

BARNARD SCHOOL FAMILY HANDBOOK



2023-2024

(updated August 2023)

BARNARD SCHOOL
219 Main Ave.

South Hampton, NH 03827

Phone: (603) 394-7744 **Fax:** (603) 394-0267

School Administrative Unit #21

Alumni Drive

Hampton, NH 03842

Phone: (603) 926-8992 **Fax:** (603)-926-5157

Web: www.sau21.org/barnard

Superintendent of Schools

Meredith Nadeau, M.Ed, CAGS

Assistant Superintendent of Schools

David Hobbs, Ed.D.

Assistant Superintendent of Student Services

Mary Toomey, , Ed.D.

Business Administrator

Matthew Ferreira, Ed.D.

Principal

Michelle Witt, M.Ed., CAGS

Director of Special Services

Lynne Radmacher, M.Ed.

South Hampton School Board

Jim Kime, Chair

Rebecca Burdick

Lauren Jurta

INTRODUCTION

August, 2023

Dear Barnard School Community,

We are pleased to have your children as members of the student body. We will make every effort to provide each student with a positive educational experience. This handbook was designed to keep us all informed about rules, guidelines, policies, and procedures that align with our school's vision, mission and goals. Please review it carefully with your children, and keep it on hand for reference.

The ultimate purpose of education is to help each student become an effective citizen in a democracy. Developing and accepting the responsibilities and obligations of good citizenship will help each student to become successful in the world of tomorrow. We welcome your input and hope that students and families will participate in the various activities offered at Barnard School which will enrich your lives. We value our collaboration with the families of our students and the South Hampton community.

For additional information, please visit our website at sau21.org/barnard/. You can also follow us on Facebook (Barnard School) and Twitter (@barnardschool) for up-to-date information.

We are looking forward to a successful school year.

Sincerely,

Michelle Witt, M. ED, CAGS

Principal

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ABOUT BARNARD SCHOOL

COMMUNITY VISION

Create a school that continues the atmosphere and character of Barnard School which includes strong academics, a center of community focus, and an emphasis on the development of the whole person. The vision will be funded through creative financial planning both public and private.

OUR MISSION AT BARNARD SCHOOL IS TO:

1. Emphasize the development of the whole person by
 - * Meeting the needs of all learners in an inclusionary setting
 - * Encouraging students to explore opportunities in the arts, athletics, and careers
 - * Sharing our concerns for the safety of all children
 - * Bringing the unique talents of the staff and community to the school

2. Provide a program of strong academics by
 - * Aligning curriculum with State frameworks
 - * Creating high expectations that challenge all learners
 - * Working as a team to develop an integrated grade K-8 curriculum
 - * Participating in professional development activities

3. Be a center of community focus by
 - * Implementing a Character and Citizenship Education program that builds respect for self and others
 - * Valuing volunteerism within the school setting and throughout the region
 - * Honoring traditions and hosting cultural events
 - * Opening the doors of current technology

PHILOSOPHY

Barnard School must provide the foundation for life-long learning, teaching the basic skills and an understanding of the value of continuing education.

- We believe each child must have the opportunity to develop independence, self-reliance, self-confidence, and a positive view of life and learning.
- We believe high expectations are desirable for each child in developmentally appropriate programs at all age levels.
- We believe it is important to develop children's ability to transfer knowledge across content areas.
- We believe the physical and mental well-being of each child is of paramount importance.
- We believe the school community working cooperatively will develop a strong, active partnership, which will support the child throughout the educational experience.
- We believe the elementary program must develop critical thinking and problem-solving skills and also encourage increased use of technology in order to prepare each child for his/her place in our ever-changing world.
- We believe it is necessary to understand, appreciate and respect cultural and individual differences in order to live successfully in a global community. We believe the elementary school experience should afford South Hampton's young people the opportunity to develop to their highest potential intellectually, physically, socially, emotionally, and creatively.

BARNARD SCHOOL MAP

MAIN LEVEL

Grade K/1	-----226
Grade 2/3	-----227
Grade 4/5	-----203
Special Education	-----225/217
Language arts, grades 6-8	-----207
Guidance Counselor	-----224
Special Education/Reading	-----218
Speech Language	-----225
Main Office/Secretary	-----215
Math, grades 6-8	-----208
Spanish	-----209
Nurse	-----213
Principal	-----220
Science, grades 6-8	-----204
Director of Special Services	-----221
Work Center	-----216

