

## **Agenda Worksheet**

School Administrative Unit #101  
Wakefield School District Board Meeting:  
Paul School Library  
60 Taylor Way, Sanbornville, NH 03872

Date: Tuesday August 8, 2023 at 6:00pm

### **Transportation Meeting 5:15 PM**

**1. CALL TO ORDER**- Chair, followed by FLAG SALUTE

**2. AGENDA REVIEW**

**3. PRESENTATIONS, PUBLIC HEARINGS**

**4. REPORTS**

a. Transportation

**5. PUBLIC COMMENTS**: Public's opportunity to speak to items on the agenda.

**6. CONSENT AGENDA**

- a. **AP Manifest**- Batch #40620, \$29,627.77; Batch #40621, \$94,197.44; Batch #40628, \$520.99; Batch #40626, \$209.95; Batch #40619, \$3,489.44; Batch #40577, \$850.00; Batch #40513, \$511,470.41; Batch #40514, \$167,699.84; Batch #40517, \$33,320.26; Batch #40491, \$1,285.01; Batch #141.06
- b. **Payroll Manifest**- Batch #40587, \$136,130.28; Batch #40615, \$154,499.83; Batch #40511, \$4,506.00

**7. MEETING MINUTES**

- a. WSB Non Public Minutes 7.25.23 (draft)  
b. WSB Public Minutes 7.25.23 (draft)

**8. OLD BUSINESS**

- a. Job Descriptions
1. Reading Interventionist
  2. Math Interventionist
  3. Technology Integration Specialist

**9. NEW BUSINESS**

- a. Bus Driver's Manual  
b. Student Handbook  
c. School Hours  
d. YMCA Morning Program partnership

**10. NOMINATIONS/HIRES/RESIGNATIONS**

Julie Muldoon- Administrative Assistant  
Sara Borelli- Special Ed Administrative Assistant  
Tracy Baussmann- Math Interventionsit  
Sara Gilikin- 1<sup>st</sup> Grade Teacher  
Olivia Therrien- Family Support Liaison  
Tarah Llewellyn- Technology Teacher  
Laurianne Soucy- Reading Interventionist

Jennifer Learned- Resignation  
Jodi Furlong- Resignation

**11. NON-PUBLIC:** RSA 91-A;3 II (c), if required

**12. FOLLOW- UP**

**13. ADJOURNMENT:**

**PM**

**Upcoming: The next Wakefield School Board meeting will be held August 22, 2023.**

### **Agenda Worksheet**

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.

## **Transportation Updates**

### **New Bus**

We have been working on getting the new bus on the road. Maintenance and registration.

### **Summer School**

Summer school is over. Transportation for the summer went smoothly, including the out of district summer school students.

### **Handbook**

The Bus Driver Manual has been completed. It is ready for review/approval of the board.

### **Routes**

The routes for the 23/24 school year are underway. A survey was sent out to all parents and with the information received, the High School, Paul school and out of district routes are being created.

### **Bus Inspections**

Bus Inspections and maintenance has started in preparation for the school year.

# WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Report # 60611

Check Batch: 40620  
 Check Header: (N / A)  
 Check Numbers: (First) - (Last)  
 Check Dates: (Earliest) - (Latest)  
 Cash Account Numbers: (First) - (Last)  
 Bank Account Code: (N/A)  
 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
40620	22510	07/24/2023	9493	BRIGHTLY	0.00	4,807.00
	22511	07/24/2023	2018	FOLLETT SCHOOL SOLUTION INC (content)	0.00	1,530.72
	22512	07/24/2023	434	GOVERNOR WENTWORTH REGIONAL	0.00	17,324.96
	22513	07/24/2023	1950	ILENE B. SPITZER, M.D.	0.00	4,300.00
	22514	07/24/2023	9521	STAPLES BUSINESS ADVANTAGE	0.00	1,665.09
Totals:					0.00	\$29,627.77

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# WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

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

*Bob Ouellette*  
Bob Ouellette, School Board Vice Chairman

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Sandra Taliaferro, School Board Member

*Brennan Peaslee*  
Brennan Peaslee, School Board Member

*Robert DeCaffmacher*  
Robert DeCaffmacher, School Board Member

*Carlene Stewart*  
Carlene Stewart, Treasurer

*Anne Kebler*  
Anne Kebler, CEO

# WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Report # 60615

Check Batch: 40621  
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 Check Numbers: (First) - (Last)  
 Check Dates: (Earliest) - (Latest)  
 Cash Account Numbers: (First) - (Last)  
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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
40621	22515	07/25/2023	2847	GREASEBUSTERS	0.00	410.00
	22516	07/25/2023	585	HEALTH TRUST	0.00	9,846.71
	22517	07/25/2023	9320	HEARTLAND	0.00	1,149.00
	22518	07/25/2023	1921	INTERNAL REVENUE SERVICE	0.00	30.17
	22519	07/25/2023	1995	NH DEPT. OF SAFETY	0.00	1,000.00
	22520	07/25/2023	596	NH SCHOOL HEALTH CARE COALITION	0.00	80,164.00
	22521	07/25/2023	9631	NHISNA (New Hampshire School Nurses Assoc	0.00	198.00
	22522	07/25/2023	9290	PAGE STREET LEASING, LLC	0.00	75.00
	22523	07/25/2023	9502	PANDA DOC, INC.	0.00	123.11
	22524	07/25/2023	9191	TORRES, LUIS	0.00	660.24
	22525	07/25/2023	2957	VOYA CLAIMS FUNDING	0.00	541.21
Totals:					0.00	\$94,197.44

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# WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
WAKEFIELD SCHOOL DISTRICT - SCHOOL BOARD AND SUPERINTENDENT APPROVALS						
				<u>Mary Collins</u> Mary Collins School Board Chairman		
				<u>Bob Ouellette</u> Bob Ouellette, School Board Vice Chairman		
				Sandrea Taliaferro, School Board Member		
				<u>Brennan Peaslee</u> Brennan Peaslee, School Board Member		
				<u>Robert DeCoffmacker</u> Robert DeCoffmacker, School Board Member		
				<u>Carlene Stewart</u> Carlene Stewart, Treasurer		
				<u>Anne Kebler</u> Anne Kebler, CEO		

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# WAKEFIELD SCHOOL DISTRICT

## Manual AP CHECK REGISTER

Report # 60626

Check Batch: 40628  
 Check Header: (N / A)  
 Check Numbers: (First) - (Last)  
 Check Dates: (Earliest) - (Latest)  
 Cash Account Numbers: (First) - (Last)  
 Bank Account Code: (N/A)  
 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
40628	90257	07/25/2023	175	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	0.00	520.99
Totals:					0.00	\$520.99

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# WAKEFIELD SCHOOL DISTRICT

## Manual AP CHECK REGISTER

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

*Bob Ouellette*  
Bob Ouellette, School Board Vice Chairman

*Sandra Taliaferro*, School Board Member

*Brennan Peaslee*  
Brennan Peaslee, School Board Member

*Robert DeColfmack*  
Robert DeColfmack, School Board Member

*Carlene Stewart*  
Carlene Stewart, Treasurer

*Anne Kehler*  
Anne Kehler, CEO

# WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Report # 60622

Check Batch: 40626  
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 Check Numbers: (First) - (Last)  
 Check Dates: (Earliest) - (Latest)  
 Cash Account Numbers: (First) - (Last)  
 Bank Account Code: (N/A)  
 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
40626	22526	06/30/2023	2164	W.B. MASON COMPANY	0.00	209.95
Totals:					0.00	\$209.95

# WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

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

*Bob Ouellette*  
Bob Ouellette, School Board Vice Chairman

Sandra Taliaferro, School Board Member

*Brennan Peaslee*  
Brennan Peaslee, School Board Member

*Robert DeColimacker*  
Robert DeColimacker, School Board Member

*Carlene Stewart*  
Carlene Stewart, Treasurer

*Anne Kebler*  
Anne Kebler, CEO

# WAKEFIELD SCHOOL DISTRICT

## Manual AP CHECK REGISTER

Report # 60608

Check Batch: 40619  
 Check Header: (N / A)  
 Check Numbers: (First) - (Last)  
 Check Dates: (Earliest) - (Latest)  
 Cash Account Numbers: (First) - (Last)  
 Bank Account Code: (N/A)  
 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
40619	90256	07/21/2023	669	EVERSOURCE	0.00	3,489.44
Totals:					0.00	\$3,489.44

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# WAKEFIELD SCHOOL DISTRICT Manual AP CHECK REGISTER

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

<i>Mary Collins</i>				Mary Collins, School Board Chairman		
<i>Bob Ouellette</i>				Bob Ouellette, School Board Vice Chairman		
<i>Sandra Taliaferro</i>				Sandra Taliaferro, School Board Member		
<i>Brennan Peaslee</i>				Brennan Peaslee, School Board Member		
<i>Robert DeCormack</i>				Robert DeCormack, School Board Member		
<i>Carlene Stewart</i>				Carlene Stewart, Treasurer		
<i>Anne Kebler</i>				Anne Kebler, CEO		

# WAKEFIELD SCHOOL DISTRICT

## Manual AP CHECK REGISTER

Report # 60558

Check Batch: 40577  
 Check Header: (N / A)  
 Check Numbers: (First) - (Last)  
 Check Dates: (Earliest) - (Latest)  
 Cash Account Numbers: (First) - (Last)  
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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
40577	90255	07/14/2023	1706	CHARTER COMMUNICATIONS	0.00	850.00
Totals:					0.00	\$850.00

# WAKEFIELD SCHOOL DISTRICT

## Manual AP CHECK REGISTER

Report # 60558

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

Bob Ouellette  
Bob Ouellette, School Board Vice Chairman

Sandra Taliaferro  
Sandra Taliaferro, School Board Member

Brennan Peaslee  
Brennan Peaslee, School Board Member

Robert DeCormack  
Robert DeCormack, School Board Member

Carlene Stewart  
Carlene Stewart, Treasurer

Anne Keblor  
Anne Keblor, CEO

# WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Report # 60508

Check Batch: 40513  
 Check Header: (N / A)  
 Check Numbers: (First) - (Last)  
 Check Dates: (Earliest) - (Latest)  
 Cash Account Numbers: (First) - (Last)  
 Bank Account Code: (N/A)  
 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
40513	22487	06/30/2023	9611	Baseball Savings (The Golf Warehouse L.L.C	0.00	983.70
	22488	06/30/2023	9426	BOOTHBY THERAPY SERVICES, LLC	0.00	153.75
	22489	06/30/2023	9610	MOELLER, TRESSA RYAN	0.00	110.00
	22490	06/30/2023	686	ROCHESTER SCHOOL DEPARTMENT	0.00	495,517.59
	22491	06/30/2023	2401	SCHOOL OUTFITTERS	0.00	5,485.53
	22492	06/30/2023	9530	SOLJANT	0.00	2,900.00
	22493	06/30/2023	1119	STAPLES CREDIT PLAN	0.00	1,683.65
	22494	06/30/2023	804	TREASURER, STATE OF NH	0.00	3,271.64
	22495	06/30/2023	2957	VOYA CLAIMS FUNDING	0.00	1,247.75
	22496	06/30/2023	2164	W.B. MASON COMPANY	0.00	116.80
	<b>Totals:</b>				0.00	\$511,470.41



# WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

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

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Bob Ouellette, School Board Vice Chairman

*Sandra Taliaferro*  
Sandra Taliaferro, School Board Member

*Brennan Peaslee*  
Brennan Peaslee, School Board Member

*Robert DeCalmacker*  
Robert DeCalmacker, School Board Member

*Carlene Stewart*  
Carlene Stewart, Treasurer

*Anne Kebler*  
Anne Kebler, CEO

# WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Report # 60511

Check Batch: 40514  
 Check Header: (N / A)  
 Check Numbers: (First) - (Last)  
 Check Dates: (Earliest) - (Latest)  
 Cash Account Numbers: (First) - (Last)  
 Bank Account Code: (N/A)  
 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
40514	22497	07/11/2023	9629	ALMA TECHNOLOGIES INC	0.00	9,000.00
	22498	07/11/2023	2308	BOSTON MUTUAL LIFE INSURANCE CO.	0.00	745.12
	22499	07/11/2023	2909	GPS FLEET TRACKING LLC	0.00	3,599.90
	22500	07/11/2023	585	HEALTH TRUST	0.00	5,455.78
	22501	07/11/2023	23	JP PEST SERVICES INC	0.00	505.00
	22502	07/11/2023	1005	LONGMEADOW FARM & HOME SUPPLY	0.00	85.35
	22503	07/11/2023	1790	PRIMEX	0.00	35,931.19
	22504	07/11/2023	2957	VOYA CLAIMS FUNDING	0.00	577.50
	22505	07/11/2023	1845	W.C. CRESSEY & SONS, INC.	0.00	111,800.00
	Totals:				0.00	\$167,699.84

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# WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

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

*Bob Ouellette*  
Bob Ouellette, School Board Vice Chairman

Sandrea Taliaferro, School Board Member

Brennan Peaslee, School Board Member

*Robert DeColmacker*  
Robert DeColmacker, School Board Member

*Carlene Stewart*  
Carlene Stewart, Treasurer

*Anne Kebler*  
Anne Kebler, CEO

# WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Report # 60515

Check Batch: 40517  
 Check Header: (N / A)  
 Check Numbers: (First) - (Last)  
 Check Dates: (Earliest) - (Latest)  
 Cash Account Numbers: (First) - (Last)  
 Bank Account Code: (N/A)  
 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
40517	22506	07/13/2023	9466	BREWSTER ACADEMY	0.00	15,746.96
	22507	07/13/2023	1340	NHASEA	0.00	1,403.00
	22508	07/13/2023	9087	TYLER TECHNOLOGIES	0.00	16,084.82
	22509	07/13/2023	2957	VOYA CLAIMS FUNDING	0.00	85.48
Totals:					0.00	\$33,320.26

# WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Report # 60515

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

Bob Ouellette  
Bob Ouellette, School Board Vice Chairman

Sandrea Taliaferro, School Board Member

Brennan Peaslee, School Board Member

Robert DeCalimacher  
Robert DeCalimacher, School Board Member

Carlene Stewart  
Carlene Stewart, Treasurer

Anne Kebler  
Anne Kebler, CFO

# WAKEFIELD SCHOOL DISTRICT

## Manual AP CHECK REGISTER

Check Batch: 40491  
 Check Header: (N / A)  
 Check Numbers: (First) - (Last)  
 Check Dates: (Earliest) - (Latest)  
 Cash Account Numbers: (First) - (Last)  
 Bank Account Code: (N/A)  
 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
40491	90252	07/10/2023	1706	CHARTER COMMUNICATIONS	0.00	439.93
	90253	07/10/2023	834	WASTE MGMT OF NH-ROCHESTER	0.00	845.08
Totals:						\$1,285.01

# WAKEFIELD SCHOOL DISTRICT Manual AP CHECK REGISTER

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
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Sandra Taliaferro, School Board Member

*Brennan Peaslee*  
Brennan Peaslee, School Board Member

*Robert DeColmacker*  
Robert DeColmacker, School Board Member

*Carlene Stewart*  
Carlene Stewart, Treasurer

*Anne Kebler*  
Anne Kebler, CEO

# WAKEFIELD SCHOOL DISTRICT

## Manual AP CHECK REGISTER

Report # 60486

Check Batch: 40501  
 Check Header: (N / A)  
 Check Numbers: (First) - (Last)  
 Check Dates: (Earliest) - (Latest)  
 Cash Account Numbers: (First) - (Last)  
 Bank Account Code: (N/A)  
 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
40501	90254	07/11/2023	958	CONSOLIDATED COMMUNICATIONS	0.00	141.06
Totals:					0.00	\$141.06

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# WAKEFIELD SCHOOL DISTRICT Manual AP CHECK REGISTER

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

				<i>Mary Collins</i> Mary Collins, School Board Chairman		
				<i>Bob Ouellette</i> Bob Ouellette, School Board Vice Chairman		
				<i>Sandra Taliaferro</i> Sandra Taliaferro, School Board Member		
				<i>Brennan Peaslee</i> Brennan Peaslee, School Board Member		
				<i>Robert DeCormier</i> Robert DeCormier, School Board Member		
				<i>Carlene Stewart</i> Carlene Stewart, Treasurer		
				<i>Anne Kebler</i> Anne Kebler, CEO		

# Wakefield School Board Public Minutes



July 25, 2023  
Held in Paul School Library  
Draft

BOARD MEMBERS		ADMINISTRATORS	
Mary Collins, Chair	✓	Anne Kebler, Superintendent	✓
Bob Ouellette, Vice Chair	✓	Shari Colby, Business Administrator	✓
Robert DeColfmacker	✓	Sarah Howard, Director Student Services	
Sandrea Taliaferro via Zoom	✓	Norma DiRocco, Principal	
Brennan Peaslee		Ivy Levitt-Carlson, Assistant Principal	

**Others present:** Attorney Matt Upton, Ashia Roy, Robert Davies, Sam Carberry, Ryan Manning, State Rep Lino Avellani, Facilities Manager Brad Davis and Mary Soares from Clearview TV

The meeting was called to order by Mrs. Collins at 6:00.

## Agenda Review

Add resignation from Lori Cook, Guidance Counselor

Add nomination for a 6<sup>th</sup> grade teacher Renee Stevens

## Presentations/Public Hearings

Mrs. Collins opened the Public Hearing to approve the withdrawal of funds from the Building Renovation Expendable Trust Fund for bathroom renovations at 6:03.

**Mr. Ouellette made a motion, seconded by Mr. DeColfmacker, to approve the withdrawal of \$21,584 from the Building Renovation Expendable Trust Fund for bathroom renovations.**

Mrs. Taliaferro asked about the plastic partitions. Mr. Davis explained that they are walls that are attached to the concrete. There will be less gaps. He said they already have a temporary install date. There is \$23,000 in that fund.

Mrs. Collins closed the Public Hearing to approve the withdrawal of funds from the Building Renovation Expendable Trust Fund for bathroom renovations at 6:08. **(Vote 4-0)**

Mrs. Collins opened the Public Hearing to approve the withdrawal of funds from the paving of 76 Taylor Way from the Renovation Expendable Trust Fund for bathroom renovations at 6:08.

**Mr. Ouellette made a motion, seconded by Mr. DeColfmacker, to withdraw \$75,000 from the Trust Fund for paving Taylor Way.**

Mr. Davis said the town is subbing out with Clement and Sons, the same company that did the back of the building. They will work with the town to set drains and the repaving. **(Vote 4-0)**

Mrs. Collins closed the Public Hearing to approve the withdrawal of funds for the paving of Taylor Way at 6:10.

## Reports

### Facilities

Mr. Davis said they have a tentative date of August 16<sup>th</sup> to install the bathroom partitions. He has received two quotes for the well project. Both are more than what is in the Trust Fund. To do another 1,000 ft. well would cost between 40 and 45k. You never know how deep you will need to go. He said that they could change flow rates and put zones on timers for watering the fields. This year, because of the rain, no irrigation at all was needed.

All water faucet aerators have been removed and replaced. He'll be testing all twenty one outlets within a week. Filters have been changed and up to date. All PM's have either been done or are scheduled. All the light baby blue paint is being changed to gray. Things are going well for summer staff with the room cleaning/ repairs. There are a couple of rooms that have flooring Mr. Davis would like to see changed before school begins with either carpet tiles or a laminate. He is hoping to get away from the carpet within the next five years.

Room 111 and the music room are the worst. Mrs. Taliaferro added, not having carpet would probably be best in the winter with the teacher concerns about mud and snow. The floors would be much easier to clean up. Mrs. Kebler said that Mrs. Colby will contact the trustees to see if we can use money from a trust fund as we didn't budget for this. Mr. Davis feels it is a health and safety concern. Mrs. Collins said the Board could waive the policy for RFP's because of time constraints. Mr. DeColfmacker said that Mr. Davis will get new quotes for laminate. He has two quotes for carpeting. A public hearing will be required. If everything falls in line it could be posted next week.

### Superintendent

Our District Leadership Team spent July 19th and 20th in a leadership retreat facilitated by Elaine Millen, the consultant working with our school. I am excited to share that we have built a great team. Our Principal, Norma DeRocco and Director of Student Services, Sarah Howard bring a wealth of knowledge and strengths to our team and have been able to contribute significantly in working towards developing a professional development plan for the school year that incorporates our 3 school wide goals. The three school wide goals are:

1. Improve instructional strategies that foster a lesson design model that engages students in their learning; project-based learning; independent reading practices; and the writing process of instruction across disciplines. Increasing student engagement through choice, relevance, personalization, and continuous feedback, will be monitored district wide.
2. Develop proactive behavioral classroom practices: embedded in the daily classroom programming, teachers will develop behavioral expectations through restorative practices, and strategies fostered through a responsive classroom approach.
3. Improve school culture/environment: School leaders and teachers will foster a collaborative schoolwide approach to celebrate student success, engage with the community on a regular basis as partners in the learning process at the Paul School through school wide activities.

