Day:

Grades 4-8 Schedule 7:20-2:10

Student Drop Off: 7:10-7:20

Student Pick Up: 2:10-2:15

Table of Contents

1) Student Rights

2) Concerns/Contacting the School

3) Student Programs

- a) Academic Integrity
- b) Before and After School Care
- c) Co-curricular Activities
- d) Counseling Services
- e) ESOL/ELL/ESL SERVICES
- f) Food Services
- g) Health Services
 - i) Head Lice
 - ii) Health Screenings
 - iii) Homeless
 - iv) Immunizations
 - v) Injuries
 - vi) Medication
 - vii) Physicals
 - viii) Section 504 Services
- h) Intervention
- i) PTO
- j) Special Education
- k) Summer Programming
- l) Title I
- m) Transportation

4) School Procedures and Student Expectations

- a) Acceptable Use
- b) Attendance
- c) Books and Equipment
- d) Cancellations/ Delays
- e) Behavior Expectations
 - i) Classroom Behavior
 - ii) Dress Code
 - iii) Electronics/ Toys
- f) Conferences
- g) Emergency
 - i) Emergency Dismissal and Reunification
 - ii) Emergency Drills
 - iii) Safe School Zone
 - iv) SAU 24 Student Violence Prevention and Management Plan

- v) School /Law Enforcement and Relations
 - (1) Memorandum of Understanding
- vi) Security Cameras
- vii) Threats
- h) Field Trips
- i) Hazing
- j) Homework
- k) Insurance
- l) Lost and Found
- m) Parental Rights
- n) Personal Devices
- o) Photos
- p) Registration
- q) Visitors
- r) Volunteers and Chaperones
- s) **WELLNESS**

5) CWES Addendum

- a) Asbestos
- b) Dismissal
- c) Grading/Reporting
- d) Invitations for Birthday Parties
- e) Preschool Information
- f) Promotion/Retention
- g) Recess
- h) Responsive Classroom
- i) Student Placement

6) WMS Addendum

- a) Arrival/Dismissal
- b) Athletics
- c) Bicycles/Skateboards
- d) Class Placement
- e) Dances
- f) Health Classes
- g) Lockers
- h) Powerschool Portal for Parents and Guardians
- i) Telephone Usage
- j) 8th Grade Invitational Dance
- k) 8th Grade Promotion Ceremony

Weare Policies

Weare Board Policies

2) CONCERNS/CONTACTING THE SCHOOL

At some time during the school year, a question or concern may arise. Most of these can be addressed with little difficulty. Other problems are more complex and require investigation before an action is taken. Problems should be solved at the lowest possible level. For this reason, we ask that you use the following chain of command:

On Matters Involving Instruction/Curriculum

- a) Classroom Teacher
- b) Principal/Assistant Principal/Dean of Teaching and Learning
- c) Assistant Superintendent
- d) Superintendent
- e) School Board

On Matters Involving Student Discipline

- a) Classroom Teacher
- b) Assistant Principal/Dean of Teaching and Learning
- c) Principal
- d) Superintendent
- e) School Board

On Matters Involving Facilities/Grounds/Building

- a) School Secretary
- b) Principal
- c) Director of Facilities
- d) Superintendent
- e) School Board

On Matters Involving Transportation

- a) Bus Driver/Bus Company Student Transportation of America Weare Terminal 603-529-4744
- b) Assistant Principal/Dean of Teaching and Learning
- c) Principal
- d) Business Administrator
- e) Superintendent
- f) School Board

3) STUDENT PROGRAMS

a) Academic Integrity

b) Before and After School Care

The New Morning Program is a before and after school program that is housed at CWES, but is a private organization. The Boys and Girls Program is a before and after school school program that is housed at Weare Middle School, but it is a private program. Contact Information Below:

www.newmorningschools.com

www.centralnhclubs.org

c) Co-curricular Activities

The Weare School District sponsors a wide variety of activities to support social and academic growth of the students. Students are encouraged to participate in the co-curricular activities that may be offered.

Attendance at school is required on any day that a student expects to participate in an activity. Late arrival or early dismissal will not preclude a student from participating in an event.

Participants in co-curricular activities must meet certain academic requirements. Any student who is demonstrating difficulty achieving a competency(s) may be placed on probation. Probation will only be considered after the student has been given additional opportunities to show competency during the school day. Content teachers will communicate with an administrator should a student need to be considered for probation. While on probation a student may not participate in the activity (10 school days). The expectation is that the student will utilize the time to get extra help and meet the competencies. Students may appeal the decision. A committee made up of a parent, teacher and administrator will hear any appeal within a week (5 school days) of the submission.

d) Counseling Services

The School Counselors are here each day to work with children, advise teachers, and to make a special effort to connect with and support parents. They work toward helping students understand themselves and others. Counselors also help students foster healthy peer relationships and make good choices and decisions. During the course of their work, they meet with students on an individual and/or group basis. All classes in Grades K-8 will cover age appropriate topics. Please feel free to contact one of the counselors if you have questions or need assistance.

The Social Worker works in collaboration with the special education coordinator and building administrators to provide services to students and families. In addition to being the liaison for homeless families and foster families, the social worker offers the following services to students and families: development of social skills, crisis intervention, conflict resolution, anger management, and referral to outside resources and agencies. Parents can access support from the social worker directly or via the special education process, guidance department or health office.

e) ESOL/ELL/ESL SERVICES

ESOL stands for English for Speakers of Other Languages or English as a Second or Other Language; ELL stands for English Language Learner or English as a Learned Language or English Language Learning; ESL stands for English as a Second Language

SAU 24 provides students with instruction to support competency in English, to give each ELL student the opportunity to achieve at the same level as a student who is a native speaker of English. The Weare School District respects all cultures and languages of students in keeping with the goal of having students who are English language learners become independent and successful in the classroom.

The goal of the English Language Learner Program is to provide students who qualify for the program's services to acquire proficiency in English in the areas of listening, speaking, reading, and written language. As students acquire English proficiency, the ELL students transition out of the program so that they can successfully compete academically with their same grade peers in the mainstream classroom without ELL support. Following the attainment of English proficiency on ACCESS Testing the student is fully mainstreamed, without ELL support.

If you have a student in need of ELL services, please contact the main office.

f) Food Services

The Weare School District contracts food services with Cafe Services to provide nutritious meals on a daily basis. Students may purchase breakfast, lunch, milk, or from an a la carte menu. Payments for meals may be made by sending cash or check to the main office or online through My School Bucks (<http://www.myschoolbucks.com>).

