

Agenda Worksheet

**School Administration Unit #101
Wakefield School District Board
Meeting:**

SAU Conference Room

76 Taylor way, Sanbornville, NH

**Date: Tuesday, August 9, 2022 at
6:00pm**

1. **CALL TO ORDER** - Chair, followed by **FLAG SALUTE**
2. **AGENDA REVIEW**
3. **PUBLIC COMMENTS**: Public's opportunity to speak to items on the agenda.
4. **CONSENT AGENDA**
 - a. AP Manifest - Batch #36422, \$2,857.01; Batch #36432, \$207,386.23; Batch #36434, \$15,182.27; Batch #36436, \$2,530.00; Batch #36438, \$490,187.01; Batch #36446, \$2,527.50; Batch #36449, \$136.38
 - b. Payroll Manifest - Batch #36420, \$136,639.05; Batch #36456, \$80.00
5. **MEETING MINUTES**
 - a. WSB 07.19.2020 (draft)
6. **REPORTS**
 - a. Business Administrator Update
 - b. Superintendent's Report
 - c. School Administration Report
7. **OLD BUSINESS**
 - a. Follow-up
8. **NEW BUSINESS**
 - a. Paul school student and family handbook 22-23
 - b. Local Critical Shortage Request
 - c. Jason Tardy
9. **POLICIES**
 - a. EBC (withdraw) - 2nd reading
 - b. EBCA (adopt) – 2nd reading
 - c. JLCJA (adopt) – 2nd reading
 - d. KFA (revised) – 2nd reading
 - e. KFA-R (revised) – 2nd reading
10. **NOMINATIONS/HIRES/RESIGNATIONS**
 - a. Tara Dexter
 - b. Michelle Osmer
 - c. Valerie Barlow
 - d. Lisa Wunderlich
 - e. Andrea Levesque
 - f. Brandon Balser
 - g. Shannon Siegler
11. **NON-PUBLIC**: RSA 91-A:3 II, if required.
 - a. Sealed Minutes
12. **ADJOURNMENT:** _____ **PM**

Agenda Worksheet

Upcoming: The next Wakefield School Board meeting will be held 09.06.2022

Statutory Reasons cited as foundation for the Nonpublic Sessions.

91-A:3, II (a): The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.

91-A:3, II (b): The hiring of any person as a public employee.

91-A:3, II (c): Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of this board, unless such person requests an open meeting. This exemption shall extend to include any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant.

91-A:3, II (d): Consideration of the acquisition, sale, or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are averse to those of the general community.

91-A:3, II (e): Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed by or against this board or any subdivision thereof, or by or against any member thereof because of his or her membership therein, until the claim or litigation has been fully adjudicated or otherwise settled.

91-A:3, II (i): Consideration of matters relating to the preparation for and the carrying out of emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life.

91-A:3, II (j): Consideration of confidential, commercial, or financial information that is exempt from public disclosure under RSA 91-A:5, IV in an adjudicative proceeding pursuant to RSA 541 or RSA 541-A.

91-A:3, II (k): Consideration by a school board of entering into a student or pupil tuition contract authorized by RSA 194 or RSA 195-A, which, if discussed in public, would likely benefit a party or parties whose interests are averse to those of the general public or the school district that is considering a contract, including any meeting between the school boards, or committees thereof, involved in the negotiations.

91-A:3, II (1): Consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not present.

WAKEFIELD SCHOOL DISTRICT

Manual AP CHECK REGISTER

Report# 56689

Check Batch: 36422
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 Check Numbers: (First) - (Last)
 Check Dates: (Earliest) - (Latest)
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 Check Authorization Code: AP
 Minimum Check Amount: \$0.00
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 Include Payable Information: No
 Include Payable Dist Information: No
 Include Authorization Information: Yes

Batch #	Check#	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
36422	90168	07/21/2022	669	EVERSOURCE	0.00	2,857.01
Totals:					0.00	\$2,857.01

3

WAKEFIELD SCHOOL DISTRICT Manual AP CHECK REGISTER

Report # 56689

Batch #	Check#	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
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WAKEFIELD SCHOOL DISTRICT - SCHOOL BOARD AND SUPERINTENDENT APPROVALS

Mary Collins
Mary Collins, School Board Chairman

Breanna Peaslee
Brennan Peaslee, School Board Vice-Chairman

Sandra Taliaferro
Sandra Taliaferro, School Board Member

Robert DeColfmacke
Robert DeColfmacke, School Board Member

Bob Ouellette
Robert Ouellette, School Board Member

Carlene Stewart
Carlene Stewart, Treasurer

Anne Keble r
Anne Keble r, CEO

WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Report # 56699

Check Batch: 36432
Check Header: (N / A)
Check Numbers: (First) - (Last)
Check Dates: (Earliest) - (Latest)
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Check Authorization Code: AP
Minimum Check Amount: \$0.00
Sorted By:
Include Payable Information: No
Include Payable Dist Information: No
Include Authorization Information: Yes

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36432	21464	07/25/2022	2881	ANNE KEBLER	0.00	287.51
	21465	07/25/2022	2957	BENEFIT STRATEGIES, LLC	0.00	642.15
	21466	07/25/2022	9487	BINX HEALTH, INC	0.00	120.00
	21467	07/25/2022	9466	BREWSTER ACADEMY	0.00	14,982.25
	21468	07/25/2022	1190	CLEAN-0-RAMA	0.00	623.72
	21469	07/25/2022	9159	COUNTRY PICKER	0.00	945.00
	21470	07/25/2022	2815	DEBRA WILSON	0.00	70.00
	21471	07/25/2022	9438	EDUCATION HEALTH SERVICES, LLC	0.00	790.00
	21472	07/25/2022	9561	FOSTER MATERIALS, INC	0.00	4,643.52
	21473	07/25/2022	1598	GAMETIME	0.00	65,875.16
	21474	07/25/2022	2909	GPS FLEET TRACKING LLC	0.00	4,319.88
	21475	07/25/2022	585	HEALTH TRUST	0.00	4,277.69
	21476	07/25/2022	375	HUSSEY SEATING COMPANY	0.00	11,795.00
	21477	07/25/2022	23	JP PEST SERVICES INC	0.00	1,129.00
	21478	07/25/2022	2185	KIMBERLY HASTINGS	0.00	630.00
	21479	07/25/2022	1005	LONGMEADOW FARM & HOME SUPPLY	0.00	151.53
	21480	07/25/2022	75	MAYRAND COMPUTER SERVICES	0.00	765.00
	21481	07/25/2022	1993	MONARCH SCHOOL OF NEW ENGLAND	0.00	77,762.00
	21482	07/25/2022	2128	NAPA AUTO PARTS	0.00	32.00
	21483	07/25/2022	605	NHSBA	0.00	3,798.20
	21484	07/25/2022	370	ONE SOURCE SECURITY	0.00	7,487.61
	21485	07/25/2022	8976	PINE TREE CALIBRATION	0.00	140.00
	21486	07/25/2022	9530	SOLANT	0.00	592.00
	21487	07/25/2022	9191	TORRES, LUIS	0.00	700.00
	21488	07/25/2022	804	TREASURER, STATE OF NH	0.00	2,828.99
	21489	07/25/2022	9264	VELOCITY EHS	0.00	1,206.00
	21490	07/25/2022	834	WASTE MGMT OF NH-ROCHESTER	0.00	631.56
	21491	07/25/2022	9467	WHITE, KRISTEN	0.00	160.46

WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Report # 56699

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
Totals:					0.00	\$207,386.23

WAKEFIELD SCHOOL DISTRICT - SCHOOL BOARD AND SUPERINTENDENT APPROVALS

Mary Collins
Mary Collins, School Board Chairman

Brennan Peaslee
Brennan Peaslee, School Board Vice-Chairman

Sanctrea Taliaferro, School Board Member

Robert DeColfmaeker, School Board Member

Bob Ouellette
Robert Ouellette, School Board Member

Carlene Stewart
Carlene Stewart, Treasurer

Anne Kebler
Anne Kebler, CEO

WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Report # 56704

Check Batch: 36434
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 Include Payable Dist Information: No
 Include Authorization Information: Yes

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36434	21492	07/26/2022	9009	ALLISON NEAL, NEW ENGLAND TUTORS, LLC	0.00	180.00
	21493	07/26/2022	1190	CLEAN-O-RAMA	0.00	137.70
	21494	07/26/2022	9375	DRUMMOND WOODSUM &	0.00	44.20
	21495	07/26/2022	9088	BLDRIDGE TRANSPORTATION SERVICE	0.00	3,308.36
	21496	07/26/2022	2847	GREASEBUSTERS	0.00	375.00
	21497	07/26/2022	2161	HOWE TWO LAWN CARE & LANDSCAPING LLC	0.00	2,800.00
	21498	07/26/2022	9212	IMPERIAL BAG AND PAPER CO, LLC	0.00	497.01
	21499	07/26/2022	1274	NH SCHOOL TRANSPORTATION ASSOC.	0.00	140.00
	21500	07/26/2022	1866	SEACOAST LEARNING COLLABORATIVE	0.00	7,700.00
	Totals:				0.00	\$15,182.27

WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Report # 56704

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
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WAKEFIELD SCHOOL DISTRICT - SCHOOL BOARD AND SUPERINTENDENT APPROVALS

Mary Collins
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Brennan Peaslee
Brennan Peaslee, School Board Vice-Chairman

Sandra Taliaferro
Sandra Taliaferro, School Board Member

Robert DeColfmacke
Robert DeColfmacke, School Board Member

Bob Ouellette
Robert Ouellette, School Board Member

Carlene Stewart
Carlene Stewart, Treasurer

Anne L. Kebler
Anne Kebler, CEO

WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Report # 56707

Check Batch: 36436
 Check Header: (N / A)
 Check Numbers: (First) - (Last)
 Check Dates: (Earliest) - (Latest)
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 Bank Account Code: (N/A)
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 Minimum Check Amount: \$0.00
 Sorted By:
 Include Payable Information: No
 Include Payable Dist Information: No
 Include Authorization Information: Yes

Batch #	Check#	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
36436	21501	07/26/2022	9398	QUAVER ED. INC	0.00	1,680.00
	21502	07/26/2022	1706	TIM E WARNER CABLE	0.00	850.00
Totals:					0.00	\$2,530.00

WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Report # 56707

Batch #	Check#	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
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WAKEFIELD SCHOOL DISTRICT-SCHOOL BOARD AND SUPERINTENDENT APPROVALS

Mary Collins
Mary Collins, School Board Chairman

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Sandra Taliaferro, School Board Member

Robert DeColfmaeker
Robert DeColfmaeker, School Board Member

Bob Ouellette
Robert Ouellette, School Board Member

Carlene Stewart
Carlene Stewart, Treasurer

Anne L. Kebler
Anne Kebler, CEO

WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Report # 56713

Check Batch: 36438
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 Check Dates: (Earliest) - (Latest)
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 Minimum Check Amount: \$0.00
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 Include Payable Information: No
 Include Payable Dist Information: No
 Include Authorization Information: Yes

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36438	21503	07/26/2022	686	ROCHESTER SCHOOL DEPARTMENT	0.00	490,187.01
Totals:					0.00	\$490,187.01

WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Report # 56713

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
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WAKEFIELD SCHOOL DISTRICT - SCHOOL BOARD AND SUPERINTENDENT APPROVALS

Mary Collins
Mary Collins, School Board Chairman

Brennan Peaslee, School Board Vice-Chairman

Sandra Taliaferro, School Board Member

Robert DeColinacker
Robert DeColinacker, School Board Member

Bob Ouellette
Robert Ouellette, School Board Member

Carlene Stewart
Carlene Stewart, Treasurer

Anne L. Kebler
Anne Kebler, CEO

1 Check Listed.

WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Report# 56748

Check Batch: 36446
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 Check Numbers : (First) - (Last)
 Check Dates: (Earliest) - (Latest)
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 Check Authorization Code: AP
 Minimum Check Amount: \$0.00
 Sorted By:
 Include Payable Information : No
 Include Payable Dist Information : No
 Include Authorization Information: Yes

Batch#	Check#	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
36446	21504	07/28/2022	9426	BOOTHBY THERAPY SERVICES, LLC	0.00	2,227.50
	21505	07/28/2022	9509	POTTIE PATROL, INC	0.00	300.00
Totals:					0.00	\$2,527.50

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WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Report# 56748

Batch #	Check#	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
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WAKEFIELD SCHOOL DISTRICT- SCHOOL BOARD AND SUPERINTENDENT APPROVALS

Mary Collins
Mary Collins, School Board Chairman

Brennan Peaslee
Brennan Peaslee, School Board Vice-Chairman

Sandra Taliaferro
Sandra Taliaferro, School Board Member

Robert DeCoti
Robert DeCoti Imacker School Board Member

Bob Ouellette
Robert Oue llette, School Board Member

Carlene Stewart
Carlene Stewart, Treasurer

Anne L. Kebler
Anne Kebler, CEO

5

2 Checks Listed.

WAKEFIELD SCHOOL DISTRICT

Manual AP CHECK REGISTER

Report # 56751

Check Batch: 36449
 Check Header: (N / A)
 Check Numbers: (First) - (Last)
 Check Dates: (Earliest) - (Latest)
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 Include Payable Information: No
 Include Payable Dist Information: No
 Include Authorization Information: Yes

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
36449	90169	07/27/2022	958	CONSOLIDATED COMMUNICATIONS	0.00	136.38
Totals:					0.00	\$136.38

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WAKEFIELD SCHOOL DISTRICT Manual AP CHECK REGISTER

Report # 56751

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
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WAKEFIELD SCHOOL DISTRICT - SCHOOL BOARD AND SUPERINTENDENT APPROVALS

Mary Collins
Mary Collins, School Board Chairman

Brennan Peaslee
Brennan Peaslee, School Board Vice-Chairman

Sandra Taliaferro
Sandra Taliaferro, School Board Member

Robert DeCoffmacker
Robert DeCoffmacker, School Board Member

Bob Ouellette
Robert Ouellette, School Board Member

Carlene Stewart
Carlene Stewart, Treasurer

Anne L. Kebler
Anne Kebler, CEO

1 Check Listed.



Wakefield School Board Public Minutes

July 19, 2022

Held in the SAU Conference Room

Draft

BOARD MEMBERS		ADMINISTRATORS	
Mary Collins, Chair	✓	Anne Kebler, Assistant Superintendent/CEO	✓
Brennan Peaslee, Vice Chair	✓	Frank Markiewicz, Business Administrator	
Bob Ouellette	✓	Lisa Dubois, Special Ed Director	
Sandrea Taliaferro	✓	Kristen White, Principal	✓
Robert DeColfmacker by Zoom	✓		

Attendance: Joe Williams

Mrs. Collins opened the meeting at 6:45 with the flag salute.

Agenda Review

Policy DFA was already approved so it was removed from the agenda. Mrs. Kebler has three teachers to bring to the Board for hiring approval.

After some discussion the Board decided to forgo their two scheduled August meetings and meet on August 9th. The manifest will still need to be signed in person or by DocuSign.

Mrs. Kebler said if anyone has a question about any bill, they should ask Mrs. Lambert to hold that check until the next meeting so it can be discussed by the Board. Board members should still sign the manifest but hold the invoice in question until the next meeting.

Mr. Ouellette made a motion, seconded by Mrs. Peaslee, to have one meeting in August to be held on the 9th. (Vote 5-0)

Public Comments

None

Consent Agenda

Mr. Ouellette made a motion, seconded by Mrs. Peaslee, to approve the Consent Agenda. (Vote 5-0)

Meeting Minutes

Mrs. Peaslee made a motion, seconded by Mr. Ouellette, to approve the 6-30-22 Non Public minutes with one correction. (Vote 5-0)

Mrs. Peaslee made a motion, seconded by Mr. Ouellette, to approve the 7-5-22 Non Public minutes with an addition. (Vote 5-0)

Mrs. Peaslee made a motion, seconded by Mr. Ouellette, to approve the 6-30-22 Public minutes. (Vote 5-0)

Mrs. Peaslee made a motion, seconded by Mr. Ouellette, to approve the 7-5-22 Public minutes. (Vote 5-0)

Reports

Student Services Report

Special Education Update: Summer programming at the Paul School began on July 5th and continues through July 28th for the majority of students. We have 34 special education students participating in the universal summer program. They also receive their extended school year services which include specialized instruction and related services as outlined in their IEP's. There is an additional week. There are 3 students attending extended school year programming at Spaulding for the weeks of July 12th to August 4th.

