

HARRISVILLE- WELLS MEMORIAL SCHOOL

“Knowledge and Responsibility for
Today and Tomorrow”

PARENT HANDBOOK 2016-2017

“Home of the Pumpkin Bill”

Harrisville-Wells Memorial School
235 Chesham Rd., Harrisville, NH 03450
603-827-3272 603-827-3073 (fax)
<http://har.sau29.org/>

“Knowledge and Responsibility for Today and Tomorrow”

August 25th, 2016

Dear Parents and Guardians,

Welcome to the 2016-2017 school year! The HWMS staff is excited to welcome back students and families to a year focused on building community within and beyond our school, deepening the love of learning in all HWMS community members, and collaborating to set goals for student growth across the curriculum. We all are looking forward to partnering with you to reach your children’s goals!

The grade groupings are as follows this year: Kindergarten taught by Mrs. Swope, first/second grade taught by Mr. Thomas, third/fourth grade taught by Ms. Yardley, and a fifth/sixth grade taught by Mrs. Dery.

In your registration packet there is an application for Free and Reduced Lunch. This program not only benefits families who may have experienced changes in their financial situation, it also greatly affects funds that are available to Harrisville-Wells Memorial School. Each year your efforts in completing this paperwork enables the school to qualify for federal Title One funds, which provide support for reading and math instruction, and the five-year 21st Century Community Learning Center grant, which will provide more than \$200,000 per year for before and afterschool programming, as well as increased revenues from the State of New Hampshire. I encourage ALL of you to fill out and return the form, even if you do not think you qualify. The information is confidential, can be submitted directly to Keene Food Service, and the benefits for our school are tremendous. In these difficult economic times, I encourage you to take advantage of this opportunity!

It is important that you keep us well informed of your needs and concerns throughout the year. We see your children each day and will work hard to keep them challenged and excited about the learning process. But we will also keep you aware of your child’s progress and upcoming deadlines and activities through monthly newsletters that will be posted on our website: <http://har.sau29.org/>. The staff and I are looking forward to another excellent year with you and your children.

Sincerely,

Deanna Zilske, Principal/Instructional Coach

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Wells Memorial School Philosophy Statement

Our mission statement is “Knowledge and Responsibility for Today and Tomorrow.” Throughout the year we will all work hard to achieve goals that help students achieve this end.

Our students enter the Harrisville-Wells Memorial School with a wide variety of abilities and experiences. It is our aim to understand, teach, and develop each individual, considering his/her intellectual, social, emotional, and physical development. The teaching staff and parents must consider the whole child in acquiring a sensitivity and commitment to the educational process.

Learning is a lifelong process. In understanding this process, we present sequential learning experiences that build one upon another. Students meet reasonable expectations that challenge them towards future goals. We believe that students should be successful at their own level of development. The learning environment fosters an atmosphere of cooperation and respect that is developed by teachers, students, and parents.

In teaching the whole child, we must be aware of all aspects of the child's development. Students will be successful when they are respected, can express their feelings and emotions, and can cooperate with their peers. The school atmosphere reflects a mutual respect that is developed between students, teachers, and parents.

Harrisville has been designated as a federal landmark. It is our goal to develop social skills and pride in the community that will allow each student to be a contributing member. We practice responsibilities of citizenship and community living within the town, state, and nation.

We believe that each child should have a positive self-image, be accepted as an individual, and challenged by the learning process. We develop our school program towards these goals, continually seeking more effective ways to instill pride and achievement in each child.

GET TO KNOW YOUR TEACHERS

Deanna Zilske---Principal/Instructional Coach

I believe in being a life-long learner and promoting life-long learning in others. To support our school community in this, I strive to provide an atmosphere that is fun, supportive and safe so that the community is willing and excited to try new things. Students should feel challenged and celebrated each day at school. To encourage an atmosphere in which this happens, I work to build relationships with students, engage students in their environment, support creative thinking, collaborate with staff and families, listen to the school community, and find joy in each day.

I grew up in the area and, after many years away, moved back to Keene 10 years ago where I live with my husband, Steve, and our cat. I love to jog, read, sing and act.

Roshan Swope---Kindergarten

I strive to give children choice and responsibility in their learning and to encourage them to challenge themselves in new ways. I enjoy the excitement and wonder that young children exhibit when they make a new discovery and the pride they show in their accomplishments. I would like children in my class to express their uniqueness and at the same time learn to work with their peers to form a caring and cohesive group. I plan to bring my interests in gardening and in the natural world into the classroom, as I help children begin to find their place in the school and in the world.

I live in Harrisville, where I enjoy hiking, kayaking, gardening, and spending time with my family.

John Thomas---- Grades 1 & 2

As an educator, I believe that the cornerstone of successful teaching is relationships. I do my best to build positive, supportive relationships with my students and their families. Students should be challenged, engaged, and pushed to find their best selves-but should always do so in a safe learning environment. I believe strongly that students learn best when they are safe emotionally as well as physically. I do this by creating a shared understanding of expectations with my students. I work hard to create relationships with families, using every tool at my disposal including informal e-mail, face-to-face conversations, and phone calls as well as formal school activities and communications. I believe learning is best accomplished by doing. Students in my class will be actively involved in the learning process so they not only learn but also understand how they learn best.

I enjoy hiking, camping, kayaking and watching sports with my family. When time allows I enjoy rock climbing, fly fishing, and playing basketball. I am also an avid NFL (Kansas City) and college football/basketball (Missouri) sports fan. Before arriving at Wells, I was a school principal for two years, a stay-at-home dad for six years, and a third grade teacher for several years. Before I got involved in education, I spent 10 years working in marketing and management in the shoe industry. I live in Keene with my wife, Laura, son Harry, daughter Molly and chocolate lab Abby.

Jan Yardley ---Grades 3 & 4

I strive to provide a safe classroom atmosphere where individuals feel comfortable in attempting new skills or practicing for proficiency. I try to recognize the individuality of each student and provide a variety of projects and hands-on activities. I find I learn something new every day, and what a delight to share in that learning!

I graduated from Keene State and taught preschoolers before coming to WMS for the 1985-86 school year. In my time here, I have taught at every grade level and in every classroom space, with the exception of PE. Over the years here I have come to where I am known simply as "Ms Y." Last year was my 30th year at HWMS!

Personally, I have many interests. I sing, play various instruments, and dance a bit. I have studied watercolor painting with a local artist for several years, and enjoy knitting, crocheting, quilting, and reading. I love history and nature, so I am often outside walking, finding interesting locations, or listening to and looking at birds. I spend my summers and school vacations visiting my daughter, Sarah, and her husband, Charlie, who live near Buffalo, New York.