Free and reduced meals are available to families through a federally funded program. Application forms are sent home at the beginning of the school year and are available all year on the school website or by contacting the guidance office. Enrollment in the program is open all year and families are encouraged to submit an application at any time. A new application is required at the beginning of each school year to continue free and reduced status. All applications will be reviewed confidentially and promptly under the federal guidelines. Parents will be notified of their status as soon as possible.

g) Health Services

The health offices in the Weare School District are staffed by a full time registered nurse. The role of the nurse is to promote and protect the health of our students, thus reducing health barriers that may interfere with the attainment of educational goals. The nurse maintains health records on all students recording such important information as height, weight, results of vision and hearing screening, allergies, special health problems, immunizations and physical examinations. Parents should notify the nurse of any change in their child's health status, especially if it involves a communicable disease.

i. Head Lice

Head Lice (pediculosis capitis) infestation is common in the United States among children 3 to 12 years of age. Head lice are not a health hazard or a sign of uncleanliness and are not responsible for the spread of disease. The school nurse will periodically provide information to families of all students on the diagnosis, treatment, and prevention of head lice. Parents are encouraged to check their children's head for lice if the child is symptomatic. The primary symptom is itching of the head. The school nurse may check a student's head if the student is demonstrating symptoms.

If a student is found to have head lice, a parent or guardian will be notified. Prompt treatment is important in the removal of head lice. The school nurse may recheck a child's head. In addition the school nurse may offer extra help or information to families of children who are repeatedly or chronically infested. Based upon the school nurse's recommendation, other children who were most likely to have head to head contact with the assessed child may be screened or checked for head lice.

If there are any health conditions that may affect your child's ability to learn, please let the school nurse know.

ii. Health Screenings

The school nurse will send home a permission slip for vision and hearing screenings. A copy of the screening will be made available to parents.

iii. Homeless

The Weare School District provides services to homeless students according to School Board Policy JFABD. Families in transition are encouraged to contact the Social Worker to access services. Please contact the school directly for this information.

iv. Immunizations

Health files are kept on each child and are maintained throughout the student's school years. In accordance with NH state law, health files contain a copy of a child's immunization record and a copy of a recent physical by the child's physician. Files are audited by the State of New Hampshire Department of Health and Human Services Immunization Program. Health information may be shared with school personnel as deemed necessary for the safety of a child.

BEFORE ENTRANCE TO SCHOOL, New Hampshire Law RSA 141-C requires that each child have the following information on file at school: RSA 200:32- A complete medical examination by a licensed physician prior to (within 1 year of) entrance into public school system, and thereafter as often as deemed necessary by the local school authority. RSA 200:38-1 The immunizations listed below must be COMPLETED PRIOR to school entry.

- 1. MMR vaccine two doses - 1st dose** on or after the child's 1st birthday, **2nd dose** given at least one month after initial dose.
- 2. Oral Trivalent Polio Vaccine (OPV) - 3-4 doses** with the last dose administered on or after the **child's 4th birthday.**
- 3. Diphtheria, Pertussis, & Tetanus (DPT). 4-5 doses,** with the last dose administered on or **after the child's 4th birthday.**
- 4. Hepatitis B vaccine - 3 doses are required. The first and second dose must be at least (28 days) apart. The third dose must be after the child turns six months of age.**

5. **Varicella (chickenpox)** - 2 doses - first dose at age of 1 year or older. 2nd dose at least 3 months after. Documentation of immunity by confirming laboratory test results is required for incoming kindergarten students if a child has not received varicella vaccine.

BEFORE ENTRANCE TO 7TH GRADE

The Tdap (Tetanus, diphtheria, pertussis) vaccine is required for all students prior to entering 7th grade. **Parents must provide documentation that this vaccine was given prior to a student entering 7th grade.**

Please use the day, month and year for ALL immunizations documentation. A health history form filled out by parents is also required. Any allergies or problems should be noted on this form.

All requirements must be completed before your child can enter school. Children with no immunization records or a copy of a physical exam will be excluded from school.

Children may be excluded from immunization requirements with a signed Medical Exemption form from the child's physician or with a Religious exemption form, which must be notarized. Medical or religious exemption forms must be in the child's health file **before they start school.**

v. Injuries

When a student is injured at any time during the school year, either at home or at school, a note from the attending physician explaining any activity restrictions or supports needed from the health office should be sent to the school nurse. For example, he/she may need to miss gym classes for a while, leave class early or late to avoid crowded hallways, have a student helper to carry books, rest at intervals in the Health Office, etc.

vi. Medication

The NH State Board of Education policy concerning the taking of medication in school requires that the following steps be completed before any prescription medication may be given during school hours:

1. A written Doctor's order which includes the child's name, the name of the medication, dosage to be given, time the medication is to be taken, and the length of time the child is to be on the medication.
2. A written request from the parent/guardian indicating the desire that the school assist the child in taking the medication as stated in the Doctor's order, accompanied by a "hold harmless" release, signed by the parent/guardian.
3. The parent/guardian should deliver the prescription in a container labeled by a Pharmacist with the child's name, Doctor's name, the date of the original prescription, name and strength of the medication, and directions for taking. **DO NOT SEND IN WITH YOUR CHILD**

In the case of over the counter medications:

1. A written request from the parent/guardian indicating the desire that the school assist the child in taking the medication, accompanied by a "hold harmless" release, signed by the parent/guardian.
2. Written requests must include the name of the child, name of the medication, dosage to be given, time to be given, and the time when the last dose was given. Also include the reason

- for the medication and the length of time the child is to be on the medication.
3. All medications should be delivered in its original container with the child's name on it by the parent or guardian. **DO NOT SEND IN WITH YOUR CHILD.**
 4. The only exceptions are inhalers and Epipens, which students are allowed to self-carry as long as the nurse has a physician's order form and parent permission form on file in the health office.

The Weare School District does not stock any over-the-counter oral medication. To ensure the safety of all children, students are not allowed to carry medication on them. A pupil may possess a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms only with written approval from the pupil's physician and written approval from the parent or guardian.

Medications must be brought to the Main Office or the Nurse's Office by parent/guardian. No more than a 30-day supply of the medication is to be kept at school. All medication is kept in a double locked cabinet and given as ordered. All medication should be picked up at the end of the school year or it will be destroyed.

Students shall not share prescription or over-the-counter medication with another student. Per School Board Policy JLCD, violations to this provision shall result in appropriate disciplinary action.

Medication release forms are available in the Nurse's office or may be downloaded from our school website (<http://www.centerwoods.net/>). Your doctor also may provide a general "Medication in School" form which is also acceptable if there is a place for parent/guardian signatures. Medication not in its original container or without the proper forms will not be administered to students.

vii. Physicals

All incoming students must have a complete physical before entry into the Weare School system. Children who do not comply with the requirements for immunizations and physicals may be excluded from school until they do. Current physical exams help to keep the nurse updated on health issues and are used to determine eligibility to participate in athletics. For this reason, whenever a student has their yearly physical, it is important to provide a copy for the school medical file.

Parents/guardians are requested to notify the School Nurse of any changes in their child's health status throughout the year. Medical examinations by their physicians, immunizations, and booster shots should also be reported. Any medications that are taken regularly or are required for a special condition should also be noted in the child's health file.

Communicable diseases such as chicken pox, measles, German measles, mumps, conjunctivitis (pink eye), impetigo, pediculosis (head or body lice), scarlet fever, and strep throat are to be reported to the school nurse.