Old Business

Bus Yard Recommendation

- 1.) Turn the storage unit to block outdoor classroom entrance. Install safety rope across from storage unit to gymnasium for safe passage for students.
- 2.) Transplant fruit trees and move raised bed garden boxes to other side of storage unit (outdoor classroom).
- 3.) Town of Wakefield to remove topsoil and replace with gravel and compact. The town will also dig for the conduit.
4. Electrician will need to run conduit, wiring, and breakers also hook up outlets for busses. These will be four quads on four posts. The posts will be 6'x6' pressure treated. New heavy-duty extension cords will be needed.
- 5.) Bus driver access to the building will be through door number seven for bathroom and supplies, they will have a fob and the driver on site first will have a code to disarm the alarm and access the building through door number 11. Bus driver parking for their personal vehicles will be in front of the dumpsters.
- 6.) Pre-check will be conducted in the driveway by gym doors eight and nine.
7. The plowing and sanding will be done by the DPW.
- 8.) Lighting will need to be installed on back gymnasium wall (LED spotlights).

Mrs. Kebler said they are applying for a security grant. The electrical estimate is \$14,845.80. Mr. Mitchell estimates the prep work will be \$10,000. Mrs. Kebler said she will be submitting this for ESSER Funds. Mr. Williams said the sidewalks will begin on August 8th and any fill will be put out back. All teachers who have previously parked out back will now park in the parking lot.
Mrs. Peaslee made a motion, seconded by Mr. Ouellette, to waive policy DJE: Bidding Requirements for this job because of time constraints. (Vote 5-0)

Mrs. Kebler said some of the drivers are willing to cover teacher/para duties during the day.

Mrs. Peaslee made a motion, seconded by Mrs. Collins, to approve spending for the bus lot preparation not to exceed \$30,000. (Vote 5-0)

Mrs. Peaslee and the Board want to thank Brock Mitchell and the DPW for their time, effort and the work they will be putting in for the School District bus parking area. It is very much appreciated by the Board.

Follow Up

Mrs. Kebler told the Board that the motorcycle group was all set. The buses being in the parking lot were not a problem for their training. The electric has been transferred to the Town. She will meet with Ms. McNevech about removing names from the email list and about taking down the old website. Mr. Williams said the port-a-potty at the DPW has been removed and the shed is gone. It wasn't able to be salvaged. Mrs. Kebler said that two custodians were budgeted at \$90,000 and the new service will cost \$95,000, a \$5,000 difference.

New Business

Policies 1st Readings

Policy EBC was dropped because it is now combined with policy EBC-A

Policy EBCA adopting the NHSBA policy

Policy JLCJA adopt, not in the book

Policy KFA revised. Changed to Civility Policy. Everything in red is new.

Policy KRA-R revised

Nominations. Hires, Resignations

Mrs. Peaslee made a motion, seconded by Mrs. Collins, to accept the nomination of Aleigha Brault as a paraprofessional. (Vote 5-0)

Mrs. Peaslee made a motion, seconded by Mrs. Collins, to accept the nomination of Jessica Bradbury as a paraprofessional. (Vote 5-0)

Mrs. Peaslee made a motion, seconded by Mrs. Collins, to accept the nomination of Ryan Manning as a fifth grade teacher. (Vote 5-0)

Mrs. Peaslee made a motion, seconded by Mrs. Collins, to accept the nomination of Erin Wolforth as eighth grade math teacher. (Vote 5-0)

The Social Worker is being replaced by a school counselor. Ms. Hassack still needs to complete her practicum.

Mrs. Peaslee made a motion, seconded by Mrs. Collins, to accept the nomination of Michele Hassack as School Counselor. (Vote 5-0)

The district is now seeking 2 fourth grade teachers, 1 fifth grade teacher, 1 PE teacher and three ABA tutors. Mrs. Kebler says the hiring is coming together and they have some good people.

She said that hiring will be discussed at the Administrative Retreat. She will share goals with the Board.

Mrs. Ouellette made a motion, seconded by Mrs. Taliaferro, to enter non public at 7:40 under RSA 91-A 3, II (i). Roll call: Collins aye, Peaslee aye, Taliaferro aye, Ouellette aye, DeColfmacker aye. (Vote 5-0)

The Board re-entered public session at 8:01.

Mrs. Peaslee made a motion, seconded by Mr. Ouellette, to seal the non public minutes until July 19, 2024. (Vote 5-0)

Mrs. Peaslee asked if Board members could bring a policy forward if they feel that wording needs to be changed. The Board discussed the policy involving high school attendance in a school other than Spaulding. Mrs. Peaslee was told the Board can discuss any policy.

Adjournment

Mr. Ouellette made a motion, seconded by Mrs. Collins, to adjourn the meeting at 8:15 (Vote 5-0)

Respectfully submitted for approval at the next School Board meeting,

Priscilla Colbath
School Board Secretary

Superintendent Report
Wakefield School District
August 9, 2022

It is hard to believe that we are halfway through the summer, and it has been a very busy summer at the SAU and the Paul School. Here are some highlights of the work we have done at the SAU office, as well as our District Leadership Team.

- Frank Markiewicz our Business Administrator and I have been working closely with the Office of Nutrition Programs and Service. We have the contract for the years extension with Fresh Picks completed and have submitted a corrective action plan to address the past late food applications. We are waiting for the application from the state to be uploaded so that we can begin the application process and are confident that we will have it submitted in a timely manner.
- Frank is working with both Laurie and Michele to train them both in food service and grants, allowing us to be up to date with all the necessary tasks involved in both food service management and grant management
- The transportation survey has been sent to families of Paul School as well as families of students going to Spaulding high school, and we will be working on completing our routes with a deadline of August 12th to have them as complete as possible with a hope they can be sent out to families and uploaded to the website during the third week in August. In addition to our work on bus routes, we have hired a trainer for our bus drivers who has been rostered for the school year 2022-2023 who will be able to provide us with all the training our bus drivers need as well as offering some substitute driving when available. Our two drivers who have been waiting to be CDL trained should be able to test mid-September.
- Our District Leadership Team worked together with a facilitator in late July to come up with a common language of what we believe is necessary to educate our students. We have some fine tuning of our beliefs, and they will then be shared with our staff during opening workshop days with the opportunity for our staff to engage in coming to a consensus on our beliefs as a school community. These beliefs will help us drive our decision making to best meet the needs of the students. Our focus this year will be to work together as a staff to improve our instructional practice through many opportunities for instructional coaching being offered to all staff who are interested. Once we have completed fine tuning these beliefs with our staff, they will also be shared with the board for their review. Our goal is to work collaboratively with all members of our school community to foster a love for learning for all students, staff and community members, model and teach kindness and respect throughout our community, celebrate children, and develop strong instructional practices that engage our students in learning. We are all very excited to begin this work and are looking forward to a very productive and successful year.
- We have been very busy with interviewing and feel quite confident that we will be close to fully staffed by the beginning of the school year. We are excited about the level of experienced teachers we have attracted to come work for us and feel fortunate to be able to say we are almost fully staffed!
- Our School Community Barbecue is scheduled for August 29th, with classroom visits scheduled for 4:30 – 5:00 and the barbecue immediately following from 5:00 – 6:00. We hope you all can attend!
- We will hold a meet and greet for our new administrators before our board meeting on August 23rd. Details to follow!

Respectfully submitted,
Anne L. Kebler, CEO
Chief Education Officer

Paul School Administration Report
August 2022

The Paul School Summer Enrichment Program finished on Thursday, July 28th. The Summer Enrichment Partner Program ended on Thursday, August 4th. Students had a wonderful time practicing mathematics, reading and writing skills. The focus of Summer Enrichment is to provide students with extra practice in areas of academic weaknesses.

Students had a special presentation by Jennifer Gibbs of Wildlife Encounters. Students had an "up close" experience with a fennec fox, a red footed tortoise, a hedge hog, a cockatiel, and an exotic snake.

Attendance:

Pre-K = 8 students
Grade K and 1 = 9 students
Grade 2 = 11 students
Grade 3 = 8 students
Grade 4 and 5 = 10 students
Grade 6 and 7 = 5 students
Partner Program = 7 students
(Total = 58)

Both Title One and Special Education students attended. We had a total of 23 staff members servicing students. Community Actions provided a bagged breakfast and lunch each day for the students. A special thank you to all the staff who were a part of the program and to Ms. Kate Kelley for all her hard work to ensure that the Summer Enrichment program was successful.

Our new Assistant Principal, Ivy Leavitt- Carlson joined the Paul School Administration team on July 1st. She has been a wonderful addition, her wealth of knowledge, experiences and positive attitude have been evident in the work she has been doing this summer.

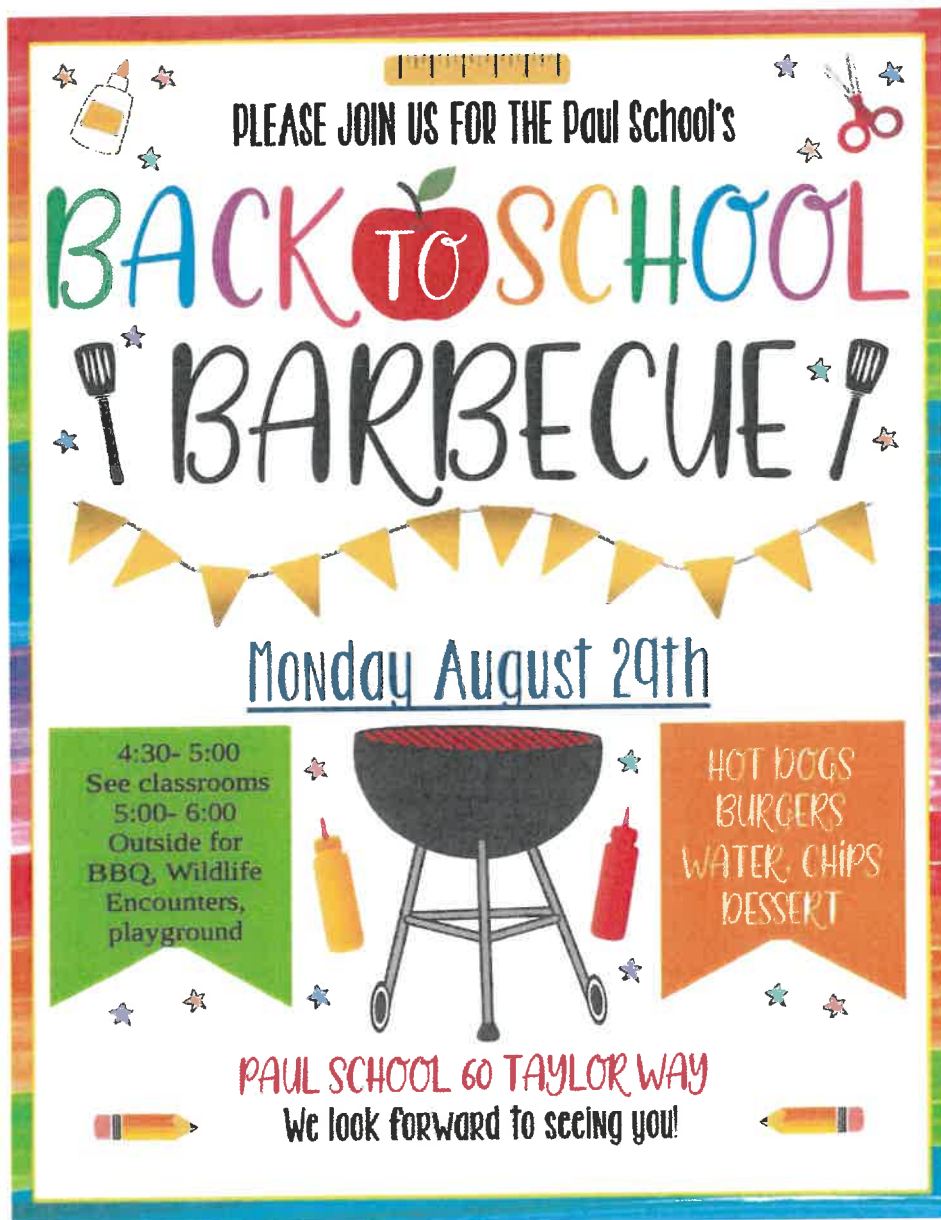
We have been busy interviewing for open positions. We would like to thank the staff members who have volunteered to participate in these interviews. We remain hopeful that we are able to fill our open positions. We have been actively advertising positions and would like to thank the community for helping us spread the word by sharing our Facebook posts. We have hired several educators who live within the Paul School community.

Our wonderful PTA met with Kristen and Ivy to reflect on all the successful events that the PTA sponsored and how we can build upon them. We are setting up a monthly meeting

schedule, planning monthly celebrations, family nights and will be working with the middle school to support fundraising efforts for the 8th grade trip to Boston. PTA meetings will be the second Tuesday of each month at the Wakefield Inn.

Upcoming Important Dates:

- Monday August 1st - Thursday August 4th- Literacy Seminar
- Thursday August 4th - Partner Program Summer Enrichment end date
- Wednesday August 10th- Paul School Leadership Team Meeting- 9AM Paul School Library
- Wednesday August 10th- Policy Meeting - SAU Conference Room 10AM
- Friday August 12th- Classroom placement letters will be mailed out
- Friday August 19th- SAU Office Closed
- Monday August 22nd and Tuesday August 23rd- New Staff Orientation- 8:30 AM Paul School
- Wednesday August 24th- Monday August 29th- Staff Workshop Days
- Monday August 29th- Back to School Barbeque- 4:30 - 6PM Paul School



Paul School
Student and Family Handbook
2022-2023



Paul School

60 Taylor Way

Wakefield, NH 03872

PHONE: (603) 522-8891

FAX: (603) 522-6143

SAU #101

76 Taylor Way

Wakefield, NH 03872

PHONE: (603) 871-8502

FAX: (603) 871-8608

SAU101.org

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Welcome Statement

The Paul School staff welcomes you to the 2022-2023 school year. Whether you are new to the Paul School Community or a returning family, we are happy to have you with us.

The Student Handbook is designed to help familiarize each student and his/her family with the expectations, programs, and policies regarding Paul School. We encourage you and your child to read the handbook and keep it as a handy reference throughout the year. If you have any questions about the handbook, feel free to contact your child's teacher or administration.

The quality of the educational experience for each student is greatly enhanced when the school, families, and students have a mutually supportive and cooperative working relationship. We encourage all families to be active and well informed about our school through avenues such as, but not limited to, the Parent Teacher Association (PTA), "Open House" night, parent conferences, weekly newsletters, the school website, and our school facebook page.

We look forward to working with you to ensure a safe, responsible, kind and cooperative learning community for all!

Wakefield School District Mission Statement

"Every learner will be prepared with the confidence, skills, and knowledge to be a successful, contributing member of their community and society."

Core Values

Environment: A safe and respectful environment is essential for student growth and success. We believe that through respect, flexibility, communication and accountability, each and every person in our school will follow, and expect others to follow, the 'Be Statements' to create high expectations and a safe, positive learning environment.

Relationships: Positive relationships help build the foundation for educational success.

We believe our school community can and will thrive when all stakeholders (staff, families, students, community members) have positive, meaningful interactions and are respectfully involved and engaged through active communication.

Successful Learning: Successful learning occurs when individual students' needs are met.

We believe that through effective problem solving, respect, a positive growth mindset and social emotional learning, all students will be able to advocate for themselves, manage their time wisely and challenge themselves to become successful life-long learners.

Academics: Academic success can be achieved through high expectations and an unwavering belief in all students' potential.

We believe that through modeling, high expectations and multiple modes of learning, students will be highly engaged and able to excel in their own individual success with a drive for life-long learning upon leaving the Paul School.

District Policies

A complete copy of all SAU 101 district policies can be found at: [School Board Policies | The Paul School @ SAU 101](#) If you would like a copy of a specific policy, please contact the school.

