

Paul School

Student and Family Handbook

2025-2026



Paul School

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Wakefield, NH 03872

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SAU #101

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SAU101.org

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Welcome Statement

The Paul School staff welcomes you to the 2025-2026 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 and the Wakefield School District. Reading the handbook with your child is an important expectation to help everyone stay informed and aligned. We also ask that you 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](#). If you would like a copy of a specific policy, please contact the school.

SAU Personnel

Superintendent	Donna Magoon	donna.magoon@sau101.org
Executive Administrative Assistant	Ashia Roy	ashia.roy@sau101.org
Director of Student Services	Carol Keenan	carol.keenan@sau101.org
Financial Manager	Michele Lambert	michele.lambert@sau101.org
Financial Assistant	Jen Hayward	jen.hayward@sau101.org
HR/Payroll	Annette O'Neill	annette.oneill@sau101.org
Facilities Manager	Brad Davis	brad.davis@sau101.org
IT Support Technician	Jeff Condon	jeffrey.condon@sau101.org

Paul School Staff

Principal	Melissa Dorsey	melissa.dorsey@sau101.org
Vice Vice Principal	Aaron Nason	aaron.nason@sau101.org
Administrative Assistant	Vicki Burke	vicki.burke@sau101.org
Administrative Assistant	Michelle Farina	michelle.farina@sau101.org
Guidance Counselor	Alison Erricolo	alison.erricolo@sau101.org
Guidance Counselor	Brianna Valdepena	brianna.valdepena@sau101.org
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Registered Nurse	Georgia Brunelle	georgia.brunelle@sau101.org
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Student Success Center/Behavior Interventionist	TBD	

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2nd: Lauree Royle - lauree.royle@sau101.org 2nd: Shane Krafton - shane.krafton@sau101.org	3rd: Sara Gillikin - sara.gillikin@sau101.org 3rd: Michele Maginnis - michele.maginnis@sau101.org 3rd: Lindsay Reynolds - lindsay.reynolds@sau101.org
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<u>ABA Tutors</u>	<u>Interventionists</u>
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Wakefield School District
2025 - 2026 School Year Calendar

	Mon	Tue	Wed	Thur	Fri
AUGUST/ SEPTEMBER	TW	TW	TW	TW	29
	1	2	3	4	5
(21 days)	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
	29	30			

OCTOBER			1	2	3
(21 days)	6	7	8	9	TW
	13	14	15	16	17
	20	21	22	23	24
	27	28	29	30	31

NOVEMBER	3	4	5	6	7
(16 days)	10	11	12	13	14
	17	18	19	20	21
	ER/PC	ER/PC	26	27	28

DECEMBER	1	2	3	4	5
(17 days)	8	9	10	11	12
	15	16	17	18	19
	22	ER	24	25	26
	29	30	31		

JANUARY				1	2
(19 days)	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
	25	27	28	29	30

August through January: 94 Days

	Mon	Tue	Wed	Thur	Fri
FEBRUARY					
(15 days)	2	3	4	5	6
	9	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27

MARCH	2	3	4	5	6
(21 days)	9	10	11	12	TW
	16	17	18	19	20
	23	24	25	26	27
	30	31			

APRIL			1	2	3
(18 days)	6	7	8	9	10
	13	14	ER/TW	16	17
	20	21	22	23	24
	27	28	29	30	

MAY					1
(19 days)	4	5	6	7	8
	11	12	ER/TW	14	15
	18	19	20	21	22
	25	26	27	28	29

JUNE	1	2	3	4	5
(13 days)	8	9	10	11	12
	15	16	17	SD	SD
	SD	SD	SD		

February through June: 86 Days

Student's 1st Day- September 2, 2025

Student Days Off

August 25-28	Teachers return-TW
Sept 1	Labor Day
Oct 13	Columbus Day
Nov 11	Veteran's Day
Nov 26-28	Holiday Break
Dec 24-Jan 2	Holiday Break

Jan 19	Civil Rights Day
Feb 23-27	Winter Recess
Apr 27- May 1	Spring Recess
May 25	Memorial Day

TW- Teacher's Workshop
ER- Early Release at 12:30pm
SD- Makeup snow day

****Red indicates end of quarter**

Approved by School Board 3.4.25

General Information

Attendance

[Policy JH- Attendance, Absenteeism and Truancy](#) updated 10.1.20

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 home 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 message from Paul School gets sent 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 vice 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 or put in a notice on Pick Up Patrol, 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. The state considers “habitual truancy” absences totally 10 or more half-days of unexcused absences.