LOWER LEVEL

Art/Music/STEM	-----106
To Gymnasium	

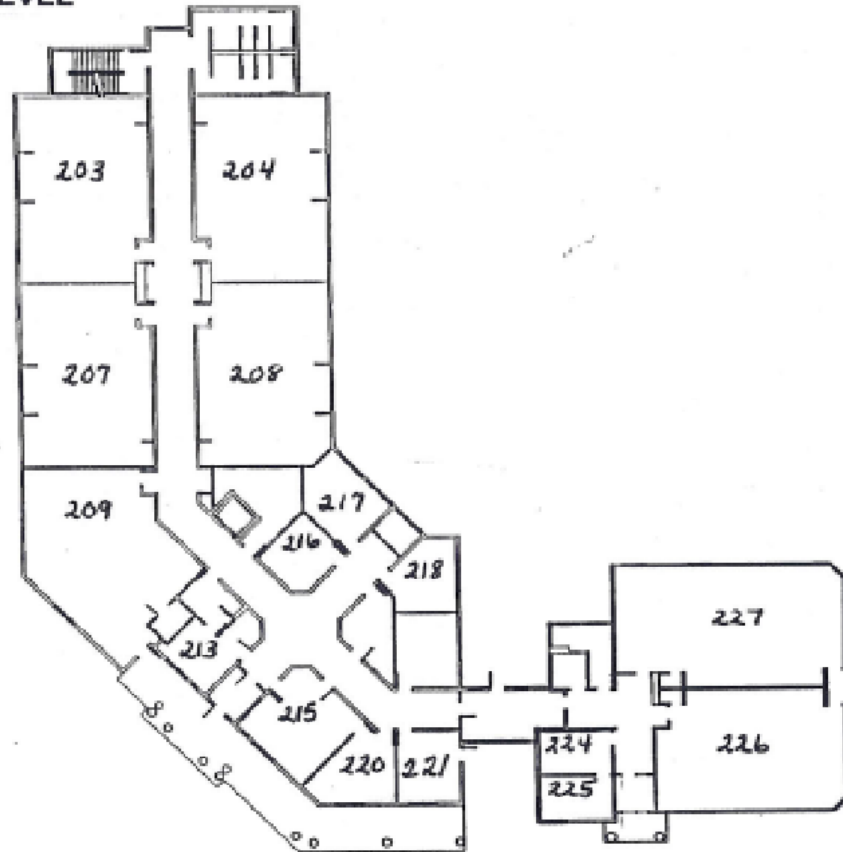
ELEANOR BATCHELDER GYMNASIUM

Physical Education
Sensory Motor Education
Sporting events
Meetings/Assemblies

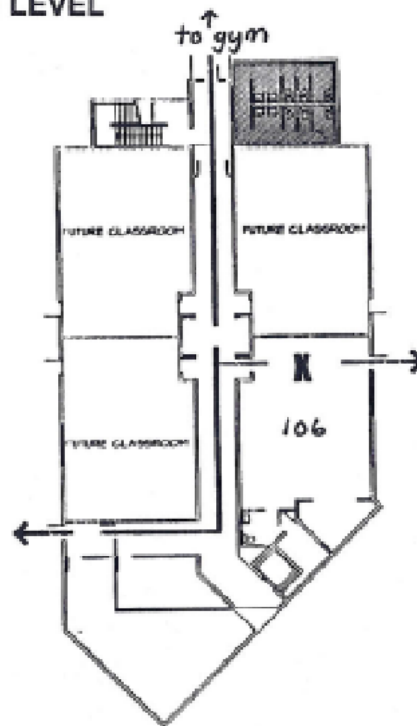
THROUGHOUT THE BUILDING

Special Education
Speech
Occupational Therapy
Skills

MAIN LEVEL



LOWER LEVEL



BARNARD SCHOOL STAFF 2021-2022

<u>Staff Member</u>	<u>Position</u>
Casassa, Sara	----- Grades 6-8 Language Arts/6-8 Social Studies Teacher
Cestrono, Carmelina	----- Grades 6-8 Science Teacher/STEM Teacher
Clark, Kate	----- Special Education/Reading Teacher
Cole, Patty	----- Spanish/ World Language Teacher
Cullinane, Karen	----- Grades 6-8 Mathematics/K-8 Math Intervention
Emanuel, Andrew	----- Music Teacher
Falzarano, Tracie	----- Special Education Assistant
Ford, Becky	----- Administrative Assistant
Gioia, Peter	----- Facilities Supervisor
Hayes, Kira	----- Nurse/Health Teacher
Healey, Charlotte	----- Special Education Assistant
Hinckley, Sue	----- Occupational Therapist
Johnson, Martha	----- School Counselor/504 Coordinator
Kane, Courtney	----- Multiage 4/5 Teacher
Kerins, Ana	----- Special Education Assistant
Locke, Pamela	----- Computer Technician/Webmaster
Massaro, Kim	----- Art Teacher
Moran, Tara	----- Multiage K/1 Teacher
Olson, Tess	----- Speech/Language Pathologist
Orlando, Joan	----- Educational Associate
Pruett, Amy	----- Multiage 2/3 Teacher
Rademacher, Lynne	----- Director of Special Services
Reidy, Nina	----- Special Education Assistant
Tang, Gayla	----- Educational Associate
Witt, Michelle	----- Principal
Welch, Wendy	----- Physical Education Teacher
Wright, Haley	----- Special Education Teacher/ Case Manager

Specialist Schedules:

Physical Education: Mondays

Art: Wednesdays

Music: Fridays

Speech/Language: Tuesday/Wednesday/Thursday

Occupational Therapy: Wednesday/Thursday

Spanish: Tuesday/Wednesday/Thursday

SAU21 2023-2024 Academic Calendar
as Approved by the Joint Board on January 24, 2023

August 2023					Days
M	T	W	T	F	Students
	1	2	3	4	3
7	8	9	10	11	Teachers
14	15	16	17	18	6
NT	NT	*23	*24	25	
*28	29	30	31		

October 2023					Days
M	T	W	T	F	Students
2	3	4	5	E	21
H	10	11	12	13	Teachers
16	17	18	19	20	21
23	24	25	26	27	
30	31				

December 2023					Days
M	T	W	T	F	Students
				*X	15
4	5	6	7	8	Teachers
11	12	13	14	15	16
18	19	20	21	22	
X	X	X	X	X	

February 2024					Days
M	T	W	T	F	Students
			1	2	17
5	6	7	8	9	Teachers
12	13	E	15	16	17
19	20	21	22	23	
X	X	X	X		

April 2024					Days
M	T	W	T	F	Students
1	2	*X	4	5	16
8	9	10	11	12	Teachers
15	16	17	18	19	17
X	X	X	X	X	
29	30				

June 2024					Days
M	T	W	T	F	Students
3	4	5	6	7	8
10	11	12	13	14	Teachers
17	18	19	20	21	9
24	25	26	27	28	

August 2023	
Aug. 21-22 New Teacher Orientation	
Aug. 23, 24, & 28 SAU Teacher Orientation, PD	
Aug. 29 Opening Day for all 1-9 and SST Students	
Aug. 30 WHS 10-12 Students - Opening Day	
Sept. 1 Closed	
Sept. 4 Labor Day	
Sept. 29 No School - SAU Teacher PD	

October 2023	
Oct. 9 Columbus Day/Indigenous Peoples Day	
Nov. 7 Election Day - No School - SAU Teacher PD	
Nov. 10 Veterans' Day Observed	
Nov. 22 - 24 Thanksgiving Recess	

December 2023	
Dec. 1 No School - SAU Teacher PD/ WHS Transition	
Dec. 25 - Jan. 1 Holiday Vacation	
Jan. 2 Classes Resume	
Jan. 15 Martin L. King Jr/Civil Rights Day	

February 2024	
Feb. 19 - 23 South Hampton Winter Break	
Feb. 26 - Mar. 1 Winter Break	
Mar. 12 Election Day - No School - SAU Teacher PD/ WHS Transition	

April 2024	
Apr. 3 No School - SAU Teacher PD	
Apr. 15 - 19 South Hampton Spring Break	
Apr. 22 - 26 Spring Break	
May 27 Memorial Day	
Early Release for District PD: Oct. 6, Feb 14, May 15	

June 2024	
Jun. 12 Tentative Last Day of School - Early Release	
Jun. 13 Teacher In-Service / PD Day	
Jun. 19 Juneteenth Holiday	
June 13, 14, 17 as needed: Possible Weather/Snow makeup Days, Teacher Days adjusted accordingly	

September 2023					Days
M	T	W	T	F	Students
				X	18
H	5	6	7	8	Teachers
11	12	13	14	15	19
18	19	20	21	22	
25	26	27	28	*X	

November 2023					Days
M	T	W	T	F	Students
		1	2	3	17
6	*X	8	9	H	Teachers
13	14	15	16	17	19
20	21	**X	H	X	
27	28	29	30		

January 2024					Days
M	T	W	T	F	Students
H	2	3	4	5	21
8	9	10	11	12	Teachers
H	16	17	18	19	21
22	23	24	25	26	
29	30	31			

March 2024					Days
M	T	W	T	F	Students
				X	19
4	5	6	7	8	Teachers
11	*X	13	14	15	20
18	19	20	21	22	
25	26	27	28	29	

May 2024					Days
M	T	W	T	F	Students
		1	2	3	22
6	7	8	9	10	Teachers
13	14	E	16	17	22
20	21	22	23	24	
H	28	29	30	31	

Total Days	
Students	177
Teachers	187

NT = New Teacher Day
X = No School
H = Holiday (No School)
E = Early Release (SAU and/or District Professional Development)
* = In-Service Day (Teachers Only)
** = Compensation Day for Night Conferences
S = Snow/Weather Makeup Days (June 14, 17, 18+ as needed)

T1	59
T2	59
T3	59

SCHOOL HOURS

DAILY SCHOOL SCHEDULE

Homeroom	8:20 (students arriving after 8:20 will be marked tardy)
Instruction Begins	8:30
Recess and Lunch	11:40 AM - 12:20 PM
Grade K-8 Dismissal	Begins at 2:35

DELAYED OPENING AND NO SCHOOL PROCEDURES (See Policy [EBCD](#))

A delayed opening procedure will be used for reasons such as severe inclement weather, unplowed roads, or heat or water problems in the school. The time schedule will be delayed two hours. This means that students should be at bus stops two hours later than usual and walkers should arrive two hours later than the normal starting time. Dismissal will be at the regular time.

The School Messenger communication system is in effect; however, in the event of a breakdown in communication, it is important that all concerned watch for the television announcements on the following TV stations:

TV STATIONS:

WBZ - Channel 4 Boston (CBS)

NECN - Channel 6

WHDH - Channel 7

WMUR - Channel 9 (ABC)

EARLY CLOSURES (See Policy [EBCD](#))

When rapidly worsening weather conditions require that students be sent home before the usual 2:35 PM dismissal time, the above TV stations will broadcast that announcement. Typically, in this situation, dismissal will be at 11:55 AM. Parents are advised to tune into these TV stations when it appears early closure is a possibility. We will also implement School Messenger.