The school should also be notified of any changes on the child's emergency information, such as parents/guardians employment, phone numbers at which they can be reached, and physicians or emergency contact people. The emergency contact people should be someone your child is comfortable being with and who is willing to care for your child if ill.

viii) Section 504 Services

The school districts of SAU 24 will identify, evaluate and provide an appropriate public education to students who are determined to be disabled within the meaning of Section 504 of the Rehabilitation Act of 1973.

It is the policy of the school districts of SAU 24 to provide a free and appropriate public education to each student with a disability residing within its jurisdiction, regardless of the nature or severity of the disability.

It is the intent of the districts to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be disabled under this policy even though they do not require services pursuant to the individuals with Disabilities Education Act (IDEA)

Due process rights of students with disabilities and their parents under Section 504 will be enforced.

SAU 24 policy includes:

An affirmative statement that the district does not discriminate on the basis of disability (Non-discrimination Policy)

Reference to Section 504 of the Rehabilitation Act of 1973

Reference to a referral/ identification/evaluation/placement process for students

Section 504 Grievance Procedure

Impartial Hearing Process

h) Intervention

With the reauthorization of the Individuals with Disabilities Act (IDEA), schools now have the option of trying interventions before identifying a child as needing special education services. Frequent monitoring of student success is used to determine if the child can make satisfactory progress outside of the special education system. This process is called Response to Intervention/Multiple Tiers of Student Support (RtI/MTSS).

When a teacher feels that a child has academic or behavioral challenges/ difficulties in the class, he/she may seek advice from other teachers and service providers. If, after trying several interventions over a period of time no progress is made, then the student may be referred to the Response to Intervention Team for academic, behavior, or health related concerns.

Our Response to Intervention teams currently address reading, math and behavioral concerns. The teams include teachers, administration, and service providers, who have knowledge or experiences with various interventions available for reading, math or behavior. The team monitors the student's progress until sufficient growth is seen. Parents will always receive timely communication from teachers before and during the RtI/MTSS process.

i) PTO

The purpose of the Weare Friends Parent Teacher Organization (PTO) is to aid the students of Center Woods and Weare Middle School by providing support for their educational and recreational needs, as well as promoting open communication between the administration, teachers, and parents.

The PTO meets once a month. Please consult the school or PTO newsletters and Principal's

electronic newsletters for the actual dates and meeting times. All parents are welcome and encouraged to attend.

j) Special Education

The Weare School District makes every effort to develop a sensitive and inclusionary Special Education program. Students with special needs by law must be placed in the least restrictive environment.

Depending on identified needs, special education support services may include the following specialists: speech and language therapists, occupational therapists, physical therapists, adjustment counselor, nurse and school counselors.

The process involved in being identified as a Special Education student consists of several steps. It begins with a referral by a parent or teacher when a serious concern about a child's progress arises. If further testing is deemed necessary, a team of teachers and staff determine the type of evaluations needed by the child. Evaluations are done and reviewed by the team. Parents and staff analyze these evaluations together and a determination is made on how to help that child. As a result of the testing, the child may be identified for special education assistance.

With the reauthorization of the Individuals with Disabilities Act (IDEA), schools now have the option of trying interventions before identifying a child as needing special education services. Frequent monitoring of student success is used to determine if the child can make satisfactory progress outside of the special education system. This process is called Response to Intervention/Multiple Tiers of Student Support (RtI/MTSS).

If identified, an Individual Education Plan (IEP) is written for the child. This plan includes specific services, placements, and the number of therapeutic sessions which are needed. A complete copy of all parent rights can be obtained at our school office. See website for up to date Special Education process.

k) Summer Programming

Students who do not satisfactorily complete the academic requirements of their assigned grade may have the opportunity to attend summer school. Summer school includes both additional support and opportunities to demonstrate competency. No transportation will be provided.

l) Title I

The Weare School district offers Title I support for both reading and math to eligible students. Parents who wish to refer their student to determine eligibility for services should contact the classroom teacher.

1. Title IX Policy Notification Statement (Policy ACAC)

The District does not discriminate on the basis of sex in its educational programs and activities, including employment and admissions. All forms of sex-based discrimination, including sexual harassment are prohibited in the District. All inquiries regarding compliance and/or reporting of Title IX may be directed to:

Martha LeMahieu, Title IX Coordinator

258 Western Ave
Henniker, NH 03242
(603) 428-3269 ext. 260
martha.lemahieu@sau24.org

m) Transportation

Students in grades K through 8 are provided with bus transportation to and from school daily. The Weare School District contracts with Student Transportation of America. STA can be contacted at 603-529-4744.

Students, with the permission of the bus driver, may use their personal devices while on the bus to listen to music through earbuds/headphones and play games. They may not use their personal devices to take pictures, make audio recordings or video recordings. They also may not use any social media sites or use them to communicate through calls or texting.

The school bus is considered school property, so all school rules apply whenever students are on the bus. The following additional guidelines are in place for students who use the school buses for daily transportation or field trips:

1. Students are expected to be at their bus stops 10 minutes before the scheduled pick up time. Buses are not required to wait for late students. Buses may pick up or drop off within 10 minutes of the published times.
2. Students may be expected to walk some distance to an established bus stop. State guidelines will be used to determine appropriate distances.
3. For safety, students must stay off the road while waiting for or getting off the bus.
4. Students must pass in front of the bus when crossing the road or highway. While crossing the road, children must always look both ways and wait for the driver to signal before crossing.
5. No unauthorized stops will be made. **Students who wish to get on or off the bus at a stop other than their own must have a permission slip signed by the school principal or secretary. To get a bus slip, the school office must have a note from home.**

Bus Expectations: Bus discipline is an important safety-related issue. All school rules apply while riding the bus. State law allows school districts to suspend the right of pupils to ride on a school bus when said students fail to conform to the reasonable rules and regulations. Students who receive a discipline report will be given a disciplinary action. Disciplinary action may include suspension from the bus, as well as from school. As provided by state law, any bus suspensions to continue beyond 20 school days must be approved by the School Board (NH RSA 189:9-a). If a student has been suspended from riding the bus, it is the parent/ guardian's responsibility to transport the student to and from school during the days the suspension is in effect.

Students transported by school bus shall be under the authority of the bus driver, who is delegated by the School Board. Disorderly conduct, including abusive language, or refusal to submit to the authority of the driver, shall be sufficient reason for a student to be denied transportation.

1. Follow all of the bus driver's directions.
2. All school rules apply on the bus.
3. Students must follow set procedures for getting on and off the bus.
4. Sit properly in your seat.

- a. Feet not in the aisle.
- b. Facing forward.
- c. No standing up while the bus is moving.
- d. Nothing out the window.
5. No eating or drinking on the bus.
6. Taunting and teasing of others-students or the bus driver- will not be tolerated. (Harassment/ bullying is against the law.)
7. Keep your hands to yourself.
8. Behavior that makes the bus ride unsafe or unpleasant for students or the driver is not allowed.

Bus Consequences: (Depending on the age of the student and the severity of the incident)

1. Bus driver response to behavior.
2. School disciplinary action and parent contact.
3. 1-3 day bus suspension.
4. 3-5 day bus suspension.
5. 5-10 day bus suspension and a meeting with the child, parent, and administration.
6. 10-20 day bus suspension and a meeting with the child, parent, and superintendent.
7. 20+ day bus suspension to be determined by the School Board.