SAU Personnel

Superintendent	Anne Kebler	anne.kebler@sau101.org
Director of Special Education	Lisa Dubois	lisa.dubois@sau101.org
Financial Manager	Frank Markiewicz	frank.markiewicz@sau101.org
Administrative Assistant	Laurie Newsome	laurie.newsome@sau101.org
HR/ Payroll Coordinator	Michele Lambert	michele.lambert@sau101.org

Paul School Personnel

Principal	Kristen White	kristen.white@sau101.org
Assistant Principal	Ivy Leavitt-Carlson	ivy.leavittcarlson@sau101.org
Secretary	Jen Hayward	jen.hayward@sau101.org
PT Secretary	Michelle Farina	michelle.farina@sau101.org
Guidance Counselor	Lori Cook	lori.cook@sau101.org
Guidance Counselor	Michele Hossack	michele.hossack@sau101.org
Social Worker	TBD	
Nurse	Lisa Wunderlich	lisa.wunderlich@sau101.org
LNA	Jodie Dong	jodie.dong@sau101.org

2022/2023 Paul School Staff

Classroom Teachers

PK: Angela Boston - angela.boston@sau101.org

K:

K: Meghan Libby - meghan.libby@sau101.org

K: Rebecca Lugo - rebecca.lugo@sau101.org

1st: Laura Courts - laura.courts@sau101.org

1st: Jackie Jakubec - jackie.jakubec@sau101.org

1st: Jen Learned - jen.learned@sau101.org

4th:

4th: @sau101.org

4th: Robert O'Neill - robert.oneill@sau101.org

5th: Cathy Olson - cathy.olson@sau101.org

5th: Ryan Manning - ryan.manning@sau101.org

6th: Peter Boucher - pete.boucher@sau101.org

6th: Mark Perkins - mark.perkins@sau101.org

6th:

2nd: Lauree Royle - lauree.royle@sau101.org
2nd: Shane Krafton - shane.krafton@sau101.org
2nd: Meghan Kelly - meghan.kelly@sau101.org

3rd: Jasmine Robinson - jasmine.robinson@sau101.org
3rd: Juliana Purvis - juliana.purvis@sau101.org
3rd: Lindsay Reynolds - lindsay.reynolds@sau101.org

Special Education

Sp.Ed.CM: Beth Capen - beth.capen@sau101.org
Sp.Ed.CM: Melissa Catauro - melissa.catauro@sau101.org
Sp.Ed.CM: Kathy Frothingham - kathy.frothingham@sau101.org

Integrated Arts

Art: Caroline Dexter - caroline.dexter@sau101.org
Physical Education-
Library Media: Cara McNevech - cara.mcnevech@sau101.org
Library/Tech Asst: Mary Wing Soares- mary.soares@sau101.org

ABA Tutors

Lead Teacher: Dina Dib- Dina.dib@sau101.org
Donita Bourne - donita.bourne@sau101.org
Jodi Furlong - jodi.furlong@sau101.org
Sara Gillikin - sara.gillikin@sau101.org
Kristina King- kristina.king@sau101.org

Paraprofessionals

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Colleen Bonnell - colleen.bonnell@sau101.org
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Jessica Bradbury- jessica.bradbury@sau101.org
Alicia Wallingford - alicia.wallingford@sau101.org

Maintenance

Facilities Manager: Joe Williams - joe.williams@sau101.org
Ron Burpee - ron.burpee@sau101.org

Transportation

Stacey Dubreuil - stacey.dubreuil@sau101.org
Bethany Whitten - bethany.whitten@sau101.org
Kelley Bushman - kelley.bushman@sau101.org
Jennifer Goldthwaite - jennifer.goldthwaite@sau101.org

Cafe Services

Michelle Bernier - wakefield@freshpickscfe.com

7/8th Science: Aaron Nason -aaron.nason@sau101.org
7th ELA: Alex Gillikin- alex.gillikin@sau101.org
7th Math: Alyssa Bultman- alyssa.bultman@sau101.org

7/8th SS-: Sam Fairfield -samuel.fairfield@sau101.org
8th ELA: Lindsay Hurley- lindsay.hurley@sau101.org
8th Math: Erin Wolforth- erin.wolforth@sau101.org

Sp.Ed.CM: Meghan Nason-meghan.nason@sau101.org
Sp.Ed.CM: Betsy Stipo- betsy.stipo@sau101.org

Music: Julie Sullivan - julie.sullivan@sau101.org
Health: Jessie Mau - jessie.mau@sau101.org

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Kyla Pennino- kyla.pennino@sau101.org
John Gavell - john.gavell@sau101.org

WAKEFIELD SCHOOL DISTRICT 2022-2023 School Year Calendar

AUGUST/SEPTEMBER (22 days)

M	T	W	T	F
22	23	TW	TW	
TW	F	31	1	NS
H	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

OCTOBER (19 days)

M	T	W	T	F
3	4	5	6	TW
H	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

NOVEMBER (18 days)

M	T	W	T	F
	1	2	3	4
7	8	9	10	H
14	15	ER/PC	ER/PC	18
21	22	NS	H	NS
28	29	30		

DECEMBER (17 days)

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	ER
19	20	21	22	23
NS	NS	NS	NS	NS

JANUARY (20 days)

M	T	W	T	F
H	3	4	5	6
9	10	11	12	13
H	17	18	19	20
23	24	25	26	27
30	31			

FEBRUARY (15 days)

M	T	W	T	F
		1	2	3
6	7	8	9	ER
13	14	15	16	17
NS	NS	NS	NS	NS
27	28			

MARCH (22 days)

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	TW
20	21	22	23	24
27	28	29	30	31

APRIL (15 days)

M	T	W	T	F
3	4	5	6	7
10	11	12	13	ER
17	18	19	20	21
NS	NS	NS	NS	NS

MAY (21 days)

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	TW
22	23	24	25	26
H	30	31		

JUNE (11 days)

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	L	SD
SD	SD	SD	SD	SD
SD	SD	SD	SD	

TW= Teacher Workshop, No School
PC = Parent Conferences

ER = Early Release (12:40)
SD= Snow Day Make Ups if Needed

H= Holiday (No School)
NS = No School

August 24-29 Staff Returns
August 30 First day for Students
September 5 Labor Day
October 10 Columbus Day
November 11 Veterans' Day
November 16-17 Early Release/Parent Conferences
November 23-25 Thanksgiving Recess
December 26-30 Holiday Break

January 2 New Year, No School
January 16 Civil Rights Day
February 20-24 Winter Break
March 17 Teacher Workshop, No School
April 24-28 Spring Break
May 19 Teacher Workshop
May 29 Memorial Day
June 15 Last Day (if no snow days)

Green indicates Progress Reports ends.

Red indicates when quarter ends.

General Information

Attendance

Wakefield School District requires regular school attendance. According to RSA 193.1, students are required by state law to attend school:

“Every child between 6 and 18 years of age shall attend the public schools all the time the public schools are in session, unless she/he has grounds that his/her physical or mental condition is such as to prevent her/his attendance or make it undesirable.”

Students are expected to have punctual and regular attendance. Absences, for any reason, result in lost educational experiences. Paul School students who have regular attendance will find more success in their educational experience. Student attendance at school is the responsibility of parents/guardians and students. In middle school, it is the student's responsibility to ask teachers for work missed while absent.

If students are out of school, they are expected to make up the work they have missed. Teachers may send work to be completed during the time students will be excused or have the missed assignments. Students will have one make-up day per every day absent to complete make up work when they return.

A Paul School staff member calls home each time a student is absent from school (without parent/guardian notification) to ensure parents are aware of the absence. If a student has four whole days (8 half days) of unexcused absences, a letter will be sent home and parents/guardians will be invited in to discuss the attendance issues. The purpose of the discussion is to determine the reasons for the absences and to consider possible support Paul School could offer to help eliminate future absences. After five whole days (10 half days) of unexcused absence, an official truancy letter will be sent home.

For each subsequent unexcused absence, the assistant principal will contact the parent/guardian to determine the nature of the absence. If necessary, a parent meeting with the assistant principal, guidance counselor, classroom teacher and other pertinent school staff will be scheduled. The purpose of the meeting will be to establish an attendance plan with the collaboration of the parent/guardian, offer school assistance, and to notify parent/guardian that ongoing absences will constitute “habitual truancy”.

- **Excused Absences**

- In order for an absence to be excused, it must first be called in by the parent/guardian.
- Parents/guardians have an obligation to avoid, whenever possible, disruptions of the academic year by planning medical appointments and vacations at times that will not require students to be out of school.
- The district considers the following to be excused absences:
 - Illness (A parent/guardian may write a note to excuse absences due to illness where the child was not seen by a physician for up to two consecutive days. Any absences three or more consecutive days require a physician's note.)
 - Recovery from an accident
 - Required court attendance
 - Medical and dental appointments
 - Death in the immediate family
 - Observation or celebration of a bona fide religious holiday
 - Such other good causes that may be acceptable to administration or permitted by law
- Work must be made up after a student returns to school.

- **Unexcused Absences**

- Any absence that has not been excused for any of the above reasons will be considered an unexcused absence and will result in an unexcused absence mark on attendance. Work must be made up after a student returns to school.

- **Tardiness**

The school day starts at 8:40 and students are expected to be in school by that time. Students arriving after 8:40 will need to stop in the office for a tardy pass.

"Educational Neglect" means that any parent/guardian who has a minor child, age 6 to 18, that is not meeting mandated educational requirements of NH RSA 193:1 Duty of Parent; Compulsory Attendance by student as a result of the behavior of the parent or guardian and not the truant behavior of the child. Educational neglect exists only after multiple and meaningful remediation attempts have been made and documented by school personnel, school resource officers, truant officers/school liaisons or designee, court and school social workers.

- **Vacations**

We strongly discourage families taking vacation during the scheduled 180 days of school. Classroom discussions and interactions often provide the main focus for learning and cannot be replicated through paper and pencil make-up assignments.

If a family must take a student out of school for a trip, or vacation-like activity, approval for an excused absence must be requested as far in advance as possible, in writing, signed by the parent/guardian and submitted to the principal. Instead of regular classwork, teachers may assign alternative projects for written work, which may relate to the student's travel/vacation plans. Upon the student's return, the teacher(s) will decide which of the missed daily assignments and classroom needs to be made up to help the student adjust to any changes and/or higher expectations in each class.

- **Call-In Procedures**



We are concerned for the safety of all Wakefield students. In order to ensure that all students arrive at school safely or are home or at a location known to a parent or guardian, the following procedures are used: parent/guardian must notify the school at 522-8891 between **8:00am and 9:00am** if their student is to be absent or tardy on a given school day. Please leave a message if you are unable to reach a secretary. For students who are absent and have not been reported by the parent/guardian, a call will be made to the home, work, or emergency number(s), generally by **9:30am**. If a student is absent and the school is unable to reach a parent/guardian or other previously designated person, the truant officer or police may be contacted. Your help in faithfully calling in when your student is absent will help save the school unnecessary calls and would help us to quickly identify an emergency involving a missing child.

- **Early Dismissal**

- In all instances, parents/guardians must come to the school office to dismiss their child. Please try to schedule non-emergency doctor and dentist appointments for after school hours. When dismissals are planned, parents/guardians need to send a note to school with their child indicating the time and reason for dismissal. If you have a change in dismissal that your child is not aware of, please call the school office at 522-8891 prior to 2:30pm.
- Unless specific arrangements have been made in advance, the child will be released only to his/her parent or guardian. If you would like someone to pick up your child

that is not on your emergency contact list, we will need to be able to verify this by calling you on one of your contact numbers. If there is a court order or separation agreement concerning custody of the child, please ensure the office has the most current copy of the court order.

- **End of Day Dismissal**

The school day ends at 3:10pm. Please make every effort to dismiss students prior to 2:45pm. When picking up your child, please stay in your car and follow the parent pickup line. A staff member will bring your student(s) to your vehicle once you've reached the loading zone in front of the flagpole. If you need to enter the building, please park in the parking lot and enter through the front entrance. Walkers will be dismissed first, followed by parent pick-up students who will be dismissed directly from their classroom, and then bus students who will be dismissed as the buses arrive. The bus lane may not be used when buses are present. All pedestrians must cross the roadway at the designated crosswalk.

- **Early Arrival**

Students are not authorized to be on school property prior to 8:15am, which is when supervision of students begins. Students are to remain on school property once they arrive at school. Students who leave school grounds after arriving will be subject to disciplinary action.

Dress Code

The following dress requirements for Paul School students are designed to provide a standard of pride and personal care while allowing for choice dictated by individual taste and comfort. It is the right of each individual to dress according to his/her personal preference provided that the execution of his/her right does not interfere with the rights of others, cause disruption to the educational program, or is considered a health and safety hazard. Students who arrive at school in inappropriate clothing will be given the option of changing the objectionable garment or calling a parent/guardian for a change of clothing.

The following are not permitted:

- Bare and stocking feet;
- Clothing exhibiting vulgar, suggestive or obscene language or pictures referring to sexual activity, nakedness, drugs, alcohol, tobacco or violence; contains double/hidden meanings or is otherwise disruptive, as deemed by administration.

- Midriff exposed blouses or shirts;
- Shirts: Necklines/sleeve openings should provide thorough coverage of the chest and back areas. All shirts are allowed as long as they have straps and meet the other requirements.
- Shorts/Pants/Skirts: underwear should not be visible at any time. The stomach and waist area should also not be visible. The length of shorts and skirts should provide appropriate coverage when standing, walking or sitting. "Short shorts" and "miniskirts" are not appropriate and violate the dress code.
- Hats/hoods should not be worn indoors unless for a special event or occasion.
- Sunglasses should not be worn indoors unless prescribed by an optometrist.
- Any other mode of dress or article of clothing that is disruptive to the learning environment of the school.

Please refer to the Dress Code section of the Behavior Matrix on pg. 34 for more specifics.

Administration reserves the right to allow exceptions to the dress code for special occasions and circumstances.

Toys/Items/Electronic Devices

- Toys/Personal Electronic Devices (games, computers, tablets) should only be brought to school for show-and-tell or other special events. Items brought must be stored in student backpacks after they are presented.
- All personal music/video players, electronic games, devices, video/sound recorders, and cameras must be off and out of sight during school hours (8:30am until exiting the building) other than for sanctioned educational activity i.e. field trips.

Cell Phones

- The use of personal video/camera cell phones is prohibited on school property (including the school bus, school building and grounds). In most extreme cases, using video devices or inappropriate telephone calls may result in suspension from school or possible expulsion.
- All cell phones, pagers, smart watches, recording devices, and cameras must be off and out of sight during school hours (8:20am until exiting the building).
- Text messaging/phone calls are prohibited. If parents need to get in touch with their child, please call the office at 522-8891. Students may use school phones to contact parents. Student cell phones may be used only with administration approval.

- Devices used during school hours will be confiscated by a teacher and returned to the student at the end of the day. Additional offenses, including refusal to comply with requests for the device, will result in the device being turned over to administration and will only be released to parent/guardian.
 - First offense will result in the phone being confiscated, parents/guardians notified, and the phone will be returned at the end of the day.
 - Second offense will result in the phone being confiscated, parents/guardians notified, and the parent/guardians must pick up the phone from the school.
 - Progressive discipline will continue up to and including suspension from school.
- The use of cell phones on school buses is prohibited. If students use cell phones on buses the drivers are to take them away and return them at the end of the ride. Students may face disciplinary action for continued use of cell phones on the bus.
- The school and Wakefield School Board will assume no liability for lost, stolen or broken cell phones.

Reference: [Policy JICAB](#)

Food in the Classroom

Any classroom in the school may be designated as “nut free.” These classrooms will be clearly marked. Soda, coffee, and energy drinks are not allowed in the classroom or the cafeteria at any time. Clear water is recommended throughout the day; exceptions are made for juice, gatorade, etc. during snack time and lunch.

Food Services



Breakfast is available daily from 8:20-8:40. Students will be dismissed directly from the bus to the cafeteria to pick up their breakfast. Breakfast will cost \$2.00 and lunch will cost \$3.00 for the 2022-2023 school year. Students with food allergies will be provided a table that is free of foods known to induce an allergic response from them. A complete breakfast and lunch menu is sent home to parents/guardians at the beginning of each month and it is posted on the website.

Reference: [Policy EFAA](#)

- Kindergarten students will eat lunch within their classroom,
- Students in grades 1-8 will eat both breakfast and lunch in the cafeteria.



Breakfast is available daily from 8:20-8:40. Students will be dismissed directly from the bus to the cafeteria to eat their breakfast. The cost is \$2.00 and there is no cost for students eligible for free or reduced meals. In the event of a delay, breakfast will be a grab and go option and will be brought back to classrooms.

Students with food allergies will be provided a table that is free of foods known to induce an allergic response from them. A complete lunch menu is sent home to parents/guardians at the beginning of each month. The cost of lunch is \$3.00, \$.40 for reduced eligible and no cost to students eligible for free meals.