Tardiness

The school day starts at 8:30am and students are expected to be in school by that time. Students arriving after 8:45am will need to stop in the office for a tardy pass.

Truancy

An absence for any reason that does not meet the criteria for an excused absence is unexcused. A student who is absent from school or class with unexcused absences is truant. A student will be declared habitually truant when they have missed more than ten half-days of unexcused absences in one school year. For the purpose of this a “half-day” is defined as missing up to half the total minutes >203 minutes in a student’s scheduled school day. Missing more than half the total minutes in a student’s school day may constitute two half-day absences. Follow-up procedures will be instituted, pursuant to RSA 169-D - Child in Need of Services (CHINS)

CHINS

In order to execute a CHINS (child in need of services) petition, the district must demonstrate:

1. The district has followed its own protocols, including the full execution of an attendance plan.
2. The district has notified DCYF/Abuse Neglect Intake of attendance concerns for **unexcused absences that exceed 25% of instructional time**. This includes the cumulative effect of tardiness.
3. The district has executed a special education referral for non-identified students or a manifestation determination if a student has a qualifying disability to determine if the disability contributes to the truancy concern.
4. The district must involve the truancy officer with documentation to contact both the student and the parent/guardians.
5. The district must offer a voluntary CHINS to the family.
6. The district may offer diversion through Carroll County or another approved agency as part of an attendance plan.
7. The district may offer parent education/support as part of an attendance plan.
8. As part of the petition, the district must make a determination as to the level of cooperation that the parent/guardian is executing in support of the student's attendance.



Educational Neglect

"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.

Additional Rules as to Non-Attendance

Absences, with parent/guardian consent and/or as a result of in-school or out-of-school suspension, that are excessive and interfere with a student's educational program may require the school to follow-up with appropriate interventions through the court system as provided by RSA 193:16 and RSA 193:18.

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 and approved by the superintendent. 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. It is the responsibility of parents to keep the app up to date for ease of communication about dismissal plans and changes.

Early Dismissal

In all instances, parents/guardians must come to the school office to dismiss their child. Utilize the Pick Up Patrol application to share dismissal plans beforehand. 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 603-522-8891 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 3:00pm. Please make every effort to dismiss students prior to 2:45pm.

Park and Pickup: When picking up your child(ren), park in the parking lot, exit your car and collect your child(ren) from the flagpole area.

Kindergarten students will be picked up at a new location, you will receive this information from the kindergarten teacher.

Carline: Remain in your car and proceed through the carline to pick up your child by the front entrance of the building.

Walkers: Students who are walking home will be dismissed first.

Buses: The buses will pick up students from the 4th grade exit.

Early Arrival

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

School Closings Or Delays

The Superintendent decides when school is to be canceled or delayed due to inclement weather or unforeseen emergencies. Decisions are usually made by 6:30 AM. Notice is provided through our automated system with a phone call, email, and text message to each registered parent/guardian. You must be registered to receive these messages. Notices are also posted on the District website and television stations around 6:45am. Announcements will be carried on the following television stations:

WMUR Channel 9

How does notification work - This school's 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. If there is a delayed opening, there will not be a morning classroom snack time due to the compressed instructional day and the short time between school start and lunch. Please plan accordingly.

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.

In the rare event that weather conditions or some emergency causes school to be dismissed early during the school day, we will follow a planned specific procedure and all parents/guardians will be contacted via the automated system.

Communication

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

School Website

The district website can be accessed at sau101.org. The website contains useful information about activities and events that are going on at the school. School Board information, including district policies, can also be located on the website.