After much reflection of these goals, our team spent most of the two days planning out a personalized approach to providing professional development that will meet the needs of our staff. We will spend the first day of our 4 day teacher workshop days prior to the start of the school year working with staff to reflect on these school wide goals and work together to assist in helping the staff develop their own personal goals under the structure of the school wide goals. In an effort to meet our goal of improving school culture and environment, welcoming our community into our school to celebrate our learning is a priority.

Throughout the year we will be scheduling events during the school day to celebrate our school with our community. One way we intend to do this is to schedule some community lunches to bring us all together. Our first school lunch will be to celebrate the start of school. We will be having a lunch cook-out on the first Friday, September 8th and welcome our community to join us. Details will be shared mid-August to families so that they might be able to join us. This will be one of many community lunches we will hold, and we look forward to having our families join us.

Summer Work. Many of our staff will be participating in summer work to prepare for the school year. (Ivy Leavitt-Carlson, Assistant Principal/Curriculum Liaison will be facilitating a 4 day curriculum session where teachers will take the work they did this year and bundle our standards so that we are able to share with families our grade level expectations. This fall it is our intent to take the work we do this summer and form vertical teaming committees in both math and language arts. This committee work will be done in order to assure that our grade level expectations align across the grades.

Sarah Howard, Director of Student Services will be facilitating a 4 day work session with interested staff refining our Multi-Tiered System of Supports (MTSS-B). This system is a system where interventions are put in place in order to meet the specific behavioral needs of our students, allowing us to decrease our exclusionary practices of discipline which have our students out of their classrooms. Our goal is to engage in stronger conversations with our students and take the opportunities to address challenging behaviors within the classroom setting. Student voice is a priority for us this year. Norma DiRocco, Principal will be working with a large group of staff developing a schedule for this year that will allow us to better provide intervention times within the classroom settings in order to meet the academic needs of students. Our goal with our schedule is to allow our reading and math interventionists, Title I interventionists and our special education teachers to work with our classroom teachers to differentiate students education.

This year I will be holding two "Superintendent Chats" a month to allow our families the opportunities to have open conversations about our school. Due to space constraints these chats will be held in the conference room at the SAU office. We will develop a list of topics based on a family survey that will be going out this week. Our conference room can comfortably accommodate about 12 adults, so we will ask those interested to contact the SAU office to let us know if you will be attending. The sessions will be held on the 2nd Tuesday of each month at 9:30, and the 4th Tuesday of each month at 4:30. I look forward to having positive conversations around the education of our students that will allow for productive growth.

Community building will be at the forefront of our work this year. We will be incorporating into this community building opportunities for community service our students can participate in. Stay tuned for more details about activities we will be planning to bring our students together and provide community service both within our school setting and our larger community as well. If you have ideas of ways in which our students can participate in community service please contact us. We would love to make this a community effort that promotes positivity for all members of our community.

At our August 8th school board meeting we will be holding a "meet and greet" for our new leadership team. This meet and greet will be held from 4:00 - 5:00 in our multi-Purpose Room. Come meet our new team, it will be an informal time to chat with your children's school leadership team and learn more about the great strengths our new members of the team bring to our school.

Mrs. Taliaferro asked if there would be a syllabus for each grade. Mrs. Kebler said they are bundling the standards and they will have more information out to the parents in the fall based on expectations. They will be working towards a syllabus for parents and students. Mrs. Taliaferro said she's happy they moved child interventions to when they are having the appropriate classes. Mrs. Kebler told her it will only work if we have six IA's and they are trying to hire a tech teacher. Mrs. Taliaferro asked if the Board will be able to review any of the discipline information. Mrs. Kebler said the Staff Handbook and the Student/Family Handbook is just about done with the exception of the discipline. She will have that to the Board on August 8<sup>th</sup> and there will be a section addressing discipline. The rubric may come to the meeting after.

Mrs. Taliaferro would like to be part of the discussion and Mrs. Kebler invited her to come in and meet with the Principal and Assistant Principal. The Principal and Assistant Principal will be meeting with the Transportation Director tomorrow. Three rubrics need to be pared down to one for the entire school. Mrs. Taliferro asked what "student voice" looks like. Mrs. Kebler would like to reestablish something like the old Student Senate. Mrs. Taliaferro asked if the SAU doors would be unlocked during the day now that you have new staff? Mrs. Kebler told her that as a Safe School they have to keep the doors locked. The Police Department also told them to lock them.

#### **Public Comment**

None

#### **Consent Agenda**

**Mr. Ouellette made a motion, seconded by Mr. DeColfmacker, to approve the Consent Agenda. (Vote 4-0)**

#### **Meeting Minutes**

**Mr. DeColfmacker made a motion, seconded by Mr. Ouellette, to approve the non public minutes session 1 and session 2 of 6-20-23. (Vote 4-0)**

**Mr. DeColfmacker made a motion, seconded by Mr. Ouellette, to approve the public minutes of 6-20-23 with a correction. (Vote 4-0)**

**Mr. Ouellette made a motion, seconded by Mrs. Collins, to approve the work session public minutes of 6-21-23 with a correction. (Vote 4-0)**

**Mr. DeColfmacker made a motion, seconded by Mr. Ouellette, to approve the work session public minutes of 7-5-23 with a correction. (Vote 4-0)**

**Mr. Ouellette made a motion, seconded by Mr. DeColfmacker, to approve the work session public minutes of 7-11-23. (Vote 4-0)**

### New Business

#### Fresh Picks Contract

The contract has been approved by DOE. There has been a slight increase in prices. Lunch will be \$3.55, reduced lunch will be \$.40 and teacher lunch will be \$4.55. Breakfast will be \$2.30 for students and adults will be \$3.30. Mrs. Taliaferro asked if the lunch program was a wash. Mrs. Colby replied it pretty much was. Mrs. Taliaferro referred to the past when there had been some problems with allergies and asked to make sure that information is given to the nurse. Mrs. Colby will speak with the nurse and the Fresh Picks person they deal with. Mrs. Kebler said this may go out to bid in the future as the new principal has a company that she's had a good experience with.

**Mr. Ouellette made a motion, seconded by Mr. DeColfmacker, to approve going with Fresh Picks for another year. (Vote 4-0)**

#### Copier Lease Agreement

Mrs. Colby passed out the latest information for a copier agreement. She said the IT Director will be adding a card reader that every member of staff will have to use to monitor the numbers of copies teachers make. The current Xerox lease runs out in August. They are leaning toward the new PIF company because there have been some issues with service from Xerox. One copier has been down for a month and no one has showed up to fix it. The PIF quote is less based on the cost of the lease payments and cost per print. They will give us six months of service and supplies free. They will also pay off the current copier leases and help sell the copiers we now have. Also, they're local so service will be better. They are guaranteeing a two hour turnaround. Xerox cost per print is a little lower but their lease payment is higher. Mrs. Taliaferro asked if we do a lot of color copies. Mrs. Colby said this year there were 91,494 color copies. She said right now everything is defaulted to color. That will be changed to grayscale so color will have to be requested. The cards that access the copiers will also access the building. We currently have six copiers. This will be a lease.

**Mrs. Taliaferro made a motion, seconded by Mr. DeColfmacker, to accept the bid from PIF and move forward with the contract. (4-0)**

Mr. Taliaferro asked about 3.6, the advisory board that is in the Fresh Picks contract. She would like to see that implemented. Mrs. Colby will talk with Fresh Picks.

### Old Business

#### Gym Floor

Primex did come out and look at the floor. There was nothing the inspector saw that she felt was unsafe for kids. She recommended that it be monitored weekly. Mrs. Colby created a log for Mr.

Davis to check for any changes. She talked with Carl's Flooring's insurance company. The insurance company said they never received a written report. She told them we need a written report so the insurance company will be sending out another appraiser. The insurance is only written for \$25,000 and that's all we'll get. Mr. Ouellette said the bid specified \$1,000,000 liability. Attorney Upton said that they would have that discussion later on.

#### Litigation/ Sub Floor Investigator's Report

The attorney told Mrs. Kebler that the SAU needs a written report. He will have the full file and we will talk later.

#### Check Stubs to Carl's Flooring

They are in the packet. Mrs. Taliaferro said we also have to have associated costs like what we paid Hussey for moving bleachers etc.

#### Committee Updates

##### Climate and Culture

Mrs. Soares said there were minutes taken for this committee and she will email them to Mrs. Kebler.

#### Nominations/Hires/ Resignations

Mrs. Kebler said they have had six resignations. They have three interviews scheduled and are hopeful they will be able to fill classroom positions. They have received a few applications for social worker/family liaison and a couple for guidance counselor. She said we are not competitive and teacher negotiations are two years out.

FYI hired Katherine Osmer, para

FYI hired Michelle Naughton, Library Assistant

**Mr. DeColfmacker made a motion, seconded by Mrs. Collins, to accept the resignation of Cara McNevich, Library Media Specialist with regret. (Vote 4-0)**

**Mr. DeColfmacker made a motion, seconded by Mrs. Collins, to accept the resignation of Betty Stipo, case manager with regret. (Vote 4-0)**

**Mr. DeColfmacker made a motion, seconded by Mrs. Collins, to accept the resignation of Sharon Bonnevie as Reading Specialist. (Vote 4-0)**

**Mr. DeColfmacker made a motion, seconded by Mrs. Collins, to accept the resignation of Cathy Olson, Fifth Grade Teacher. (Vote 4-0)**

**Mr. DeColfmacker made a motion, seconded by Mrs. Collins, to accept the resignation of Jasmine Robinson, Third Grade Teacher. (Vote 4-0)**

**Mr. DeColfmacker made a motion, seconded by Mrs. Collins, to accept the resignation of Lori Cook, Guidance Counselor. (Vote 4-0)**

Mrs. Kebler said they have not had much luck hiring ABA Tutors. She will be looking at contracted services for four ABA Tutors. We need seven and have three.

**Mr. DeColfmacker made a motion, seconded by Mrs. Collins, to accept the resignation of Renee Stevens, Sixth Grade Teacher. (Vote 4-0)**

#### Follow Up

### Policy Manual Review – NHSBA

Mrs. Roy told the Board that NHSBA Association would do our policies for a cost of \$2,500 and there is a year wait. She took advice from the email she received from NHSBA to do her own audit. She went through all of our policies and she looked at the list from NHSBA of the required policies and started looking at what has been revised, approved or updated and uploaded on the website concerning our policies. All policies are listed, Required, Recommended and Optional. She has highlighted those required on the list the Board has in their packet. She will start working on those required by law first. NHSBA sends out a list in the Spring and Fall of new and revised policies. She has also been looking at minutes and it appears that the years 2019-2021 seem to be the times when things don't line up. Some policies have been approved by the Board but there was no follow-up. She is also printing the procedures on a different color paper. She is updating the website as she proceeds.