TEACHER PROFESSIONAL DEVELOPMENT/IN-SERVICE DAYS

Full Day Professional Development (NO SCHOOL FOR STUDENTS)	Early release days for Professional Development (11:55 DISMISSAL FOR STUDENTS)
Friday, September 29, 2023	Friday, October 6, 2023
Tuesday, November 7, 2023	Wednesday, February 14, 2024
Friday, December 1, 2023	Wednesday, May 15, 2024
Tuesday, March 12, 2024	
Wednesday, April 3, 2024	

OTHER HOLIDAYS

Friday, September 1, 2023--Labor Day weekend
Monday, September 4, 2023--Labor Day
Monday, October 11, 2023--Columbus Day
Friday, November 10, 2023--Veteran's Day
Wednesday, November 22 - Friday, November 24, 2023--Thanksgiving Recess
Monday, December 25-Monday, January 1, 2024--Holiday Break
Monday, January 15, 2024--Martin Luther King, Jr./Civil Rights Day
Monday, February 19-Friday, February 23, 2024--Winter Break
Monday, April 15-Friday, April 19, 2024-Spring Break
Monday, May 27, 2024-Memorial Day

PARENT/TEACHER CONFERENCES

Conferences are held in the classrooms or virtually.

Thursday, October 5, 2023	3:00-6:00
Friday, October 6, 2022	12:30-3:30
Wednesday February 14, 2023	12:30-3:30
Thursday, February 15, 2023	3:00-6:00

**These dates are subject to change. The school will notify families as soon as possible of any changes.*

Term	Marks Close	Grades Released on PowerSchool
Trimester 1	November 30	December 11
Trimester 2	March 11	March 18
Trimester 3	June 12	June 17

**These dates are subject to change. The school will notify families as soon as possible of any changes.*

BUS SCHEDULE

Students must be at the bus stop prior to the scheduled pick up. The driver cannot wait for late students and will not allow students to return to the house for forgotten items. The first school bus run starts on Route 150 at about 7:15 AM and drops students off at Barnard School at approximately 7:40 AM. The bus leaves the school immediately for its second run and drops students off at Barnard School at approximately 8:15 AM. In the afternoon the first bus run will leave Barnard School approximately at 2:35 PM. The second bus run leaves Barnard School at approximately 3:15 PM; second bus students will be home by approximately 3:45 PM.

GENERAL INFORMATION

ATTENDANCE, ABSENTEEISM, AND TRUANCY (See policy JH in its entirety.)

1. A pupil may enter kindergarten if his/her chronological age will be five on or before September 30 of the year of entering school.
2. Parents are asked to refrain from taking students out of school to go on a trip while school is in session. There are essential activities and instruction that occur daily that cannot be duplicated outside a classroom setting with make-up work. Being absent from school interferes with a student's academic achievement and can result in a lower achievement. The Principal may excuse an absence for a family vacation. The

request to do so must be in writing prior to the trip. Because daily activity in the classroom cannot always be predicted, assigning make-up work in advance of the trip is not possible. Therefore, make-up work will be dispersed after the student returns from the trip. No loss of credit will occur if the work is completed within a reasonable time period and to the teacher's satisfaction. It is the parents' responsibility to monitor their child's make-up schedule.

3. Each student is required by law to attend school during all times the school is in session. Acceptable reasons for absences are personal illness, family emergencies, religious holidays or other situations that are cleared through the principal prior to the absence. Any student with ten half days of unexcused absence during a school year is considered "habitually truant" and will require a meeting with parents and the principal.
4. When a student is going to be absent from school, a parent must report absences on the [Pick-Up Patrol App](#) the morning of the absence. Should an absence not be reported on Pick-Up Patrol, the school secretary will call the home to insure the safety of the child. If both parents work, one parent will be called at work. If a student is absent from school for more than 3 hours, they shall not participate in any after-school or evening activity that day.
5. Parents of students who plan to be dismissed from school during the hours school is in session should submit early dismissal through Pick-Up Patrol. Please be sure to enter who will be picking up the student in the App. Parents must sign out their children in the office.
6. Students who arrive in their homeroom after 8:20am are tardy and should have checked in at the office. If the second bus arrives late, second bus students only will be excused.
7. Tardiness can cause serious disruption to a student's learning and often affects the learning of others. It is critical that students are on time.
8. There are times when after-school or evening activities are scheduled. We strongly encourage participation.

TRUANCY

Truancy is defined as any unexcused absence from class or school. Any absence that has not been excused for any of the reasons listed above will be considered an unexcused absence. Ten half-days of unexcused absence during a school year 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 instructional time. Any absence of more than three and one-half hours of instructional time shall be considered a full-day absence. The Administration is hereby designated as the District employee responsible for overseeing truancy issues.

INTERVENTION PROCESS TO ADDRESS TRUANCY

When Administration identifies a student who is habitually truant or who is in danger of becoming habitually truant, they shall commence an intervention with the student, the student's parents, and other staff members as may be deemed necessary. The intervention shall include processes including, but not limited to:

1. Investigating the cause(s) of the student's truant behavior;
2. Consider, when appropriate, modification of their educational program to meet particular needs that may be causing the truancy;
3. Involve the parents in the development of a plan designed to reduce the truancy;
4. Seek alternative disciplinary measures, but still retain the right to impose discipline in accordance with the District's policies and administrative guidelines on student discipline

PICK-UP PATROL

Absence:

Barnard School uses a dismissal system called [Pick-Up Patrol](#). Parents will be asked to create a login on this application and all dismissal and absences will be reported through this system. When your child is absent from school, you must submit his/her absence through the Pick-Up Patrol app prior to 9:00 am. If we have not received notice of a child's absence by 9:00 am, we will contact the child's parent to confirm the absence. This helps verify the whereabouts and safety of every child every day. When submitting your child's absence, please identify the reason for the absence. This written documentation meets the regulations of the State Department of Education.

Dismissal/Transportation Change: See Policy [JHC](#)

If a student will be going anywhere but home, the parent/guardian must enter that information into the Pick-Up Patrol application prior to 2:00 pm each day. Any dismissal changes after 2:00 pm will not be received in the office.

If a student is being dismissed during school hours, the parent/guardian should enter the information into the Pick-Up Patrol app. **THE PARENT/GUARDIAN MUST SIGN THE CHILD OUT IN THE OFFICE.**

If a student plans to walk or ride a bicycle (or skateboard, roller blades, etc.) to or from school, a written note giving parental permission must be on file in our office in addition to submitting to Pick-Up patrol. Helmets are mandatory.

PLAYGROUND SUPERVISION BEFORE AND AFTER SCHOOL

A staff member will be on duty when the first bus arrives (7:40 AM). Children should not be in the school area before that time. If a parent is going to pick up a student in the afternoon, the student must be picked up by 2:35 PM. If a parent has not arrived to pick up his/her child by the time the child's bus arrives, the child will board the bus and/or go home as usual. When the last bus leaves at the end of the day, students are no longer supervised by Barnard School staff unless special arrangements have been made in advance. School rules are in place before and after school hours.

Students must adhere to their scheduled arrival/dismissal times. Staffing for before school/after school recess duty is for a particular amount of students. We are not staffed for extra students to attend these times. Do not drop your child off earlier than scheduled and do not pick your child up later than scheduled.

SNACKS, LUNCH, AND MILK

Teachers will provide breaks according to their classroom's schedules.

11:40: K-5 Recess/6-8 Lunch

12:00: 6-8 Recess/K-4 Lunch

Each day students need to bring nutritious snacks and lunches to school. Do not bring glass containers or food that requires heating or refrigeration. Please label lunch bags, boxes, etc. with the child's name. White or chocolate milk may be purchased for lunch. Purchase price is 30 cents (\$.30) payable monthly on [Boonli](#).

The PTA offers take-out lunch on Tuesdays and Fridays. Families have the ability to order lunch for their students on these days. The PTA will send out information at the beginning of the school year regarding the program.

BUILDING SECURITY

BUS AND PARENT DROP-OFF AND PICK-UP

Parent drop-off time is at 8:15am only, and parent pick-up time is at 2:35pm only. Parents dropping off their child will enter the parking lot and take a sharp right turn to enter the loop. Parents should wait in the car line to drop off and pick-up their children. On arrival, students may exit the car when they reach the end of the sidewalk. Students will go directly to their classrooms

When picking up their children, parents should remain in their cars as they enter the loop. Students will enter the car when the car reaches the sidewalk. Please do not pass the cars that are waiting to load students unless directed to do so by the staff on duty.