Any action which may jeopardize the safety and welfare of students, drivers, or equipment may result in loss of transportation or other disciplinary action as deemed appropriate. Depending on the age of the student and the nature of the violation, a warning may or may not be given and a bus suspension may result. Transportation to and from school then becomes the responsibility of the parent/guardian. (Reference New Hampshire RSA 189:9A) (See bus ridership contract in the Appendix)

4) SCHOOL PROCEDURES AND STUDENT EXPECTATIONS

a) Acceptable Use/ Technology (Copied from Policy IJNBD)

This policy outlines efficient, safe, ethical and legal use of network and Internet resources within the School Administrative Unit 24 (SAU 24). This policy applies to users of electronic information resources located or accessed on any SAU 24 network. SAU 24 provides a network to facilitate communication and sharing.

Qualifying for Use:

The privilege and responsibility of using our network and Internet resources is based on the concept of a qualified and informed user. Access to and use of these resources entails a great responsibility. Inappropriate use will result in disciplinary action, which may include suspension or revocation of privileges. A current copy of this agreement must be signed by all system users (staff, students and a parent, if the student is under 18 years of age) and must be on file in order to use any SAU24 network.

Internet Access and Safety Policy:

Technology Protection Measure: The SAU 24 uses both Internet filtering and security software to filter materials that are profane, obscene, unlawful, discriminatory, violent, or hateful as required by federal guidelines of the Children's Internet Protection Act (CIPA). It is recognized that neither is infallible, and we rely on the responsible use of the Internet by our students and staff. Students are frequently monitored by teachers and staff when using computers.

Internet Safety Policy:

The emerging Web 2.0 technologies such as email, blogs, social networking, and wikis have transformed how the world communicates and learns. These exciting and innovative communications often have educational value and cannot be completely filtered. SAU 24 educates its staff and students about appropriate online behavior, including cyber bullying, and interacting with individuals. To insure safety and promote reliable Internet use, all users must adhere to the following code of conduct when accessing online resources.

Code of Conduct:

Security within the SAU 24 network is a maximum priority. Network users are expected to behave appropriately and respectfully and agree to the following parameters and conditions:

Procedures and Proper Usage:

Users:

- a. shall not evade, change or exceed resource quotas or disk usage.
- b. shall not eat or drink in the immediate vicinity of any computer or network asset.
- c. shall register all personal computers and devices with the Technology Department before using them on any SAU 24 network.
- d. shall not set up or participate in Internet or LAN-based proxy or sharing applications.
- e. must notify staff about security problems, unacceptable Internet sites or inappropriate communication.
- f. shall not install/upload software to SAU 24 computers or store software on network servers without authorization from the technology department.
- g. shall recognize that Network Logs vary depending on the server and are kept for no more than 45 days.
- h. are responsible for making back-up copies of their critical documents.
- i. shall refrain from cyberbullying.

- j. shall not reveal personal information on the Internet or plan to meet people contacted through the Internet unless part of a classroom activity.
- k. shall not access or create profane, obscene, unlawful, discriminatory, violent, or hateful material.
- l. SAU 24 network resources will not be used for personal gain (e.g. - such as, but not limited to printing, personal photos, eBay, Craig's list, second jobs...)
- m. shall not share their usernames/passwords with any individual.
- n. shall not willfully attempt to bypass content filters.

Privacy:

- a. Users will not share their account information or leave their accounts open.
- b. All files and communications are subject to inspection (ie. no right to privacy.)
- c. Network data storage areas are to be treated as school property.
- d. Software may be used to remotely control and monitor computers while in use.
- e. Parents/guardians have the right to review the contents of their child's files and communications.
- f. All users must respect the privacy of other network users and the confidentiality of user and network passwords.

Copyright and Plagiarism:

- a. Violation of copyright and/or software agreement is considered a violation of this policy.
- b. Explicitly copyrighted materials will often have conditions describing how they may or may not be used, users shall abide by these.
- c. Plagiarism is expressly forbidden. (Plagiarism is the claiming of another person's work as your own.)
- d. Proper citations will be used when citing electronic information.

District Website:

- a. Webpages display school activities and projects and may include photos, student names and work with parent/guardian permission.
- b. Webpages are considered public documents and comply with Federal School District Guidelines.
- c. Webpages shall not encourage the use of tobacco, alcohol, or controlled substances or otherwise promote any other activity prohibited by district policy, state or federal laws.

Vandalism:

- a. Vandalism is defined as any malicious attempt to damage or disrupt the physical computers, software, network systems or data of other users.
- b. Vandalism will result in disciplinary action, which may include suspension of computer services and possible referral to legal authorities and/or restitution.
- c. Individuals may be held financially responsible for damages including, but not limited to:
 - i. Attempts to move, remove, or damage software, hardware, or files.
 - ii. Attempts to hack into any network or computer environment.
 - iii. Physical damage to a computer while it is assigned or checked out to them.

Email/Direct Communication:

- a. Network users will abide by netiquette in their electronic communication.
- b. Email accounts are maintained and/or archived in accordance with applicable policies.

Research & Reference:

With the information that abounds on the Internet, it is important for our students and staff to

recognize authoritative and respected sources of information. To this end, students and staff will give preference to:

- a. Subscription resources that have been reviewed by educators.
- b. Teacher reviewed and evaluated sites and materials.
- c. Information from educational, government and non-profit websites (.edu, .gov, .org).

Violations of the Acceptable Use Policy:

The SAU 24 places a high value on the appropriate and responsible use of its network and Internet resources. A violation of this policy will result in the following consequences:

Student Users

First Infraction: removal from the computer network for one week (five school days).

Second Infraction: removal from the computer network for one calendar month (i.e.: from the 14th of September to the 14th of October).

Third Infraction: removal from the computer network for ninety (90) school days.

All infractions of the policy will be disclosed to parents in writing. Infractions of this policy may result in further disciplinary action based on the rules of the Student Code of Conduct. Some infractions may require reporting to law enforcement. *School administrators reserve the right to modify the consequences outlined above if deemed appropriate.*

Faculty/Staff Users

Infractions set forth in this agreement may result in suspension or termination of access privileges and/or appropriate disciplinary action. Inappropriate behavior in violation of state and federal statutes will be subject to prosecution by those authorities.

Legal References: RSA194:3-d School District Computer Networks; See also JICE, EHAA, JICDD, JIC, KDC, EGA, Children's Internet Protection Act (CIPA)

b) Attendance

If your child is going to be absent for any reason, you must notify the front office by phone or indicate your child's absence in PickUp Patrol. If your child is not called out absent, the office will call and find out why he/she is not in school. If a student has excessive unexcused absences (more than 2.5 full days, 5 half days) parents will be contacted by phone call and then by letter (more than 5 full days, 10 half days) and a copy of the letter will be included in the student's file. Children are required by law to be in school during the hours school is in session.