### Follow Up

The Conservation Commission was sent a letter explaining the Boards position so there wasn't actually a rejection.

Mrs. Kebler asked about the weekly email to the Board about weekly happenings. The request is for a follow up on weekly happenings and activities to keep the Board informed.

Mrs. Taliaferro asked if Alma would be able to be used to pay for school lunches. Mrs. Roy has a meeting with them and will be asking that question and she'll ask if there is a limit that can be paid at one time.

Mrs. Collins called a recess at 7:15.

Mrs. Colby left the meeting at 7:15.

Mrs. Collins called the meeting back to order at 7:42.

### Lino Avellani

Mr. Avellani introduced himself, for the record, as Representative Lino Avellani from Wakefield representing Carroll County District 4, towns of Brookfield, Wakefield, Effingham, Freedom, and Eaton. He said he was here with Ms. Carberry who had come to him after a meeting with the Board. He told the Board that the underlying issue was resolved successfully with Mr. Upton and Mrs. Kebler. He said this issue is the treatment of a parent in a non public session. He stated that policy BEDH; for privacy rights the Board will place any matter on the public agenda that is to be properly discussed in a non public session. The parents' name was placed on the agenda for a non public session and received no explanation as to why. He then asked the Chair if she would like to explain why the name was placed on the agenda. Mrs. Collins replied, "I'm here to listen".

He also named the following policies; BEDD, KFA and BCA, the civility policy for all public conduct reviewed by the Board in August of 2022. The Public Participation at Board Meetings, policy BEDH redone in March of 2022. Policy BCA, approved in 2012 stating in part 2, makes decisions only after full discussion at public Board meetings. Render all decisions based on available facts and independent judgement and refuse to surrender that judgement to individuals of special interest groups. He said the complaint process given to the parent was incomplete. He told the Board it needs to be revised. He said he was disappointed that the appointment that the



parent made could not be resolved that evening that had to come to this. He went on to say, if we have staff and employee rules, the Board should be following them to set the example for employees not the other way around. All the expectations to follow for elected Board members are clearly set out in new policies and they should set the example. Given all of those reasons and the fact that the underlying complaint was not remedied by the Board he asked for an apology to the parent and called for the resignation of the Chairman as chair requested by the parent.

#### **Non Public Session**

**Mr. Ouellette made a motion, seconded by Mr. DeColfmacker, to enter non public session under RSA 91-A 3:11 (c) at 7:48. Roll call: Ouellette aye, Collins aye, Taliaferro aye, DeColfmacker aye Vote: (4-0)**

The Board returned to Public Session at 8:10

#### **Adjournment**

**Mr. Ouellette made a motion, seconded by Mr. DeColfmacker, to adjourn the meeting at 8:45 (Vote 4-0) Ouellette aye, Collins aye, Taliaferro aye, DeColfmacker aye.**

Respectfully submitted for approval at the next School Board meeting,

Priscilla Colbath  
School Board Secretary

# Wakefield NH School District



## Bus Driver Handbook

2023-2024  
SECTION I  
EMPLOYMENT POLICIES

GENERAL DUTIES

1. **PROBATIONARY PERIOD OF EMPLOYMENT.**

All newly hired employees are employed on a probationary basis for sixty working days. Any employee's first working days shall be considered an adjustment period. If for any reason it is determined that the new employee is incapable of satisfactorily performing his/her assigned job function, he/she may be terminated at the discretion of the Wakefield School District.

2. **LICENSING AND CREDENTIALS**

All employees shall possess and carry the necessary and appropriate valid motor vehicle licenses, permits and D.O.T. physical card when operating any Wakefield School District vehicle. An employee shall notify the transportation coordinator immediately should any license/permits be suspended, revoked, denied, or expired. It is the responsibility of the driver to keep his/her credentials up to date. You will not be allowed to drive if they are not current and in your possession. Each time your credentials are renewed, please see that a copy is placed in your personnel file. Falsification of records or documents shall be grounds for discharge.

3. **PHYSICAL EXAMINATION**

As required by law, all school bus operators must receive a pre-employment physical examination. After the first physical examination, the D.O.T. physicals are required on commercial drivers and non-commercial drivers. Should an employee choose to see another physician or fail to be in attendance when the examination is scheduled, the cost of the examination shall be the responsibility of the employee.

The Wakefield School District may require you to take an additional physical examination, if they feel it is in the best interest of safety. There will be no charge to the employee in these cases.

All drivers are required to receive a physical exam every two years. If the driver requires the exam more frequent, then the cost can be assessed by the district and the driver may be responsible for all cost. If a driver chooses to access a doctor other than the one provided by the district the driver will not be reimbursed for the cost of the exam.

4. **PERSONNEL RECORDS**

The Wakefield School District maintains personnel and training records on each employee. Any employee may request to review his/her own files we keep on the employee in the presence of the transportation coordinator. These files are Wakefield School District property and may not be altered or removed from the office. An employee may put written comments into their personnel file if they disagree with a particular document.

An employee shall notify the transportation coordinator of any change in name, address, telephone number, marital status or other personal information in a timely manner. The Wakefield School District will not release personal data to anyone other than contracting boards of education unless prior written approval for its release is given by the employee.

5. **PUNCTUALITY**

It is imperative that buses run on schedule unless bad weather conditions dictate otherwise. Drivers are to make every effort to operate on schedule. Erratic pick-up and unloading times do not meet the needs of our students and parents and are unacceptable. Being on time necessitates reporting to work on time, leaving the location where your bus is parked on time and monitoring time throughout the route. STAY ON SCHEDULE.

6. **TARDINESS**

Tardiness will not be tolerated. Drivers are to report to work on time to perform a thorough and proper pre-trip check before leaving the “parked” location at the scheduled time, both morning and afternoon. Failure to report to work on time will result in disciplinary action.

7. **ABSENTEEISM DUE TO ILLNESS**

If a driver is sick, it is the responsibility of the driver (AND NO ONE ELSE) to call in a minimum of sixty minutes before report time, or sooner if at all possible. A call is to be made for each day that you are out sick. You must speak with the transportation coordinator (NOT LEAVING A MESSAGE or TEXT MESSAGE). Calling in after your report time is not acceptable. A physician’s note indicating you are able to resume work will be required after three (3) consecutive days.

8. **TIME OFF – PERSONAL REASONS**

Time off for personal reasons may be granted at the discretion of the transportation coordinator and may be based on the availability of adequate coverage of the route. Excessive absenteeism for personal reasons is grounds for disciplinary action, which may include termination. Drivers taking “Vacation” time are strongly encouraged to schedule said time during the normal school vacation times.

9. **INSERVICE TRAINING SESSIONS**

The Wakefield School District makes available to all employees monthly training programs sufficient to comply with state requirements for recertification of licenses/permits. All drivers must attend the required number of in-service training sessions held in any given year and may be required to attend additional safety meetings.

10. **GENERAL MEETINGS**

Attendance is expected at general meetings held for information purposes. These meetings may be announced with little notice.

11. **PERFORMANCE OBSERVATION AND EVALUATION**

A minimum of once a year it will be necessary for the transportation coordinator or certified driver trainer to observe the behind-the-wheel and on-the-road performance of employees. Each year annually the transportation coordinator will conduct a written evaluation of each driver’s performance.

12. **RELATIONS WITH THE PUBLIC**

It is important to remember that to the general public, YOU represent the Wakefield School District. You may be the only one they see every day from the school district. You are also the most visible vehicle on the road. You must, therefore, make sure that you deal with students, parents, school officials, and other motorists in a polite, professional, and considerate manner. If you find yourself in a dispute, courteously withdraw from the argument and refer the other party to the transportation coordinator or a building principal.

13. **APPEARANCE AND ATTIRE**

Employees are required to wear appropriate attire when on duty and maintain a high standard of personal hygiene. Your appearance is extremely important, as it sets the image of the Wakefield School District in the eyes of the public.

Long hair must be tied back, braided or put on the top of the head to keep hair out of the employee's eyes. The following articles of clothing are NOT permitted: tank tops, body shirts, or spandex shorts or slacks (unless appropriately covered by other articles of clothing). Also, no cut-offs or short-shorts (must be mid-thigh length or longer) ponchos, sandals, flip-flops or moccasins, cowboy hats, high heels, and clothing or buttons having words or slogans which may be construed as obscene or offensive.

## SECTION III

### DISCIPLINARY POLICIES

1. This list of rules is not all-inclusive but should serve as a guide. It may be amended as needed. Violation of any Wakefield School District policies in this handbook or other instructions does not necessarily result in a specific penalty. The proper disciplinary action for a violation will be determined after an investigation of the facts of the case.
2. Certain violations are serious enough to warrant immediate suspension, investigation of the offense, and discipline up to and including termination.
  - A. These general guidelines will normally dictate that the **First offense** will typically be brought to an employee's attention by a verbal warning.
  - B. **Second offense** will bring a written warning, discussion of the problem, and could result in a one-day suspension without pay.
  - C. **Third offense** will result in a 1-10 day suspension without pay.
  - D. **Fourth offense** should result in termination.
3. Termination or suspension can be implemented at first offense, based on the seriousness of the offense, seriousness to be determined at the sole discretion of the Wakefield School District Superintendent of Schools.

## SECTION IV

### TWO-WAY RADIO AND CELL PHONE POLICIES

1. In accordance with F.C.C regulations, the Wakefield School District are licensed to operate 2-way radios for the transmission of messages pertaining to either the efficient operation of school bus service or the safety or general welfare of the students transported. Regulations also require that all, communications be restricted to the minimum practicable transmission time and that they be directly, related and necessary to the operation of school buses.
2. Ask yourself this question –“Would I stop the bus to use a telephone?” If the answer is yes, then use the radio. If the answer is no, then wait until you return to an area you can talk directly with the individual person or call that person at a later time.
3. Radios shall be ON at all times that the vehicle is in operation and the volume at a level for the driver to hear when called.
4. Each unit shall be identified by the “Vehicle Number”.
5. To transmit a message:
  - A. Remove the microphone from its bracket.
  - B. Monitor frequency for other communication.
  - C. Key microphone before speaking and keep it keyed while delivering message.
  - D. Identify yourself by using your “Vehicle Number.”
  - E. Release key to receive transmission from the unit called.
  - F. Wait for acknowledgement from the other unit before transmitting the rest of the message.
  - G. State your message clearly and concisely and slowly.
6. Inappropriate use of the radio includes:
  - A. Use of profane or derogatory language.
  - B. Transmission of personal messages
  - C. Socializing with others.
  - D. Allowing children to use the equipment, other than during practice emergency drills or an actual emergency situation.
7. Cell phones or portable radios will not be allowed for use when driving a school bus.
8. Cell phones and other electronic devices **MUST** be in the **off position** when operating the vehicle.