As a safety measure the school doors will be locked. There is a video monitor and buzzer at the main entrance door. Visitors must report to the main office upon entering the building.

Barnard School is in a tobacco, alcohol and drug-free school zone. Neither students nor adults can smoke anywhere on school property. Tobacco and alcohol advertising and logos are prohibited in school, on grounds, on/in vehicles, in school publications, or on clothing or merchandise. (See policies [JICG](#) and [JICH](#))

LEGAL CUSTODY AND RESTRAINING ORDER ISSUES

Unless we have legal documentation on file, we are compelled to give full parental rights to all parents. If there are custody documents or restraining orders which affect your child, please provide the school with a copy each year. Notify the school in writing if you would like report cards or other information sent to a non-custodial parent.

REQUIRED FACULTY REPORTING POLICY (see Policy [GBEAB](#))

There are numerous emergency and safety situations that the school is obligated to report to public safety officials. In order to ensure student safety, staff members are required to report incidents or and/or violations of:

- Suspected abuse, sexual abuse and neglect (RSA 169-C)
- Hazing (RSA 193-E)
- Bullying (RSA 193-E)
- Safe Schools Zone act (RSA 193-D)
- Harassment (RSA 354-A)
- Smoking and Tobacco (RSA 126-K and 155:66)
- Drug Free School Zone (RSA 193-B:2)
- Workplace Safety and all hazardous or unsafe circumstances must be reported immediately to the principal or designee

All faculty and staff members assume the responsibility of being appropriate role models for students.

EMERGENCY DRILLS (See Policy [EBCB](#))

Fire, lockdown, reverse evacuation, or other drills are conducted to ensure that students and school personnel know the proper procedures in case of emergencies. The Fire Chief conducts fire drills according to NH law. Since drills are not always announced, footwear must be worn at all times.

RADIOACTIVE EMERGENCY EVACUATION

If evacuation is necessary due to a radioactive emergency situation during school hours, children will be evacuated by bus to Manchester Memorial HS or the adjacent Southside Middle School on South Jewett St. in Manchester, NH. Students will NOT be left behind to wait for their parents.

At the beginning of each school year each child will be given an "Authorization For Student Pickup" form, which must be signed by a parent/guardian in PowerSchool for use in the event of any evacuation emergency.

PARKING

Visitors are asked to park in delineated spaces if available. There should be no parking at any time in the playground area or in the fire lanes in front of the school or surrounding the gymnasium.

HEALTH RESOURCES

A school nurse is on duty during school hours. The nurse provides a variety of medical assistance and services for students. Community updates regarding communicable diseases, health information, and common illness among children are paramount in their duties to secure a healthy school environment for all students and staff. A documented physical exam is required every year for students participating in school sports. For students who have had a physical exam as part of their routine checkup, parents can obtain a form from the school that can be submitted for sports participation.

If a student becomes too sick to remain in school or is injured and requires medical treatment, the school nurse will make every effort to notify parents/guardians so appropriate arrangements can be made.

Parent/guardians, who are picking up a child who has become ill, are required to enter the building to sign their child out from the nurse's office, prior to the student being dismissed. When parents/guardians cannot be reached and an illness or injury requires medical attention, school officials will act in loco parentis and secure medical care. Only emergency First Aid may be given at school.

If a student has had a throat culture to determine strep throat, they may NOT return to school until they has a negative result or has been on antibiotics for at least 24 hours.

If a student has vomited or has diarrhea they may not return to school for 24 hours after the last episode. If a student has a fever of 100°F or greater, they may not return to school until the student has achieved a normal temperature without medication.

More specific recommendations can be found on the Barnard School website.

EMERGENCY INFORMATION (See [Policy EBBC](#))

Emergency information must be completed annually for each student. Emergency forms must be completed as part of the student registration process on PowerSchool. Please include the name of the mother, father, or guardians, the correct address and telephone numbers. Please include the names of people you have contacted to be available for emergencies. Also include the names of immediate family members with whom your child should not be released based on legal restriction. No child will be released to any unauthorized person. PLEASE NOTIFY THE SCHOOL IF CHANGES ARE REQUIRED.

ADMINISTERING MEDICATION TO STUDENTS (see [Policy JLCD](#) in its entirety)

Any pupil, who is required to take prescribed medication during the school day and/or on a school field trip, shall be supervised by the school nurse or another member of the school staff, so designated by the building principal, and subject to the School District having received and filed the following with the student health record:

- a. A written statement from the licensed prescriber detailing the method of taking the dosage and the time schedule to be observed.
- b. A written authorization from the parent/guardian of the pupil indicating a desire for the school to assist the pupil in the matters set forth in the physician's statement, accompanied by a "hold harmless release" signed by the parent or guardian.

- c. Non-prescription medication shall be given only with the written request and permission of the parent/guardian. Dosages will not exceed label directions without a prescribing order
- d. A responsible adult must deliver both prescribed and non-prescription medication to school in its original container and collect any dosages that were not dispensed. Any medication remaining at the school at the end of the school year will be discarded.
- e. Forms for giving prescription and/or over-the-counter medication are available upon request at the school office.

HEAD INJURY AND CONCUSSION PROTOCOL (See Policy [JLCJ](#))

Any student participating in an after school sport will receive a Concussion Fact Sheet that must be signed by both the student and parent/guardian and returned to the school nurse before they are permitted to practice with the team. Coaches and physical education staff will also complete a head injury and concussion education program prior to beginning their duties.

Any coach or physical education teacher who suspects that a student may have sustained a head injury or concussion must immediately remove the student from play. The school nurse, if available, should be notified immediately to assess the student. If the school nurse is unavailable, it is the coaches' responsibility to notify the parents/guardians of the injury. Any student that has been removed from play may not return to play on the same day.

Any student suspected of sustaining a head injury or concussion must be evaluated and medically cleared by a physician before returning to play. Written authorization from the physician and parent/guardian must be presented to the school nurse. The student will then be permitted to begin the gradual return to play process. Please contact the school nurse for more information.

EXCLUSION FROM SCHOOL (see policies [EBCG](#) and [EBCF](#))

Whenever any student exhibits symptoms of contagion or is a hazard to themselves or others, they shall be excluded from the classroom and their parents or guardians shall be notified as soon as possible.

RULES relative to Immunization Chapter 200:26, 200:38, 200:39

Rule ED 311.01 filed in the Office of Legislative Services numbered 1739 effective 4/2/81 is as follows:

School Immunization Program PART ED 311.01

RSA 200:26, 200:38, 200:39

- (a) Current recommendations of the Division of Public Health Service shall be applicable to all children entering school at any level, K-12.
- (b) The local school board, when granting exemptions from immunization under provision of RSA 200:38, II, shall inform the parent of the possibility of exclusion from school under RSA 200:39.
- (c) If a child is not immunized as in ED 311:01 (a), does not have a religious or medical exemption, or is unable to provide evidence of immunization being in process of completion before October 15 or 30 days from admission, he/she shall be excluded from school.

EMERGENCY BEHAVIORAL HEALTH PROTOCOL (SEE POLICY [JLDBB](#))

See [SAU 21 Suicide Prevention Plan](#)

Barnard School is committed to protecting the health, safety and welfare of its students and school community. To establish methods of prevention, intervention, and response to suicide or suicide attempt ("postvention"); and to promote access to suicide awareness, prevention and postvention resources, the school staff response to a student's mental health crisis or suicidal ideation is as follows:

1. Staff members who have reason to believe that a student is at risk of suicide, or is exhibiting risk factors for suicide, shall immediately notify the school counselor that there is a concern and should walk the student to the School Counseling office. A student who has been identified as needing immediate assistance, is not to be left alone at any time for any reason. The staff member should ensure student safety until the School Counselor is notified.