Claudia Dery---Grades 5 & 6

I believe that I can best assist students in learning by helping them to engage in their learning in a number of ways - making the learning relevant, understanding what students need to be successful and what their needs are and then working to meet those needs, teaching students in ways that match their learning style and being caring and encouraging. In order to truly assist students I am flexible and use many teaching strategies and act on teachable moments. I model my own passion for learning at every opportunity!

After going to college in Illinois where I grew up I joined the Peace Corps and taught biology at a high school in The Gambia, West Africa. When I returned to the US I moved to New Hampshire to study environmental studies at Antioch New England University. Before becoming a classroom teacher I spent ten years teaching environmental education. At Wells Memorial I have taught 4th, 5th and 6th grades.

I live in Peterborough with my husband and children (my son is in high school and my daughter is in college) and I enjoy reading, cooking, kayaking, traveling and taking long walks with our dog Clover.

Stacey Gonzalez--- Spanish teacher

I believe strongly in the importance of knowing a second language in today's global world, and in a child's innate ability to do so through song, play, literature, and interaction. I hope to foster cultural understanding and tolerance through real-life contact with people and artifacts from other countries.

I have traveled to several Spanish-speaking countries, including living and teaching in Cali, Colombia for two years. I currently live in Peterborough with my sons (Ian and Hayden), 2 goats, and dog.

Catherine Shanahan—Special Education Teacher/Case Manager

We all learn in many different ways; and children are no different. Having been an educator for over twenty-five years I honor the paths we all take to gain knowledge and skills. Families are the first teachers, even before schools step in to that role. Continued team work between home and school is often the best way to ensure a smooth journey. Sometimes there are bumps along the way, and/or a little more help is needed. I view special education as one more layer of support for students who may be struggling. Special education can be confusing since it has its own process, lingo, and 'rules'. My personal goal is to work with each family to understand the process, and provide whatever is necessary for the student's success. At Wells Memorial School most of services are provided inclusively; this means they happen within the regular classroom. I have the privilege to work with every teacher in all classrooms at Wells. It also means that often I am available to assist any student in the classroom who has a question, concern or specific interest. I am excited as we look ahead and begin this new year together!

I began my teaching career in the outdoor education arena, then taught in Winchester for 11 years, and Jaffrey-Rindge for 14 years. I live in Harrisville with my husband, granddaughter, our 3 dogs, 2 cats and chickens! I enjoy gardening, reading, cooking/baking and if I have any extra time I dabble in many crafts for fun and entertainment.

Becky Kohler---Guidance Counselor/Social Thinking Coordinator

I am continually aware of the set of beliefs that inspire me as both a counselor and an educator. These beliefs are a driving force in my work with and advocacy for children. Some of these principles that guide me in my philosophy of learning include:

- An understanding of and respect for different learning styles and multiple intelligence's.
- A desire to create curiosity in all children, and in turn a hope to foster a love of learning.
- A dedication to support children in becoming life long learners who understand themselves as an individual learner.

It is my goal that your child's elementary school experience will be filled with personal growth as a thinker and learner. I look forward to working with you to support and enrich your child's academic and social/emotional growth.

I come to Wells Memorial with a background in Early Childhood Education and experience as a preschool teacher. My husband and I live in Keene with our daughter, Annabelle and son, Anderson. We enjoy traveling, spending time outdoors, appreciating nature, and just being together.

Dan Durand---Physical Education teacher

As a physical education teacher, I work to help students develop physical skills and healthy habits that will last for a lifetime. Classes will include basic instruction and practice, fitness activities, and cooperative games. The structure of each lesson generally includes a warm up activity, core instruction, and a closing activity or game. In addition, physical education classes provide students with opportunities to cooperate, problem solve, and develop confidence through both cooperative and competitive games. It is my overarching goal to help students become physically, socially, and emotionally fit in a safe and fun environment.

My teaching experience includes 20 years of teaching physical education in the Keene school system. I am looking forward to teaching at Harrisville Wells Memorial again this year. My wife and I live in Keene with our two cats Smokey and Bandit. We work to keep physically fit by walking, jogging, biking, and kayaking.

Chris Albertson---Music teacher

As a music educator, I teach music as an art, skill, language, science, form of math, entertainment and a means of communication and expression. Music is one of our universal languages and therefore I try to encourage investigation and performance of music of many styles and from many cultures. I try to offer a wide range of opportunities so a person can find their true musical self.

My background as an educator includes years of serving as a general music teacher, band, chorus and musical director. I am now teaching in five elementary schools per week. As a performer, I play jazz guitar and occasionally percussion. I have also produced 5 of my own CD's, work with dancers and performance artists as well as work as a studio musician for other performing artists.

My personal interests include carpentry (my other vocation), swimming, snorkeling, going to concerts, gardening, athletics and photography.

Rebecca McLean: Art teacher

Frannie Ashworth—Project EdVenture Director

I get inspired by the interests of students and what they are yearning to learn. I work with the students, teachers and community members to bring the best possible programming to our students. I am constantly working with the Afterschool program and the communities to form partnerships that will strengthen our program, create a sustainable model, and bring a vast array of opportunities to our students. I am very excited to announce that we are now in the 4th year of the 21st CCLC grant which will continue to enrich the academic and social aspect of our students

When I am not busy with the before and afterschool program I love to spend time with my husband, daughter and son. We love to spend time outdoors taking long walks, boating and playing. I like to be creative and am always willing to try something new. I look forward to seeing your student blossom this year in Afterschool!

OTHER STAFF MEMBERS

Vince Bradley	Aide
Anne Seidenberg	Aide
Linda Putnam	Secretary
Kevin Robbins	Custodian
Laura Silk	Food Service Coordinator
Carolyn Long	School Nurse
Arianna King	Project EdVenture Site Coordinator

SAU #29 STAFF 357-9002

Robert Malay Superintendent of Schools
Dan Black Assistant Superintendent of Schools-Keene
Janel Swanson Business Administrator for Towns
Liz Dunn Town Special Ed. Coordinator

Principal Pro Team

During the times that the principal is out of the building, there is a “principal pro team” or principal “for the present time but not permanently.” Jan Yardley will serve in this role this year, with John Thomas being the second in line if both Jan and Deanna are out of the building. Robert Malay, Superintendent, is also available in emergency situations that cannot be handled by the principal pro tem.

HARRISVILLE SCHOOL BOARD

Daniel Petit-- Chair
Erik Anderson
Andrea Polizos

The Harrisville School Board meets the third Monday of every month at 5:30 from September to June. The board generally meets in the media center. The public is invited and encouraged to attend.

PARENT/TEACHER ASSOCIATION (PTA)

Wells Memorial School belongs to the state and national Parent Teacher Association. For more information please contact Victoria Zimmerman, PTA President.

Information regarding PTA activities will be coming home with the monthly newsletters and in your child’s ‘Monday Folder.’ Please consider joining this very important organization. No matter how much time you have or don’t have, every minute helps our school and our children.