## SECTION VI

### GUIDELINES AND PROCEDURES

1. Parking Locations for School Buses. .
  - A. Wakefield buses will be parked at the parking lot located at the back of the school.
  
2. All vehicle maintenance will be completed at Rochester Truck in Rochester unless otherwise instructed by the transportation coordinator.
  - A. The vehicle maintenance report must be completed every time the vehicle has repairs and or regular services done to the bus.
  - B. The driver will be required to report any maintenance needs to the transportation coordinator before the work can be completed.
  - C. Repair work needs to be indicated on your monthly operating records sheet.
  - D. All buses must be swept daily, all trash must be removed before drivers leave the buses at the end of the day.
3. Routes
  - A. Routes will be arranged by the transportation coordinator.
  - B. Drivers will be expected to adhere to the routes and times set by the coordinator. If a driver has concerns about the time/route that has been set, the driver must inform the transportation coordinator.
  - C. No driver has the authority to change or alter the bus route or times that have been set prior to the start of school.
  - D. The driver will be expected to keep a consistent schedule coinciding with the times of the route.
  - E. Each driver will need to check the seats of the bus after each run for students and damage.
4. All drivers will be provided with the Wakefield "Parent/Student Transportation Handbook" which deals with student conduct on buses.
  - A. Each driver will be required to enforce the rules that students must follow.
  - B. Students that do not follow the "bus rules", the driver is expected to file a bus conduct report.
  - C. Videotapes will be monitored periodically from the buses, to make sure that students are following the "bus rules".
  - D. Drivers must enforce all rules that have been set in place, for all students.
  - E. Each year the driver should forget the problems from the previous year and begin the new school year without prejudice.
5. Drivers will conduct bus evacuations twice a year. First by October 15<sup>th</sup> and the second by May 15<sup>th</sup>.
  - A. The transportation coordinator will instruct the drivers with the type of evacuation that will be completed.
  - B. Drivers will need to report to the transportation coordinator in writing (form provided) when the evacuations are completed.
  - C. At the completion of the evacuations, the transportation coordinator will file a report with the SAU office and send a copy to the Pupil Transportation Office.
6. No driver will be allowed to use profanity or make gestures that will hurt or embarrass other drivers or students.
  - A. Please see the appendix for "Sexual Harassment".
  - B. Drivers need to make sure they are aware of what they say. For example if a driver tells a student to "shut up", that will not be acceptable.
7. Each bus is equipped with a video surveillance system.
  - A. Each driver will be required to use the video surveillance system when transporting passengers.

- G. Drivers are not allowed to communicate on social media regarding students, school district, current position you perform for the district or any other related information that may be associated with the drivers' job or school district.
12. Drivers are **not allowed** to remove students from the bus.
- A. Drivers should file bus reports for every child who does not comply with the bus rules.
  - B. Drivers may assign any seat to any student if needed.
  - C. If a problem arises before leaving the school the driver can locate an administrator to remove the child if necessary. If the bus has left the school the driver must call the school to request if a child could be brought back to school due to discipline and if the administrator is available, the school will inform the driver to bring the child back to school.
13. No driver will be allowed to exceed the posted speed limit.
- A. If a driver is caught speeding, the police department will be notified and they will continue the investigation.
  - B. Speeds in and around any school yard will be **NO MORE than 5 MPH.**
  - C. The school district will not tolerate any driver who speeds.
14. Department of Transportation drug and alcohol testing
- A. Drivers are expected to have a pre-employment drug test.
  - B. When chosen for a drug or alcohol test the driver must go to the collection site/ or they will come to Wakefield Sau within one hour after being notified.
  - C. Whenever a driver chooses not to have the test completed, the test will be considered positive.
  - A. Any positive test (drug or alcohol) will result in termination of employment.
15. It is the driver's responsibility to have eight (8) hours of in-service training per year.
- A. Drivers are encouraged to attend any training provided by the school district.
16. Timecards will be provided, and drivers will submit them every two weeks.
- A. Times that should be found on a timecard.
    - 1. Regular route times
    - 2. Late bus times
    - 3. Field trip/sports trip times
    - 4. Training times
    - 5. Other times
  - B. Timecards need to be submitted on **Friday mornings by 9 A.M.** at the SAU office unless otherwise instructed.
  - C. Drivers will be paid 30 mins time for the completion of pre-trip and post trip inspections (15 mins) and vehicle/equipment cleaning (15) at the conclusion of each route. If more time is needed for cleaning, approval is needed by the transportation coordinator.
  - D. Drivers are paid for the hours they work.
  - E. Drivers must report correct times on their timecards.
  - F. Drivers will be paid the same dollar amount that is indicated in their contracts.
  - H. For any driver that is found to falsify their timesheet, written warning up to termination may occur. It will be the driver's responsibility to justify his/her time.
  - I. Drivers using leave for "vacation" time are strongly encouraged to plan those times during the district's school vacation times which are already scheduled.
17. No students can be dropped off early at the school in the morning.
- A. Students **cannot** be dropped off before 8:30 AM Paul School
18. Drivers will be responsible for any field trips or extra shifts they take.

H. All buses must stop at all railroad crossings even if the bus is loaded or empty.

24. Drivers who transport students with disabilities need to remember:

- A. You have been given a contract for work based on the first day of school.
- B. If a child is removed from the program or no longer needs transportation, the driver's time may be adjusted due to the shorter/longer workday.
- C. The transportation coordinator will try to rework the schedule to help compensate for the potential lost hours.
- D. Likewise, you may have additional hours added to your contract due to an added student or a new program.

25. Radio notification of beginning a driver's route and completion of a route.

- A. At the beginning of day, the drivers need to radio in by stating (i.e. "This is 116, reporting for daily route"), please repeat this each day. If anyone notices, for example, that Jane always calls in by 6:05 and she has not, please contact the transportation coordinator to advise as soon as it is safe to do so.
- B. At the completion of a route the driver needs to radio in by stating (i.e. "This is 116, clear of my afternoon route"), please repeat this each day. The Paul School (150) will be the location you will call in the afternoon.

26. Stopping for loading students:

- A. All buses will come to a complete stop activating their eight-way system and then if no student is present the driver may proceed. This must take place each day, unless the driver knows the student is not taking the bus on that particular day.
- B. Drivers of children 2<sup>nd</sup> grade or below must have a parent or older sibling waiting and present when discharging in the afternoons. Parents can give a note to be held in the office by the school secretary, advising it's ok to let the child off when a parent is not present.
- C. When loading and discharging a student, the driver needs to use the emergency brake at each stop, placing the vehicle into the neutral position and then applying the emergency break.
- D. Do not allow students to wait inside his/her home as the bus approaches. All students must be waiting at the edge of the street 5 minutes prior to the bus's arrival.
- E. While loading or discharging students, the red 8-way stop lights must be activated. This will include all school parking lots.

27. Tobacco use and Alcohol use while on duty:

- A. No student or driver will be allowed to use tobacco products while on the school bus.
- B. No driver will be allowed to use tobacco products while on school grounds.
- C. No student or driver will be allowed to use or transport alcohol while on the school bus.
- D. No driver will be allowed to consume alcohol products while on school grounds.
- E. A driver will be allowed to smoke while on duty as long as he/she is not on school grounds.

28. Drivers using buses for personal business:

- A. None of the Wakefield school buses will be used for personal business.
- B. Drivers will not be allowed to make stops with the school buses during his/her down time.
- C. DO NOT be seen with the bus if you have not pre arranged the stop with the transportation coordinator prior to the stop.

29. Each school bus is equipped with safety chock blocks, which must be used when the driver is off his/her vehicle.

- A. Each time a driver exits the vehicle the chock blocks must be securely placed around the rear wheels of the school bus to prevent movement.
- B. The only exceptions to this rule will be, drivers would not have to use the chock block if:



# Wakefield NH Schools Accident Report

Workers' comp\_\_\_\_  
School insurance\_\_\_\_  
Yes\_\_\_\_ No\_\_\_\_

INJURED PERSON: \_\_\_\_\_  
Student\_\_\_\_ staff\_\_\_\_ visitor\_\_\_\_  
Age\_\_\_\_ grade/position\_\_\_\_ school\_\_\_\_ Bus\_\_\_\_  
Parent's Name: \_\_\_\_\_  
Address: \_\_\_\_\_

TIME AND PLACE OF INJURY  
Date\_\_\_\_ Time\_\_\_\_:\_\_\_\_  
Location\_\_\_\_  
Activity\_\_\_\_  
Other students involved \_\_\_\_\_

NATURE OF INJURY  
\_\_\_\_ abrasion      \_\_\_\_ cut      \_\_\_\_ object in eye  
\_\_\_\_ bite      \_\_\_\_ dental      \_\_\_\_ puncture  
\_\_\_\_ bruise      \_\_\_\_ dislocation      \_\_\_\_ sprain  
\_\_\_\_ burn      \_\_\_\_ fracture      \_\_\_\_ other  
\_\_\_\_ concussion      \_\_\_\_ laceration      \_\_\_\_\_

Part of the body:  
\_\_\_\_ ankle      \_\_\_\_ eye      \_\_\_\_ hip      \_\_\_\_ nose  
\_\_\_\_ arm      \_\_\_\_ face      \_\_\_\_ knee      \_\_\_\_ shoulder  
\_\_\_\_ back      \_\_\_\_ finger      \_\_\_\_ leg      \_\_\_\_ stomach  
\_\_\_\_ chest      \_\_\_\_ foot      \_\_\_\_ lip      \_\_\_\_ tooth  
\_\_\_\_ elbow      \_\_\_\_ hand      \_\_\_\_ mouth      \_\_\_\_ wrist  
\_\_\_\_ head      \_\_\_\_ neck      \_\_\_\_ other

CAUSE OF INJURY/ACCIDENT  
Description of how accident/injury occurred: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Was staff member present? Yes\_\_\_\_ No\_\_\_\_  
Name: \_\_\_\_\_ Other witness: \_\_\_\_\_

<b>BUS REPAIR ORDER</b> <b>Wakefield NH</b> <b>SCHOOL DISTRICT</b>	Bus Number:
	Driver's Name:
Date:	
Mileage:	

PRELIMINARY CHECKOUT:										
OIL	WATER	BELTS	HOSES	BATTERY	TRANSMISSION	STEERING	WASHER FLUID	LIGHTS	SEATS	EMERGENCY EQP.