Families may apply for Free and Reduced lunch at any time during the school year. Applications are available in the main office and the cafeteria.

Parents/guardians have two methods to fund their student's account:

1. Online Payments - You may set-up an online account (www.myschoolbucks.com) using a Credit/Debit card to make deposits into your child's account. In addition to providing you with a secure online payment option, the system will allow you instant access to details such as what your child is purchasing in the cafeteria, as well as other convenience features such as automatic low balance alerts. This automated system will help increase the speed of service and allow students additional time for a more relaxing dining experience. Instructions for setting up your online account are available in print from your Food Service Director and posted on the Fresh Picks Cafe website.
2. You may send a check with your child made payable to the Wakefield School Lunch Program. Please make sure to include the child's name in the memo line. We encourage parents to either utilize the online payment method or to send in a check, but cash can also be accepted.

Wakefield School District recognizes that these are difficult economic times, but we are still responsible for the financial stability of the breakfast and lunch program. We will take the following steps when a student's account is about to become or is insufficient to cover costs:

1. If the student's meal account balance debt grows to \$15.00 or more, a letter asking for payment will be sent from the school.
2. If the student's meal account debt grows to \$30.00 or more, the parents will be requested to meet with the principal. When appropriate, the principal should explore with the parents

whether an application for free or reduced cost meals is warranted. Where extenuating circumstances of financial hardship exist and the family is not eligible for free or reduced cost meals, the district will work with the parents to identify and engage governmental and private charitable resources which are available to assist the family.

Reference: [Policy EFC](#) [Policy EFAA](#)

Pictures

Individual photographs of students are taken during the first few weeks of school. Parents/guardians have the opportunity to purchase these photographs in a variety of packages. A prepay order/information form will be sent home with the students containing dates for school pictures and prices of the picture packets. Pictures are used for student identification cards. Purchase of pictures is optional.

Photo Waiver

Paul School's ability to portray its program accurately and vibrantly is, in part, dependent on parental support to communicate with the community at large. We may utilize photographs of your child when participating in school related activities (classroom and otherwise) and athletics. These photos may be published in our regular communication media such as our school newsletter, school Facebook page, and school website.

Your permission is assumed unless an opt out form is completed. This form is included in the registration packet and can also be obtained by communicating with the front office.

Office Procedures

Enrollment Requirements:

The following items are required to be on file for all students:

- Birth Certificate
- Proof of Residency
- Copy of Parent/Guardian Identification
- Court Documents - updates should be submitted to the main office/social worker
- Current Physicals
- Immunization Records

Change of Contact-Emergency Information

In order for the school to quickly contact parents/guardians in the event of an emergency, it is necessary for the school to have the following information on file at the school:

- Name and phone number of parent/guardian
- Name and phone number of parent/guardian place of employment
- Name and phone number of a responsible person who may be contacted in case a parent/guardian cannot be located
- Home telephone number or the number of a neighbor who may relay a message

The school MUST have a phone number, even if unlisted, in order to make contact in the event of an emergency. The school will respect the privacy of all parents and students.

Parents/guardians must inform the school office of any changes in address or phone numbers throughout the school year. All parents/guardians must provide a phone number (home, work, mobile, etc.) where they can be reached during the school day in the event of an emergency.

McKinney-Vento Homeless Assistance Act

If a family becomes homeless at any time during the school year, please notify the school's social worker in order to receive services to help you during this transition. According to the McKinney-Vento Homeless Act, the criteria for being homeless is:

- lacking a regular, fixed and adequate nighttime residence (substandard housing)
- sharing housing due to economic struggles (double-up)
- living in a shelter, hotel or motel
- living in a public place not designed for sleeping (cars, parks)
- an unaccompanied youth
- a child or youth abandoned in a hospital
- a migrant child who qualifies under any of the above

The school district will assist families during this time, so please speak with the school social worker at (603)522-8891. Matters of homelessness are confidential.

Reference: [Policy JFABD](#)

Nondiscrimination

The Wakefield School District will not discriminate on the basis of race, color, religion, national origin, age, sex, sexual orientation, genetic information, or disability in its educational programs, activities, or employment policies.

Inquiries, requests, or complaints about compliance with nondiscrimination may be directed to the superintendent of schools.

The Wakefield School District certifies that it has a Title IX, 504, and an ESOL Coordinator. Superintendent, Anne Kebler, serves as the coordinator of each. She can be reached at 871-8502. Her office is located at the SAU 101 office at 76 Taylor Way, Wakefield NH, 03872.

Parents Right to Know

Parents have the right to:

- Know if their child is being provided services by paraprofessionals and their qualifications
- Know the degree/major/certifications of their child's teacher(s)
- Receive information on their child's level of achievement on all state assessments

Student Records

Parents/guardians have the right to examine their child's records. This may be done by written request at any time while school is in session. An appointment for the parent to come in will be made promptly after the request is received. Administration will be present to interpret any items that the parent/guardian requests. The parent/guardian has the right to appeal any record or portion thereof. Any student may meet with administration for the same purpose.

Questions and Concerns

Open and honest communication between home and school can support learning. Parents/guardians are strongly encouraged to ask questions and address concerns in a timely manner regarding any aspect of our class and school operation directly with the person involved. In return, parents/guardians and caregivers should expect such open and timely communications from school personnel. In the interest of effective communications and efficient resolution of classroom and school concerns, the following process has been established:

- Step 1: Individual Teacher
 - Make an appointment to discuss the concern with the teacher or other individual involved. Depending on the situation, it may be helpful to have the child participate in a conference. Please allow 48 hours for a response, this does not include weekends.

- Step 2: School Administrator
 - If the situation has not been resolved to your satisfaction at the individual level, make an appointment to discuss the concern with the principal or assistant principal. Please allow 48 hours for a response, this does not include weekends.
- Step 3: Superintendent of Schools
 - If the situation has not been resolved to your satisfaction at the school administrator level, make an appointment to discuss the concern with the superintendent of schools. Please allow 48 hours for a response, this does not include weekends.
- Step 4: School Board
 - If your efforts have not met with success, even after working with the superintendent, you may ask him/her to discuss the concern with the school board.

Visitor Policy

Upon entering the school, please report immediately to the window at the main office. All visitors will be required to sign-in and receive a visitor pass that is good for the duration of your scheduled activity.

Reference: Policy K1

- Classroom visits, including birthday parties, should be prearranged with your child's teacher.
- When visiting during school hours, you must sign in at the main office and present a valid state issued ID.
- Once you are signed in, you will receive a visitor badge.
- You must wear the badge during your entire visit. Upon leaving, please sign out at the main office and discard your badge.

Volunteers

We greatly value volunteer service provided by parents and other community members. The talent and support provided by school volunteers make our school a more dynamic and successful educational setting.

Before working with students regularly in a classroom or in an unsupervised situation on or off school property, a school volunteer must undergo a background investigation, including a criminal history records check. The entire process, including fingerprinting, can take up to two months to complete. Directions for completing the background check are available at the SAU.

Volunteers must sign in and out at the office each time they are in the building during school hours.

Reference: [Policy IJOC](#)

Safety and Emergency Procedures

Bicycles/Skateboards/Rollerblades

Students are welcome to bring bicycles, skateboards, scooters and rollerblades and must wear a helmet per State Law RSA 265:144. Bicycles must be secured in the bike racks, while rollerblades and skateboards are to be stored in the student's locker or classroom or other space as approved by administration. Bicycles, skateboards, scooters, and rollerblades are brought to school at the owner's risk. The school will not assume responsibility for loss or damage. Students are not to ride bicycles, scooters or skateboards on school grounds, especially on the walkways to and from the school doors. If students violate these rules, they will lose the privilege of riding these items to school.

Bus Regulations



The right of all students to ride the school buses operated by the Wakefield School District is conditional upon their good behavior and observance of the following rules and regulations. Students who violate these rules will be reported to school officials and may lose transportation privileges either on a temporary or extended basis. Video Cameras may be used on school buses to monitor student behavior.

Audio recording in conjunction with video recording may also be captured on school buses, in accordance with the provisions of RSA 570-A:2. The Superintendent or his/her designee will ensure that there is a sign prominently displayed on the school buses informing the occupants of the school buses that such video and audio recording are occurring. If disciplinary action occurs as a result of audio or video recordings, the student's parent/guardian may request, in writing using the Access Request Form to the Superintendent within five (5) days, to review this information with the appropriate personnel. No other individuals shall be entitled to view or listen to the recording without the express authorization of the Superintendent.

Reference: [Policy ECAF](#)

Bus routes can be found on the [SAU website](#).

Bus students must ride the bus assigned to them unless a note has been provided by the parent/guardian indicating the reason for the bus change. Students must get a bus pass from the

office in order to ride a different bus. Permission to ride a different bus is dependent on available space.

Students in grades PK-2 must have a parent or older sibling present at the bus stop for afternoon drop off. Parents may opt out of this by writing a letter to the assistant principal. This letter should be received 24 hours prior to the opt out beginning. For this and all other transportation concerns please contact Ms. Leavitt-Carlson: ivy.leavittcarlson@sau101.org or 522-8891 ext. 202.

Drugs/Alcohol

Student's prescription or non-prescription drugs must be kept in the nurse's or principal's office when brought to school for ingestion as prescribed by a physician. Arrangements can be made to allow the student to have the medication in their possession through the school nurse or principal per policy.

Taking, selling, distributing or giving away illegal, prescription or "look a like" non prescription drugs or giving away non prescription drugs under the premise of them being a drug, in any form, is not permitted at any time on school property, including the school bus, school building and school playgrounds or playing fields. Upon being caught, parents will be notified immediately and disciplinary action will be taken.

Reference: Policy JICH

Emergency Closing

When inclement weather or emergency situations cause the school to close, radio and television stations will be notified prior to 7:00am. Announcements will be carried on the following radio and television stations:

WORQ 97.5 FM

WMUR Channel 9

The school district has installed a phone notification system. This system will contact parents/guardians at the phone number(s) provided at the beginning of the year. This system notifies parents/guardians of weather/emergency school closings and of unexpected early dismissals.

- Caller ID will display the school's main number
- The phone system will leave a message on any answering machine or voicemail provided
- The phone system cannot call an extension number

In the event that school is delayed, it will always be for two hours. Buses will pick-up students two hours later than usual, including buses for out-of-district placements.

In the event school is canceled for the day, there will be no bus transportation from Wakefield to the high school, or out-of-district locations. In addition, all school activities scheduled for that day will be canceled.

Snow Day/Blizzard Bags- when the weather causes the school to be closed, the Superintendent will include in their notification if the day will be a traditional Snow Day or a Blizzard Bag Day.

Emergency Drills

The school will periodically run emergency drills to ensure the safety of everyone at Paul School. Any person in the building is expected to participate in all emergency drills being conducted while they are on campus.

Late Bus

The school may provide a late bus for students who are involved in after-school activities. Parents will be notified beforehand when the late bus will be offered. When offered, the late bus will be leaving the school at approximately 4:30pm. A schedule of stops is available in the office and on the school website. At the discretion of the principal, students who are repeatedly not picked up on time may not be allowed to utilize the late bus. Students who are suspended from the bus will not be allowed to utilize the late bus.

Lockers

Students in grades 5-8 will be provided with a locker and a combination lock for their locker. Students are expected to store coats and backpacks in their lockers as these items will no longer be permitted in the classroom. Students may go to their lockers only at assigned times or with permission from a staff member. Locks must be returned in June to avoid a \$5 charge. No personal locks will be allowed on the lockers at any time. Lockers are the property of the Wakefield School District and are subject to inspection by administration (with or without notification). Specific inspections of individual lockers may be conducted by administration upon reasonable suspicion that illegal or prohibited items or substances are present.

Reference: [Policy J1H](#)

Recess

K-6 students will go outside daily for recess, unless excused by a doctor's note or an arrangement made through the school. Students are expected to come to school prepared for outside recess. Proper footwear and outer-wear is important for student safety. Indoor recess due to inclement weather is called in severe weather situations only. In the winter, indoor recess will occur when the 'real feel' is below 20°, Students are expected to have all appropriate outdoor weather gear for winter recess. If you have any trouble obtaining warm items, please contact the main office at 522-8891.

Tobacco Free Schools



Smoking and use of other tobacco products or possession of any tobacco products is prohibited at all times within Paul School and on all school property. We consider e-cigarette and vaping devices to be in this category.

Anyone found smoking, using other tobacco products, or in possession of any tobacco products on school grounds will be asked to cease immediately and subject to disciplinary consequences and will be referred to the local law enforcement agency if they are less than 18 years old. *Reference:* [Policy ADB](#), [ADC](#), [GBEC](#), [GBED](#), [JICG](#)

Weapons in School

The Wakefield Schools and the Wakefield Police Department, in an effort to ensure a safe environment for students and employees, prohibit persons bringing weapons, whether visible or concealed, into any school building, onto school property, school buses, or to school sponsored events regardless of where it is being held. The term weapon shall be defined as any of the following: a firearm, or any device, object, or artifact that has been determined by the superintendent of schools to be dangerous to any student or faculty member and also determined by him/her to have no legitimate purpose in school on the day in question.

Use of any object as a weapon, although not necessarily designed to be a weapon, to inflict or harm and/or intimidate, coerce or harass another person, is prohibited. Examples of such objects include, but are not limited to, belts or other articles of clothing, combs, pencils, files, compasses, scissors, and replicas of weapons.

Reference: [Policy JICI](#)

Guidance Services

The school counselors offer a safe and confidential place to talk with students. Counselors are professionally bound to maintain confidentiality within legal guidelines.

School counseling and social work services are available to all students PK-8.

Services offered by our guidance counselors include: individual counseling (as needed); academic advising; classroom lessons; consultation with students, parents, and school staff; collaboration with community agencies; student placement; individually or in small groups, to support educational, emotional, and behavioral growth. Our counselors seek to establish caring, collaborative, and confidential relationships with students, parents, and teachers to facilitate student's personal development.

Student Success Center-

The Student Success Center will provide a calm, nurturing, and safe environment for students when their emotions feel out of control. The goal is to give each student the techniques and tools to self-regulate as well as instill coping mechanisms for such emotions as they move about their day. When needed, teachers will send individuals to the room, usually for between 5-30 minutes. The goal is to enable students to return to the classroom, ready to learn. When there, they:

- will enter a calm, non-threatening, nurturing environment
- may need a quiet space for a short break
- will be given time to "talk out" what is causing their distress.
- may be offered a sensory tool to help them self-regulate.
- may work through conflicts
- will be given a reflection sheet to fill out once a "cool down" period is over.
- will establish a positive plan to re-enter the classroom.

The Student Success Center is not a punishment or form of discipline. SSC staff will use their training and professional knowledge to help children when they need a little time away from the classroom. They will be in communication with teachers and families as needed regarding a child's "visit" with suggestions on how to reinforce and support strategies for success. If your child comes home and tells you they visited the Center, please do not think that they were in "trouble". Ask them, What did they do in the room? How long were they there? What did they learn? How did it help them?...etc.

At the Paul School, we are committed to supporting all of our students--whether for academics or for emotions. When stress interrupts one's ability to focus and learn, having a few moments to take a breath, find a quiet spot and talk things out, is just what is needed to head off outbursts of frustration or uneasiness.

Health Services

Health care at Paul School is provided by a certified full time nurse. The role of the nurse is to enhance student learning by modifying or removing health related barriers and by promoting an optimal level of wellness. Duties include taking care of ill/injured children, screenings, and compiling student health records.

Students should not go to the nurse's office unless they have the permission of their classroom teacher. In addition, they are not to call parents or guardians directly to be picked up; that is the job of the school nurse, or in her absence, the front office.

Emergency forms are required for all students. The nurse must be able to contact parents when children are ill or injured so please keep your child's emergency information current. If there is an injury or illness that requires immediate emergency medical attention, the Wakefield Ambulance will be called to transport the child to the nearest medical facility. Every attempt will be made to contact the parents/guardians if an injury or illness of a serious nature occurs at school. The alternative person listed in the emergency information provided will be contacted if parents/guardians cannot be reached.

Reference: [Policy JLCE](#)

Students are not permitted to self-administer internal medications without authorization from the nurse and/or administration. When possible, please give student medication at home. Medication needed during school hours must be brought to school by a parent/guardian or authorized adult, and be in the original prescription container. Written parent/guardian permission and a physician order are required. Inhalers may be kept in the nurse's office to prevent loss. Older students may keep inhalers with them if written parent/guardian permission and physician orders are on file. The use of cough drops in school is discouraged; a note from a parent is required for use of cough drops.