Excused Absence: The following types of absences are considered to be excused by the School Board:

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 bona fide religious holiday
7. Such other good cause as may be acceptable to the Principal or permitted by law

Any absence that has not been excused for any of these reasons will be considered an unexcused absence. In the event of an illness or a bonafide religious holiday, parents must call the school and inform the District of the student's illness and absence. For other absences, parents must provide written notice or a written excuse that states one of these reasons for non-attendance. The Principal

may require parents to provide additional documentation, including but not limited to doctor's notes, court documents, obituaries, or other documents supporting the claimed reason for non-attendance.

Attendance is recorded in half-days according to the requirements of the State of New Hampshire.

Vacations: Families are encouraged to take vacations during school vacations. Interaction between students and teachers is an integral part of the learning process. After-school help and/or assignments sent home cannot duplicate this interaction. Please communicate with administration and your child's teacher(s) at least one week prior to your vacation regarding work that will need to be completed or the make-up work may not be available until after the student returns.

Early Dismissal: All students shall be released only to the child's parent, designated representative as listed on the student's record, or by advance written notice. Parents may not go directly to the classroom to pick up their child. **Children will not be sent from class until the parent arrives at school.** For safety reasons, we do not allow children to wait outside for rides from school. Should dismissal plans change, parents **must change the plan in Pickup Patrol** prior to an hour before dismissal to ensure students are dismissed in a safe and orderly manner.

c) Books and Equipment

Our school loans a great deal of trade books, workbooks, and materials to students. In an effort to instill a genuine respect for school property on the part of our children, materials must be treated with care. Parents will be responsible for paying the replacement cost for any damaged or lost books and other school materials.

d) Cancellations and Delays

School cancellation or delay decisions are made at the Superintendent's office in Henniker. Between approximately 5:30-6:30 AM, the SAU staff confers with the highway departments, police, and our bus contractors. Decisions are made as quickly as possible.

When school is canceled for a day or dismissed early, all evening events and other activities are also cancelled. When school is delayed, evening activities remain as scheduled. Breakfast will not be served on delayed days, however lunch is served on delayed openings.

The Weare School District subscribes to a service called School Messenger. Parents will be contacted by phone whenever there is a school delay or cancellation. Cancellation announcements will also be made on WMUR Channel 9 TV which will also post the closing or delay on their website, www.wmur.com. Radio stations WZID (FM 95.7), WOKQ (FM 103.7), and WKXL (AM 1450) will also carry cancellation announcements.

Please note that if weather conditions don't improve as expected, a delay may be changed to an all day cancellation. In the event this happens, parents will be notified through the School Messenger System.

e) Behavior Expectations

The Weare School District's primary mission is to provide an opportunity for each student to be successful. To reach this outcome, the school environment must be productive, healthy, and safe. Pursuant to Board policy response to misconduct, including disciplinary measures and consequences should be designed to maximize student academic, emotional and social success, while at the same time assuring safety of all students, staff and school visitors. Progressive discipline, including developmentally appropriate measures, will be used when determining consequences. All students will be given due process before any consequences are applied.

Every member of the school community must understand the rights and responsibilities of every other member of the community thus respecting others' rights to teach and learn. See Addendums for more school specific information.

i) Classroom Behavior

Early in the school year teachers explain and practice the behavior expectations, using Responsive Classroom or other developmentally appropriate approaches, with their students. Children should be attentive in the classroom, raise hands before speaking, and treat each other respectfully. Polite and proper language is expected in the classroom and students are not to leave their classrooms without teacher permission.

ii) Dress Code

The Weare District strives to create an atmosphere that encourages respect. Students should wear comfortable fitting clothes which are safe. Clothes must be seasonally appropriate to allow the children to attend outside recess/break each day it is held. Shoes must be firmly attached to the foot for safety. It is recommended that children wear appropriate footwear for activities such as recess and PE. Clothing should not have objectionable writing or pictures. The principal or assistant principal/dean will make any determinations if appropriateness of any clothing is in question.

iii) Electronics/ Toys

Toys, fidgets , games, and electronic devices from home are not permitted without prior approval of an administrator or teacher. Toys include, but are not limited to: skateboards, tablets, iPods, MP3 players, cell phones, computer toys (like PS2), cameras and electronic cars. The staff are NOT responsible for any toys or electronic devices brought to school, which get lost, broken or stolen. No trading of cards is allowed at school (Yu-Gi-Oh or Pokemon cards, for example). These items may be held by an administrator until a parent can retrieve them.

f) Conferences

The connection between parents and teachers is key to student success. We encourage parents to contact the school and schedule an appointment whenever they see a need to discuss their student's academic, social and/or emotional development. Every parent will receive an invitation to meet his or her child's teacher at an Open House and to participate in a parent/teacher conference prior to Thanksgiving.

g) Emergency

i) Emergency Dismissal and Reunification

Should an event at the school mandate reunification of students with their parent/guardian, notification will be via the same alert system used for snow cancellations and delays. The notification will include the location for student pickup. At the reunification site, parents/guardians should be prepared to present a photo ID and complete a dismissal form. Copies of these forms are available on the school website. Thank you for your patience with reunification. We share the same goal: getting you and **your son/daughter back together as quickly as possible.**

ii) Emergency Drills

State law requires several fire drills each school year. Periodically we will also conduct such drills as enhanced lockdown, reverse evacuation, etc. Teachers will work with their classes to be sure that the children understand the reason for fire drills and respect safety practices. Practice helps prevent students from becoming frightened or upset by these drills and ensures they learn the proper procedures and routes to conduct a safe drill.

All classrooms and areas in our school have posted fire exit directions. Children leave their classes with their teachers. The Weare School District may also hold an emergency evacuation drill in addition to the fire drills. Parents may **be required to pick up their children at a site different from the school, in the event of an emergency evacuation.**

- iii) Safe School Zone-Under NH RSA 193-D, "Safe School Zone" means an area inclusive of any school property or school buses, whether public or private. Staff is required to report to an administrator, in writing, any act of theft, destruction, or violence witnessed by an employee in a Safe School Zone. An administrator receiving such a report shall file it with the local law enforcement authority. The report must be filed with law enforcement within 48 hours.
- iv) SAU 24 Student Violence Prevention and Management Plan: All staff involved in response to student violence receive Safety Care training annually by a certified trainer. When an incident occurs involving violent student behavior a variety of forms are completed, depending on the situation, including;
 - Intentional Physical Contact Report
 - Safe School Zone Incident Report
 - Incident Report - Restraint, Seclusion

If an employee is injured, he/she immediately alerts the supervisor and submits a "first report of injury" (form 8WC) to the SAU 24 Human Resource office. SAU 24 Human Resource office submits the report to Primex within five days of the incident.

At the SAU, a spreadsheet is maintained with information from the first report of injury and the other forms related to the injury. Quarterly, those spreadsheets are shared with the Joint Loss Committees in each building for their analysis.

The Joint Loss Committee is charged with investigating the reports and creating prevention protocols for all staff to reduce violent acts and injuries caused by students.

The Superintendent coordinates the training, investigation, and adherence of the implemented program to reduce violent acts and injuries caused by students.