Email

Parents may wish to communicate with the main office or their child's teacher via email. It is important to know that, while this method of communication is welcomed, it is not a confidential means of communication. A confidential issue may be better served through a phone call or written communication. It is reasonable to expect a response to your email within one business day. If you have an emergency or urgent matter, please call the school directly. Email is not recommended for emergency or urgent matters.



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 updated 1.15.14

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. Students with an approved specific learning plan may access items as documented in their plan. The Wakefield School District is not responsible for lost or stolen items.
- 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. The Wakefield School District is not responsible for lost or stolen items

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, 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 603-522-8891. Students may use the office school phones to contact parents.

- 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, notification from the students classroom teacher, 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. 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 updated 1.6.11

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, caffeine free sports drinks etc. during snack time and lunch. Students are not permitted to access microwaves at school and should plan accordingly.

Reference: Policy JLCF updated 7.1.2025

Food Services



Breakfast is available daily from 8:15am-8:30am. 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 2025-2026 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 updated 6.17.25

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

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

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

Wakefield School District recognizes that these are difficult economic times, but we are still responsible for the financial stability of the breakfast and lunch program. The school lunch program is required by federal law to operate as a non-profit which must end each fiscal year without a negative balance. Uncollected debt must be paid to the school lunch program from other funds. Therefore, parents of students required to pay the full or reduced price for meals must ensure that the school lunch program is paid for their student's meals. The District's policy is to quickly escalate efforts to bring student meal accounts into positive balance, to avoid circumstances where these accounts build significant debt. **Reference: Policy EFC updated 9.19.12, Policy EFAA updated 6.17.25**

School 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. We will only be offering pictures in the Fall, there will be no spring picture option.

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.

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. Please regularly check and empty your cell phone voicemails so that we can leave a message if we need to.

McKinney-Vento Homeless Assistance Act

If a family becomes homeless at any time during the school year, please notify the school's Family Liaison 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 Family Liaison at 603-522-8891. Matters of homelessness are confidential.

Reference: Policy JFAB updated 10.20.20

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. Carol Keenan 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.

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 updated 10.17.20, Policy KFA updated 8.9.22

- 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 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. Please consider completing the background investigation process if you plan to chaperone a field trip with us.

Reference: Policy IJOC updated 6.17.20

Safety and Emergency Procedures

Bicycles/Skateboards/Rollerblades

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

Bus Regulations



The right of all students to ride the school buses operated by the Wakefield School District is conditional upon their good behavior and observance of the following rules and regulations. Students who violate these rules will be reported to school officials and may lose transportation privileges either on a temporary or extended basis. Video Cameras may be used on school buses to monitor student behavior. Audio recording in conjunction with video recording may also be captured on school buses, in accordance with the provisions of RSA 570-A:2. The Superintendent or his/her designee will ensure that there is a sign prominently displayed on the school buses informing the occupants of the school buses that such video and audio recording are occurring. If disciplinary action occurs as a result of audio or video recordings, the student's parent/guardian may request, in writing using the Access Request Form to the Superintendent within five (5) days, to review this information with the appropriate personnel. No other individuals shall be entitled to view or listen to the recording without the express authorization of the Superintendent.

Reference: Policy ECAF updated 8.21.13

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, this will update in Pickup Patrol once launched. Permission to ride a different bus is dependent on available space and must be requested at the beginning of the week.

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 school administration. This letter should be received 24 hours prior to the opt out.

Prescription and Non-Prescription Drugs

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. Students may possess and self-administer an epinephrine auto-injector if the student suffers from potentially life-threatening allergies. Both the student's parent/guardian and physician must authorize such self-possession and selfadministration. Other emergency medications, such as insulin, may be carried and self-administered by the student only with prior approval by the school nurse and written statements from a licensed health care provider and a parent/guardian, - including all the same requirements as epinephrine auto-injector.

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 JLCD](#) updated 3.16.21 [JICH](#) updated 1.15.14 [Policy ADC](#) updated 1.30.24

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](#) updated 7.16.19 [Policy ADC](#) updated 1.30.24

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.

Lockers and Inspections/Searches

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 and students may be conducted by administration upon reasonable suspicion that illegal or prohibited items or substances are present.

Reference: **Policy JIH** updated 9.7.11

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 603-522-8891 and speak to our Family Liaison.