SCHOOL HOURS

Opening	8:50
Recess	12:00-12:30
Lunch	12:30-12:50
Dismissal	3:15

IMPORTANT: STUDENTS SHOULD NOT ARRIVE BEFORE 8:40 A.M. UNLESS ENROLLED IN THE BEFORESCHOOL PROGRAM.

STUDENT SAFETY AND COURTESY PROCEDURES

1. Students are not to leave the school grounds without permission.
2. Students are to use school property with respect and concern for others.
3. Students are expected to respect others' rights while using the halls.
4. Students are to follow the direction of staff members at all times.
5. Children and adults will treat each other with respect and appropriate concern for health, safety, welfare, and the rights of others.
6. Students shall not have gum, candy, or soda at school (except on special occasions).
7. Party invitations may be distributed at school only when the whole class is invited.
8. Playground safety rules:
 - a. Children are to remain on the playground until the bell rings. They are not to enter without permission from the adult supervising.
 - b. Students are responsible for respecting the rights and welfare of others on the playground
 - c. Students will follow the direction of the person supervising in all instances.
 - d. Snowballs may be thrown only into the woods, and making tunnels is not permitted.
 - e. Games with rough physical contact and tackle football are not permitted.
 - f. In order to play in the snow, snow pants, boots, hat and mittens or gloves must be worn.
 - g. Students are not to bring in Mp3 players, CD's or tapes from home unless they are part of a classroom project.
 - h. Use of electronic games is not allowed during recess.
9. During lunch time appropriate eating behavior and manners are expected.
10. Students are invited to ride bicycles to school. They must wear a helmet as this is now a state law, and they also need a permission note to ride a bicycle for the school year.

BULLYING

House Bill 1523 the Bullying Bill has been enacted into law. This law prohibits bullying, harassment, intimidation and cyberbullying. Cyberbullying includes the use of electronic devices, including cell phones, email, text messaging and websites. The cyberbullying definition includes Facebook bullying incidents. Cyberbullying may include a single incident as well as a pattern of conduct. Bullying activities may take place on school grounds, at a school-sponsored event or outside of school if the conduct that occurs outside of school substantially disrupts orderly school operations. The law mandates investigations of bullying, harassment, intimidation or cyberbullying and must be initiated within five school days of a reported incident. The law also requires our school to provide training on preventing, identifying and responding to incidents of bullying, harassment, intimidation or cyberbullying. The training must be provided to school employees, volunteers, parents, and employees of any company under contract with a school who will have significant contact with students. In response to this legislation and in the spirit of “an ounce of prevention is worth a pound of cure”, Wells Memorial has a student leadership team, which is focused on creating a safe and welcoming school climate. This year the leadership team will be the fifth and sixth grade and they will gather input from all classrooms and adults to help form goals for the year.

BEHAVIOR ACTION PLAN

The aim of discipline in the Harrisville-Wells Memorial School is to teach responsible behavior and self-discipline to our young children. This year we will be working towards two themes that have proven positive effects on behavior and success- ***Growth Mindset*** and ***Filling Each Other's Buckets***. Further information on these two themes will be sent home with students and will be discussed at HWMS Open House.

The entire HWMS staff uses the Responsive Classroom and Social Thinking as our social curriculums. Part of this proactive program teaches responsible behavior, accountability for actions, and logical consequences. When misbehavior occurs, we will help students to take responsibility for their actions by following through with a logical consequence. During the first six weeks of school students and teachers are involved in developing classroom and school rules which will lead to a successful school year for all HWMS community members. Classroom teachers will be sending home copies of your student's classroom rules after they have been agreed upon. This process also articulates logical consequences for misbehaviors.

Part of our Behavior Action Plan is the use of common vocabulary. Each classroom will use shared vocabulary including: **Role Model Behavior, Ready To Learn, and Change Your Choice.**

- **Ready To Learn:** As a child grows and learns each day, they are responsible for their actions. If they are excelling in their work or are having difficulty meeting the classroom and school expectations, they may be directed towards different behavior through the use of the language, "Change Your Choice".
- **Role Model Behavior:** If a student is focused, working hard and helping others reach their goals, a student is showing "Role Model Behavior".
- **Change Your Choice:** If a student has difficulty meeting the rules and expectations created with the class, they will be asked to "Change Your Choice".

The Responsive Classroom encourages a proactive approach to rules with a high level of student involvement and accountability. However, occasionally behavior at school occurs that needs to be addressed in a more adult directed manner. On the next page are situations and follow up consequences for behaviors that fit into this category:

Extreme Behaviors

Wells Memorial School is a safe place and our community is learning and practicing respect and responsibility. To reach this end, the listed extreme behaviors are not tolerated. Staff have discretion to issue detentions for other behavioral infractions other than those listed below.

Vandalism-ruining, destroying, or stealing someone else's property

The following consequence applies when damage is irreparable:

1. Detention
2. Create a plan to replace the vandalized object
3. Complete the plan

Obscene and Objectionable Language or Gestures-using or intending to use obscene words or gestures

The consequence for using obscene or objectionable language or gestures:

1. Detention
2. Create a plan of apology
3. Attend sensitivity training
4. Complete the plan

Intolerance-using insulting, demeaning, and unacceptable statements about others' differences

This includes jokes and put-downs about race, religion, ethnicity, sexual orientation, gender, body image, or disabilities.

The consequences for intolerance are:

1. Detention
2. Create a plan of apology
- 3: Attend sensitivity training
4. Complete the plan

Fighting-action on an intent to harm or injure another person or causing physical injury to a person

The consequence for fighting includes:

1. In-School Suspension (ISS)
2. Contact parent or authorities to assess the safety of the child's presence in school or possible expulsion.
3. Detention
4. Create a plan of apology
5. Attend anger management training and consult with the guidance counselor.
6. Complete the plan.

Bullying- threatening physical harm or action intentionally to cause severe emotional distress to another person

The consequences for bullying are:

1. Detention
2. Create a plan of apology
3. Attend sensitivity training and meet with the guidance counselor.
4. Complete the plan

CURRICULA

Curricula are the programs used to teach your children. We try to do at least one school wide theme that allows students across the grades to work together. We try to get as much parent and community involvement as possible so if you have any special talents or interests, let us know. All curricula meet the Common Core State Standards as well as SAU 29 curriculum guidelines.

The following are some of the programs we use in special content areas:

Math: We use Eureka Math in all grades. Eureka Math is a comprehensive math program that encourages deeper level mathematical thinking and a pursuit towards mastery of mathematical concepts.