2. The School Counselor will notify the Building Suicide Prevention Liaison. The Building Suicide Prevention Liaison will establish and implement a response plan with the School Counselor and building Administration. Other relevant school personnel may be notified such as the: school psychologist, special services director? special services case manager, school resource Officer, school nurse, and/or another person(s) with knowledge of the student and the presenting situation. The Director of School Counseling? or Administrator will notify the Seacoast CARE Team.

3. The Building Suicide Prevention Liaison will collaborate with counseling staff to determine if the Columbia Screening will be administered by school counseling personnel. If warranted, the student will be screened by a school-based social worker, adjustment counselor, school counselor, school psychologist, board certified behavior analyst, and/or school nurse using the Columbia Suicide Severity Rating Scale (C-SSRS).

4. The parent will be notified of the student's mental health needs and/or suicidal ideation by relevant school personnel and will be asked to report to the school. Parents may be referred to an outside agency for further suicide assessment.

5. Following notification of their child's indication of mental health needs and/or suicidal ideation, the Building Suicide Prevention Liaison will have the parent complete the Parent Response & Permission to Exchange Form. If the parent signs the Permission to Exchange form, the Building Liaison or relevant staff member may contact the receiving NH Rapid Response Access Point, Emergency Services Department, current community therapist, or professional evaluator. If the parent or guardian refuses the determined process, school personnel may contact the police to provide transportation to the local emergency department and/or make a report to the Division for Children, Youth and Families. When a parent cannot be reached, the SRO or principal may be notified and may determine to call for an ambulance to provide transportation to a local hospital emergency department. If an ambulance is required, as determined by the school-based screening team, 911 will be called by an individual on the scene. Administration and school safety will be notified as soon as possible in order to support and direct EMTs to the location where they are needed.

6. If an ambulance is called, the principal will call the superintendent's office to report the serious incident. Notify Rhonda Evans, Executive Assistant to the Superintendent, (603) 926-8992 ext. 103.

7. If the parent/guardian can safely transport the student in his/her vehicle, or if NH Rapid Response (mobile crisis) is available to assess at the school, an ambulance may not be necessary. The Building Suicide Prevention Liaison shall provide copies of all referring documents to the parent (or the EMT if ambulance is called). If a parent agrees to transport the student, the school should initiate a follow up call to the clinic or hospital to verify arrival.

8. The Building Suicide Prevention Liaison will complete the Suicidal Ideation Staff Response Form and will notify the SAU 21 Suicide Prevention Coordinator via email using "JLDBB Notification" in the subject line.

9. All medical paperwork related to psychiatric hospitalization shall be securely maintained in the Health office.

10. If the parent is not present and an ambulance transport is required, it is good practice for a staff member to accompany the student to the clinic/hospital. The staff member should remain with the student until the parent/guardian arrives.

11. All involved parties will meet to debrief and discuss the situation as soon as possible to ensure alignment with protocol and policy.

BIRTHDAYS AND CELEBRATIONS (See Policy [JLCF](#))

Barnard School recognizes the importance of proper nutrition and developmentally appropriate physical activity as ways of promoting healthy lifestyles, minimizing childhood obesity, and preventing other diet-related chronic diseases. The school also recognizes that health and student success are interrelated. We believe that the learning environment positively influences a student's understanding, beliefs, and habits as they relate to good nutrition and physical activity. As such, classes will not celebrate student birthdays with cakes, cupcakes or other snacks. Teachers may provide alternatives to food as a means of acknowledging a student's birthday.

Please do not ask to distribute party or other invitations in school unless the entire class is invited. If you have questions regarding this please contact your child's teacher.

BEHAVIORAL EXPECTATIONS AND DISCIPLINE

Fundamental to Barnard School's mission is empowering students to be caring, competent, responsible citizens who value learning as a lifelong process. Toward this end, we treat our students as individuals, worthy of respect and capable of making good choices. We have three distinct aims (See Policy [JLDBA](#)):

- (1) to help create and maintain a safe and positive learning environment for all students.
- (2) to teach and develop self-discipline within each student.
- (3) to provide students with opportunities to repair harm and take responsibility for their actions.

All aims are synergistically related in that each promotes the other. Although correcting misbehavior is often necessary and appropriate, the goal of developing self-discipline and ownership is kept in the forefront. The following practices are embedded in our daily interactions with our students with the objective of upholding our mission.

- We strive to show unconditional care, respect and support. Young children and adolescents are more likely to respect, listen to, and act like the adults they care about and respect. By demonstrating warmth and respect, educators act as models and provide the support that students need to learn from their mistakes.
- We strive to recognize individual differences in our students. Children differ in countless ways including their natural capacity for self-discipline. Students have different temperaments and personalities and some require more supervision, guidance, and patience than others. Through these practices, we work to encourage students who rely on external controls to monitor their behavior to develop intrinsic controls to develop thoughtful and responsible citizenship.
- We strive to involve students in decision-making. Research indicates that schools have fewer behavior problems when they have students who think that the school rules are clear and fair. Student perception of fairness is most high when they

participate in the development of school or classroom expectations and agree to them. Although agreement is not always possible, attempts to obtain agreement will improve students' adherence to reasonable rules.

- We strive to model the qualities we want students to possess as adolescents and adults. Learning to solve problems and behave appropriately is reinforced when adults model effective thinking skills and related emotions (e.g. empathy, pride, regulation of anger).
- We strive to infuse instruction and discussion of social and emotional competencies throughout the curriculum. Throughout the school day, there are many opportunities in various curriculum areas and class meetings to discuss social and moral issues and to develop strategies to solve social and moral problems.
- We emphasize responsibility for one's own actions. Whenever possible, we encourage students to problem solve how to "fix" their mistakes, including damage to property or others' hurt feelings. Adults advise the students when necessary and help strategize appropriate steps to prevent similar mistakes, and to repair the harm they caused. Monitoring behavior is a shared process; again, highlighting the importance of self-discipline.

CORRECTING MISBEHAVIOR

Education cannot proceed without a culture of community and a supportive atmosphere of order and discipline necessary for effective learning. Discipline is best thought of as being responsive to the violation as a productive process in learning, rather than punitive; the results of which are focused on helping individuals learn to make choices that support the school community. As a working definition, order and discipline may be described as a safe and caring climate with the absence of disturbances that can interfere with the optimum functioning of the student, the class, and the school. Since the goal of Barnard School is to educate all students, short-term suspension and long-term suspension measures are reserved for matters that imminently impact student, staff and/or school safety, or as a last resort for all other instances. Under this code, alternative disciplinary measures, including restorative practices, will be attempted as a positive approach to replace, or greatly lessen the use of short-term and long-term suspension.

Restorative Practices is a philosophy that is focused on the school environment as a community. These practices are value-based approaches that promote equity, accountability, and safety, while also increasing the social competencies of those who have harmed the community through their actions. When misconduct occurs, harm is done to the community, whether the community is a classroom, a cohort, or the entire school. Restorative Practices look at student misconduct as a harm to the school community that needs to be repaired in order to return the community. Its practices incorporate both the structures that work to prevent conflict by building a strong school community and the interventions necessary when misconduct results in harm to that community. Of importance is the critical role that all community members play in restoring their community, including the individual(s) accountable for the misconduct.

CONDUCT (STUDENT SELF-REGULATION PROTOCOL) (See Policy [JIC](#) and [JICD](#))

It is our goal to promote a positive school culture and ensure a safe, trusting, respectful, and diversified school environment; so our approach is explained, expected, and utilized in order to protect and promote this culture and environment. Teachers and staff help children take "time" to control inappropriate behavior, analyze it, take responsibility for it, and make a plan to repair any harm they may have caused. Throughout the school, this process may be utilized in the following manner:

First Instance: The student is asked to process or think about why he or she was asked to take a moment to pause and reflect. Once the student has thought this through, he or she approaches and speaks to the teacher, discussing the inappropriate behavior and expressing (in the student's own way) a plan for appropriate behavior.