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. Toys or objects that are facsimile weapons are expressly not allowed at The Paul School and will result in consequences.

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** updated 1.21.21

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 15 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 full time registered 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 health 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. Please regularly check and empty your cell phone voicemail box to ensure that we can reach you in an emergency. 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 health 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 updated 3.16.21

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.
- Eye Infection - Redness, itching, and/or 'crusty' drainage from an eye. Your child may return to school after 24 hours of antibiotic eye drops or ointment if pink eye is suspected or diagnosed by a physician.
- Body rash with fever or itching - your child may return to school upon resolution of the rash. A rash that persists what is not accompanied with fever or itching may put other students or staff at risk.

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.

The 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. The New Hampshire Childcare/School Immunization Religious Exemption Form is available in the Health Office.

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.

New Hampshire School Immunization Requirements for 2023-24 from the 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- 1 dose of Tdap is required for entry into the 7th grade.*
- *Polio:*
 - *Grades K-11: 3 or 4 doses with the last dose given on or after the 4th birthday and the last 2 doses separated by 6 months or more.*
- *Hepatitis B:*
 - *Grades K-12: 3 doses at accepted intervals*
- *Measles, Mumps, and Rubelia (MMR):*
 - *Grades K-12: 2 doses, with the first dose must be administered on or after the first birthday.*

- *Varicella (Chicken Pox):*
 - *Grades K-12: 2 doses, with the first dose administered on or after the 1st birthday OR laboratory confirmation of immunity. History of natural immunity without lab confirmation of immunity is NOT acceptable.*

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** updated 9.7.11

Individual Health Plan (IHP)

An individual health plan (IHP) is a tool developed by the school nurse in collaboration with the student's guardian(s) and school staff to support student health, safety and success. These students may have chronic health issues or have an acute alteration in their health status that may temporarily require specialized nursing care. IHPs outline the relevant knowledge and actions needed by school personnel and guardian(s) to support the student's access to a free and appropriate education and prepare for prompt responses to medical emergencies.

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.

Co-curricular Activities and Athletics

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

Soccer
Baseball
Softball
Basketball

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..

Rules of Eligibility

All students in grades six through eight must either live in Wakefield or be enrolled at Paul School and have passed all classes in the quarter prior to participation in athletics and co-curricular activities. A student will

remain eligible as long as s/he maintains passing grades. If you attend a private school and live in the Wakefield School District, it must not offer the sport. If you are part of the Educational Freedom Account, and live in the Wakefield School District, you can apply and pay to participate.

Behavior - The student must remain in good behavior within the school environment meaning no detentions, suspensions or disciplinary actions. If a student violates the behavior code then the student may be ineligible to compete in any athletic events or co-curricular activity for the remainder of the quarter.

Quarter to Quarter - In order to be eligible to participate in clubs or athletics, students must remain in academic good standing. A student with a grade of F in any class on the quarter report card will be ineligible for participation in both clubs and athletics during the following quarter. Eligibility for fall activities and athletics will be determined by the grades earned during the last marking period (fourth quarter) of the previous school year.

Year to Year - In order to be eligible to participate in clubs or athletics, students must have passed all their core courses (ELA, Math, Science, and Social Studies) from the previous year. Student athletes may not regain athletic eligibility by making up failures of the regular school year during the summer without a waiver from the middle school principal. Students would normally regain academic eligibility under this section by passing the core course in the same subject the following year. Students who fail a core course one year would normally be ineligible for clubs and athletics the following year. Incomplete grades are not considered passing grades. Students with incomplete grades can regain their eligibility as soon as the requirements to remove the incomplete grades have been met and the student has received a passing grade for the quarter.

Academic Probation - Once during middle school, a student who would be ineligible for a quarter can apply for academic probation. In order to qualify for athletic probation at the start of a quarter, the student/athlete must agree to maintain a 70% average in all classes for the remainder of the quarter. A check on grades will be conducted by the athletic director or vice principal every two weeks. If the student/athlete has a grade below 70% at any of these checkpoints then said student/athlete will be ineligible to compete in any club or athletic events for the remainder of the quarter.