Pertinent school board policies include;

- EB - Joint Loss Management Committee
- EBB - Safe Schools Practices
- JKAA - Use of Child restraint and Seclusion
- JLDBA - Behavior Management and Intervention

v) **School /Law Enforcement and Relations**

The Weare Schools, in accordance with District Policy LBA, “will endeavor to cooperate in every way with all agencies of local government” so that “all agencies serve their lawful and essential functions.”

Law enforcement personnel will be allowed to speak to children in the schools whenever the administration deems that doing so is in the best interest of the child. Exceptions to this procedure will require official court documentation to be on file in the school office.

(1) **Memorandum of Understanding**

The Weare Police Department and the John Stark School District and the Weare School District agree to work in a joint cooperative effort to provide a safe and healthy school environment for the students, staff, and visitors. We intend to do this in compliance with New Hampshire RSA 193-D, Safe School Zones, as amended. (See Appendices for Entire Memorandum of Understanding)

vi) **Security Cameras may be used on Weare School District property and students will be held responsible for any violations of school rules captured by security cameras.**

vii) **Threats**

Threats against the school or individuals within it will not be tolerated. This is unacceptable behavior.

h) Field Trips

At various times during the school year, students may participate in educational field trips to support the academic program. **See Chaperones and Volunteers below.**

i) Hazing (Policy JICFA)

No student organization or any person associated with any organization sanctioned by the Weare School Board shall engage or participate in hazing. It is the policy of the Weare School District that no student or employee of the Weare School District shall participate in or be members of a secret organization that is in any degree related to the school or to a school activity.

For the purposes of this policy, hazing is defined as an activity which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the Weare School Board.

"Endanger the physical health" shall include, but is not limited to, any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug or controlled dangerous substance; or any forced physical activity which could adversely affect the physical health or safety of the individual.

"Endanger the mental health" shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity, upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by the Weare School Board is conditioned, directly or indirectly, shall be presumed to be a forced activity, even if the student willingly participates in such activity.

This policy is not intended to deprive Weare School District authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action which may include expulsion for students and employment termination for employees.

A copy of this policy will be furnished to each student and teacher in the Weare School District.

j) Homework

Homework is an integral component of the learning process. Assignments provide opportunities for students to engage in meaningful study, to review and to practice skills taught during the school day. Completion of homework supports the development of competencies associated with the curriculum, independence, self-discipline, work ethic and personal responsibility. Any concerns regarding homework should be addressed with the classroom teacher.

k) Insurance

In the fall of each year, the school sends a student accident insurance form home with each student. Parents may elect to purchase coverage. School day or 24-hour coverage is available. WMS strongly encourages parents of students who participate in athletics or co-curricular activities to purchase this coverage.

l) Lost and Found

Students are expected to be responsible for their own possessions. However, during the school year many items are lost. These items can often be found in the Lost and Found which is located in the entryway between the front doors. Found textbooks are returned to the appropriate classroom. Parents are urged to label clothing, bookbags and books to facilitate the return of lost items. Students are advised to check as soon as possible for lost items. Periodically, throughout the year, and as the quantity of items becomes difficult to manage, unclaimed items are donated to charitable organizations. The school is not responsible for lost items.

m) Parental Rights

The information that you have a right to request on your child's teacher is the following:

- Whether the teacher has met New Hampshire qualifications and licensing criteria for the grade levels and subjects the teacher is teaching;
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing has been waived;
- The baccalaureate degree major of certification or degree held by the teacher, and the field of discipline of the certification or degree;
- Whether the child is provided services by paraprofessionals, and if so, their qualifications.

n) Personal Devices

Weare School District provides students with Chromebooks, laptops, and/or desk model computers for students to access the Internet and to complete class assignments and activities while at school. Personal digital devices, including but not limited to Kindles, Nooks, tablets, and cell phones, are unnecessary to complete school work, can distract students from the learning process, and are not allowed in school.

If a parent requires that a student have a cell phone in their possession for communication after school, the student must comply with the following expectations:

- Cell phones must be turned off during the school day.
- If a student asks to contact a parent during the school day via the cell phone, the teacher may give the student permission to do so in their presence.
- If a student is found to be using the cell phone during the school day and without permission, the cell phone will be delivered to the office to be retrieved at the end of the school day. Should there be a second offense, the cell phone will be held in the office until a parent retrieves it. Should there be a third offense, an administrator will communicate with the parent offering two options: Keep the device at home or deliver it to the office upon arrival in the building and retrieve it at the end of each day.

o) Photos

School photos are taken each year at the beginning of October. For those who wish to purchase photos, an order form will be provided. Spring photos may be taken in early April. Students will come home with proofs that parents can choose to purchase or not. If you wish to opt out of spring photos, please contact the office.

p) Registration

State statute requires that children attend school in the town of residence of their custodial parent.

“...the legal residence of a minor child is the residence of the parent with whom the child resides....

If the minor is in the custody of a legal guardian appointed by a New Hampshire court ...or a court of competent jurisdiction in another state...legal residence is where the guardian resides.” NH RSA 193:12. If residency changes during the school year, the student must transfer to the school in the town in which their custodial parent or legal guardian currently resides.

- Students registering in the Weare School District must be registered by a parent or legal guardian.

- Registrations are conducted in person at the school. Documents needed for registration include Birth Certificate, 2 Proofs of Residence (electric bill, driver's license, rent receipt with parent/guardian's name and address), immunization records. In rare circumstances other documentation may be required such as: divorce stipulations, custody arrangements, and legal guardianship papers.
- Student school records will be requested from the previous school once the registration process is complete.
- When students transfer from the Weare School District to another school, the main office should be notified of the anticipated move. When the student registers at another school, the receiving school will send a request for records to the sending school and student files will be transmitted. Original school records are not released to parents for hand delivery.

q) Visitors

Other than staff and pupils enrolled in the school, all persons who may come to the school for any reason during the school day are considered visitors and must report and sign in at the school office with a valid ID to enter the building. Employees of SAU 24 and School Board members (directors, coordinators, maintenance staff members, and others) are to advise the school principal that they are in the building. A visitor must report to the school office and receive permission from the principal/assistant principal to be on the school grounds and will only be granted permission if conducting school business. Persons wishing to meet with a teacher for the purpose of discussing a particular topic shall do so only at a time when it does not interrupt the normal school program. Persons wishing to make such arrangements may do so with the teacher through the main office or by direct contact with the teacher.

r) Volunteers and Chaperones

The District recognizes the valuable contribution made to the total school program through the volunteer assistance of parents and other citizens. In working with volunteers, a District staff shall clearly explain the volunteer's responsibility. The Superintendent, or his/her designated representative, shall be responsible for developing and implementing procedures for the utilization of volunteers. The voluntary help of citizens should be requested by staff through building administrators to assist in conducting selected activities and/or to serve as resource persons. Staff members shall receive training in assignment of duties and supervision and evaluation of volunteers. Volunteers should only function under the direct supervision of a school employee. See Weare School District Volunteer Policy (IJOC) for more information. **Chaperones who will be alone with students must have a completed Volunteer Assurance form and a NH criminal records check.**

s) Wellness

Meeting a student's basic nutritional and fitness needs will increase a student's cognitive energy to learn and achieve. As a result, the overall educational process will be more effective. A coordinated school wellness policy provides the framework for ensuring that students attending schools in Weare receive nutrition and physical activity education messages that are reinforced throughout the school environment. Please find the Wellness policy [JLCE HERE](#)