Second Instance: The student is asked to reflect in a designated area. The student will be required to create a plan to repair the harm that was caused by their misbehavior. Once the plan is completed, the student must follow through with the plan before returning to participation in the class activity. This may include a restorative conversation or a community circle.

Third Instance: The principal, teacher or another designated adult helps the student to control behavior, analyze it, become responsible for it, and develop and discuss a plan for a restorative re-entry process that will repair the harm caused to all involved. This may include a restorative conversation, a community circle, or a community harm circle. Upon completion of the plan, the student will return to class, and resume involvement in class activities.

Fourth Instance: A fourth instance may result in the principal or designee contacting the student's parents/guardians. Together, the parent/guardian, student, administrator, and school counselor will explore the root causes of the behavior, identify the resulting impact or harm caused, and engage in collaborative problem-solving to develop an action plan with the intention of repairing relationships and restoring community. Once completed, the student will return to involvement in school activities.

**The specific steps within this protocol may be modified depending upon individual circumstances and the goals of discipline as new discipline laws come into effect.*

Encouraging student self-regulation and self-reflection helps to not only promote a positive culture and learning environment, but also avoids negative, disruptive, and/or punitive confrontations between teachers and students; helps students take responsibility for their actions; and develops better personal/social management skills.

EXPECTATIONS AND DISCIPLINARY CONSEQUENCES BEHAVIOR GUIDELINES

In any school setting (classrooms, cafeteria, hallways, learning media center, buses, playground, etc.) or at any school-related function, we expect all students to:

- Display behaviors that show respect for other students, adults and property
- Cooperate with others
- Be honest
- Follow all safety rules
- Respect the rights of others to feel emotionally and physically safe

PROHIBITING BULLYING, CYBERBULLYING and HARASSMENT

(See [Policy JICK](#) and [JICDD](#) and [JICFA](#))

Barnard School is committed to providing our students a safe learning environment free from bullying. We will not tolerate any unlawful or disruptive behavior, including bullying, in our schools or during school-related activities. Our response to bullying actions will include, when appropriate, referral to the South Hampton Police Department. All reports of bullying will be promptly investigated by the school administration.

State law defines bullying, in part, as “the repeated use by a perpetrator of a written, verbal, or electronic expression, or physical act or gesture or any combination thereof, directed at a victim that causes physical or emotional harm or damage to the victim's property; places the victim in reasonable fear or harm to himself or of damage to his property; or creates a hostile environment at school for the victim; infringes on the rights of the victim at school; or materially or substantially disrupts the education process or the orderly operation of a school.”

State law defines cyberbullying as bullying through the use of technology or any electronic communication, which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photoelectric or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyberbullying shall also include:

a) the creation of a web page or blog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying and

b) the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

RESPONDING TO A REPORT OF BULLYING (See [Policy JICK](#))

If any student, staff member or adult witnesses an incident involving bullying, it should be reported immediately to an adult in the building. All adults will report incidents of bullying to administration. Bullying is a serious offense. Violators may be subject to appropriate disciplinary and/or corrective action to stop the conduct and prevent it from recurring. Barnard School is committed to protecting a complainant, and other similarly situated individuals, from bullying in the future.

HAZING (Policy [JICFA](#))

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

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

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

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

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

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

SEXUAL HARASSMENT/VIOLENCE POLICY (See Policy [ACAC](#))

The South Hampton School District seeks to provide an educational environment in which everyone may work and learn in an atmosphere of respect for the dignity and worth of all. This environment must be free of sexual harassment. In order to promote this environment, the administration will review with all staff and appropriate students the laws, policy, and procedures currently in effect that are designed to protect people from being sexually harassed.

Sexual harassment of any employee or students by any other employee or student, or by anyone a student or employee may interact with in order to fulfill job or school responsibilities, is not only illegal as a form of sex discrimination as defined by Title VII of the 1964 Civil Rights Act and Title IX of the Educational Amendments of 1972, but also is a violation of this District's policy and will not be tolerated.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated conduct, or communication of a sexual nature when:

1. Submission to such conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment or of obtaining an education;
2. Submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education;
3. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.

Any sexual harassment as defined when perpetrated on any student or employee by any student or employee will be treated as sexual harassment under this policy. Sexual harassment may include but is not limited to

1. verbal harassment and/or abuse of sexual nature;
2. subtle pressure for sexual activity;
3. inappropriate patting or pinching;
4. intentional brushing up against a student's or employee's body;
5. demands for sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status
6. demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status;
7. any sexually motivated, unwelcome touching; or
8. sexual violence which is a physical act of aggression that includes a sexual act or sexual purpose.

The School District will take such disciplinary action it deems necessary and appropriate, including warning, suspension, or immediate discharge to end sexual harassment and sexual violence and prevent its recurrence.

CARE OF BOOKS AND MATERIALS (Policy [JQ](#) and [JQ-E](#))

Students are responsible for all books and materials issued to them. A record is made of books and their condition when distributed. Students will be expected to pay for any lost or damaged books. Books should be covered, kept neat and clean, and treated with respect. Any item lost or defaced will result in the student paying for said item, with payment to be made to Barnard School. Report cards or transfer of records may be withheld until all obligations are met.

DAMAGE TO SCHOOL PROPERTY

Students should be careful not to damage either the building or its equipment in any way. We each have a responsibility to see that the building is used but not abused. If a student accidentally damages anything, they should report it promptly to the office so that it can be repaired. If a student deliberately inflicts damage to the building or its contents, the student will be expected to pay for the damages and will also be subject to disciplinary action.

All property brought onto school grounds and/or into school by students shall be at the total risk of students and if the whole or any part shall be damaged, destroyed, misplaced, lost or stolen, no part of the loss or damage shall be charged to or bore by the school.

FIELD TRIPS AND EXCURSIONS (See Policy [IJOA](#))

Field trips are considered part of the curriculum, and student/faculty participation is expected. Student permission slips must be completed and signed by the parent/guardian before students will be allowed to go on these trips. Those without permission to attend will remain in school for the day and will be given an alternative learning assignment. If school bus transportation is provided for the trip, students must ride the bus to and from the trip. They are not allowed to be transported by a parent or guardian unless there is a special exception requested in writing in advance and granted by the principal. The use of electronics on a long bus trip may be allowed with special permission; If used inappropriately, electronics will be confiscated for parent pickup during a conference at the school. Walking trips are permissible when the parent or guardian has signed written permission forms.

HOMEWORK (See policy [IKB](#))

Parents should encourage children to strive for good work habits so that they will complete their work at school whenever possible.

Homework is a very important part of a child's education. The purpose of this is:

- a. To start children in the process of carrying out independent reference work;
- b. To provide a way of combining a child's learning experiences in school and out of school; and
- c. To encourage children to do more extensive reading than can be covered during the school day.

Parents are encouraged to work closely with their child's teacher to make sure the child is doing their required work.

MAKE-UP AND MISSED WORK

When students return from an absence, it is their responsibility to make up missed assignments conforming to rules set up by individual teachers. Please be reminded that no work will be assigned prior to anticipated vacation absence while school is in session.

SCHOOL DRESS (See Policy [JICA](#))

The following applies to school and school-sponsored events. Please have your child dress according to predicted weather conditions as we do go outside on most days. Students are not allowed to go barefoot. For your child's safety, be sure footwear is appropriate (i.e. no slippers, flipflops, wheeled heels roller skate shoes, or dangerously high heels). Sneakers and appropriate dress are required for physical education classes.

Clothing showing too much bare skin should not be worn. Underwear may not be visible. Students will not be allowed to wear clothing with inappropriate language or graphics, including reference to alcohol, drugs, or tobacco. The administration has final discretion. Students will be asked to call home for a change of clothes, to wear clothing inside out, or to wear clothing provided by the school, if necessary.