Please reference the Student Athletic Handbook for additional information.

Attendance

Students who are not in school may not participate or attend any practice, game or extracurricular activity that day unless permitted by the Principal or Vice Principal. Students must attend more than half of the day to be eligible to attend or participate in the event (arrival prior to 11 AM). If the student is absent on Friday, he/she cannot participate in a Saturday game or extracurricular activity unless permitted to do so by the Principal or the Vice Principal.

Any student who has been assigned to in-school-suspension (ISS) or out-of-school suspension (OSS) may not participate in co-curricular, extra-curricular, or athletic events. If the event is held on Saturday, a Friday suspension will render the student ineligible to participate on Saturday. Students who have been suspended (in or out of school) are prohibited from practicing or playing the inclusive dates of suspension, including weekends and holidays. Any student who has been assigned to an in school suspension or out-of-school suspension may not participate in a co-curricular or extracurricular event for the duration of the suspension. If

the event is held on a weekend or holiday break, a suspension on the last day of the school week will render the student ineligible to participate.

Under an agreement with the Wakefield Parks & Recreation Department, students who have been assigned a detention, in or out of school 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.

On occasion, classes may visit the Gafney Library, Police and Fire Department, Town Hall or may explore the woods around Paul School. Rather than send a permission slip home each time, we asked you, during the registration process, to sign a permission slip granting your approval. Prior to each trip, we will send home a notice explaining the trip, but you will not be asked to sign a form.

All volunteers on field trips must register in the office prior to leaving. Before working with students 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. 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 be dismissed to their parent, legal guardian or another adult specified by the parent/guardian. This must be put in writing, a phone call to the office, or documented on Pick up Patrol. Every effort should be made to communicate student's dismissal plans with the teacher and front office 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 unless specified in written documentation.

Reference: Policy IJOA updated 5.16.12

Grading

Report cards can be viewed on Alma quarterly. If parents would like a paper report card, they can request one from the main office. Parents also 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+ 97-100	B+ 87-89	C+ 77-79	D+ 67-69	F 60 or below
A 93-96	B 83-86	C 73-76	D 63-66	
A- 90-92	B- 80-82	C- 70-72	D- 60-62	

Homework

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

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

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

Kindergarten No regular homework normally expected

Grades 1-3 20 minutes

Grades 4-5 40 minutes

Grades 6-8 60 minutes

Reference: Policy IKB

Honor Roll

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

- ≥ 93 High Honors
- ≥ 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 updated 4.2.14

Parent-Teacher Conferences

At the end of the first quarter in November, a teacher/parent conference will be scheduled for all students. 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 updated 6.1.11

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 available for review on Alma at the end of each quarter. Parents should contact teachers directly if they have questions about a student's grade(s).

Retention

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

Home Education

Home education is an alternative to attendance at a public or private school and is an individualized form of instruction in accordance with Chapter 279:2, laws of 1990. A parent is eligible under the Administrative Rules, Ed 315 to establish a home education program for a child between 6 and 18 years of age including an "educationally disabled child" as defined under RSA 186-C:2,I, provided that the definition of "educationally

disabled child" as defined under RSA 186-C:2,1, for the purposes of Ed 315, shall be applicable only to children between 6 and 18 years of age.

If enrolling your child in home education, you must also complete all necessary documentation - Notification of Enrolling Your Child in Home Education.

If the student is new to school or new to the Paul School, parents must notify the district that they intend to enroll their child in a home education program.

When students transition from homeschooling to public school, they are mandated to provide proof of their homeschool education. This requirement ensures that their previous educational experience is recognized and evaluated appropriately. Additionally, upon their return, students may undergo assessments to determine the level of academic proficiency and the appropriate grade placement for enrollment. These measures aim to facilitate a smooth transition for students, ensuring they receive the necessary support and placement to continue their educational journey effectively within the public school system. You must also complete all necessary documentation -Notification of Termination of a Home Education Program.

Education Freedom Account (EFA) Program Information

Homeschooling using the Education Freedom Accounts (EFA) is not considered Home Education under RSA 193-A. However, NHED feels it is important to make families aware of this opportunity for their children.