LAST TIME IN:	PROBLEM:
<b>REPORTED PROBLEM(S) TODAY:</b>	

MECHANIC(S) ASSIGNED:	DATE:
-----------------------	-------

<b>MAINTENANCE COMMENTS:</b>

Bus No. \_\_\_\_\_ Operating Records for Month of \_\_\_\_\_ 20 \_\_\_\_\_

Drivers Name/Signature: \_\_\_\_\_ Veh. Capacity: \_\_\_\_\_

Mileage at Last Fill: \_\_\_\_\_ Beg. Of Month  
Mileage: \_\_\_\_\_ End of Month Mileage: \_\_\_\_\_

		Daily Mileage report			Daily Hourly report			Gas - Diesel (Circle One)				
D	DT	Start	End	Total Miles	Start	End	Total time	Gals.	Mileage at Fill	MPG	Oil	Other
M												
T												
W												
T												
F												
M												
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**WAKEFIELD SCHOOL DISTRICT  
TRANSPORTATION DEPARTMENT  
EMERGENCY EVACUATION FORM**

DRIVERS SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

BUS #: \_\_\_\_\_ NUMBER OF STUDENTS INVOLVED: \_\_\_\_\_

**SELECT THE REASON FOR EVACUATION BEING CONDUCTED**

ANNUAL EVACUATION DRILL: \_\_\_\_\_ EMERGENCY EVACUATION: \_\_\_\_\_

**SELECT THE TYPE OF EVACUATION BEING CONDUCTED**

FRONT DOOR: \_\_\_\_\_ ROOF HATCH: \_\_\_\_\_ SIDE WINDOW: \_\_\_\_\_  
REAR DOOR: \_\_\_\_\_ FRONT WINDOW: \_\_\_\_\_ SPLIT EVAC.: \_\_\_\_\_

**LOCATION OF EVACUATION:**

PHYSICAL ADDRESS (IF OTHER THAN AT A SCHOOL LISTED BELOW)

---

---

---

**Date and Times of Drill**

SPUALDING HIGH SCHOOL

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

PAUL SCHOOL

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

OTHER:

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

WAKEFIELD SCHOOL DISTRICT  
SCHOOL ADMINISTRATIVE UNIT 101

**LEAVE REQUEST FORM**

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

Mark the type of leave (x)		Date(s) of leave	Sub Needed?	
Personal			Yes	No
Professional			Yes	No
Sick			Yes	No
Incentive Time (Paras and ABA Tutors)			Yes	No
Bereavement			Yes	No
Jury			Yes	No
Vacation			Yes	No

Time of Leave:

Leave Start Time: \_\_\_\_\_ Leave End Time: \_\_\_\_\_ Full Day ☐

**Please list any duties and the times that will need coverage:**

\_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Time away from work is subject to approval*

<b>OFFICE USE</b>	
<b>Approval:</b> Yes <input type="checkbox"/> No <input type="checkbox"/> _____	
Signature of Supervisor: _____	Date: _____
Copy sent to employee: Date _____	Initials: _____

# SAU101 - - BUS TIMESHEET

Name: \_\_\_\_\_

Week 1 End Date: \_\_\_\_\_

Week 1 End Date:

Day of Week	Month & Date	(Regular or Special Ed Only)						Total Hours Worked	Indicate Regular or Special Ed
		AM		MID DAY		PM			
		Start	Stop	Start	Stop	Start	Stop		
Sat									
Sun									
Mon									
Tue									
Wed									
Thu									
Fri									

TOTAL FOR WEEK ONE

Week 1:

OTHER (Field Trips, Sports, Sick, Co-Curriculum, Meeting, Training, Late Bus, etc)

Day of Week	Month & Date	Start	Stop	Start	Stop	Start	Stop	Total Hours Worked	Indicate Type of Trip
Sat									
Sun									
Mon									
Tue									
Wed									
Thu									
Fri									
TOTAL FOR WEEK ONE OTHER									

Week 2 End Date: \_\_\_\_\_

Week 2 End Date:

Day of Week	Month & Date	(Regular or Special Ed Only)						Total Hours Worked	Indicate Regular or Special Ed
		AM		MID DAY		PM			
		Start	Stop	Start	Stop	Start	Stop		
Sat									
Sun									
Mon									
Tue									
Wed									
Thu									
Fri									

TOTAL FOR WEEK TWO

Week 2

OTHER (Field Trips, Sports, Sick, Co-Curriculum, Meeting, Training, Late Bus, etc)

Day of Week	Month & Date	Start	Stop	Start	Stop	Start	Stop	Total Hours Worked	Indicate Type of Trip
Sat									
Sun									
Mon									
Tue									
Wed									
Thu									
Fri									
TOTAL FOR WEEK TWO OTHER									

TOTAL

TOTAL TIME WORKED FOR "ALL" PAY PERIODS

employee signature

46

manager signature

**Wakefield NH**  
**SUPPORT STAFF EVALUATION**  
**SCHOOL BUS DRIVER**

Person being Evaluated: \_\_\_\_\_ Date: \_\_\_\_\_

Evaluator (Optional): \_\_\_\_\_

**HIGHEST**

**LOWEST**

Characteristics	Meets Standards	Below Standards
<b>1) Consistent adherence to rules , regulations, guidelines and policy</b>		
Federal CDL-Laws		
NHCDL- Laws & NH School Bus Rules		
SAU #64 Policies		
<b>2) Filing of Timely Reports</b>		
Time Cards		
MSB Reports		
Vehicle Reports & VCR Weekly Reports		
Absents		
Drills		
<b>3) Disposition, tact and ability to get along with others</b>		
Works well with other drivers		
Works well with administration		
Works well with students/parents		
Works well with general public		
<b>4) Attitude</b>		
Ability to get along with staff and students		
Complaints from others		
<b>5) Personal grooming, attire, cleanliness</b>		
Proper clothing per regulation		
Presents self in a professional appearance		
<b>6) Skills associated with transporting students</b>		
Loading and unloading properly		
Speed		
Use of mirrors		
Use of lights (i.e. 8-way system)		
<b>7) Safety</b>		
Knowledge of pre-trip		
Knowledge of post-trip		
Use of emergency equipment		
Use of chock blocks		
Other actions to secure vehicle		
<b>8) Ability to maintain discipline and safety of students on the bus</b>		

Removes lost and found items within two days of finding items		
Washes drivers area, i.e. dash, steering wheel, control panel		
<b>13) Authorized use of District Vehicles</b>		
Driver only uses vehicle for assigned routes/duties		
Driver does not make unscheduled/unauthorized stops with vehicle		

Wakefield School District  
Transportation Department  
76 Taylor Way  
Wakefield, New Hampshire 03872

The Wakefield School District have provided \_\_\_\_\_ with the  
Drivers Name

Transportation Handbook. All of the information in the handbook has been gone over by the transportation coordinator and the school bus driver listed above. At this time the school bus driver knows what is required and understands the rules and regulations, governing his/her job. Below, the school bus driver and transportation coordinator has signed and dated in acknowledgement of what is expected of them as an employee of the Wakefield School District.

\_\_\_\_\_  
Drivers Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Transportation Coordinator

\_\_\_\_\_  
Date



## Appendix

\*Incident Report

\*Vehicle Repair Order Form

\*Monthly Operating Record

\*Evacuation Reporting Form

\*Leave Notification

\*Time Card

\*Driver Evaluation Form

\*Acknowledgement Page

*All NH School Transportation rules (Saf-C 1300) can be viewed in the transportation office or online at, [www.nh.gov/safety/divisions/dmv](http://www.nh.gov/safety/divisions/dmv).*

*The NHSTA.ORG website can also be used for resources such as:  
SAF-c 1300 rules  
NH School bus*

# Paul School

## Student and Family Handbook

### 2023-2024



#### 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 2023-2024 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 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
Administrative Assistant	Ashia Roy	ashia.roy@sau101.org
Student Service Administrator	Sarah Howard	sarah.howard@sau101.org
Financial Manager	Shari Colby	shari.colby@sau101.org
Financial Assistant	Jen Hayward	jen.hayward@sau101.org
HR/Payroll Coordinator	Michele Lambert	michele.lambert@sau101.org
IT Director	Eric Haley	eric.haley@sau101.org

### Paul School Personnel

Principal	Norma DiRocco	norma.dirocco@sau101.org
Assistant Principal	Ivy Leavitt-Carlson	ivy.leavittcarlson@sau101.org
Administrative Assistant	Julie Muldoon	julie.muldoon@sau101.org
Administrative Assistant	Michelle Farina	michelle.farina@sau101.org
Special Education Admin Assistant	Sara Borelli	sara.borelli@sau101.org
Facilities Director	Brad Davis	brad.davis@sau101.org
Guidance Counselor		
Guidance Counselor	Michele Hossack	michele.hossack@sau101.org
Social Worker		
Nurse	Brooke King	brooke.king@sau101.org
LNA	Jodie Dong	jodie.dong@sau101.org
Student Success Center	Meaghan DeColfmacker	meaghan.decolfmacker@sau101.org

2022/2023 Paul School Staff

<u>Classroom teachers</u>	
PK: Angela Boston - angela.boston@sau101.org	1st: Laura Courts - laura.courts@sau101.org 1st: Jackie Jakubec - jackie.jakubec@sau101.org 1st:
K: Meghan Kelly - megan.kelly@sau101.org K: Meghan Libby - megan.libby@sau101.org	
2nd: Lauree Royle - lauree.royle@sau101.org 2nd: Shane Krafton - shane.krafton@sau101.org	3rd: Juliana Purvis - juliana.purvis@sau101.org 3rd: Lindsay Reynolds - lindsay.reynolds@sau101.org 3rd:
4th: Andrea Levesque - andrea.levesque@sau101.org 4th: Michelle Osmer - michelle.osmer@sau101.org 4th: Robert O'Neill - robert.oneill@sau101.org	6th: Peter Boucher - pete.boucher@sau101.org 6th: Mark Perkins - mark.perkins@sau101.org 6th: Renee Stevens- renee.stevens@sau101.org
5th: 5th: Shannon Siegler - shannon.siegler@sau101.org 5th:	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 Social Studies: Sam Fairfield - samuel.fairfield@sau101.org 8th ELA: Lindsay Hurley - lindsay.hurley@sau101.org 8th Math: Erin Wolforth - erin.wolforth@sau101.org	
<u>Special Education</u>	<u>Integrated Arts</u>
Sp. Ed. CM: Beth Capen - beth.capen@sau101.org Sp. Ed. CM: Kathy Frothingham - kathy.frothingham@sau101.org Sp. Ed. CM: Meghan Nason - megan.nason@sau101.org Sp. Ed. CM: Sandra Pollack - sandra.pollack@sau101.org Sp.ED.CM:	Art: Caroline Dexter - caroline.dexter@sau101.org PE: Brandon Balser - brandon.balser@sau101.org Library Media: Library/Tech Asst.: Michelle Naughton - michelle.naughton@sau101.org Music: Julie Sullivan - julie.sullivan@sau101.org Technology: Health:
<u>ABA Tutors</u>	<u>Title One</u>
Lead Teacher: Dina Dib - dina.dib@sau101.org Donita Bourne - donita.bourne@sau101.org Kristina King - kristina.king@sau101.org Julia Hall - julia.hall@sau101.org Amy Blackwood - amy.blackwood@sau101.org	Title One Coordinator: Elayne Ellis - elayne.ellis@sau101.org Title One Teacher: Penny Huckins - penny.huckins@sau101.org Title One Teacher: Diane O'Neil - diane.oneil@sau101.org Math Interventionist: Julie Crowley - julie.crowley@sau101.org Math Interventionist: Reading Interventionist:



Paraprofessionals

Breeanne Arnold - breeanne.arnold@sau101.org  
Colleen Bonnell - colleen.bonnell@sau101.org  
Jessica Bradbury - jessica.bradbury@sau101.org  
Aleigha Brault - aleigha.brault@sau101.org  
Tammy Canney - tammy.canney@sau101.org  
Michelle Castonguay -  
michelle.castonguay@sau101.org

Robbin Fifield - robbin.fifield@sau101.org  
Amber Lamper - amber.lamper@sau101.org  
Tegan McGaw - tegan.mcgaw@sau101.org  
Linda Simmons - linda.simmons@sau101.org  
Cindy Trentsch - cindy.trentsch@sau101.org  
Alicia Wallingford - alicia.wallingford@sau101.org  
Jolene Welch - jolene.welch@sau101.org

Transportation

Transportation Director: Heather Powers - heather.powers@sau101.org  
Stacey Dubreuil - stacey.dubreuil@sau101.org  
Kelley Bushman - kelley.bushman@sau101.org  
Jennifer Goldthwaite - jennifer.goldthwaite@sau101.org

Heather Dube - heather.dube@sau101.org  
Kyla Pennino - kyla.pennino@sau101.org  
Stephanie Stewart -  
stephanie.stewart@sau101.org

Maintenance

Facilities Manager: Brad Davis - brad.davis@sau101.org  
Ron Burpee - ron.burpee@sau101.org  
Lucas Salisbury - lucas.salisbury@sau101.org  
Tyla Guy - tyla.guy@sau101.org  
Alexander Matos - alexander.matos@sau101.org

Cafe Services

Michelle Bernier - wakefield@freshpickscfe.com

**Wakefield School District  
2023 - 2024 School Year Calendar**

	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thur</u>	<u>Fri</u>		<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thur</u>	<u>Fri</u>
<b>AUGUST/ SEPTEMBER</b> (19 Days)	TW NS 11 18 25	TW FD* 12 19 26	TW 6 13 20 27	TW 7 14 21 28	NS 8 15 22 29	<b>FEBRUARY</b> (18 Days)	6 12 19 NS	7 13 20 NS	1 8 14 NS	2 9 15 NS	3 10 16 23
<b>OCTOBER</b> (20 Days)	2 NS 16 23 30	3 10 17 24 31	4 11 18 25	5 12 19 26	TW 13 20 27	<b>MARCH</b> (19 Days)	4 11 18 25	5 12 19 26	6 13 20 27	7 14 21 28	NS 8 15 22 29
<b>NOVEMBER</b> (18 Days)	6 13 ER/PC 27	7 14 ER/PC 28	1 8 NS 29	2 9 NS 30	3 NS NS NS	<b>APRIL</b> (17 Days)	1 8 15 NS 29	2 9 16 NS 30	3 10 17 NS	4 11 18 NS	5 12 19 NS
<b>DECEMBER</b> (16 Days)	4 11 18 NS	5 12 19 NS	6 13 20 NS	7 14 21 NS	1 8 ER NS	<b>MAY</b> (22 Days)	6 13 20 NS	7 14 21 28	1 ER 15 22 29	2 9 16 23 30	3 10 17 24 31
<b>JANUARY</b> (20 Days)	NS 8 NS TW 29	2 9 16 23 30	3 10 17 24 31	4 11 18 25	5 12 19 26	<b>JUNE</b> (11 Days)	3 10 ER SD SD	4 11 SD SD	5 12 SD SD	6 13 SD SD	7 14 SD

August through January: 93 Days

February through June: 87 Days

TW = Teacher Workshop  
NS = No School

ER = Early Release Day - 12:30 PM  
SD = Makeup Day for Snow

PC = Parent Conference

**\*Students First Day of School = Tuesday September 5, 2023**

**Student Days Out**

August 28-31 Teachers return - TW  
September 4 Labor Day  
October 9 Columbus Day  
November 10 Veterans' Day  
November 22-24 Thanksgiving Recess  
December 25 - January 1 Holiday Break

January 15 Civil Rights Day  
February 26 - March 1 Winter Recess  
April 22-26 Spring Recess  
May 27 Memorial Day

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 parent/guardians are aware of the absences. If a student has ten half-days of unexcused absence during a school year it constitutes habitual truancy. A half-day absence is defined as a student missing more than two hours of instructional time and less than three and one-half hours of instruction time. Any absence of more than three and one half hours of instructional time shall be considered a full-day absence. After five whole days (10 half days) of unexcused absence, an official truancy letter will be sent home.

For each subsequent unexcused absence, the school 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 should 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 8:45 and students are expected to be in school by that time. Students arriving after 8:45 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 (Pick up Patrol)**

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.

### **Pick Up Patrol**

Pick up patrol is an online app that allows families to make changes to their children's dismissal plans without the need for notes, forms, or phone calls. This system tracks each student's dismissal plan: pickups, bus riders, walkers, aftercare, clubs, sports, daycare.

- **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 3:15pm. 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 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 8:30 am, 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.

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

### **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 (Upon entering the school property and exiting the school property).
- 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 8:15-8:30. Students will be dismissed directly from the bus to the cafeteria to pick up their breakfast. Breakfast will cost \$2.30 and lunch will cost \$3.55 for the 2023-2024 school year. Milk, (both snack and lunch) is \$.60. 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

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](http://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 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. Sarah Howard serves as the coordinator of each.

### **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 two (2) school days 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 two (2) school days 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 two (2) school days 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 KI, KFA**

- 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 rules will be reported to school officials and may lose transportation privileges either on a temporary or permanent 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. For this and all other transportation concerns please contact Heather Powers: heather.powers@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:

WOKQ 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 that The Paul School is canceled for the day, there will be no bus transportation from Wakefield to the high school, or to 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 JIH**

### **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 15°, 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 21 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. **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 their 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- 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. 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 603-522-9977 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.

All volunteers on field trips must register in the office prior to leaving. 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. 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 Alma. Midway through each quarter, parents/ guardians will receive a reminder to check Alma 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.

- $\geq 93$  High Honors
- $\geq 85$  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. **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 1<sup>st</sup>.

### **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 JQ**

### **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 written, verbal or electronic communication, or physical or a physical act or gesture directed at another student which:

- Physically harms a pupil or damages the pupil's property
- Interferes with a pupils educational opportunities
- Causes emotional distress to a pupil
- Creates a hostile educational environment

or

- Substantially disrupts the orderly operation of the school

Bullying includes actions motivated by an imbalance of power based on a pupil's actual or perceived personal characteristics, behaviors, or beliefs, or motivated by the pupil's association with another person and based on the other person's characteristics, behaviors, or beliefs.

Cyber-bullying is conduct defines as bullying (above) that is undertaken through the use of electronic devices including telephones, cell phones, computers, pagers, email, instant messaging, text messaging, and websites/social media sites.

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.

### **MTSS-B**

Paul School uses Multi-tiered Systems of Support and Behavior (MTSS-B) as a method for addressing academic and behavior issues. MTSS-B 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 Tier one 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. Tier one regularly reviews student behavior to identify behaviors that are school-wide issues which need to be addressed. Tier one 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

#### **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

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. <u>Policy JICK</u></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.</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. <u>Policy JICFA</u></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 participates in substantial destruction or disfigurement of property.</p> <p>Student deliberately or repeatedly causes damage to school or personal resources.</p>

	Student unintentionally causes damage to school or personal resources.	<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.</p>
Theft	No Minor Offense	Student is in possession of, has passed on, or is responsible for removing someone else's property without the person's permission. Student has signed another person's name without his/her permission.
Cheating / Plagiarism / Lying	<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>
Dress Code	<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 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. <u>Policy JICG, JICH, JICI</u>

### **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 District 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 Student and Family 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 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**

Chairman: Mary Collins - mary.collins@sau101.org  
Term Expires 2026

Vice Chairman: Bob Ouellette - bob.ouellette@sau101.org  
Term Expires 2024

Robert Decolfmacker - robert.decolfmacker@sau101.org  
Term Expires 2024

Brennan Peaslee - brennan.peaslee@sau101.org  
Term Expires 2025

Sandrea Taliaferro - sandrea.taliaferro@sau101.org  
Term Expires 2025

Clerks & Moderator:  
Moderator: Rich Gill  
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.