Reference: [Policy JLCD](#)

When to Keep Your Sick Child Home From School*

It is important for children to attend school but there are times when an absence due to illness is necessary. Keeping your child home when they are sick gives their body time to rest and recover and protect other students and staff from potential illness. If your child has any of the following symptoms please keep him/her home.

- Fever - temperature of 100 degrees or higher. Your child must be fever free for 24 hours without the use of fever-reducing medications before they may return to school
- Vomiting - your child may not return to school for 24 hours following the last episode of Vomiting
- Diarrhea - while a single occurrence of diarrhea may simply be the result of an aggravated belly, more than one episode may indicate illness. In this case, your child should not return to school for 24 hours following the last occurrence of diarrhea.
- Cold/Cough - if your child has heavy cold symptoms such as, severe sinus congestion, significant lack of energy, and/or, a deep or uncontrollable cough, they should remain at home to rest.

Minimum Immunization

Any child being admitted to the District must present proof of meeting immunization requirements. Failure to comply with this provision may result in exclusion from school for the child. The school nurse, principal, or designee is responsible for documenting that all students have been immunized prior to school entrance in accordance with RSA 141-C:20-a.

Principal will notify parents/guardians of this requirement at the earliest possible date, so that the necessary plans can be made with the family physician or other medical resources to accomplish this standard prior to the child being admitted to school.

A student shall be exempted from the above immunization requirements if he/she presents written documentation in accordance with RSA 141-C:20c from his/her physician that immunization will be detrimental to his/her health. A child will be excused from immunization for religious reasons, upon the signing of a notarized form by the parent or guardian stating that the child has not been immunized because of religious beliefs.

In the event of an outbreak, students who have been exempted from immunization requirements will be excluded from school for a period of time, to be established after consultation with the NH Dept. of Health and Human Services, if such students are considered to be at risk for the disease that they have not been immunized against.

2022 to 2023 immunization schedule for DHHS.

- *Td/ Dtap/ TDAP.*
 - *6 years and under: 4 or 5 doses with the last dose on or after the student's 4th birthday. 7 years or older 3,4, or 5 doses given on or after the student's 4th birthday. Grades 7-12. One TDAP required prior to seventh grade entrance. May have at age 11.*
- *Polio.*
 - *Three to four doses with the last dose before or after the student's 4th birthday. Three doses with the last given on or after the student's 4th birthday OR 4 doses regardless of age.*
- *Hepatitis B is required for all our aged students.*
 - *Must be 3 doses at acceptable intervals with the last dose given at or after 6 months of age.*
- *MMR*
 - *2 doses with the first on or after the student's first birthday.*
- *Varicella*
 - *2 doses with the first dose on or after the student's first birthday.*

Students for whom records do not indicate vaccination may be unable to attend school to prevent the spread of infectious disease. Students are also required to have a medical physical in their medical record prior to entering school. This is also a DHHS requirement. This pertains to preschoolers, kindergarteners and transfers.

Reference: [Policy JLCB](#)

Academics

Conduct

Teachers and students plan activities that are educationally beneficial for all students. They are scheduled in conjunction with the school curriculum and special interests for the students and teachers. During activities both in school and away from school, students are expected to "Be Kind, Be Safe, Be Cooperative and Be Responsible." Anything less may be cause for disciplinary action. In addition, dress must be appropriate for the activity. Parental permission is required for any away from school activity. Students who choose not to attend these activities are expected to attend school as usual.

Students are expected and encouraged to engage in their learning at high levels. This means students take ownership of learning activities, display high levels of energy, demonstrate a

willingness to ask questions, pursue answers, consider alternatives, and take risks in pursuit of quality. They do not simply follow directions but actively work to improve the quality of their performance. With deep engagement, students retain what they learn and can transfer that learning to new contexts.

Extracurricular Activities

Athletics

The Paul School offers students in grades 6-8 a chance to play the following sports through the school:

Soccer

Baseball

Softball

- Please reference the Student Athletic Handbook for additional information.
- The school works closely with the Wakefield Parks and Recreation Department to provide additional athletic activities for students of all ages. Contact the Parks and Recreation Department at 522-9977 for more information.
- Under an agreement with the Wakefield Parks & Recreation Department, students who have been assigned a detention or suspension must complete the detention or suspension prior to participating in any Parks & Recreation activities.

Dances

Dances are considered an extracurricular activity and are for Paul School students only. In order to attend dances, students must be in school the entire day and school rules and expectations apply. Wakefield homeschool students are permitted to attend.

Students attending the school dance must enter and exit the dance from the main entrance in front and are not permitted to leave the building, prior to the dance ending. Students who do leave will not be permitted back inside and parents/guardians will be notified.

Field Trips

Field trips are designed to stimulate student interest and inquiry. They provide opportunities for social growth and development and are an important extension of classroom learning. Field trips are planned in advance and require parents/guardians to sign a permission slip for their child to

attend. Field trips may require families to pay basic costs. Student financial assistance is available by request.

Field trip volunteers must undergo a background investigation, including a criminal history records check. The entire process, including fingerprinting, can take up to three months to complete. All volunteers on field trips must register in the office prior to leaving.

Parents/guardians who volunteer as chaperones may not bring any other children with them on the trip.

Field trips are an extension of learning. However, if students do not have permission to attend the trip, those students will be placed in another classroom for their instruction. Occasionally, a class will take a "walking" field trip where no bus transportation is involved. At the start of the year, a general permission slip for walking field trips will be sent home for signature. A notice will be sent home informing parents/guardians of the impending field trip, but no additional signed permission slip is required.

All field trips require appropriate school behavior and impose additional responsibilities on teachers. If a student has not demonstrated that he or she is able to behave appropriately in school, he or she may not be allowed to participate in field trips OR one or both parents may be required to accompany their child. If there is a concern about a particular student attending a field trip, it is the teacher's responsibility to bring the concern to the principal for review; the goal is to maintain the focus and purpose of the field trip.

In addition to following normal dismissal regulations, students will only be dismissed from a field trip into the custody of their parent or legal guardian. This must be put in writing and approved by the Principal or his/her designee at least 24 hours in advance. At the time of dismissal from the field trip, the parent / legal guardian must sign the student out with the supervising teacher. No parent / guardian may dismiss their child into the care of another person. No parent/guardian may dismiss a student from the field trip via a phone call unless it falls under the regular dismissal guidelines for emergencies.

Reference: [Policy IJOA](#)

Grading

Report cards are sent home quarterly. Parents and students have ongoing access to student grades throughout the year by utilizing Infinite Campus. Midway through each quarter, parents/

guardians will receive a reminder to check Infinite Campus in order to be aware of any difficulties in time to meet with teachers and develop a plan to help the student. This reporting system is designed to inform both students and parents/guardians of the grade status of the students, to alert them to any potential problems and to provide time for students to remedy the situation if necessary.

Letter grades and percentage equivalents (for grades 3-8)

A+ 98-100	B+ 91-92	C+ 83-84	D+ 75-76	F 69 or below
A 95-97	B 88-90	C 80-82	D 72-74	
A- 93-94	B- 85-87	C- 77-79	D- 70-71	

Homework

Homework is assigned to supplement and reinforce classroom teaching and learning. It may be assigned for a variety of reasons: to strengthen new skills, to complete unfinished classroom assignments, or to work on projects or guided reading activities begun in class. The amount of daily homework is established by each grade level team based on their curriculum, and may vary depending on individual needs.

Students who do not complete and turn in homework by the time specified by the teacher, may be assigned an incomplete and/or a school consequence such as, but not limited to, classroom detention or loss of school privileges.

Students should be assigned homework on a consistent basis according to the following guidelines:

Kindergarten No regular homework normally expected

Grades 1-3 20 minutes

Grades 4-5 40 minutes

Grades 6-8 60 minutes

Reference: [Policy IKB](#)

Honor Roll

Students who attain an A average in every subject will be recognized for High Honors. Those students who maintain an average of B or better in all subjects will be recognized with Honors. All subjects are considered when determining honor roll status.

- ≥ 93 High Honors
- ≥ 83 Honors

Internet Use

The Wakefield School District offers students access to the Internet. Students will be able to access the Internet under the supervision of their teacher.



All information on Paul School computers belongs to the Wakefield School District. The teachers, administration, and the district technology coordinator periodically monitor the sites students are visiting. Any inappropriate activity or visiting of inappropriate sites will lead to disciplinary action to include possible forfeiture of all internet privileges for the remainder of the school year

and/or legal action.

Reference: [Policy JICL](#)

Parent-Teacher Conferences

At the end of the first quarter in November, a teacher/parent conference will be scheduled for all students. First quarter report cards will be distributed at the conference. Although we have these parent-teacher conferences each fall, parents/guardians are encouraged to schedule meetings with their child's teacher at any time there is a concern. Ongoing communication is the key to continued success.

Placement

Class placement is a cooperative process that takes place in the spring, involving the classroom teacher(s), specialists, administration and parent input from a class placement survey. There are many factors involved in this process, including what is best for individual students academically, socially and behaviorally as well as for the class as a whole.

The principal has the authority to change and finalize class placement. While we welcome parent input, requests for placement cannot always be honored.

Reference: [Policy JG](#)

Report Cards

K-2 report cards indicate the student's developmental understanding and mastery of the skills presented at each grade level. The report informs the parent(s) of how well the child is able to understand and apply the skill(s) being taught. Grade 3-8 report cards indicate numerical averages represented by a letter grade.

Report cards are sent home to students at the end of each quarter. Parents should contact teachers directly if they have questions about a student's grade(s).

Retention

Students in grades K-5 who are failing or are in danger of retention, will be identified by the beginning of the third quarter. The district refers to Light's Retention Scale as an aid when considering student retention. The scale considers several variables including but not limited to; size, age, sex, behavior, attendance, academic achievement, student attitude about retention, learning disabilities, intelligence and motivation. A team consisting of parents, teachers, and administrators and, when appropriate, the child, will meet to develop a written action plan to promote increased academic success. This plan will be reviewed, and if necessary, revised at the midpoint of the third quarter, the end of the third quarter, and the midpoint of the fourth quarter. A decision on whether to retain or promote a child will, whenever possible, be made by June 1st.

Special Education/Title I/504

Students needing additional assistance are afforded help through federally funded programs.

- Special Education
 - The Wakefield School District provides every child with an educational disability a free and appropriate public education. Children with disabilities are educated within the regular classroom setting to the maximum extent possible. The Director of Student Services is responsible for overseeing the implementation of Individualized Education Programs (IEPs).
 - Anyone who feels that a student may have an educational disability should refer them to the special education department.
- Title I
 - Title I is a federally funded program to help students achieve success while meeting high academic standards. Students are referred to the program by staff members and selected based on classroom performance and test results. Title I offers supplemental literacy and math instruction for students in grades K-8. Permission

from parents/guardians is required for all Title I services provided.

Parents/guardians also have the right to refuse Title I services.

- Section 504
 - Federal law defines a qualified handicapped individual under Section 504 as one that:
 - Has a physical or mental impairment that substantially limits one or more major life activities.
 - Has a record or history of such impairment.
 - Is regarded or treated as having such an impairment.
 - A detailed copy of the Section 504 process can be made available by contacting our social worker and 504 coordinator. *Reference: [Policy IHBA](#), [KB](#)*

Student Rights

The rights and privileges of all students shall be guaranteed without regard to race, religion, sex, creed, marital status, national origin, sexual orientation, or genetic information.

Students have the right to peaceably and responsibly advocate the change of any law, policy, or regulation. Students may exercise their right to freedom of expression through speech, assembly, petition, and other lawful means. The exercise of these rights may not interfere with the rights of others or be disruptive to the day-to-day operation of the school. Freedom of expression does not extend to all expression, such as that which is obscene or slanderous; defamatory; bullying; advocates violation of federal, state and local laws or school policies, rules and regulations; or uses "fighting words."

Students may present complaints to teachers or administration. Adequate opportunities shall be provided for students to exercise these rights through channels established for considering such complaints.

Paul School students have the right to have:

- Their ideas and feelings respected
- A quiet and orderly place in which to learn
- Personal safety
- Personal belongings protected
- Questions answered in a timely fashion
- Due process when accused of misconduct

Textbooks and Other School Property

Students are responsible for books and supplies furnished to them and for their use of the school building and other property. Parents/guardians shall be required to make restitution for damages. Students are encouraged to report any prior damages immediately to their teacher. All textbooks should remain covered throughout the school year.

Reference: [Policy JO](#)

Behavior

Behavior Guidelines

1. School is a place for learning, working and cooperating with others.
2. All students have a right to learn in a safe environment, free from verbal or physical harassment.
3. Respect for others should be the basis for all relationships within the school.
4. Parents will be contacted when their child's behavior is interfering with the learning environment.

Bullying

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

- An imbalance of power
- Intent to do harm
- the person fearing for their safety

It is a form of student harassment that is prohibited by school board policy and state law and will not be tolerated. If you become aware of bullying at Paul School or at a school activity, please speak directly with a staff member. A 'Potential Bullying Reporting Form' has been created and shared with staff. A 'Paul School Student Potential Bullying Form' is available in the office and with classroom teachers for students to fill out.

- **Investigation**

- The principal or designee must initiate an investigation within five (5) school days of the reported incident of bullying or cyberbullying. The investigation shall be completed within ten (10) school days of the reported incident, and should include speaking with the alleged victim, alleged perpetrator, known witnesses, and reviewing other evidence available through reasonable good faith efforts. The results of the investigation shall be documented in writing and preserved in accordance with laws governing retention of educational records.
- The superintendent or designee may grant in writing an extension of the time period for the investigation and documentation of reports for up to an additional seven (7) school days, if necessary. *Reference: [Policy JICK](#)*

Detention

Any teacher may keep a student after school for up to one hour if the situation warrants. Students will be given a 24-hour notice and the parent/guardian will be notified so that transportation can be arranged, or the student may take the late bus, if available. Failure to attend a scheduled detention will result in additional school consequences including, but not limited to, additional detention, in school suspension, and/or loss of school privileges such as school dances or having lunch with peers in the cafeteria.

Dismissal From the Bus

Students whose conduct on the bus is unacceptable may be denied the use of bus transportation by the principal, superintendent, or his or her designee as per NHRSA 189:9A. In this event, it is the responsibility of the parent/guardian to see that the child is transported to and from school, since dismissal from the bus should not be construed as dismissal from school.

PBIS

Paul School uses Positive Behavior Intervention Supports (PBIS) as a method for addressing behavior issues. PBIS places an emphasis on proactive strategies for defining, teaching and supporting appropriate student behaviors to create a positive student environment. Introducing, modeling and reinforcing positive social behavior is an important part of a student's educational experience. The Universal Team has set school-wide behavior expectations and office referral behavior definitions with a goal of creating common vocabulary for all students, teachers, and parents. The Universal Team regularly reviews student behavior to identify behaviors that are

school-wide issues which need to be addressed. The Universal Team develops challenges which are designed to help teach students the expected behaviors, develop school-wide goals, and establish a way to recognize and celebrate when goals have been achieved.

Minor Office Referral Definitions

- Behavior that does not require an administrator
- Behavior that is managed by the teacher, paraprofessional or other staff
- Behavior that does not violate other students' rights
- Behavior that is not chronic

Procedures may include:

- Inform student of behavior violation
- Reteach expected behavior
- Seek student input as to his/her version of the behavior
- Contact parent

Things to Consider:

- Does the student understand the expected behavior?
- Does the behavior expectation need to be taught?

Possible interventions/consequences for minor behaviors:

- | | |
|---|---|
| ● Verbal cue to change behavior | ● Contact Home |
| ● Conference with student | ● Loss of privilege (dance, field trip) |
| ● Relocate for a brief "time out" | ● Atonement |
| ● Reteach school-wide behavior expectations | ● After school detention |
| ● Refer to Guidance | ● Lunch time detention (LTD) |
| | ● Assigned seating |

Major Referral Definitions:

- Behavior that requires an administrative consequence, could involve detention, in- or out-of-school suspension or expulsion
- Behavior that is chronic minor behavior
- Behavior that significantly violates the rights of others (e.g., bullying/ harassment)

- Behavior that is a violent act: physical aggression, loss of self-control, verbal or tempered aggression, endangering classmates and teachers.
- Behavior that requires an emergency response
- Behavior where a student is out of bounds without permission and unsupervised

Procedures may include:

- Staff will fill out the major office discipline referral form
- Assigning consequences
- Contacting parents
- Inform student of the rule violated
- Reteach expected behavior
- Seek student input as to his/her expected version of the behavior
- Follow additional due process guidelines
- May warrant administrative response

Possible interventions/consequences for major behaviors:

- | | |
|--|----------------------------|
| ● Detention | ● Atonement |
| ● Restitution / community service | ● Refer to Guidance |
| ● In-school suspension | ● Parent contact |
| ● Loss of student activity (dance, field trip) | ● Out-of-school suspension |
| | ● Expulsion |

After office interventions, the referring staff member will be notified of the consequence, interactions and conversations had with the referred student for a follow-up. In most cases, follow up communications will happen by the end of the day. It is the expectation of building administration that teachers inform parents/guardians of all concerns and coordinate efforts with them toward positive change.