The EFA program was created by the State of New Hampshire to help expand educational opportunities for New Hampshire children. Eligible New Hampshire families earning up to 350% of the poverty line can direct part of their child's state education funding to pay for tuition at the school of their choice, tutoring, online learning programs, educational supplies, and other educational expenses. A full listing of eligible EFA expenses can be found in RSA 194-F:2(a – o).

Students who have previously notified as Home Educating under RSA 193-A must terminate their Home Education program in accordance with NHED rule Ed 315.06 and RSA 193-A:5(III) prior to enrolling in the EFA program pursuant to the requirements of RSA 194-F:2, IX. Additionally, unlike students notified as Home Educating under RSA 193-A, EFA students do not have the same right to access their resident public school curricular and cocurricular programs as guaranteed by RSA 193:1-c.

For more information regarding home education or the Educational Freedom Account please visit the [NH Dept. of Education Home Education](#)

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–3. 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 updated 2.4.25 Policy KB updated 6.18.19**

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 updated 9.7.11

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
- 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 defined 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 updated 2.3.21**

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

[Policy JICC- Student Conduct on School Buses](#)

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

The Paul School uses Multi-Tiered Systems of Support (MTSS), a framework that helps educators provide support to students with various academic and behavioral needs. MTSS wraps around the entire student body and uses data-driven problem-solving to address academic and non-academic (attendance/social-emotional) needs. It 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 1 MTSS Team has set school-wide behavior expectations and clearly defined behavior definitions with the goal of creating common expectations and vocabulary for all students, teachers, and parents. Through MTSS, staff regularly review student behavior data to identify behaviors that are school-wide issues which need to be addressed. Staff consistently teach, reteach, and reinforce behavioral expectations throughout the year. Staff and students set goals and establish a way to recognize and celebrate when goals have been achieved.



Behavior Expectations	
PRACTICE SAFETY	
I will make safe and appropriate choices.	I will demonstrate behavior that is considerate of the community, the school, and myself.
ACT RESPONSIBILITY	
I will be on time to fulfill my daily commitments.	I will be where I am supposed to be, on time.
WORK HARD	
I will try my best and persevere with my learning	I will be actively engaged in my learning by asking questions, collaborating, and seeking solutions
SHOW RESPECT	
I will be truthful and accountable for my choices	I will be thoughtful with my words and actions, honoring the right for all to teach and learn

Minor and Major Behavior Definitions:

Minor and major behavior definitions help to define which behaviors are considered major and minor violations of school rules and expectations. Typically the minor behaviors are considered classroom or staff managed behaviors, while major behaviors are often considered office managed behaviors. When staff observe either major or minor behaviors, they will speak with the student about the observed behavior and provide positive behavior interventions. Major behaviors will be referred to guidance and school administration as appropriate. It

is the expectation of building administration that teachers inform parents/guardians of all concerns and coordinate efforts with them toward positive change.

Minor Behavior:

- 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 Behavior:

- 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

Behavior	Minor	Major
Inappropriate Language	Unintentional profanity used as an exclamation and not directed toward an individual.	Swears, offensive gestures or sexually oriented comments determined to be directed at an individual.
Physical Contact/ Aggression/ Fighting	Physical behaviors (i.e. pushing, hitting, kicking, random throwing/taking of objects, etc.) that do not result in injury.	Physical behaviors that cause or has been determined to have intent to cause injury or health concern (i.e. hitting, biting, spitting, etc.).
Disrespect	Student delivers low-intensity, socially rude or dismissive messages to adults or students.	Student delivers socially rude or dismissive messages to adults or students.
Disruption	Any low intensity behavior that intentionally causes an interruption.	Any behavior that is determined to be persistent, purposeful, intended to draw attention and/or cause disruption (i.e. yelling, emotional outbursts, etc.).
Misuse/ Destruction of Property	Not using materials or items for intended purpose and/or causing damage to materials or items.	Repetitious misuse or purposeful destruction of materials or items/ misuse or purposeful destruction of items determined to have high monetary value that could result in impairment or injury of materials/items/individuals. <u>Policy ECAC</u>
Defiance/ Noncompliance	Intentional failure to follow directions or comply with general school rules within a reasonable amount of time, talking back, or ignoring adults.	Continued failure to comply with directions after appropriate interventions.
Threatening Behavior/	NO MINOR OFFENSE LEVEL See Disrespect	Using or threatening to use body and/or objects intended for other purposes that have