5) CWES ADDENDUM

a) **Asbestos**

Center Woods Elementary School does not have any environmental asbestos since the building was constructed after asbestos laws were created. Complete documentation is on file at the SAU office in Henniker.

b) **Dismissal**

It is important to recognize that dismissal is a multi-faceted system and may change due to various factors. Parents should use PickUp Patrol to notify the office of any plan changes prior to 1 pm. Any parent or guardian picking up a child must have a photo ID. As students exit the building, there are employees strategically stationed at various locations, ensuring student safety. Non-employees are not permitted near the buses.

c) **Grading/Reporting**

Over the last few years SAU 24 has been shifting from a standards based model to a competency based model. Report cards are sent home three times a year for grades K-3, roughly a week after the close of each trimester (exact dates will be in the Principal's weekly School Messenger Updates).

Report card grades and a child's progress should not come as a surprise. Teachers and parents should take the initiative to talk frequently. If a child's grades and effort change significantly, teachers will make every effort to inform parents before a report card goes home.

d) **Invitations for Birthday Parties**

Parents or students are not allowed to distribute private party invitations through the school.

e) **Preschool Information**

Center Woods School houses the Weare Preschool Program. This program was created to serve children with special needs who are between the ages of 3 and 5. State law requires that we educate all children with special needs beginning at 3 years old.

The program's philosophy is that all children learn best in a positive environment that provides intrinsically interesting activities. We believe that play is the major vehicle for child learning and that children learn from one another, as well as through interaction with adults. Interaction with others with a wide variety of needs is thought to be important not only to the educationally disabled child, but also his/her typically developing peers.

f) **Promotion/Retention**

Retention at any grade level is a most serious decision. At Center Woods, this decision requires a team meeting with the principal, parents, guidance counselor(s) and teacher. Retention is more effective when it is done as early as possible, especially before a child enters kindergarten. An extra year only allows a child time to physically mature. Any other issues, behavioral or academic, are best dealt with by modifying or accommodating a child's program to adjust for their needs. Per our district policy, the school administration has the final say for a child's classroom assignment.

g) **Recess**

For children, playing is part of learning social skills, developing gross motor skills and having fun.

Toys and other materials will be provided for a variety of games to be played both in the fields and on the hardtop. Recess will take place before lunch when scheduling allows.

School rules are to be followed for all games. Children are not allowed to create their own rules. Disagreements over games may be resolved by walking away, talking it over or by playing rock, paper, scissors.

Generally, inside recess is held when the weather is inclement or when the temperature or wind chill drops below 15° F as reported by our school weather station. Children must dress warmly during the winter months since we often do go outside. **Unless a child has a doctor's note prohibiting him/her from going outside due to health reasons, all children are expected to go out at recess time.**

Sledding: Flat sleds will be allowed. This can include saucers, foam sleds, and roll-up sleds. Sleds with tracks or raised sleds will not be permitted. Two seater sleds can be allowed but only 1 student can be on the sled at a time. Roll-up sleds are the only sled permitted on buses. All other sleds must be dropped off and picked up by parents. Classroom teachers will determine the most appropriate place for storing sleds. We strongly suggest parents label sleds with student names.

Recess as a Consequence: Recess will not be taken away for work or negative related behaviors. Teachers will not use recess as a consequence. Children learn best when they have movement throughout the day. Recess improves attention and boosts social skills. In addition, recess can help solve behavioral problems in class. Recess is an essential part of a child's learning process. (Medical and behavior plans approved by administration may require a child to refrain from unstructured or physical activity but a type of recess/physical activity will be offered whenever possible).

Examples of serious offenses that may result in alternative recess include, but are not limited to:

- defiance or insubordination
- threatening
- bullying
- fighting

h) Responsive Classroom

The Responsive Classroom approach to teaching and learning is a way of teaching developed from what has been learned from child development, learning theory, and developmental psychology. The components of RC; morning meeting, rules and logical consequences, guided discovery, academic choice, parent communication, and room organization were all designed to respond to the developmental needs of children. At CWES we have been practicing this approach for several years. Through ongoing training and awareness we continue to grow in this regard.

In order to support positive classroom learning environments, teachers utilize the guiding principles of Responsive Classroom to support engaging academics, positive community, effective management, and developmentally responsive teaching practices. Children have time during the day to engage in active learning. The teacher and environment provide opportunities for children to experiment, solve problems, and make fruitful mistakes.

Six Guiding Principles

1. Teaching social and emotional skills is as important as teaching academic content.
2. How we teach is as important as what we teach.
3. Great cognitive growth occurs through social interaction.

4. How we work together as adults to create a safe, joyful, and inclusive school environment is as important as our individual contribution or competence.
5. What we know and believe about our students—individually, culturally, developmentally—informs our expectations, reactions, and attitudes about those students.
6. Partnering with families—knowing them and valuing their contributions—is as important as knowing the children we teach

During the first six weeks of school, teachers work with their students to create classroom rules. Rules should be created together so students have a voice in what is important to them. Rules should be frequently reviewed and practiced. Rules are used to set a positive tone for learning. Being proactive in the classroom can reduce the amount of time spent responding to student misbehavior. When responding to misbehavior the priority should be to stop the misbehavior and restore positive behavior as quickly as possible. Teachers can achieve this through visual and verbal cues, increased teacher proximity, reminding and redirecting language, and logical consequences. Logical consequences should be respectful, related, and realistic.

i) Student Placement

According to School District policy, student placement is the responsibility of the administration to assign students to their respective classes. Parents who have a valid educational reason to request a particular teaching style for their returning child must make the request to the principal in writing by April 30th each year. Each request will be considered along with other considerations when class lists are developed.

We invite parents to contribute in the following ways:

1. Complete the placement questionnaire by April 30th and return it to your child's classroom teacher to share your ideas for next year. The classroom teacher will want this opportunity to discuss their thoughts and ideas too. This information should be shared prior to April 30th.
2. For confidential or special concerns, please send a letter to the Principal by April 30th.

Classroom placement is done through a comprehensive process whereby teachers create classes considering special education needs first, academic levels next, gender and class size next, and finally, special parent requests. The principal makes the final decision on class lists. Parents are notified of their child's placement before the end of the current school year and students will have the opportunity to meet their next year's teacher.

6) WMS ADDENDUM

a) Arrival/Dismissal

Staff supervision begins at 7:10AM. We request that students not arrive until that time. Once students have arrived on school grounds, they are not permitted to leave unless a parent or guardian signs them out from the office. Families must change pick-up in the PickUp Patrol App if they are aware that their child needs to be dismissed early. A parent/guardian or designated person must come to the main office to sign the child out. Students will only be released to the custodial parent/guardian or someone designated in writing by the custodial parent/guardian and who provides appropriate identification. The student will be released to persons listed on the emergency card in the case of an emergency. It is the responsibility of the parent/guardian to keep the emergency information current. If a student is sent home due to illness, he/she is not allowed back at school until the next day, provided they are not still exhibiting symptoms, or have a fever of more than 100 degrees.

b) Athletics

Weare Middle School (grades 6-8) sponsors athletic activities to support and enrich student social and physical growth. The sports offered after school include: soccer, basketball, field hockey, track, softball, baseball, and cross-country.