USE OF TELEPHONE/CAMERAS

Children are not allowed to make or accept telephone calls except under unusual circumstances. We encourage all parents to make dismissal arrangements for their children before they come to school. Phone messages for where to go after school, etc. must be kept to a minimum. All cell phones must remain off and stowed in backpacks while in school, at a school event, on the playground, and on the bus. Students may use the school phone or a cell phone with a staff member or coach's permission. For safety reasons, staff members use cell phones and walkie-talkies on playground duty, during emergencies, and on field trips. Since students have a right to privacy, taking a picture of another student with personal equipment will not be allowed. Should a student be caught taking a picture, a staff member or bus driver will take the device and shall give it to the principal for a parent/guardian to pick up and delete photos as needed.

STUDENT DRUG AND ALCOHOL USE (Policies [JICH](#), [JICD-R](#) and [JICG](#))

Dangerous and narcotic drugs, which a student has on prescription and carries into school property for ingestion as prescribed by a doctor, will be kept in the nurse's or principal's office.

Taking of illegal drugs, and/or possession of same, in any form, is not permitted at any time. Parents will be informed immediately if the student is in violation of this policy, and the matter will be brought to the attention of the school board and other proper authorities.

- a. In case a student appears to be under drug influence, the parent will be notified by school authorities to come for the student and remove him/her to his/her home or to medical facilities.
- b. In severe cases, the principal is authorized to call an ambulance to remove the student to the hospital. Parents will be notified of this action and be responsible for the incurred expenses.
- c. Upon reasonable evidence of the illegal possession and/or use of drugs by any student on District property, the student may be suspended from school for at least five days. A conference between the parents, child and principal should be held as soon as possible.
- d. Any student found selling, distributing, or giving away illegal drugs will be turned over to police authorities immediately and suspended from school at once pending Board action.
- e. Any student convicted in court for illegally selling drugs on or off school property will be suspended from school pending Board action.

Alcoholic beverages will not be permitted on school property at any time. Any student in possession or under the influence of alcohol will be immediately suspended from school for not less than five days.

No person shall drink, or have in his/her possession, any intoxicating beverage while in attendance as a spectator or otherwise, at any place where a school interscholastic athletic contest is being conducted. Students or employees who violate this policy will be subject to disciplinary action which may include expulsion for students and employment termination for employees.

PUPIL SERVICES

EDUCATING CHILDREN WITH DISABILITIES

Barnard School is committed to providing equal educational opportunities for all of our students. The provision of quality education, special education, related services, and early intervention for children with disabilities is considered integral to the total school program. High expectations are held for all children with disabilities ensuring participation and progress in the general curriculum and in extra-curricular school-supported activities. Children with disabilities learn and develop with their nondisabled peers, as appropriate. A continuum of

services is considered on an individual basis according to the needs of the child and within the least restrictive environment.

Any person may make referrals for special education services. Persons normally making referrals include parents, school personnel and area agencies, such as physicians or human services agencies. The special education process is a team process that includes the parents as team members in all of the steps from evaluation to placement.

SCHOOL COUNSELING PROGRAM (See Policy JLD)

The School Counselor is prepared to help students in such areas as personal, social, emotional, and academic difficulties. The School Counselor also acts as a consultant and coordinator in assisting the teacher and the parent as they provide for the needs of the student. Teachers and parents may refer a child to the School Counselor. A student may request services. The School Counselor will inform and get permission from parents/guardians if a child is scheduled to meet with the Counselor on a regular basis or with concerns of a serious nature.

Parents who are concerned about their child's educational progress may wish to refer their child for consideration of special education services by contacting the classroom teacher or the Director of Special Services.

TECHNOLOGY

Each Barnard School student will be issued a Chromebook at the beginning of the school year. It is the students' and families' responsibility to ensure that the device is used appropriately. The care and maintenance of the device is the responsibility of the student. Families will be responsible for the cost of any repairs caused by negligence.

ACCEPTABLE INTERNET USE PROCEDURES (Policies JICL and JICL-R)

As a condition of my right to use the School District network resources, including access to the Internet, students understand and agree to the following:

1. To abide by the District Acceptable Use Procedures and Code of Conduct.
2. That District administrators and designated staff have the right to review any material stored on District computers in files and to edit or remove any material which they, in their sole discretion, believe may be unlawful, obscene, abusive, or otherwise objectionable and students hereby waive any right of privacy which I may otherwise have to such material.
3. That the School District will not be liable for any direct or indirect, incidental or consequential damages due to information gained and/or obtained via use of the District's network resources.
4. That the School District does not warrant that the functions of any District network, or any network accessible through District resources, will meet any specific requirements you may have, or that the network resources will be error-free or uninterrupted.
5. That the School District shall not be liable for any direct or indirect, incidental or consequential damages (including lost data or information) sustained or incurred in connection with the use, operation, or inability to use District networks and resources.
6. That the use of the District network(s), including access to public networks, is a privilege which may be revoked by network administrators at any time for violation of the Acceptable Use Procedures and Code of Conduct. The School District will be the sole arbiter(s) of what constitutes violation of the Acceptable Use Procedures or Code of Conduct.
7. In consideration for the privilege of using the School District network resources and in consideration for having access to the public networks, I hereby release

the School District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use, or inability to use, the District network resources.

COMPUTER SECURITY, EMAIL, AND INTERNET ACCEPTABLE USE POLICY

(See Policies [JICL](#) and [JICL-R](#)) in their entirety which includes the rights of the District to:

1. Monitor all activity.
2. Make determinations on whether specific uses of systems are consistent with acceptable use procedures.
3. Log network use, monitor disk storage space, delete or print electronic data, etc.
4. Determine what appropriate use is.
5. Remove a user's access to the network at any time it is determined that the user engaged in unauthorized activity or has violated these acceptable use procedures.
6. Proceed with disciplinary action if terms of acceptable use are violated.

TRANSPORTATION

STUDENT CONDUCT ON SCHOOL BUSES (Policy [JICC](#) and [JICC-R](#))

School boards and staff members of School Administrative Unit #21 are very much concerned about safety as we transport pupils. Cooperation from both parents and students is requested as we attempt to keep the buses safe for all concerned.

Bus Regulations:

1. No smoking at all on any bus, including charter trips.
2. No profane language, obscene gestures, excessive noise, fighting, wrestling, or other acts of physical aggression will be tolerated.
3. Keep head, hands, feet, etc., inside the bus.
4. Once a student has boarded the bus he/she may not get off except at his/her destination. (Exceptions will be made only with a note from a principal/parent.)
5. Students may ride only the bus to which they have been assigned. (Exceptions will be made only with a note from a principal or designee.)
6. Stay in your seat until you reach your designated stop and the bus has stopped. Emergency doors are for emergencies only.
7. Take a seat promptly when getting on the bus.
8. The law allows and students are expected to sit three per seat.
9. No eating or drinking on the bus.
10. No marking or defacing the bus.
11. No throwing things in the bus, at the bus, or out the window.
12. Always cross the street in front of the bus.
13. You are due at your bus stop before the bus is due; the driver does not have to wait for you.
14. The driver is allowed to assign seats.
15. Anything that would create a safety hazard for the passengers or vehicle will not be permitted.
16. The bus drivers are in complete charge of the bus and their decisions are to be followed.
17. Only authorized riders will be permitted on the buses.

The school bus operator is responsible for proper discipline while students are on the bus.

Any rules infractions should be brought to the attention of the Principal who, in turn, will notify parents. Repeated violations of rules will be cause to exclude students from transportation service for a stated period of time up to the remainder of the school year.

No student shall be put off the bus while traveling to and from school unless a dangerous situation occurs. Parents shall be notified and the daily trip shall be completed before the student can be removed from transportation service.

HOME/SCHOOL COMMUNICATION

GRADING AND REPORTING TO PARENTS AND STUDENTS

The faculty at Barnard School recognizes the philosophy that when student expectations are high the result is increased student performance. The aim of the faculty is to work with parents so that each student may become a happy, productive citizen. Academic, artistic, musical, and physical talent as well as effort and conduct are considered vital to the overall development of each student.