Reading/Language Arts: We follow the Common Core State Standards (CCSS) that outlines skills taught in grades K-6. For Reading we use the literature based Readers Workshop and independent book studies, as well as Expeditionary Learning curriculum in grades 3-6.. In primary grades, HWMS uses Foundations for phonics instruction and Heggerty's Phonemic Awareness to support phonemic awareness in students grades K through 2.

Spelling: Kindergartners learn alphabet, phonics, and phonemic awareness skills that allow them to begin to spell phonetically, in addition to learning to spell a few simple words conventionally. We use Words Their Way, as well as other resources, for spelling in grades 1-6.

Writing: We use a Writer's Workshop model to teach writing skills to provide a consistent approach to writing across the grade levels. In addition to the teaching of writing through the workshop model, writing is integrated throughout the curriculum.

Science/Social Studies: The staff has developed a plan which consists of a rotational cycle in which particular units, concepts, and skills are taught. The children receive skill and content instruction. During the first month of school we will be focusing on the theme of community through the First Six Weeks program of the Responsive Classroom curriculum.

Spanish: Our Spanish curriculum is based on the National Standards for Foreign Language Education's "Five C's": Communication, Cultures, Connections, Comparisons, and Communities.

Fine Arts: The fine arts program strives to integrate the arts into classroom curriculum whenever possible. In addition, specific skills and content are taught in both art and music.

Library: Students borrow books from the library weekly. Our media generalist teaches library and technology skills, integrated into classroom curricula when possible. Our media generalist will be here on Tuesdays this year. Your child's classroom teacher will let you know your child's library schedule.

Physical Education: The physical education program at Wells Memorial seeks to provide our students with a diverse experience in sports, games, and fitness. Students will learn about how physical activity can lead to fitness and how fitness contributes to health and wellness. Sports and games are provided for skill acquisition, the development of cooperation, and the idea of good sportsmanship. We request that all students be properly dressed for their PE day: pants or shorts, and non-marking gym shoes (sneakers). For safety reasons, students wearing sandals, Crocs, or clogs may be unable to participate in PE. Students who, for medical reasons, cannot participate in the planned activities are requested to bring a note from their parents or physician stating the reasons why they are unable to participate. Students who miss the class repeatedly may be required to make up class time at a later day with other classes. Students have two PE classes per week, on Wednesday afternoon and Friday morning.

RESPONSE TO INSTRUCTION

SAU 29 works to provide the highest possible educational experience for all students. One way in which we are working to do this is through the implementation of a RtI model. Response to Instruction (RtI) is commonly defined as “the practice of providing high-quality instruction and interventions matched to student need, monitoring progress frequently to make decisions about changes in instruction or goals, and applying child response data to important educational decisions” (Batsche et al., 2005). Harrisville-Wells Memorial uses a 3 tiered approach to academics through the RtI model.

- Tier 1 includes core curriculum with all students.
- Tier 2 includes small group intervention as determined by specific student needs, Title One, and Special Education
- Tier 3 includes small group and one on one instruction for students that need more or different instruction. This instruction may be integrated into core curriculum blocks and/or be provided in a separate setting, depending on the student and their needs.

Parents will be notified if their child is in need of tier two or three support.

Guidance Program / Counseling Services

Counseling services are available through the school counselor, Becky Kohler. The counselor provides individual and small group counseling services to children on an “as needed” basis. An important aspect of helping children is to work with their families. In addition to phone contacts, parent meetings can be arranged to discuss a student's academic, social or emotional needs. Counseling may take place to help children deal with issues such as family changes, friendship problems, school adjustment, or bereavement. Parental consent is requested when children are seen for individual or small group counseling. The counselor is also available to meet with a parent group to lead discussions on topics of special interest. As well, the staff and the counselor can consult on a regular basis regarding an individual student or a class. The counselor also presents an age appropriate guidance curriculum to help children with a variety of developmental needs. Topics include understanding of self and others, communication skills, conflict resolution, problem solving and decision making.

GRADES

HWMS utilizes a CCSS report card that works to accurately show each students’ progress throughout the year. Standards identify what students need to know and be able to do by the end of a particular grade. Each curricular area is broken down into specific skills which students need to master. Each quarter a student will be assessed on specific standards he/she has learned. Parents, students, and teachers are given a clear picture of their strengths and weaknesses in each skill area.

Reporting achievement towards the state standards is reported using the four performance level indicators. If a standard is not introduced during that quarter a NA is given indicating that standard was not evaluated. A standards based report card reflects the students' learning during a specific time period. The four performance level indicators used to assess performance are as follows: Exceeds Standard, Consistently Meets Standard, Inconsistently Meets Standard, and Experiencing Difficulty.

KINDERGARTEN

The Harrisville School District provides a full day kindergarten program at Wells Memorial School for any child that turns five (5) by September 30th.

CONFERENCES/PROGRESS REPORTS

The fall parent/teacher conference day is on Friday, December 2nd. Teachers formally report student progress each trimester. Optional spring conferences will be scheduled. Please remember you can request a conference any time.

STUDENT TESTING

This year we will be participating in the Smarter Balanced Common Core test. The test will be administered to grades 3-6 in May. Students in 4th grade will also take the Science NECAP test in April. All students will participate in this testing, with many accommodations available to fit individual student's learning style.

In addition, students will be taking part in an in-house, on line assessment called AimsWebPlus! Benchmark and Progress Monitoring. This will be administered by staff. Each student in grades 1-6 will be assessed in Reading and Math in the fall, winter, and spring. This assessment allows teachers to have accurate information about specific areas of student performance. This measure of student progress is used in identifying specific student needs and planning curriculum to meet those needs.

SPECIAL EDUCATION

Special Education is mandated by both the federal and state government. It is available to any and all children found to be eligible. If you have concerns about your child, how s/he is acquiring (or not acquiring) knowledge and skills the first step is usually a conversation with either the classroom teacher or your child's pediatrician. All children learn at different rates, in different ways, so comparing children (especially siblings and cousins) can be counter-productive. If you feel your child is struggling or may benefit from assistance, please check with school personnel for more information. The whole process is built to support your child's rights and protect their confidentiality. A team is assembled, and parents play a crucial role on the team; other members of the team are based on the area(s) of need. There are mandated timelines, and nothing can happen without written permission from the parents at each step of the process. Evaluations are a big part of the first steps; these are used to determine what is working well, and where, if anywhere, there may be challenges. The whole team will work together to craft a plan to help your child.

Special education, for some students, is a lifelong commitment. If a student is blind for example then he will need support and modifications, special equipment for the rest of his school career. For others special education may be a stepping stone; imagine a three year old child with a speech issue. This child may receive therapy for a year or two, and then make progress and no longer be eligible or in need of special education services. Each case is unique, and the WMS team will help each and every child learn in the best way possible.