Attendance at school for at least ½ day is required on any day that a student expects to participate in an athletic event. Late arrival or an early dismissal will not preclude a student from participating in an event. Students on suspension will be excluded from athletic activities occurring on the same day.

Participants on all WMS athletic teams must meet Habits of Learning requirements. Any student who is demonstrating difficulty achieving a competency(s) may be placed on probation. Probation will only be considered after the student has been given additional opportunities to show competency. Content teachers will communicate with the Athletic Director and an administrator should a student need to be considered for probation. While on probation a student may practice with their team for the first two weeks (10 school days); however, the player may not participate in any games. If, in two weeks, the student is unable to demonstrate a competency the student will be removed from the team for the season. Students may appeal the decision. A committee made up of a parent, teacher and administrator will hear any appeal within a week (5 school days) of the submission. Students will be required to submit a Habits of Learning document with teacher feedback and signature to the Athletic Director at the beginning of their sports' season. If students participate in multiple sports, a form will be needed for each season.

c) Bicycles/Skateboards

Students must use the rack provided, and they should lock their bikes. Students should not loiter near the bike rack. Skateboards are not permitted on school buses nor can they be used during the school day. To ensure the safety of all students, skateboards and bicycles are not to be ridden on school property.

d) Class Placement

WMS reserves the right to place students where their needs will best be met. Parents who have a valid educational reason to request a particular teaching style for their returning child must make the request to the Principal in writing prior to step-up day. The request may not include specific teacher names. The Principal makes the final decision on placement.

e) Dances

Students who attend grades 6, 7, or 8 at Weare Middle School and are in good standing are eligible to attend dances sponsored by the school. Dances typically occur on a Friday and last for two hours beginning at 7:00 P.M. and ending at 9:00 P.M. Dances will be announced a week before the scheduled date.

f) Health Classes

The role of the school nurse includes classroom instruction at various times throughout the school year. This instruction includes information on personal hygiene, growth and development, allergy education, or any other medical issue that becomes a concern. If a parent has any questions regarding content or wishes to preview any of the movies that are used, he/she should contact the nurse at 529-8015.

g) Lockers

Lockers are the property of the Weare School District School and as such students have no reasonable expectation of privacy. Lockers are subject to searches at any time without student consent and without reasonable suspicion. Students shall not exchange lockers or use any lockers other than those assigned to them by the building principal.

Lockers with combination locks will be provided to every student and distributed in the homeroom. The combination should be kept confidential to ensure safe keeping of student possessions and to prevent others from accessing the locker. Should a student forget the combination and be unable to access their materials, they should contact the main office. The building and grounds department has a master key to provide access to the locker.

h) Powerschool Portal for Parents and Guardians

<https://powerschool.sau24.org/public>.

With PowerSchool, parents/guardians of 6-8th grade students can access vital information about their children quickly and accurately. Parents/guardians can see the results of tests and assignments as soon as teachers record them. Day in and day out, PowerSchool gives parents/guardians critical information about their child's academic progress and allows them to become active partners in the child's education.

PowerSchool is a secure, web-based comprehensive student information system that enables the school to easily manage a wealth of information online - grades, transcripts, report cards, assessments, and daily attendance. Parents/guardians can use PowerSchool to register to receive email alerts for grades, attendance, assignments and more. Student information can be accessed from school, home, work or from any remote location with Internet access.

If you need help connecting to this site, or with username and password, please contact the school.

i) Telephone

Students may not use school telephones without staff permission. Permission will only be granted if the reason is considered an emergency or an urgent situation. Personal cell phones may be used with teacher permission and in the presence of the teacher. A change in after-school plans is not considered an emergency. All plans should be made before arrival at school. Parents who need to make changes to after school arrangements should make those changes in Pick-up Patrol by one hour prior to dismissal.

j) 8th Grade Invitational Dance

At the end of the school year, a dance is held for 8th grade students to celebrate the culmination of their time together at the Weare Schools. Dress is more formal than everyday school wear and the dress code is relaxed. The Invitational Dance occurs on a Friday. It begins at 7:00 P.M. and ends at 10:00 P.M. The specific date will be posted on the calendar on the school website and advertised to students within the building. Attendance is limited to 8th grade students in good standing and their guests. 8th grade students may invite guests who attend grades 7 or 9 and reside within any of the SAU 24 school districts. All guests are subject to approval of the principal at least one week prior to the dance by submitting their name to the front office.

WMS dances are intended to be safe and comfortable social events for all in attendance. Participation is considered a privilege and as such students are expected to comply with the following guidelines and rules for attendance:

- WMS dress code and behavioral expectations must be followed at the dance. Students who violate behavioral expectations or dress code at the dance may be required to leave early. Parents will be contacted to pick up their child. Depending on the severity of the infraction, students may not be permitted to attend the next scheduled school-sponsored dance. The principal shall have the final decision regarding attendance.
- Dances are technology-free events. They are an opportunity to interact with peers in a social setting. For this reason, use of cell phones is not allowed. If a student is using a cell phone, it will be collected and placed at the entry table until a parent or the student picks it up at the end of the dance.
- Students must be in attendance at school for at least ½ day on the Friday of the dance. In the case that parents feel unique circumstances require special exceptions, a meeting with the principal should be scheduled as early as possible.
- Students who leave school on the day of the dance due to illness may not return for the dance.
- Students may not choose to leave the dance early unless a parent speaks with a chaperone and comes into the building to pick up the student.
- Students involved in a disciplinary issue on the day of the dance may be excluded from attendance by the principal. Parents will be contacted as soon as possible.

- Students suspended from school (out of school or in school suspension) may not attend a dance on the same day.
- Students with ongoing significant disciplinary issues may be excluded from a dance at the discretion of the school principal to ensure the safety and comfort of all in attendance.

k) Eighth Grade Promotion Ceremony

All eighth graders and their families are invited to participate in an end of the year celebration. The event date will be announced later in early spring once the end of school year date has been finalized. Seating may be limited. Participation in the Promotion Ceremony is considered a privilege, not a right. Subsequently, the administration may designate a student ineligible for participation in the end of the year celebration due to ongoing disciplinary or academic concerns.

Weare School District
Acknowledgement of Receipt of Student Handbook
Grades K-8

Student's name: _____

Homeroom: _____

Grade: _____

I, _____ (student's name) have read and reviewed the 2023-2024 Weare School District Handbook. I understand the expectations and agree to comply with the policies and procedures.

Student Signature: _____ Date _____

I, _____ (parent's name), have read and reviewed the 2023-2024 Weare School District Handbook with my child. I acknowledge and agree to the policies and procedures contained therein, and will require my child to comply with the policies and procedures.

Parent Signature _____ Date _____