Minor V. Major Behavior Definitions

These definitions help to define which behaviors are considered major and minor violations of school rules and expectations.

Behavior	Minor	Major
Inappropriate language	Student uses a low intensity swear or near swear or offensive gesture which is not directed towards an individual.	Student directs inappropriate, profane, or abusive language towards others. Continuous minors will result in a major. Repeated majors directed towards others may be referred for harassment or bullying.
Physical Contact	Student engages in low intensity mutual horseplay involving contact with another person such as pushing in a playful manner.	Student engages in non-mutual horse play. Any contact resulting in physical injury intentional or not. Student employs mannerisms that conveys a challenge to fight, or creates an unsafe environment.
Fighting	No minor offense	Student engages in significant physical contact with another person (student or adult) with the intent to harm.
Non-Compliance	Failure to follow directions within a reasonable amount of time	Continuous failure to comply with school-wide expectations.
Bullying / Harassment	No Minor Offense	<p><u>Bullying</u> - A single significant incident or a pattern of incidents involving a written, verbal or electronic communication, or a physical act or gesture, or any combination thereof, directed at another student. (Policy JICK)</p> <p><u>Harassment</u> - Student engages in conduct, actions, writings, or comments based upon an individual's gender, race, national origin, sexual orientation, religion, age, or disability, that is carried out with the intention of, or has the effect of violating a person's dignity; or creating an intimidating, hostile, degrading, humiliating or offensive environment.</p>

		<p><u>Sexual Harassment</u> - Unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature. (Policy JBAA)</p> <p><u>Hazing</u> - 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 Board of Education. (Policy JICFA)</p>
Disruption	<p>Student disrupts academic learning environment.</p> <p>Student behavior interrupts other students' learning. Examples include but are not limited to: shouting out, excessive talking, out of assigned seat without permission.</p>	<p>Student engages in purposeful or persistent behavior that interrupts or significantly disrupts the educational process of the activity or classes. Excessive disruption or jeopardizing the safety of other students and staff.</p>
Property Damage/ Vandalism	<p>Student marks another's paper, hides or moves peer's materials or supplies with the intent to disrupt.</p> <p>Student fails to use classroom materials for their intended use.</p> <p>Student unintentionally causes damage to school or personal resources.</p>	<p>Student participates in substantial destruction or disfigurement of property.</p> <p>Student deliberately or repeatedly causes damage to school or personal resources.</p> <p>Student knowingly participates in substantial destruction or disfigurement of property.</p> <p>Student deliberately causes destruction to belongings of high personal or monetary value. (JQ)</p>
Theft	No Minor Offense	Student is in possession of, has passed on, or is

		<p>responsible for removing someone else's property without the person's permission.</p> <p>Student has signed another person's name without his/her permission.</p>
<p>Cheating / Plagiarism / Lying</p>	<p>Student submits someone else's work or ideas (intellectual property) as their own and/or allows others to use his/her work as their own.</p> <p>Student delivers a message that is untrue.</p>	<p>Student continuously submits someone else's work or ideas as their own.</p> <p>Student delivers message that is untrue which creates a disruption in a classroom or school.</p>
<p>Dress Code</p>	<p>The following are not acceptable:</p> <p>Student wears hats, bandanas, durags or "hoodies" on the head or head gear (including sunglasses) that make student identity difficult to determine.</p> <p>Student wears underwear not covered by outer clothing, including boxers and bra straps.</p> <p>Student has any portion of buttocks, chest, or midsection visible.</p> <p>Student wears apparel or accessories which, through words or design, is sexually suggestive or offensive; promotes the use or consumption of alcohol, drugs, or tobacco, including drug paraphernalia; suggests intolerance or lack of respect to</p>	

	<p>others on the basis of gender, race, religion, or ethnic, social, or economic background; promotes violence.</p> <p>Student wears, carries or displays gang paraphernalia.</p> <p>Student wears apparel (including jewelry) which through normal use, is destructive to school property, is inherently dangerous or poses a threat to the student or others, such as chains and spike collars.</p> <p>Slippers-Flip flops are strongly discouraged</p>	
Out-of Bounds Location	Student is outside their scheduled location without a pass or teacher awareness.	<p>Student leaves school building or grounds without authorization.</p> <p>Student deliberately skips or leaves class without permission.</p>
Bomb/ School Violence Threat	No minor offense	Student participates or plans in the delivery of a message of possible destructive materials being on school property, near school property and/or pending violence.
Use or Possession of Drugs, Alcohol, Weapons	No minor offense	Student possesses, uses, distributes, or sells drugs, alcohol, weapons, combustibles, or other unsafe substance which could harm or does harm an individual or property. (JICG, JICH, JICI)

Behavior Matrix

A matrix has been developed for teachers and students to identify the expected behaviors at Paul School. All students are expected to be safe, be cooperative, be kind and be responsible. The matrix includes appropriate behaviors in each of these categories in different areas of the building (refer to page 42).

	Be Safe	Be Cooperative	Be Kind	Be Responsible
Panther Expectations	<ul style="list-style-type: none"> • Give others personal space, keep hands and feet to yourself • Notify adults when there is a problem or bullying/harassment • Report unsafe/suspicious behavior • Use equipment and materials properly and for intended purpose • Ask and receive permission to leave an area • Dispose of trash properly • Practice excellent hygiene • Move safely • Follow emergency procedures 	<ul style="list-style-type: none"> • Follow adult directions • Use appropriate voice levels • Use appropriate language • Take care of property • Use equipment and supplies appropriately • Leave areas cleaner than you find them 	<ul style="list-style-type: none"> • Offer help to others • Use kind words • Play fairly • Practice good manners • Solve problems peacefully 	<ul style="list-style-type: none"> • Clean up after yourself • Use appropriate language and tone • Be on time and prepared • Use personal and school belongings appropriately • Take ownership for your choices and actions; be honest • Follow the dress code • All phones and electronic devices should be turned off when entering the building and remain off until exiting the building
Arrival and Departure	<ul style="list-style-type: none"> • Enter and exit building safely using designated entrances/exits • Once on school grounds: <ul style="list-style-type: none"> ◦ Walk bikes, skateboards, and scooters to appropriate areas ◦ Store or hold other sports equipment • Hoods, sunglasses, and headgear should be off upon entering the building 	<ul style="list-style-type: none"> • Hold door for others behind you • Recognize the movement needs of others 	<ul style="list-style-type: none"> • Greet others kindly 	<ul style="list-style-type: none"> • Arrive/leave at designated time • Dress for the weather • Keep belongings organized • Store all energy drinks/soda until the conclusion of the day
Assembly	<ul style="list-style-type: none"> • Sit in designated areas 	<ul style="list-style-type: none"> • Use audience manners • Applaud appropriately • Listen, pay attention, and respond politely to speakers and presentations 	<ul style="list-style-type: none"> • Applaud the effort and bravery of presenters 	<ul style="list-style-type: none"> • Come with empty hands • Make a good seating choice
Bathroom	<ul style="list-style-type: none"> • Receive adult permission to use the bathroom • Use closest available bathroom • Wash hands when finished • Water and soap stay in the sink • Practice excellent hygiene 	<ul style="list-style-type: none"> • Flush after use • Give others privacy and maintain your privacy • Maintain a graffiti-free environment • Keep bathroom surfaces clean 	<ul style="list-style-type: none"> • Conserve soap, water, paper towels, and toilet paper 	<ul style="list-style-type: none"> • Keep bathroom clean, dry, and free of debris • Dispose of personal products properly • Return to room immediately when finished
Bus	<ul style="list-style-type: none"> • Report unsafe behavior • Enter/exit the bus in an orderly manner • Remain seated and face forward • Follow evacuation procedures • Keep food, drink and belongings in backpack • Cross the street in front of the bus after driver direction 	<ul style="list-style-type: none"> • Keep bus clean and aisles clear • Follow bus stop rules 	<ul style="list-style-type: none"> • Use good bus riding manners 	<ul style="list-style-type: none"> • Know your dismissal plan prior to dismissal • Have an office note if going to a different stop • Be prepared to load/unload the bus • Sit in assigned seat • Keep track of belongings
Cafeteria	<ul style="list-style-type: none"> • Arrive in a single file line using appropriate voice levels and walk directly to assigned table • Keep food and utensils to self and use as intended • Remain seated until instructed otherwise 	<ul style="list-style-type: none"> • Be courteous to all staff and students • Listen, pay attention, and respond politely when lunch is being served • Wait patiently in the lunch line • Stay seated while eating • Practice good table manners 	<ul style="list-style-type: none"> • Be friendly and inviting to others 	<ul style="list-style-type: none"> • Follow rules of your grade level in the cafeteria • Clean up table and floor area • Food/drinks should be finished before leaving the cafeteria
Classroom	<ul style="list-style-type: none"> • Prevent spread of germs • Walk/interact appropriately inside the classroom • Use classroom technology safely and as directed • Use supplies and furniture correctly 	<ul style="list-style-type: none"> • Listen, pay attention, and respond politely to speaker • Accept others for their differences and opinions • Allow others to learn • Respect the property of others • Work as a team when appropriate • Positively contribute to classroom community 	<ul style="list-style-type: none"> • Use considerate words, actions and body language • Try your best • Be part of the solution • Offer help to others in need when appropriate • Share supplies 	<ul style="list-style-type: none"> • Come to class with all necessary materials • Ask for and/or accept help appropriately when needed • Do your own work • Follow classroom rules • Keep classroom materials in the appropriate location • Meet or exceed the classroom academic expectations • Stay on task and engage in your own learning
Emergency Drills	<ul style="list-style-type: none"> • Complete silence • Listen for adult instructions • Walk safely in line to designated area • Keep hands and feet to self 	<ul style="list-style-type: none"> • Complete silence • Exit efficiently 	<ul style="list-style-type: none"> • Complete silence 	<ul style="list-style-type: none"> • Complete silence • Stay with group in designated area • Listen for adult instructions
Hallway	<ul style="list-style-type: none"> • Walk on the right side • Be aware of obstacles 	<ul style="list-style-type: none"> • Enjoy artwork and displays with eyes • Respect classes in session • Recognize the movement needs of others 	<ul style="list-style-type: none"> • Greet people silently • Be aware of students' personal space 	<ul style="list-style-type: none"> • Have signed agenda/hall-pass at all times • Keep hallways clean
Recess	<ul style="list-style-type: none"> • Dress appropriately for weather • Line up using the appropriate voice level in the designated area when called • Use equipment for its intended use • Communicate recess concerns with recess staff immediately • Stay in designated recess area • Be gentle and fair to avoid injury 	<ul style="list-style-type: none"> • Share the equipment • Allow others to participate in group activities • Accept rules and outcomes appropriately 	<ul style="list-style-type: none"> • Encourage good sportsmanship • Invite others to play 	<ul style="list-style-type: none"> • Follow the rules of the game/playground • At adult signal; stop, look, and listen • Pick up equipment and personal belongings

Positive Office Referrals

Students should be written up for positive behaviors as well as negative behaviors. Any staff member can fill out a positive referral form and submit it to the main office. Students should be written up for consistently following school expectations and when they're caught going above and beyond the expectations of being kind, cooperative, responsible or safe.

Sexual Harassment

All students of the Wakefield School District are expected and instructed to contribute to an atmosphere free of sexual harassment. Sexual harassment of any employee or student by any other employee or student, or by anyone a student or employee may interact with in order to fulfill their job or school responsibilities, is a violation of Wakefield School District policy and will not be tolerated.

Recognizing that some may not be comfortable filing a complaint without support, the Wakefield School encourages the alleged harassed individual to seek support from school staff, a parent, or other trusted individual. If the investigation indicates that harassment has occurred, it will be reported to the principal and appropriate law enforcement and/or state agencies.

Student Due Process

Students facing discipline will be afforded all due process rights given by law. The Superintendent or his/her written designee is authorized to suspend any student for ten days or less for violations of school rules or policies. Should the Superintendent desire to suspend a student for more than ten days, such student will be afforded a hearing before the school board. In addition to the provisions of this policy, the Board recognizes the application of all pertinent provisions of RSA 193:13 and associated Department of Education rules. Student due process rights shall be printed in the Parent-Student Handbook and will be made available in other languages or presented orally upon request.

Reference: [Policy JIA](#)

Suspension From School

The school administration is authorized by the superintendent of schools and state law to suspend students from school if the situation warrants. Parents will be notified of all suspensions.

- **Out of School Suspension**

The school administration is authorized by the superintendent of schools and state law to suspend students from school for major breaches of school rules or ongoing minor

breaches of school rules. Parents/guardians will be notified in writing, and when possible by phone, when their student has been suspended. Students may not be on school property or at any school sponsored events on or off school property on the day(s) they are suspended. Parents/guardians will be informed in writing of the reason for the suspension and the length of the suspension. Parents/guardians may be required to attend a meeting with the student and the school administration prior to the student's readmission to school. Any student who commits an offense warranting suspension may be referred to the superintendent of schools for further action, which may include expulsion from school. Students suspended from school are now required, by law, to have educational assignments made available to them during their suspension. Upon the student's return, they will be required to process with the Assistant Principal. *Reference: [Policy JICDD](#)*

- **In-School Suspension**

In school suspension allows the student to remain in school but he or she does not participate in his/her normal academic day. Students who receive this consequence will report directly to the office upon arrival at school. *Reference: [Policy JICD](#)*

School Board

Members

Chairperson: Mary Collins - mary.collins@sau101.org

Term Expires 2023

Vice Chair: Brennan Peaslee - brennan.peaslee@sau101.org

Term Expires 2025

Sandrea Taliaferro - sandrea.taliaferro@sau101.org

Term Expires 2025

Bob Ouellette - bob.ouellette@sau101.org

Term Expires 2023

Robert Decolfmacker - robert.decolfmacker@sau101.org

Term Expires 2023

Clerks & Moderator:

Moderator: Dino Scala

School District Clerk: Valerie Ward

Meetings

Wakefield School Board meets twice monthly, on the first and third Tuesday, at the Paul School. Agendas for regular and special meetings are posted on the District website [SAU 101](#) and posted on the community bulletin board in the school lobby prior to the meeting. Meetings begin at 6:00pm and are open to the public. There is time set aside at the beginning of the meeting for public comment. The School Board formulates and adopts policies and budgets in support of the education of our students. Parent attendance and comments are welcomed and encouraged.

Anne Kebler, CEO
Chief Education Officer

Frank Markiewicz
Business Administrator

Michele Lambert
HR/Payroll/Accounts Payable

SCHOOL ADMINISTRATIVE UNIT #101

Wakefield School District
76 Taylor Way
Sanbornville, New Hampshire 03872
Telephone (603) 871-8502
Fax (603) 871-8608

Lisa Dubois
Director of Special Education

Laurie Newsome
Administrative Assistant

To Whom It May Concern,
August 9, 2022

The Wakefield School District met today and declared Regular education K-8 teacher as a local critical shortage according to RSA 189:39a

"Notwithstanding a determination of critical staffing shortage made by the department of education, a superintendent, with the approval of the local school board, may determine that a critical staffing shortage exists in one or more specific teaching areas within the school district. The department of education shall be notified of any critical staffing shortages which have been determined in a school district within 30 days of such determination in a school district within 30 days of such determination."

As of August 3, 2022 the district still has two regular education positions open with no further applicants. We have a candidate we would like to move forward to obtain an SOE for site based alternative certification plans. Ryan Manning is a veteran who is researching Troops to Teach, a program which, I am told is being re-established, to support him through his certification process. He has a Bachelor of Art degree in history and is currently enrolled in a Graduate program in history. He will need to take at least 3 education courses within his graduate program and pass the core praxis to be eligible for the process and will have 3 years to complete his Site Based Licensed Plan.