SPECIAL EDUCATION REFERRAL PROCESS

NH Special Education Process (July 2005)

The following sequence is followed:

1. Identification
2. Referral and Disposition of Referral
3. Evaluation
4. Determination of Eligibility and Disability Category
5. Development of IEP (Individualized Educational Program)
6. Determination of Educational Placement
7. Implementation and Monitoring

1. Referrals are usually made by teachers, parents, and/or the special education team.
2. If someone other than the parent makes a referral the parents are immediately notified in writing that a referral has been received for their child.
3. When the school receives a referral a special education team meeting (officially called the “Disposition of Referral”) is scheduled and held within 15 calendar days.
4. When we receive a referral, we will gather all information the school has about your child, such as records on attendance, grades, test scores, and discipline to bring to the meeting. Parents may also provide information to the team. At this meeting the team (of which the parent is part) must determine:
 - a. If the concerns can be addressed by existing pupil support available to all children in the district.
 - b. What, if any, additional information is required for the team to understand your child’s needs.
 - c. What testing, if any, is needed to address any unresolved concerns raised by the referral.
5. Parent’s will be informed what the team’s decision is and what will be done in response to the referral.
6. When additional testing is necessary, written parental consent is requested. Parents have 14 days to respond, giving consent or not, but parents must respond with the timelines.
7. Testing is completed in 45 days unless an extension is granted. Once testing is completed, parents will be given a report of the results.
8. Using all the information gathered, a determination will be made if the child is eligible for special education services.
9. If determined to be eligible, within 30 days the team will meet to develop an IEP for the child. The IEP does not become effective until it is agreed upon and signed by the parent(s).
10. Educational placement is discussed and the least restrictive environment is determined.
11. Parents, educators, and others involved will monitor the child’s progress on an ongoing basis in ensure his/her educational needs are met.

COMPLIANCE STATEMENT

This school district receives federal financial assistance. In order to continue receiving such federal financial assistance, this school district will not discriminate in their educational programs, activities or employment practices on the basis of race, language, sex, age, or handicapping condition, under the provisions of Title IX of the 1972 Educational Amendments; Section 504 of the Rehabilitation Act of 1973.

Complaints regarding compliance with Title IX regulations should be submitted in writing to the Title IX liaison for School Administrative Unit #29, Tim Ruehr, Director of Human Resources, 193 Maple Avenue, Keene, NH 03431. Complaints regarding compliance with the Rehabilitation Act of 1973, Section 504, should be submitted in writing to Liz Dunn, Town Coordinator for Special Education, 193 Maple Avenue, Keene, NH 03431

STUDENT DRESS CODE

Students will dress appropriately while at school. Midriffs and cleavage should be covered at all times and there are to be no t-shirts with inappropriate pictures or words. The straps on tank tops should be the width of two fingers of the person wearing it. The length of skirts/dresses/shorts should be no shorter than where your fingers held straight down touch your leg. Footwear should be appropriate for an active school day, taking into account that students always need to be prepared to safely exit the school in case of a drill or emergency. If a student comes to school dressed inappropriately they can either wear clean shoes or clothing available through our office lost and found collection, or a parent will be called to bring a suitable outfit. Please send your child to school with suitable clothing for outside play. This means a jacket, hat, and mittens most winter days.

During the cooler season, we have criteria for student dress while outside during recess or a classroom project. It is based on temperatures and our interest in student safety and health in brisker weather.

Here are the criteria:

Temperature in the 50's--long sleeves and long pants are required outside.

Temperature in the 40's--two layers are needed (i.e. a shirt AND sweatshirt or jacket).

Temperatures that are 32 degrees and colder-- a jacket, hat and gloves/mittens are required. It is recommended, but not required, that students wear hats when temperatures are in the 30s, even above 32 degrees.

We do not send students outside if the temperature or windchill is below 15 degrees.

Please note: This year we will be unable to provide snow pants, boots, and hats to children who do not bring them to school.

FIELD TRIPS

A field trip is an exciting educational experience, and the teachers believe that field trips play a valuable role in the development of each pupil. For field trips in which students will leave the boundaries of the school, parents are requested to sign and return to the teacher involved a permission slips indicating whether or not their child may participate in this trip. We also have a walking permission form for you to sign and return, which covers trips during which classes leave the school grounds on foot.

If needed, parents may be asked to volunteer to accompany a group of children going on the field trip. In cases where parents drive, proof of current insurance and a copy of driver's license must be on file, as well as fingerprinting and a criminal records check.

CLUBS FOR STUDENTS

Wells Memorial will offer some after school activities/clubs this year. Please check the monthly newsletter for the posting of activities and clubs. In addition, clubs are offered through the Before and Afterschool Program on a drop-in enrollment basis.

HEALTH SERVICES

Harrisville-Wells Memorial School employs a registered nurse. In the absence of the nurse there will be at least one person currently trained in first aid and CPR available.

It is critical that the school has a way to reach you in case of illness or injury. This can be updated on the enrollment form, and by calling the school whenever there is a change. The emergency contacts also need to be kept current.

The school nurse will annually conduct health screenings. You will be notified of any abnormal results with a recommendation for follow up with your health care provider.

The school nurse maintains health records for every student, assesses illness/injuries, plans for students with medical needs, and is a resource for staff, students and parents. It is imperative that the nurse is informed of any food/medicine allergies, asthma, or other medical conditions your child may have so plans can be made to ensure his or her safety and well being while at school.

Any medication brought to school must be delivered by an adult and given to the school nurse or designated assistant. The student must take any medication with the supervision of the nurse or designated assistant.

Non-Prescription Medications- if your child requires an over the counter medication we must have your written permission, and the medication in its original container.

Prescription Medications - There are times when it is necessary to give children medicine at school, for example an antibiotic. In order to do this we must have a written order from the doctor, written permission from a parent or guardian, and the medication must be in the original pharmacy labeled container. The school can only keep a 30 day supply of any medication. These rules are to ensure the safe administration of medication.

When You Should Keep Your Child Home From School - You should keep your child home if he/she has a fever with associated symptoms or behavior changes, vomiting, diarrhea, or rash that is associated with a fever or change in behavior. If your child is not well enough to fully participate in the day's activities, this is a good indicator to keep them at home.

Physicals and Immunizations

All students need to be immunized and have a physical examination prior to school entry in accordance with New Hampshire State Law.

Immunization Requirements

DTP/DT/DTaP/Td/Tdap – 4 or 5 doses, the fourth must be after age 4

Polio – 3 - 4 doses with the last dose after age 4

MMR (Measles, Mumps, and Rubella) – 2 doses

Hepatitis B - 3 doses

Varicella – 2 doses

Tdap – one dose at age 11

All immunizations must meet the required intervals between doses and age requirements.

Lastly, the nurse can be contacted via email for any concerns, changes in medical conditions, or questions.