Words	Teachable Behavior	been determined to inflict bodily harm or to intimidate others.
Stealing/ Theft	NO MINOR OFFENSE LEVEL See Disrespect/Disruption Teachable Behavior	The deliberate or purposeful taking of another's high value property (monetary or emotional) without permission.
Lying/ Cheating	NO MINOR OFFENSE LEVEL See Disrespect/Disruption Teachable Behavior	Student delivers a message that has been determined to deliberately violate rules or disrupt the educational process.
Out of Area (Out of Bounds)	NO MINOR OFFENSE LEVEL See Defiance/Non-Compliance Teachable Behavior	Being anywhere inside the building other than your scheduled place that may result in a search or pursuit, or leaving the building or grounds without permission.
Other	Student engages in any other minor problem behaviors that do not fall within the above categories.	Student engages in problem behavior not listed.
Technology Violation	Student engages in non-serious, but inappropriate (as defined by school) use of cell phone, pager, music/video players, camera, and/or computer.	Student engages in inappropriate use of cell phone, music/video players, camera, computer, and/or gaming systems.
Administration Only		
Bullying	NO MINOR OFFENSE LEVEL	A single significant or pattern of incidents as determined by administration per <u>Policy JICK</u>
Harassment	NO MINOR OFFENSE LEVEL	The delivery of disrespectful messages in any format related to gender, ethnicity, sex, race, religion, disability, physical features or other protected class as determined by administration per <u>Policy EC</u> , <u>Policy ACE</u>
Inappropriat e Display of Affection	NO MINOR OFFENSE LEVEL	Student engages in inappropriate, consensual verbal and/or physical gestures/contact, of a sexual nature to another student/adult.
Weapon	NO MINOR OFFENSE LEVEL	Possession of any weapon or weapon look alike per <u>Policy JIC!</u>
Possession/ Distribution of Tobacco/Ille gal Substance(s)	NO MINOR OFFENSE LEVEL	Use/Possession of any illegal substance including tobacco per <u>Policy ADB</u> , <u>Policy ADC</u> , <u>Policy JICH</u>
Safety Violation	NO MINOR OFFENSE LEVEL	Use/possession of combustibles (Arson, Chemicals) Bomb Threat- <u>Policy EBCC</u> Fire Alarm

PAWSitive 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 Practice Safety, Act Responsibly, Work Hard, Show Respect (PAWS).

Sexual Harassment

[Policy ACAC- Prohibition of Sexual Harassment](#) updated 2.18.25

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

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

Student Due Process

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

Reference: Policy JLA updated 9.7.11

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 Principal or Vice Principal. **Reference:** Policy JICD updated 8.20.24

- **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 updated 8.20.24*

School Board Members	Term Expires
Robert DeColfmacker, Chairman robert.decolfmacker@sau101.org	2027
Robert Ouellette, Vice Chairman bob.ouellette@sau101.org	2027
Mary Collins mary.collins@sau101.org	2026
Sandrea Taliaferro sandrea.taliaferro@sau101.org	2028
Heather Wilcauskas heather.wilcauskas@sau101.org	2028

Clerk	Moderator
Valerie Ward valerieward@roadrunner.com	Rick Dill rick@thedills.com

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 5:30pm 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.

Wakefield School Board Meeting Calendar

2025 to 2026

Regular Board Meetings
Paul School Library or SAU Conference Room
60 Taylor Way, Sanbornville, NH Time: 5:30 PM – 8:00 PM
*Verify location on www.sau101.org > Meeting Notices

July 2025						
S	M	T	W	T	F	S
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August 2025						
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September 2025						
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October 2025						
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November 2025						
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December 2025						
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January 2026						
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February 2026						
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March 2026						
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April 2026						
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May 2026						
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June 2026						
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28	29	30				

* Budget Workshop September 30, 2025

Approved by the board 7.1.25