Please let us know if this is approved by the credentialing department of the NH DOE.

Sincerely,

Mary Collins, Wakefield School Board Chair


Anne L. Kebler, Chief Education Officer

Date

8/9/2022
Date

Also EB, EBB, JICK

CRISIS PREVENTION AND RESPONSE

The board recognizes that schools are subject to a number of potentially dangerous events, such as natural disasters, industrial accidents, acts of terrorism, and other violent events. No school is immune from these events no matter the size or location. The board is committed to the prevention of these events, to the extent possible, in the schools and at school-sponsored activities.

The superintendent shall establish an advisory committee to develop a Crisis Prevention and Response Plan. Board Policy EBCA and Appendix EBCA-R contain provisions relative to Emergency Response Plans. The committee will review school district programs and activities, assess the district's security and safety needs, and review board policies, administrative regulations, response plans and procedures.

The superintendent will develop an administrative regulation that ensures the effective development and implementation of the district's plan.

Legal References:

RSA 189:64, Emergency Response Plans

RSA 193-D, Safe School Zones

RSA 193-F, Pupil Safety and Violence Prevention

NH Code of Admin. Rule. Section Ed. 306.04(a)(2), Promoting School Safety

Mary Collins, Chairman
Brennan Peaslee, Vice Chair
Sandra Taliaferro
Bob Ouellette
Robert DeColfmacker

Adopted by the Board: 15 August 2007
Revised by the Board: 21 November 2012
Withdraw:

EBC - CRISIS PREVENTION AND RESPONSE

(Download policy)

Category: WITHDRAWN

Related Policies: EBCA & JIC

WITHDRAWN OCTOBER 2018

NHSBA withdrew this sample policy with its Fall 2018 update. The substance of sample policy EBC has been incorporated into sample policy EBCA. School boards should formally repeal EBC (or their equivalent policies).

District Policy History:

Date withdrawn:

District revision history:

NHSBA history: WITHDRAWN October 2018.

Revised September 2014; August 2006

New Policy - November 2006

DISCLAIMER: This sample policy is copyrighted to the New Hampshire School Boards Association and is intended for the sole and exclusive use of NHSBA Policy Service Subscribers. This sample is provided for general information only and as a resource to assist subscribing districts with policy development. School districts and boards of education should consult with legal counsel and revise all sample policies and regulations to address local facts and circumstances prior to adoption. NHSBA continually makes revisions based on school districts' needs and local, state and federal laws, regulations and court decisions, and other relevant education activity.

EMERGENCY PLANS

The board recognizes that State law requires the district to implement an Emergency Response Plan that conforms to the Incident Command System and the National Incident Management System.

The superintendent is responsible for ensuring that at least two times per year; the district conducts emergency response drills. The board or its designee will establish relations with local and state emergency and law enforcement authorities. The superintendent or his/her designee will serve as a coordinator/liaison with these authorities.

Additionally, the superintendent is responsible for ensuring the district's Emergency Response Plan addresses hazards such as:

- Acts of violence
- Natural disasters
- Fire
- Hazardous materials
- Medical emergencies
- Other hazards deemed necessary by the school board or local emergency authorizes

The school board will review this policy annually.

Legal References:

RSA 189:64, Emergency Response Plans

Incident Command System Preparations:

www.osha.gov/SLTC/etools/ics/prepare_implement.html

Federal Emergency Management Agency, Planning Ahead:

www.fema.gov/plan/index.shtm

Appendix: EBCA-R

Mrs. Judith Nason, Chairperson
Mrs. Priscilla Colbath
Mrs. J. Lisbeth Olimpio
Mrs. Vivian Macedo
Mr. Stephen Brown

Adopted by the Board: 14 March 2001
Reaffirmed by the Board: 6 May 2002
Reaffirmed by the Board: 6 July 2005
Reaffirmed by the Board: 21 November 2012

CRISIS PREVENTION & EMERGENCY RESPONSE PLANS*Category: Recommended**Related Policies: ADD, EB, EBCB, JICK & JLCJA**Related Administrative Procedures: EBCA-R***ADOPTION/REVISION NOTES –***Text between the highlighted lines “~ ~ ~”, and highlights in this sample should be removed prior to adoption.*

- (a) *General – As with all sample policies, NHSBA recommends that each district carefully review this sample prior to adoption/revision to assure suitability with the district’s own specific circumstances, internal coding system, current policies, and organizational structures.*
- (b) *Highlighted language or blank, underscored spaces indicate areas which Boards should review, change or complete to reflect local personnel titles, internal/ external policy references, duty assignments etc.*
- (c) *{**} indicates a reference to another NHSBA sample policy. A district should check its own current policies and codes to assure internal consistency.*
- (d) *Withdrawn & earlier versions of revised policies should be maintained separately as part of the permanent records of the District.*

The Board recognizes that schools are subject to a number of potentially dangerous events, such as natural disasters, industrial accidents, acts of terrorism, and other violent events. No school is immune from these events no matter the size or location. The Board is committed to the prevention of these events, to the extent possible, in the schools and at school-sponsored activities.

All-hazard and fire evacuation drills shall be conducted annually pursuant to Board policy EBCB{}.** The Superintendent will establish a relationship with local and state emergency (e.g., police, fire, ambulance, etc.). The Superintendent, or his/her designee, will serve as a coordinator/liason with these authorities.

The Superintendent, in consultation with appropriate personnel, and in coordination with local emergency authorities, shall develop a District-wide Crisis Prevention and Response Plan, which must, at a minimum, include a site-specific Emergency Response Plan for each school.

The Superintendent is responsible for ensuring that each Emergency Response Plan conforms with the requirements of RSA 189:64, as the same may be amended or replaced, and that each Emergency Response Plan addresses hazards including, but not limited to: acts of violence, threats, natural disasters, fire, hazardous materials, medical emergencies, other hazards deemed necessary by the School Board or local emergency authorities, and information pertaining to the then current Sports Injury Emergency Action Plan as required under Board policy {**}JLCJA. The emergency response plans will be based on and conform to the Incident Command System and the National Incident Management System.

The School Board directs the Superintendent to assure that each Emergency Response Plan is reviewed annually (in consultation with appropriate personnel, and in coordination with local emergency authorities), and is updated as necessary. If, after such review, the plan remains unchanged, then the Superintendent shall notify the Department of Education by September 1 that the plan is unchanged. If an Emergency Response Plan is updated/revised, the Superintendent shall

CRISIS PREVENTION & EMERGENCY RESPONSE PLANS

address local facts and circumstances prior to adoption. NHSBA continually makes revisions based on school Districts' needs and local, state and federal laws, regulations and court decisions, and other relevant education activity.

CRISIS PREVENTION & EMERGENCY RESPONSE PLANS

The Board recognizes that schools are subject to a number of potentially dangerous events, such as natural disasters, industrial accidents, acts of terrorism, and other violent events. No school is immune from these events no matter the size or location. The Board is committed to the prevention of these events, to the extent possible, in the schools and at school-sponsored activities.

All-hazard and fire evacuation drills shall be conducted annually pursuant to Board policy EBCB.

The Superintendent will establish a relationship with local and state emergency (e.g., police, fire, ambulance, etc.). The Superintendent, or his/her designee, will serve as a coordinator/liaison with these authorities.

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The Superintendent is responsible for ensuring that each Emergency Response Plan conforms with the requirements of RSA 189:64, as the same may be amended or replaced, and that each Emergency Response Plan addresses hazards including, but not limited to: acts of violence, threats, natural disasters, fire, hazardous materials, medical emergencies, other hazards deemed necessary by the School Board or local emergency authorities, and information pertaining to the then current Sports Injury Emergency Action Plan as required under Board policy JLCJA. The emergency response plans will be based on and conform to the Incident Command System and the National Incident Management System.

The School Board directs the Superintendent to assure that each Emergency Response Plan is reviewed annually (in consultation with appropriate personnel, and in coordination with local emergency authorities), and is updated as necessary. If, after such review, the plan remains unchanged, then the Superintendent shall notify the Department of Education by September 1 that the plan is unchanged. If an Emergency Response Plan is updated/revised, the Superintendent shall submit the updated Emergency Response Plan to the New Hampshire Department of Education no later than September 1.

The District Crisis and Response Plan will be updated annually to include each site-specific Emergency Response Plan as updated, and any other changes as deemed appropriate by the Superintendent.

The Superintendent will develop an administrative regulation that ensures the effective development and implementation of the district's plan.

DRAFT

Mary Collins, Chairman
Brennan Peaslee, Vice Chairman
Sandra Taliaferro
Bob Ouellette
Robert DeColfmacker

Adopted by the Board: 14 March 2001
Reaffirmed by the Board: 6 May 2002
Reaffirmed by the Board: 6 July 2005
Reaffirmed by the Board: 21 November 2012
Adopted:

EMERGENCY PLAN FOR SPORTS RELATED INJURIES and ADDITIONAL PROTOCOLS FOR ATHLETICS PARTICIPATION

Category: Priority/Required by Law

*Related Policies: EBBB, EBBC, EBCA, JJIB,
JLCE/EBBC, JLCEA & JLCJ*

Related Administrative Procedures: JJA-R

ADOPTION/REVISION NOTES

Text between the highlighted lines “~ ~ ~ ~”, and highlights in this sample should be removed prior to adoption.

- (a) *NOTE – Newly enacted RSA 200:40-c requires an emergency plan for sports related injuries for school districts with any grades 4-12. It is optional for grades preK – 3.*
- (b) *General – As with all sample policies, NHSBA recommends that each district carefully review this sample prior to adoption/revision to assure suitability with the district’s own specific circumstances, internal coding system, current policies, and organizational structures.*
- (c) *Highlighted language or blank, underscored spaces indicate areas which Boards should review, change or complete to reflect local personnel titles, internal/ external policy references, duty assignments etc.*
- (d) *{**} indicates a reference to another NHSBA sample policy. A district should check its own current policies and codes to assure internal consistency.*
- (e) *Withdrawn & earlier versions of revised policies should be maintained separately as part of the permanent records of the District.*

A. Creation of Plan. No later than August 1, 2022,¹ the Superintendent or his/her designee [in consultation with each building Principal, the Athletic Director/Coordinator _____, district athletic trainer(s) and school nurse(s)], shall establish a “Sports Injury Emergency Action Plan” (at times referred to in this policy as the “Plan”) for responding to serious or potentially life-threatening injuries sustained from sports or other school sponsored athletic activities. The Sports Injury Emergency Action Plan shall:

- a. Document the proper procedures to be followed when a student sustains a serious injury or illness while participating in school sponsored sports or other athletic activity;
- b. List the employees, team coaches, and licensed athletic trainers in each school who are trained in first aid or cardiopulmonary resuscitation;
- c. Identify the employees, team coaches, or licensed athletic trainers responsible for carrying out the emergency action plan;

¹ [Delete footnote.] The “effective date” language pertaining to RSA 200:40-c (see 2021 N.H. Laws Chapter 210, Pt. III, §210:2) suggests that districts which begin the 2022-23 school year before September 1, 2022 might have until the beginning of the 2023-24 to develop and institute the plan. NHSBA cautions against that reading and recommends that districts wishing to wait until the 2023-24 school consult with private counsel.

EMERGENCY PLAN FOR SPORTS RELATED INJURIES and ADDITIONAL PROTOCOLS FOR ATHLETICS PARTICIPATION

- d. Identify the activity location, address, or venue for the purpose of directing emergency personnel;
- e. Identify the equipment and supplies and location thereof needed to respond to the emergency;
- f. Identify the location of any automated external defibrillators and personnel trained in the use of the automated external defibrillator; and
- g. Document policies related to cooling for an exertional heat stroke victim consistent with guidelines established by the American College of Sports Medicine and the National Athletic Trainers' Association.

B. Dissemination of Sports Injury Emergency Action Plan. The Sports Injury Emergency Action Plan shall be posted within each school and disseminated to, and coordinated with, pertinent emergency medical services, fire department, and law enforcement.

C. Additional Written Protocols and Procedures Required. No later than August 1, 2022, the Superintendent or his/her designee [in consultation with each building Principal, the Athletic Director/Coordinator____, district athletic trainer(s) and school nurse(s)], shall develop written procedures and protocols as described below:

1. Hydration, Heat Acclimatization and Wet Globe Temperature – protocols relating to hydration, heat acclimatization and wet bulb globe temperature as established by the American College of Sports Medicine and the National Athletic Trainers' Association;
2. Student Medical History – procedures for obtaining student-participant medical information for each student athlete prior to engaging in sports. Such information must include:
 - a. injury or illness related to or involving any head, face, or cervical spine;
 - b. cardiac injury or diagnosis;
 - c. exertional heat stroke;
 - d. sickle cell trait;
 - e. asthma;
 - f. allergies; or
 - g. diabetes.

EMERGENCY PLAN FOR SPORTS RELATED INJURIES and ADDITIONAL PROTOCOLS FOR ATHLETICS PARTICIPATION

Access, filing, and confidentiality of student-participant medical information shall be managed in accordance with the Family Educational Rights and Privacy Act (FERPA), and the Health Insurance Portability and Accountability Act (HIPAA)².

3. Student Return to Play - Procedures governing a student's to return to play after a sports or illness related injury pertaining to this policy are in addition to the return to play provisions specific to head injuries set forth in Board policy **{**}**JLCJ, and copies of the procedures must be maintained at the SAU office and available to the Department of Education and public upon request.

- D. **Annual Review and Update.** The Superintendent and/or designee shall assure that the Sports Injury Emergency Action Plan, and all procedures and protocols adopted pursuant to this policy are reviewed no less than annually and updated as necessary. Copies of the updated Plan and procedures should be provided to the Board no later than the start of each school year.

- E. **Inclusion of Sports Injury Emergency Action Plan with Emergency Response Plan.** The Sports Injury Emergency Action Plan shall be included with each school's annual Emergency Response Plan (see Board policy **{**}**EBCA).

District Policy History:

First reading: _____

Second reading/adopted: _____

District revision history:

Legal References:

20 U.S.C. §1232g, Family Educational Rights and Privacy Act (FERPA)
34 C.F.R. Part 99, Family Educational Rights and Privacy Act Regulations
RSA 200:40-c, Emergency Plan for Sports Related Injuries

Legal References Disclaimer: These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

When adopting this sample or variation of the same, a district should not include the NHSBA history or NHSBA policy notes appearing below. The district should, to the extent possible, include its own adoption/revision history, as well as the legal references and disclaimer as indicated above.

NHSBA history: New policy – Sept. 2021

² **[Delete footnote.]** As most districts are aware, HIPAA does not apply to student records, including health records, maintained by the District. Accordingly, maintaining such information in the same manner as other student health records should be sufficient. Consult with District counsel for specific inquiries.

EMERGENCY PLAN FOR SPORTS RELATED INJURIES and ADDITIONAL PROTOCOLS FOR ATHLETICS PARTICIPATION

NHSBA Notes, September 2021: This new sample policy was created to facilitate compliance with RSA 200:40-c, as enacted by passage of SB 148 Part III, which requires the creation of emergency plans for sports related injuries, protocols for gathering health records from student-athletes engaging in sports, and procedures overseeing return to play following injury.

w/p-update/2021-U2 Fall/JLCJA Sports Injuries 2021-U2 (vF)

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DISCLAIMER: This sample policy is copyrighted to the New Hampshire School Boards Association and is intended for the sole and exclusive use of NHSBA Policy Service Subscribers. This sample is provided for general information only and as a resource to assist subscribing Districts with policy development. School Districts and boards of education should consult with legal counsel and revise all sample policies and regulations to address local facts and circumstances prior to adoption. NHSBA continually makes revisions based on school Districts' needs and local, state and federal laws, regulations and court decisions, and other relevant education activity.