WELLNESS POLICY, BIRTHDAYS, CLASSROOM PARTIES

Attached to this handbook is a copy of the school Wellness Policy. We have used this document as a guide for any times when food is served at school. We strive to model healthy eating habits through offering balanced and nutritious food options. Please do not bring in sweets, such as cupcakes, for your child's birthday. If you wish to contribute to a class party there will be an opportunity to sign up with your classroom's room parent. If you wish to provide a baked good for your child's birthday, please coordinate this with your classroom teacher ahead of time. Your child is welcome to hand out birthday party invitations at school if the entire class is invited to the event.

PARENT VISITATIONS/VOLUNTEERING

Parents are invited and encouraged to visit their children's classes. Some volunteer activities, such as driving for field trips, will require fingerprinting and a criminal background check. This is in accordance with the Harrisville School District Volunteer Policy. Please remember volunteering is a great way to become involved in your child's education and, at the same time, help other students.

SCHOOL/HOME COMMUNICATION

A newsletter and a calendar of special events will be available once a month and online. The school lunch menu is also available online. If you do not have access to the Internet and would like a hard copy of the lunch menu sent home please contact the school office. Every Monday (or the first day of the school week) your child will bring home a folder (the 'Monday Folder'). Monthly school newsletters will also be in the folder. Please sign and return the folder each week.

PROJECT EDVENTURE-BEFORE AND AFTERSCHOOL PROGRAM

Project EdVenture operates as a program of the Harrisville School District that holds programming in both Harrisville and Marlborough. Program Leaders work hard to ensure that all students' needs are met on a daily basis through high quality homework support and innovative enrichment programming. Clubs are based upon the needs and interests of our students.

Project EdVenture is a 21st Century Community Learning Program. CCLC funding also allows us to bring in experts for students in several fields. Scholarships are available for all families. Please feel free to contact Frannie Ashworth (fashworth@sau29.org), Program Director for information.

ABSENCES, DISMISSALS, TARDINESS

1. Each absence from school requires a note or telephone call from the parent or guardian. Parents will be called when their child is absent if the school has not been contacted.
2. All students should be at school on time. If a child is late to school, for any reason other than bus delays, he/she will be marked tardy. If a child is present at school and has to leave for part of the day, this is recorded as a dismissal.
3. Early dismissal requires permission from the parent or guardian. The student must be signed out.
4. A student not going directly home after school must have written permission from the parent/guardian.

HARRISVILLE-WELLS MEMORIAL SCHOOL EVACUATION PLAN

Fire/Police -- 911, Contact: Linda at 827-3272 or Cathy Dieter at 357-9002

A comprehensive evacuation plan for the Wells Memorial School is available at the back of this handbook. The plan insures the safe evacuation of students from HWMS. It needs to be understood that one cannot predict all necessary actions for all emergencies. The school personnel must manage the necessary action to provide for the safety of the student population.

There is a plan in place for all students to safely exit from all parts of the school building. It includes staff checking to insure the building is empty. Students and staff proceed to the adjacent church. Each classroom is equipped with a "Go Bag" which is carried out by designated teachers during any evacuation. This bag contains necessary supplies for emergencies and extended stays out of the school building.

This method of evacuation will be used for any events that require the evacuation from school property. Should there be a natural disaster or an event that would affect the safety and/or the transportation of Wells Memorial School students, school personnel will be contacted directly by the civil defense director, the fire chief, and/or mutual aid. Verification from the civil defense director, the fire chief, or mutual aid should be pursued if a report is made to the school from another source.

In the event it is not safe for students to remain at Wells Memorial School, and yet cannot be transported home, students will be transported to the Marlborough School. School personnel will supervise students until their departure. Parents will be notified by School Messenger. Radio announcements will be released from SAU #29 office at 193 Maple Avenue, Keene.

SEXUAL HARASSMENT

No student should be made to feel uncomfortable because of remarks or touching directed to or about the student in a way that is sexually offensive. This is sexual harassment. Students are encouraged to discuss such harassment, whether by a peer or by an adult, with their parents and/or school personnel -- teacher, counselor or administrator -- with whom the student feels comfortable. The teacher, counselor or administrator shall immediately involve the building principal for appropriate resolution. A copy of the Harrisville School Board Policy #2065/5052 on sexual harassment can be obtained by contacting SAU #29 Title IX Compliance Administrator, Tim Ruehr, Director of Human Resources at 193 Maple Avenue, Keene, NH 03431 (357-9002).

WEAPONS

Weapons on school premises or in connection with school activities will not be tolerated. Harrisville School District policy # 2110 and various state and federal laws provide for substantial sanctions for the possession of weapons, including mandatory suspension or expulsion from school and the filing of a report to applicable police authorities. A copy of policy #2110 and/or related laws pertaining to weapons and violence on school premises is available from the Superintendent's Office.

WELLS MEMORIAL SCHOOL 2016-2017 BREAKFAST AND LUNCH PROGRAM

Keene Food Services

Wells Memorial School offers breakfast, at the before school program and during snack time when the Snack Pak is offered. Lunch is also available every day. The following are the prices for the 2016-2017 school year.

Full Lunch (includes beverage)	\$2.55	\$12.75	\$51.00
Reduced Lunch	\$.40	\$ 2.00	\$ 8.00
8oz Milk	\$.50	\$ 2.50	\$10.00
Juice	\$.30	\$ 1.50	\$ 6.00
Full Breakfast/Snack Pak	\$1.35	\$ 6.75	\$27.00
Reduced Breakfast /Snack Pak	\$.30	\$ 1.50	\$ 6.00

If you do not wish your child to participate in the School Meals Program, you must notify us at 603-357-9011. You are responsible for all charges on your child's account. Parents are encouraged to pay for meals in advance on a monthly basis on the first Monday of the month. You may send your child in with a check/money order or cash, although checks are preferred. **We strongly discourage cash as it cannot be traced if it is lost.** Parents should record their child's first and last name on a clearly marked payment envelope or check. All checks should be made payable to "Wells Memorial School Food Services". On-line payments are the safest method and can help avoid the occasional lost check or envelope. You may register to manage your child's account and make school meal payments online at www.paypams.com. It is safe, easy, and convenient. PayPams also allows you to view your child's purchases and you can set up to receive email reminders when their account is getting low. There is NO CHARGE to register and manage the account.

For those students who received free or reduced price meals last year, it will be necessary to re-apply by October 6, 2016 for the 2016-2017 school year. If you do not re-apply, on October 6, 2016, your child will revert to a PAID status and you will be responsible for all charges on your child's account until you have re-applied and been approved for free or reduced meals. The program is NOT retroactive. Applications will be sent home on the first day of school and can be returned directly to the Keene Food Services Office at 77 Arch Street, Keene, NH 03431. The address will also be on the application. You can also download an application on line at www.keenefoodservices.com. You will be notified by mail as to the determination of the application. If you have not heard from us within a week, please call our office to confirm that we have indeed received your application. We urge all who believe they may be eligible to apply. If you need assistance with this process, please call the school principal, guidance counselor or Keene Food Services directly.