Certified Staff Nomination			
Name	Title	Effective Date	Salary
Tracy Baussmann	Math Interventionist	8/28/2023	\$39,918.00
Sara Gilikin	1st Grade Teacher	8/28/2023	\$35,603.00
Olivia Therrien	Family Support Liaison	8/28/2023	\$48,344.00
Tarah Llewellyn	Technology Teacher	8/28/2023	\$43,006.00
Laurianne Soucy	Reading Interventionist	8/28/2023	\$62,969.00

Staff New Hire FYI			
Name	Title	Effective Date	Salary
Julie Muldoon	Administrative Assistant	7/31/2023	\$19.00 per hour
Sara Borelli	Special Ed Administrative Assistant	8/21/2023	\$19.61 per hour

Resignations			
Name	Title	Effective Date	Salary
Jennifer Learned	1st Grade Teacher	7/30/2023	\$37,233.00
Jodi Furlong	ABA Tutor	7/30/2023	\$31,160.00

Retirements			
Name	Title	Effective Date	Salary

RECEIVED

JUL 20 2023

WAKEFIELD SCHOOL DISTRICT  
SCHOOL ADMINISTRATIVE UNIT 101

INTENT TO HIRE

Name of Employee: Julie Muldeen

Position being hired for: Admin Asst

Existing Employee? Yes ☒ No

Replacing: Jen Hayward

Start date 7/31/23

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: \_\_\_\_\_

Degree \_\_\_\_\_ Year \_\_\_\_\_

Graduate Degree from: \_\_\_\_\_

Degree \_\_\_\_\_ Year \_\_\_\_\_

Hours Per Day: 8 Days Per Week: 5 Days Per Year: 260

Time Card: Yes ☐ No ☒

Collective Bargaining: ☐ WTA ☐ WPA ☐ No Affiliation

Hiring Manager Comments:

Submitted by: Mina DiRocco Date: 7/19/23

To be filled in by Superintendent

Account Number: 100-2410-5113-1-01-00000

Hourly Rate: \$19.00 Salary: Track/Step: N/A

Signature of Superintendent: Anne L. Kephau Date: 7/21/2023

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Wakefield School District  
School Administrative Unit #101

Intent to Hire - Support Staff Hire

To: (Name) ADMINISTRATIVE ASSISTANT

From: (Name) Sarah Howard

Date: (Submitting) 7/26/23

Documents Required when submitting this form:

Completed Application

✓

Resume (Para's and ABA Tutors)

✓

Certs or Transcripts (Para's/ABA Tutors)

N/A

Reference Sheet

✓

I wish to hire the following employee:

Start Date: 8/21/23

Employee's Name: Sara Borelli

Existing Employee (Yes or No): NO

Hours Per Day: 7 1/4 hrs

If existing, current position: \_\_\_\_\_

Days Per Week: 5

Position being hired for: Special Education Admin Asst.

Day Per Year: 190

Replaces (Name): \_\_\_\_\_

Is this a NEW or EXISTING position? Existing

Non-Certified: \_\_\_\_\_

ID# \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Certified: \_\_\_\_\_

ID# \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Hiring Manager Comments:

Verbally accepted (email) the position on 7/26/23  
See reference sheet

Superintendent Comments:

To be filled in by the Superintendent

Account Number: 100-1200-51140-1-01-00000

Hourly Rate: \$19.61

Anne L Kibla 7/27/2023

Step: N/A

Signature of Superintendent

Date

WAKEFIELD SCHOOL DISTRICT  
SCHOOL ADMINISTRATIVE UNIT 101

INTENT TO HIRE

Name of Employee: Tracy Baussmann  
Position being hired for: Math Interventionist  
Existing Employee? Yes ☐ No ☒  
Replacing: N/A?

**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 # 1810 Expiration Date: 6/30/26  
Baccalaureate Degree from: Grand Canyon University  
Degree Elem. Ed K-8 Year \_\_\_\_\_  
Graduate Degree from: \_\_\_\_\_  
Degree \_\_\_\_\_ Year \_\_\_\_\_

Hours Per Day: \_\_\_\_\_ Days Per Week: \_\_\_\_\_ Days Per Year: 186  
Time Card: Yes ☒ No ☐  
Collective Bargaining: ☒ WTA ☐ WPA ☐ No Affiliation

Hiring Manager Comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Submitted by: My Leantt-Carlson Date: 7/26/23

**To be filled in by Superintendent**

Account Number: 435-1100-51100-1-00-20397  
Hourly Rate: N/A Salary: Track/Step: \$ 39,918.00 step 5  
Signature of Superintendent: Anne L. Keble Date: 8/1/2023

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Wakefield School District  
School Administrative Unit #101

**Intent to Hire - Teacher/Administrator**

To: (Name) ADMINISTRATIVE ASSISTANT  
From: (Name) B. Inglehart/Carlson  
Date: (Submitting) \_\_\_\_\_

**Documents Required when submitting this form:**

Completed Application

Resume

Transcripts

State of New Hampshire Educator Certificate

Three Letters of Recommendation

Reference Sheet

<input checked="" type="checkbox"/>
<input type="checkbox"/>
<input checked="" type="checkbox"/>
<input type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>

**I wish to hire the following employee:**

Employee's Name: Sara Gilikin  
Existing Employee (Yes or No): Yes  
If existing, current position: Partner ABA  
Position being hired for: Grade 1  
Replaces (Name): Jen Learneel  
Is this a NEW or EXISTING position?

Start Date: 8/28/23

Degree: \_\_\_\_\_

Year: \_\_\_\_\_

Baccalaureate Degree from: \_\_\_\_\_

Graduate Degree from: \_\_\_\_\_

**Hiring Manager Comments:**


**Superintendent Comments:**


**To be filled in by the Superintendent**

Account Number: 100-1100-51120-1-00-00000

Salary Amount: \$ 35,603.00

[Signature] 8/3/2023

Step: 1

Signature of Superintendent

Date

Track: 1

School Board Nomination Date: \_\_\_\_\_

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Wakefield School District  
School Administrative Unit #101

Intent to Hire - Teacher/Administrator

To: (Name) ADMINISTRATIVE ASSISTANT  
From: (Name) Iny Leavitt - Carlson  
Date: (Submitting) \_\_\_\_\_

Documents Required when submitting this form:

Completed Application	<input checked="" type="checkbox"/>
Resume	<input checked="" type="checkbox"/>
Transcripts	<input checked="" type="checkbox"/>
State of New Hampshire Educator Certificate	<input type="checkbox"/>
Three Letters of Recommendation	<input type="checkbox"/>
Reference Sheet	<input checked="" type="checkbox"/>

I wish to hire the following employee:

Employee's Name: Olivia Therrien  
Existing Employee (Yes or ☒ No): \_\_\_\_\_  
If existing, current position: \_\_\_\_\_  
Position being hired for: Family Support Liaison  
Replaces (Name): \_\_\_\_\_  
Is this a NEW or EXISTING position? social worker?

Start Date: 8/28/23

Baccalaureate Degree from: Colby Sawyer Degree: Sociology Year: 2015  
Graduate Degree from: Boston University Degree: Macro Social Work Year: 2022

Hiring Manager Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Superintendent Comments:

Olivia is exactly what we are looking for  
as a "systems" social worker. Comes w/ many  
resources to assist us in supporting our  
neediest students. She will function as a liaison w/ our  
families

To be filled in by the Superintendent

Account Number: 100-2120-51120-1-00-00000  
Anne L. Kibler 8/3/2023  
Signature of Superintendent Date  
School Board Nomination Date: \_\_\_\_\_

Salary Amount: \$48,344.00  
Step: 7  
Track: 4 MA

88



RECEIVED

AUG 02 2023

WAKEFIELD SCHOOL DISTRICT  
SCHOOL ADMINISTRATIVE UNIT 101

INTENT TO HIRE

Name of Employee: Tarah Llewellyn  
Position being hired for: Technology Teacher  
Existing Employee? Yes ☐ No ☒  
Replacing: N/A

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: Umass Amherst

Degree Communication Year 2011

Graduate Degree from: Brandeis

Degree Digital Media and Design Year 2022

Hours Per Day: \_\_\_\_\_ Days Per Week: \_\_\_\_\_ Days Per Year: \_\_\_\_\_

Time Card: Yes ☐ No ☒

Collective Bargaining: ☒ WTA ☐ WPA ☐ No Affiliation

Hiring Manager Comments:

Tarah has a significant background in technology integration, and has worked in the field for 6 years. She is excited to share her knowledge w/ our students.

Submitted by: My Leann - Carlson Date: 8/1/23

To be filled in by Superintendent

Account Number: 100-1000-51120-1-00-00000

Hourly Rate: \_\_\_\_\_ Salary: Track/Step: 4/3 \$43,006.00

Signature of Superintendent: Rose L. Kitch Date: 8/3/2023

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Wakefield School District  
School Administrative Unit #101

**Intent to Hire - Teacher/Administrator**

To: (Name) ADMINISTRATIVE ASSISTANT  
From: (Name) Norma DiRocco  
Date: (Submitting) 8/21

**Documents Required when submitting this form:**

Completed Application

Resume

Transcripts

State of New Hampshire Educator Certificate

Three Letters of Recommendation

Reference Sheet

<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>

**I wish to hire the following employee:**

Employee's Name: Laurianne Soucy

Existing Employee (Yes or No): NO

Start Date: 8/28/2023

If existing, current position:

Position being hired for: Rdg Interventionist

Replaces (Name): N/A

Is this a NEW or EXISTING position?

Baccalaureate Degree from:

Degree:

Year:

College for Lifelong Learning - BA

Graduate Degree from:

UNH - MS

**Hiring Manager Comments:**

This position is a ESSER funded position  
focused on addressing the learning loss gap.

**Superintendent Comments:**

Laurie has over 20 years of teaching  
experience and will be focused on  
rdg interventions in classrooms of grade  
levels she has taught. She came w/ excellent refer

**To be filled in by the Superintendent**

Account Number: 435-1100-51100-1-00-20399

Salary Amount: \$ 62,969.00

Signature of Superintendent Ann L. B. Date 8/3/2023

Step: 13

Track: 4

School Board Nomination Date: \_\_\_\_\_

90



Ashia Roy <ashia.roy@sau101.org>

## Fwd: Letter of resignation

1 message

Anne Kebler <anne.kebler@sau101.org>

Wed, Aug 2, 2023 at 3:17 PM

To: Michele Lambert <michele.lambert@sau101.org>, Ashia Roy <ashia.roy@sau101.org>

Anne L. Kebler  
Superintendent  
76 Taylor Way  
Sanbornville, NH 03872  
p~ 603-871-8502  
f ~ 603-871-8608

### STATEMENT OF CONFIDENTIALITY:

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

From: **Jen Learned** <jen.learned@sau101.org>

Date: Tue, Jul 18, 2023 at 4:32 PM

Subject: Letter of resignation

To: Anne Kebler <anne.kebler@sau101.org>

Good Afternoon,

After careful thought and consideration I have decided to resign from my position as a First Grace Teacher at the Paul School for the 2023-2024 school year. Although I have made many lasting relationships and have been part of the Paul school family for about 10 years, I have decided to take a different position that I feel better suites mine and my family needs at this time. I appreciate everyone and everything that has been done for me and my students during the many years I have taught here. I will greatly miss our staff and students and wish everyone the best in the upcoming school year.

Thank you,

Jennifer Learned

# JODI R. FURLONG

EDUCATOR & ARTIST



## CONTACT



Anne Kebler  
Superintendent of Schools  
SAU 101  
76 Taylor Way  
Sanbornville, NH 03872

August 1, 2023

Dear Anne:

Please accept this letter as my resignation from whatever position that I am currently assigned. When we finished up in June, I wasn't certain what my role at Paul School would be.

As heartbreaking as it is to leave, I have accepted a job in the school district where I live. I will forever be thankful for the extraordinary people and events that Paul School brought to my life.

Sincerely,

Jodi R. Furlong