- A. Creation of Plan.** No later than August 1, 2022,¹ the Superintendent or his/her designee [in consultation with each building Principal, the Athletic Director/Coordinator____, district athletic trainer(s) and school nurse(s)], shall establish a "Sports Injury Emergency Action Plan" (at times referred to in this policy as the "Plan") for responding to serious or potentially life-threatening injuries sustained from sports or other school sponsored athletic activities. The Sports Injury Emergency Action Plan shall:
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 - b. List the employees, team coaches, and licensed athletic trainers in each school who are trained in first aid or cardiopulmonary resuscitation;
 - c. Identify the employees, team coaches, or licensed athletic trainers responsible for carrying out the emergency action plan;
 - d. Identify the activity location, address, or venue for the purpose of directing emergency personnel;
 - e. Identify the equipment and supplies and location thereof needed to respond to the emergency;
 - f. Identify the location of any automated external defibrillators and personnel trained in the use of the automated external defibrillator; and
 - g. Document policies related to cooling for an exertional heat stroke victim consistent with guidelines established by the American College of Sports Medicine and the National Athletic Trainers' Association.
- B. Dissemination of Sports Injury Emergency Action Plan.** The Sports Injury Emergency Action Plan shall be posted within each school and disseminated to, and coordinated with, pertinent emergency medical services, fire department, and law enforcement.
- C. Additional Written Protocols and Procedures Required.** No later than August 1, 2022, the Superintendent or his/her designee [in consultation with each building Principal, the Athletic Director/Coordinator____, district athletic trainer(s) and school nurse(s)], shall develop written procedures and protocols as described below:

Mary Collins, Chairman
Brennan Peaslee, Vice Chairman
Sandra Taliaferro
Bob Ouellete
Robert DeColfmacker

Adopted by the Board:

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 - a. injury or illness related to or involving any head, face, or cervical spine;
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 - c. exertional heat stroke;
 - d. sickle cell trait;
 - e. asthma;
 - f. allergies; or
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Access, filing, and confidentiality of student-participant medical information shall be managed in accordance with the Family Educational Rights and Privacy Act (FERPA), and the Health Insurance Portability and Accountability Act (HIPAA)².

3. Student Return to Play - Procedures governing a student's to return to play after a sports or illness related injury pertaining to this policy are in addition to the return to play provisions specific to head injuries set forth in Board policy JLCJ, and copies of the procedures must be maintained at the SAU office and available to the Department of Education and public upon request.
- D. Annual Review and Update.** The Superintendent and/or designee shall assure that the Sports Injury Emergency Action Plan, and all procedures and protocols adopted pursuant to this policy are reviewed no less than annually and updated as necessary. Copies of the updated Plan and procedures should be provided to the Board no later than the start of each school year.
- E. Inclusion of Sports Injury Emergency Action Plan with Emergency Response Plan.** The Sports Injury Emergency Action Plan shall be included with each school's annual Emergency Response Plan (see Board policy EBCA).

Mary Collins, Chairman
Brennan Peaslee, Vice Chairman
Sandrea Taliaferro
Bob Ouellete
Robert DeColfmacker

Adopted by the Board:

PUBLIC CONDUCT ON SCHOOL PROPERTY/ASSAULTS

For purposes of this policy, "school property" means school buildings, District buildings not being used as a school, vehicles used for school purposes, any location during a school athletic and other school-sponsored event, and school grounds.

Visitors are welcome on school property, provided their presence will not be disruptive. All visitors must initially report to the Building Principal's office. Any person wishing to confer with a staff member must contact that staff member by telephone to make an appointment. Conferences with teachers are held outside school hours or during the teacher's conference/preparation period.

The School District expects mutual respect, civility, and orderly conduct among all individuals on school property or at a school event. No person on school property or at a school event shall:

1. Injure, threaten, harass, or intimidate a staff member, a School Board member, sports official or coach, or any other person;
2. Damage or threaten to damage another's property;
3. Damage or deface School District property;
4. Violate any New Hampshire law, or town or county ordinance;
5. Smoke or otherwise use tobacco products;
6. Consume, possess, distribute, or be under the influence of alcoholic beverages or illegal drugs, or possess dangerous devices or weapons;
7. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner);
8. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the School Board;
9. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee's directive;
10. Violate other District policies or regulations, or an authorized District employee's directive.

Any person who violates this policy or any other acceptable standard of behavior may be ordered to leave school grounds.

Additionally, the District reserves the right to issue "no trespass" letters to any person whose conduct violates this policy, acceptable standards of conduct, or creates a disruption to the school district's educational purpose.

Legal References:

RSA 635:2, Criminal Trespass

Mrs. Priscilla Colbath, Chairperson
Mrs. Janet Gagnon
Mrs. J. Lisbeth Olimpio
Mrs. Judith Nason
Mr. Peter Kasprzyk

Adopted by the Board: 6 December 2000
Reaffirmed by the Board: 17 October 2002
Revised by the Board: 7 September 2011

PUBLIC CONDUCT ON SCHOOL PROPERTY/**CIVILITY****CIVILITY POLICY**

It is policy of the Wakefield School District that all personnel, staff, students and student's family members are required to be civil and all interpersonal school-related interactions. For the purposes of this policy, to be civil means to act with self-discipline in a courteous, respectful and orderly manner. It also means a person will treat others using good manners as he or she would like to be treated.

UN-CIVIL conduct includes but is not limited to:

- Using an inappropriate loud voice
- Using profane, vulgar, or obscene words or gestures
- Belittling, or taunting; using personal epithets
- Using violent or aggressive gestures or body-language
- Repeatedly demanding personal attention at inappropriate times
- Purposely and inappropriately invading personal space
- Purposely ignoring appropriate communications
- Wrongfully invading another persons' private possessions
- Any behavior that inappropriately disrupts school related activities

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Visitors are welcome on school property, provided their presence will not be disruptive. All visitors must initially report to the Building Principal's office. Any person wishing to confer with a staff member must contact that staff member by telephone to make an appointment. Conferences with teachers are held outside school hours or during the teacher's conference/preparation period.

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2. Damage or threaten to damage another's property;
3. Damage or deface School District property;
4. Violate any New Hampshire law, or town or county ordinance;
5. Smoke or otherwise use tobacco products;
6. Consume, possess, distribute, or be under the influence of alcoholic beverages or illegal drugs, or possess dangerous devices or weapons;

Mary Collin, Chairman
Brennan Peaslee, Vice Chairman
Sandra Taliaferro
Bob Ouellete
Robert DeColfmacker

85

Adopted by the Board: 6 December 2000
Reaffirmed by the Board: 17 October 2002
Revised by the Board: 7 September 2011
Revised by the Board:

Page 1 of 2

7. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner);
8. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the School Board;
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10. Violate other District policies or regulations, or an authorized District employee's directive.

Any person who violates this policy or any other acceptable standard of behavior may be ordered to leave school grounds. **Law enforcement officials may be contacted if such employee believes it necessary.**

Additionally, the District reserves the right to issue "no trespass" letters to any person whose conduct violates this policy, acceptable standards of conduct, or creates a disruption to the school district's educational purpose. **Persons must appear before the School Board to have a "no trespass" letter removed from the school.**

ASSAULTS

Assaults/battery upon School District personnel and/or students will not be tolerated. Appropriate action must be taken immediately. Procedures to be followed by building administrators when an assault/battery has occurred are:

1. Restore order and contact proper law enforcement authorities, if necessary;
2. Secure medical assistance, if necessary;
3. Conduct a preliminary investigation;
4. Submit a written report to the Superintendent.

After reviewing the written report of the incident, the Superintendent may refer the matter to the School District's Attorney.

Reference:

KFA

Mrs. Connie Twombly, Chairperson
Ms. Sarah Hayes
Mrs. Ann Glidden
Mr. Joseph Fleck
Mrs. Peggy Richards

Adopted by the Board: 6 December 2000
Revised by the Board:
Reaffirmed by the Board:

ASSAULTS

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Reference:

KFA

Mary Collins, Chairman
Brennan Peaslee
Sandra Taliaferro
Bob Ouellette
Robert DeColfmacker

Adopted by the Board: 6 December 2000
Revised by the Board:

88

Wakefield School District
School Administrative Unit #101

Intent to Hire - Support Staff Hire

To: (Name) ADMINISTRATIVE ASSISTANT
From: (Name) Anne Kebler
Date: (Submitting) 7/29/2022

Documents Required when submitting this form:

Completed Application
Resume (Para's and ABA Tutors)
Certs or Transcripts (Para's/ABA Tutors)
Reference Sheet

I wish to hire the following employee:

Start Date 8/24/2022

Employee's Name: Tara Dexter

Existing Employee (Yes or No): No

Hours Per Day: 7

If existing, current position: N/A

Days Per Week: 5

Position being hired for: _____

Day Per Year: 189

Replaces (Name): _____

Is this a NEW or EXISTING position? _____

Non-Certified: _____

ID# _____

Expiration Date: _____

Certified: Associate degree

ID# _____

Expiration Date: _____

Hiring Manager Comments:

Tara has 12 years of experience working with school age children at her private
day care setting. She comes with excellent references, and is well liked in the
school community.

Superintendent Comments:

To be filled in by the Superintendent

Account Number: _____

Hourly Rate: _____

Anne L Kebler 8/2/2022
Signature of Superintendent Date

Step: 7 \$18.55

89

WAKEFIELD SCHOOL DISTRICT
SCHOOL ADMINISTRATIVE UNIT 101

INTENT TO HIRE

Name of Employee: Michelle Asmer

Position being hired for: Grade 4

Existing Employee? Yes ☐ No ☒

Replacing: Aaron Nason

Submit with this form:

✓ Completed Application
Reference Sheet

✓ Resume (if applicable)

Transcripts (if applicable)

Certification (if applicable)

✓ Three letters of
recommendation (if applicable)

NH Certification ID # _____ Expiration Date: _____

Baccalaureate Degree from: University of Maine

Degree Elementary Education Year 1990

Graduate Degree from: _____

Degree _____ Year _____

Hours Per Day: _____ Days Per Week: _____ Days Per Year: _____

Time Card: Yes ☐ No ☒

Collective Bargaining: ☒ WTA ☐ WPA ☐ No Affiliation

Hiring Manager Comments:

Michelle has been an educator for many years with a vast experience in working in a classroom as well as with both math and reading interventions. Her passion for teaching and providing students with a community that fosters a love of learning was evident in her interview.

Submitted by: [Signature]

Date: _____

To be filled in by Superintendent

Account Number: _____

Hourly Rate: _____ Salary: Track/Step: BA/13 53,110.00

Signature of Superintendent: [Signature] Date: 8/4/2022



Laurie Newsome <laurie.newsone@sau101.org>

Fwd: Resignation

1 message

Anne Kebler <anne.kebler@sau101.org>
To: Laurie Newsome <laurie.newsone@sau101.org>

Thu, Aug 4, 2022 at 12:03 PM

Here you go -

Anne

Anne L. Kebler, CEO
Chief Education Officer
SAU 101
Wakefield, NH
p (603) 871-8502
f (603) 871-8608

----- Forwarded message -----

From: Val Barlow <val.barlow@sau101.org>
Date: Thu, Jul 28, 2022 at 12:31 PM
Subject: Resignation
To: Anne Kebler <anne.kebler@sau101.org>
Cc: Kristen White <kristen.white@sau101.org>

July 28, 2022

Anne Kebler
Superintendent
Paul Elementary School
60 Taylor Way
Sanbornville, NH 03872

Dear Mrs. Kebler:

Please accept my resignation from my position as a Kindergarten Teacher at Paul Elementary School. My last day will be effective immediately.

My students have given me great pleasure over the years, and the administration has been very supportive during my tenure with the school district.

I wish you all the best. If I can be of any assistance to you during the remainder of the summer, please let me know. Please contact me with the appropriate steps to take to complete the resignation process with the district.

Sincerely yours,

Valerie Barlow

cc: Kristen White, Principal, Paul Elementary School

RECEIVED

AUG 03 2022

August 3, 2022

Kristen White, Principal
Anne Kebler, CEO
SAU 101/Paul School
60 Taylor Way
Sanbornville, NH 03872

Dear Kristen and Anne,

It is with much contemplation that I must resign my position of School Nurse at Paul School.

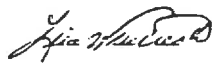
As you know, there have been recent family issues that have occurred in my family life. It is with much thoughtfulness that I have come to understand, it is time to resign and focus on these issues.

Unfortunately, I have come to realize time with family is much too precious. My elderly father in law will soon need attention, and I do not wish to leave you all scrambling to find a nurse in my absence.

I realize this is late in the summer to have to make such a decision. I will be happy to stay until my position is filled and assist in training that person for a smooth transition. That being said, I would expect a deadline of no later than November 30, 2022.

I will always fondly remember my time at Paul School and will miss the staff, families, students and Administrators I have so closely worked with throughout my nine years at Paul School. Paul School is blessed with many employees who have a caring heart. I wish only the best for the success of the school and will miss working with everyone greatly.

Sincerely,



Lisa A. Wunderlich, BSN, RN

WAKEFIELD SCHOOL DISTRICT
SCHOOL ADMINISTRATIVE UNIT 101

INTENT TO HIRE

Name of Employee: Andrea Levesque
Position being hired for: Grade 4
Existing Employee? Yes ☐ No ☒
Replacing: Elayne Ellis

Submit with this form:

Completed Application
Reference Sheet
Resume (if applicable)
Transcripts (if applicable)
Certification (if applicable)
Three letters of
recommendation (if applicable)

NH Certification ID # 72286 Expiration Date: 6/30/2023
Baccalaureate Degree from: St. Joseph's College
Degree Elementary Education Year 2000
Graduate Degree from: University of New England
Degree Literacy Instruction Year 2008

Hours Per Day: _____ Days Per Week: _____ Days Per Year: _____

Time Card: Yes ☐ No ☒

Collective Bargaining: ☒ WTA ☐ WPA ☐ No Affiliation

Hiring Manager Comments:

Andrea has been a fourth grade teacher for 13 years, her experience with this age group and her expertise in literacy instruction will be beneficial to the students she teaches and with an focus on Curriculum. She is a team player and her references highly recommend her.

Submitted by: [Signature]

Date: 7/28/22

To be filled in by Superintendent

Account Number: _____

Hourly Rate: _____

Salary: Track/Step: M/13 - \$62,345.00

Signature of Superintendent: Anne L. Keble

Date: 8/3/2022

WAKEFIELD SCHOOL DISTRICT
SCHOOL ADMINISTRATIVE UNIT 101

INTENT TO HIRE

Name of Employee: Brandon Balser
Position being hired for: Physical Education
Existing Employee? Yes ☐ No ☒
Replacing: Christopher Gallant

Submit with this form:

- ✓ Completed Application
- ✓ Reference Sheet
- ✓ Resume (if applicable)
- ✓ Transcripts (if applicable)
- ✓ Certification (if applicable)
- ✓ Three letters of recommendation (if applicable)

NH Certification ID # 109972 Expiration Date: 6/30/2023
Baccalaureate Degree from: Florida Southern College
Degree K-12 Physical Education Year 2010
Graduate Degree from: _____
Degree _____ Year _____

Hours Per Day: _____ Days Per Week: _____ Days Per Year: _____

Time Card: Yes ☐ No ☒

Collective Bargaining: ☒ WTA ☐ WPA ☐ No Affiliation

Hiring Manager Comments:

The interview team felt strongly that Brandon's experience in teaching and coaching will benefit our students. His positive energy and love of teaching was evident in his answers. We will look to him to guide community days and field day, his experience will help make these events a comment building opportunity.
Submitted by: [Signature] Date: 7/27/2022

To be filled in by Superintendent

Account Number: _____
Hourly Rate: _____ Salary: Track/Step: B/13 # 53,110
Signature of Superintendent: _____ Date: _____

WAKEFIELD SCHOOL DISTRICT
SCHOOL ADMINISTRATIVE UNIT 101

INTENT TO HIRE

Name of Employee: Shannon Siegler
Position being hired for: Grade 5
Existing Employee? Yes ☐ No ☒
Replacing: _____

Submit with this form:

Completed Application
Reference Sheet
Resume (if applicable)
Transcripts (if applicable)
Certification (if applicable)
Three letters of
recommendation (if applicable)

NH Certification ID # 76636 Expiration Date: 6/30/2025
Baccalaureate Degree from: Towson University
Degree Secondary Education Year 1993
(5-12)
Graduate Degree from: _____
Degree _____ Year _____

Hours Per Day: _____ Days Per Week: _____ Days Per Year: _____
Time Card: Yes ☐ No ☒
Collective Bargaining: ☒ WTA ☐ WPA ☐ No Affiliation

Hiring Manager Comments:

Shannon comes highly recommended by her teammates and her Supervisors. Shannon has a strong Curriculum background, she is seen by others as a leader and a trustworthy educator. She will be a wonderful addition to our school.

Submitted by: [Signature]

Date: 7/25/22

To be filled in by Superintendent

Account Number: _____
Hourly Rate: _____ Salary: Track/Step: BA/30 \$58,684.00
Signature of Superintendent: 95 Date: _____