Monthly menus and more information about Keene Food Services can be found on our website keenefoodservices.com. Monthly menus are also listed on the Wells Memorial School website.

It has always been the policy of the Food Service Department to allow a student the courtesy to charge one lunch even if they do not have the money that day to pay for it. This courtesy is for emergency purposes only. If your child has a negative balance, they will not be allowed to purchase any a la carte items including snack drinks or beverages at lunch time. If your child has a negative balance of (\$10.00) or more, they will receive a choice of sandwich for their lunch entrée. You must pre-pay into your child's account for them to draw from as they make purchases.

Negative balances are not permitted by the school district.

Parents are invited to join their child for lunch for \$3.00.

We look forward to serving your children healthy and nutritious meals that meet and exceed State and Federal nutritional requirements. Please call the Keene Food Service office with any questions at 357-9011.

USDA is an equal opportunity provider and employer. For the full Notice of Nondiscrimination please visit www.keenefoodservices.com

FREE AND REDUCED LUNCH

Eligible families are able to receive free or reduced price lunch. The appropriate application form will be sent home on the first day of school. Please fill out and return to WMS Food Services, or mail directly to Keene Food Service. These forms will be available throughout the school year to accommodate any financial changes. After your application is received and reviewed you will be informed by mail if you are eligible. The Food Service Manager will be aware of your eligibility. FYI-The federal government uses the percentage of free and reduced students per student population to estimate if the school is eligible for Title 1 services and other state and federal funding. If you think there is a chance you may be eligible go ahead and apply, it will benefit WMS. All information is confidential, and seen only by the food service manager. Please call the school if you have any concerns or questions.

SCHOOL JURISDICTION REGARDING WALKERS, BIKE RIDERS, AND BUS STOP TIME

The school has jurisdiction from the time a student arrives at a bus stop, or begins his/her journey by foot or bike to school until he/she arrives at home at the end of the day. It is therefore important for students to follow all school rules and expectations at these times. This would include wearing a helmet while riding a bike, dressing appropriately, and acting in a respectful, helpful way to others. Any infraction of school rules at the bus stop or during the journey to and from school will be reported to the school principal and be treated the same as a problem in the building.

DROP-OFF AND PICK-UP TIMES

The bus will drop off and pick up students in front of the school building. This area must remain clear from 8:30-9:00 in the morning and 3:15-3:45 in the afternoon. Please park in the spaces provided in the lot or on the side of the loading area if you are transporting your child. To maintain good air quality while children are playing outside, we ask that cars be turned off while children are being escorted into and out of the building.

EMERGENCY CLOSING OF SCHOOL

School shall remain open unless in the opinion of the Superintendent, conditions are such as to result in hazards to the health and safety of the pupils. Local radio stations will be used for notification as early as possible. Any delayed openings or early dismissals will be announced this way. Early dismissals will be announced as early as possible in the day.

BUS RULES AND PROCEDURES

According to Harrisville School District Policy #2085, the school board has established transportation regulations for pupils. When disciplinary action is necessary, it is reported by the bus company to the building principal, and the necessary disciplinary action will be taken. According to the policy "there may be circumstance that could result in immediate suspension from the bus - such disciplinary action to be at the discretion of the appropriate school administrator or bus company coordinator." Generally, however, the following procedure will be used: The first refusal to comply with these regulations will result in a warning-copies to be sent to the student (secondary level) and the parent; the second offense will result in a three day suspension from riding the bus; and the subsequent offenses will result in an increasing number of days off the bus. When a pupil has been suspended, the district will not be responsible for providing transportation. Before a student is reinstated, a meeting among the parent, student, and appropriate school administrator must take place.

PLEASE REMEMBER IT IS A VIOLATION OF STATE LAW TO PASS A BUS WITH FLASHING LIGHTS. THIS LAW ALSO APPLIES IN THE SCHOOL'S DRIVEWAY. WALKERS AND BIKE RIDERS MUST LEAVE SCHOOL GROUNDS AFTER DISMISSAL. THEY SHOULD GO HOME BEFORE RETURNING TO SCHOOL TO PLAY.

SCHOOL BUS INFORMATION, RULES AND REGULATIONS

FROM FIRST STUDENT (352-2303)

Students living outside the walking limits to school are granted the privilege of riding the school buses to and from school. In order to maintain an efficient, orderly and safe means of transportation, students must display acceptable behavior. If good behavior should NOT PREVAIL, offending pupils may LOSE THEIR BUS PRIVILEGE.

1. The school bus driver is in complete charge of the bus and the pupils. The bus driver shall have the same authority in maintaining discipline as a teacher in the classroom.
2. Pupils must be at their designated bus stops five (5) minutes prior to the pickup time. Schedules will not allow waiting for late students.
3. Permission to get off at a stop that is not the student's regular stop shall follow individual school policy.
4. All pupils must remain properly seated until the bus comes to a complete stop and the eight way lights are activated.
5. While classroom voice between students is permitted, loud, vulgar, obscene, and improper language or gestures will not be tolerated on the bus.
6. Emergency exits are to be used for emergency drills twice a calendar year and emergency situations only.
7. Pupils will refrain from throwing things in the windows, out the windows, or around
8. Pupils shall keep head, hands, feet, and any other items inside the bus, not out the windows or in the aisle.
9. Pupils shall hold onto the rail when loading and unloading.
10. Eating and drinking are not allowed on the bus.
11. Smoking and smokeless tobacco or alcohol is not allowed on the bus.
12. Students may bring acceptable items on the bus only if the item can be held in the student's lap.
13. Skateboards, skis, roller blades, animals, glass containers, nuisance items and other objects of injurious or objectionable nature are prohibited on the school bus. Articles not allowed in the school are also prohibited.
14. Students who are confronted by the bus driver for unacceptable behavior shall provide the driver with their name. Failure to do so may result in suspension from riding the bus for up to three (3) days.
15. The bus driver is authorized to assign seats whenever he/she deems necessary.
16. Fighting, pushing, tripping, harassing, and bullying on the school bus is not acceptable.
17. Students shall not light matches or lighters on the bus.
18. Students shall not be destructive of the school bus seats, side walls, floors, and/or windows, nor shall they tamper with any other bus equipment. The cost of any intentional damage will be the responsibility of the student/parent.
19. Spitting is not acceptable on the bus.
20. Any other behavior relating to the safety, well being, and respect for others in a harmful, destructive, or degrading manner is not acceptable.
21. No spraying of perfumes, deodorants, hairspray, air fresheners, etc. is allowed on the school bus.

PARENTS PLEASE NOTE! There may be circumstances which could result in immediate suspension from the bus. If this should happen parent/guardian shall be responsible for providing transportation.

NEW HAMPSHIRE SCHOOL ADMINISTRATIVE UNIT 29

HARRISVILLE SCHOOL DISTRICT

#2110

WELLNESS POLICY

The Harrisville School Board recognizes the importance of proper nutrition and developmentally appropriate physical activity as ways of promoting healthy lifestyles, minimizing childhood obesity, and preventing other diet-related chronic diseases. The Board also recognizes that health and student success are interrelated. It is, therefore, the goal of the Board that the entire learning environment be aligned to positively influence a student's understanding, beliefs, and habits as they relate to good nutrition and physical activity.

A districtwide Wellness Advisory Committee will be established with the purpose of assessing the nutrition and physical activity environment throughout the district and making recommendations to the Board for a comprehensive wellness program. The committee will consist of representation from parents, students, the school's food service program, the school board, administration, and the public. Program implementation will be monitored and progress evaluated, with an annual report to the Board.

As part of the program, students will be given opportunities to gain the knowledge, skills, behavior, and motivation needed to be physically active for life through daily activity offerings such as recess periods, physical education classes, walking programs, the integration of physical activity into the academic curriculum, and afterschool programs including intramurals, interscholastic athletics, and physical activity clubs. The Board directs the building principal to encourage student physical activity on a daily basis.

All foods served to students on school grounds and at school-sponsored activities will meet or exceed the district's nutrition standards. In no circumstances will such offerings be less restrictive than the regulations and guidance issued by the US Secretary of Agriculture as applicable to schools. Foods should be served with consideration toward variety, appeal and taste to ensure that students will consume nutritious and balanced meals. These nutrition guidelines apply to the school snack, lunch and breakfast program; any food sold during school hours; and foods served at school-sponsored parties, celebrations, clubs, and events at which students are present.

Legal References:

- RSA 189: 11-a, Food and Nutrition Programs
- Section 204 of Public Law 108265, Child Nutrition and WIC Reauthorization Act of 2004
- NH Code of Administrative Rules, Section Ed. 303.01(g), Substantive Duties of School Boards
- NH Code of Administrative Rules, Section Ed. 306.11, Food & Nutrition Services
- NH Code of Administrative Rules, Section Ed. 306.40, Health Education Program
- NH Code of Administrative Rules, Section Ed. 306.41, Physical Education Program

Approved: H – 9/20/06

Revised: H – 2/21/10

Harrisville-Wells Memorial School Internet and Computer Network Policy

The Network/Internet is provided for the students and staff to promote educational excellence in our schools through resource sharing, innovation and communication. Access to Network/Internet services will be provided to users who agree to act in a considerate and responsible manner consistent with the educational mission of Harrisville-Wells Memorial School. You are responsible for using the Network/Internet only in the presence of staff or teachers and according to the following Network Citizen Rules that are listed below.

Network Citizenship Rules

1. Be respectful of the computer equipment. Use all computers carefully and courteously
 - Touch the keys softly and with clean hands
 - Handle the mouse gently
 - Do not touch the screen
 - Do not change the settings or control panel
 - Do not attempt to gain access to the File Server or any unauthorized computer
 - Do not deliberately disrupt the computer network or damage equipment

2. Use school software on school computers and use it properly
 - Place CDs in the computer according to classroom rules
 - Follow the program directions and ask for help when needed
 - Report any problems to your teacher
 - Do not load programs from an outside source
 - Do not copy any school programs for other uses

3. Be respectful of others
 - Use appropriate language.
 - If you find a site with inappropriate language or pictures, tell your teacher.
 - Respect other's privacy. Do not log in under another student's account.
 - Respect other's work. Do not open, copy or change a folder or file that does not belong to you.
 - Personal attacks (cyberbullying) is not permitted and will be treated as all other incidents of bullying.

4. Use the Internet and any other computer resource as requested by your teacher. Paper, printer ink and Internet bandwidth are all school resources that are not to be wasted by unnecessary printing or playing games, unless instructed by the teacher.

5. Follow copyright laws.
 - Get permission before downloading copyrighted materials.
 - Cite your information source.

6. Respect your own privacy.
 - Do not reveal your personal address or phone number or those of other people.
 - Do not use another's password.
 - It is the student's responsibility to abide by all rules set forth in this policy. Violation will result in immediate loss of access and will be referred to the principal for other disciplinary or legal action.

Harrisville-Wells Memorial School

Student Network Citizen Pledge

(August 2016)

As a user of the Harrisville-Wells Memorial School computer network, I pledge to follow the school Network Citizenship Rules. I know if I break these rules the principal will contact my parents or guardian and I may lose my computer privileges. If I deliberately damage computer equipment or software, there may be further consequences.

Student Signature

First and Last Name

Date

Student Signature (sibling)

First and Last Name

Date

Parent/Guardian Network Consent Form

I have read the Harrisville-Wells Memorial School Internet and Computer Network Policy and understand that students have a responsibility to use the computer network properly. I have reviewed the rules with my child. I will support the responsible use of computers and assure that my child will accept the consequences should any rules be broken.

Parent/Guardian (Signature)

Date

Parent/Guardian (Print)

Please read and sign all the appropriate places on this page and return it to HWMS by Friday, Sept. 2, 2016.

PUBLICATION OF NAMES AND PICTURES

There will be many times when we hope to have articles and photos published in local newspapers, newspaper web sites, Harrisville's Common Threads newsletter, and other school publications. Your child's name, picture or work sample may appear in these features.

Periodically, NH School Administrative Unit 29 publishes printed material, prepares powerpoint presentations, and updates websites that may use photographs of students in a classroom, school setting, or curriculum related project. In addition, Wells Memorial may distribute materials including brochures, promoting school programs. Names of students are not used except to celebrate achievement. Please sign the form below for both releases. One is for printed and publicity materials and one section is specific to the WMS website.

- Yes, my child's/children's name, picture and/or work can appear in school/SAU printed and publicity material.
- No, my child's/children's name, picture and/or work cannot appear in school/SAU or publicity printed material.

Parent Signature _____

- Yes, my child's/children's name, picture and/or work can appear on the WMS website.
- No, my child's/children's name, picture and/or work cannot appear on the WMS website.

Parent Signature _____

This year we will be using our new website for a great deal of communication. All newsletters, school lunch menus, and class information can be found at: <http://har.sau29.org/>. If you are unable to access our website, please let us know.

Your signature on the line below acknowledges the fact that you have received and read the Parent Handbook. Please return this slip to HWMS by Friday, September 2, 2016. Thank you.

_____ Child/Children's name

_____ Parent signature