Report cards are issued three times per year in grades K through 8. The purpose of the report card is to convey the student's academic progress, as well as the student's work habits to both the student and his/her parents/guardians. This reflects only one method of evaluating success in school.

Students in grades K-8 will receive competency-based report cards that include habits of learning. You will be able to view (and print if you would like) your child's report card online via PowerSchool. To access your child's report card, log into [PowerSchool](#) with your username and password. If you do not have access to the internet, please contact the office and we will be sure to send a copy of your child's report card home.

On the report card, you will notice that the New Hampshire Competencies are shaded in gray, and the standards that support the competencies are underneath in white. The competencies identify students' ability to transfer content knowledge and skills in and across content areas, and the standards identify the specific skills needed to apply the competencies.

Each standard and competency is graded on a scale from 1-4. Students are graded based on grade level expectations at the end of each trimester rather than end of year expectations. Therefore the grade indicates if the student is meeting current grade level expectations. Some standards and competencies may be graded with "NA". This means that the competency and/or standard was not assessed that trimester.

VISITORS TO SCHOOL (See [Policy KI](#))

We welcome visitors to our school but must balance our hospitality with a need to protect the safety and privacy of our children as well as valuable instructional time. We respectfully emphasize that all visitors sign in at the main office and wear a visitor pass before going to any other part of the building. If a visitor needs to speak to a staff member, an appointment can be made through our Administrative Assistant, who will also take messages.

Lunches, books, musical instruments, permission slips, and other items to be given to your child should be delivered to the school office. Our Administrative Assistant will be certain that items are delivered for you.

VOLUNTEER PROGRAM (See policy [IJO](#)C and [GB](#)CD)

We consider the help and expertise of others to be a vital part of our program. There are many avenues one may choose in becoming active at Barnard School. Confidentiality and a good nature are required. Participants function under the direct supervision of a staff member and will be given a confidentiality agreement to be signed. If interested, contact your child's teacher, the PTA, or the school's coordinator for the volunteer program. It is important to note that in March 2021 the School Board updated the policy ([IJO](#)C) governing volunteers at the school. "Designated volunteers" will be required to undergo a background investigation and a criminal records check (See Policy [GB](#)CD). A "Designated Volunteer" is defined as a volunteer who:

- 1) comes in direct contact with students on a daily basis, or
- 2) meets with students on a one-to-one basis, or
- 3) meets with students without a staff member present, or
- 4) is so designated by the School Board or Superintendent.

PUBLIC COMPLAINTS ([Policy KEB](#))

While the School Board recognizes its obligation to be available to the public at all times, it also believes that individual complaints can usually be resolved most effectively by parties directly concerned. The Board, therefore, will not hear complaints from individual parents until such complaints have been raised, first with the child's teacher, and, if not resolved, successively with the principal and superintendent.

PARENT TEACHER ASSOCIATION

The PTA is a non-profit organization, which meets monthly during the school year. They exist to serve and support every student, the staff and their goals at Barnard School. Their membership is open to all parents, guardians and school staff. Officers are elected yearly. The PTA believes that our school, located in the center of our community, centers our community. In support of the students and staff, they hold various fundraisers throughout the year. Throughout the years, the PTA has provided a lunch program twice a week for students in grades K-8, a ski program for grades 3-8, a team building challenge course for our 7th and 8th graders, field trip transportation and expenses for all grades, support for our sports programs and extra-curricular activities including music and arts programs. They have also provided classroom supplies and playground equipment to enhance and support the total school environment. They often provide the funds for the students to participate in school-wide enrichment activities through the Artist-in-Residence program. Additionally, PTA members volunteer in the school, working with staff and students throughout the year. The PTA believes that no child should be left behind, unchallenged or denied an opportunity. All of this hard work is not possible without support, time, creativity, effort and energy of their members. The PTA encourages everyone to get involved in whatever way that they can. Working together, this unique community can make a tremendous difference in the quality of the lives of the children in South Hampton. Please join them and make a difference.

FUND RAISING (See [policy JJE](#))

All fund-raising projects must be approved by the principal in advance of the activity.

EXTRACURRICULAR ACTIVITIES

SPORTS ELIGIBILITY (see [Policy JJA](#))

See [Barnard School Emergency Plan for Sports Related Injuries](#)

In order for a student to be eligible to play Barnard School sports, the student must have no grade lower than a 2 (Developing) in work habits on their report card. In addition, students must present documentation from a doctor's office of a physical examination completed within the last twelve months.

Any injured students excused from athletic practice for two or more days while under a physician's care must provide written authorization from a physician to the school nurse to resume practice.

SPORTING EVENTS

It's great to have spectators at Barnard School's athletic games. In order to allow this to happen, the following rules must be in place:

- Grade K-4 students must be accompanied by a parent/guardian to enter the gym or playing field area and cannot be left unsupervised between the departure of 2nd bus and game time.
- Grade 5-8 students may enter the gym or playing field area after the 2nd bus departure and without parental supervision, being fairly warned that even a single incident of poor behavior will result in being “uninvited” to the next two home games. Coaches are not there for day care. Spectators must not interfere with coaches or players preparing for game time.
- Everyone is expected to be courteous and welcoming to the visiting teams.

TOWN LIBRARY (394-7319)

Monday	6-8 PM
Wednesday, Thursday	10-5 PM
Friday	12-4 PM

Please feel free to check the library hours, as they are subject to change.

In the event of a fire when classes are visiting the town library, students should leave through the library front door, if possible, and go to the paved basketball court to meet the classroom teacher. If that area is blocked, students should meet in the Town Hall parking area.

OTHER POLICIES

(NOT ALL-INCLUSIVE) Please visit our [Boarddocs](#) for all policies.

PROMOTION, ASSIGNMENT AND RETENTION (Policy IKE)

The decision to promote, assign or retain a student will be made by the teachers and families on an individual basis.

In order for a student to be promoted or assigned to the next grade, he/she must meet certain academic requirements which may vary according to the individual.

EXTENDED LEARNING OPPORTUNITIES (See Policies IHCA and IJOA)

Students are expected to participate in scheduled class field trips which are considered appropriate extensions of the classroom. They are designed to stimulate student interest and inquiry and to provide opportunities for social and cultural development.

The Board recognizes that student learning is an ongoing process and that it is important for students to engage in learning activities even when not attending school. Therefore, the Board encourages students to have a plan for summer activities that supports student learning. Such activities may include reading, attending an education-themed summer camp, or engaging in other extended opportunities that support student learning.

NONDISCRIMINATION (Policy AC) See RSA 354-A:7

The District shall not discriminate in its education programs, activities or employment practices on the basis of race, color, national origin, sex, age, sexual orientation, religion, or handicap under the provisions of Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1967, Title IX of the Education Amendment of 1972, and Section 504 of the Rehabilitation Act of 1973. Any person having inquiries concerning the District's compliance with the regulations implementing these laws may contact the Superintendent of Schools.

STUDENT RECORDS (FERPA) (See Policy JRA in its entirety)

The student records policy complies with the federal Family Educational Rights and Privacy Act of 1974 (FERPA). The Annual Notice of Rights under FERPA is mailed to households annually. Student records are kept in the custody of the principal and may not be transferred outside the district without written permission of the parent, except as permitted by FERPA.

A parent or legal guardian shall have access to the student record and in special circumstances may have copies at 25 cents/page. Authorized school personnel shall have access to the record. If a parent/legal guardian wishes to review his/her child's school records or request an amendment of the student's education records that he/she believes are inaccurate, the request must be in writing and dated. To file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA, write to: Family Policy Compliance Office; US Dept. of Ed.; 400 Maryland Ave, SW; Washington DC 20202-5901.

STUDENT RIGHTS AND RESPONSIBILITIES (Policy [JI](#))

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

Students shall have the right to advocate 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 this right may not interfere with the rights of others.

Freedom of expression may not be utilized to present material which tends to be obscene or slanderous, or to defame character, or to advocate violation of federal, state, and local laws, or official school policies, rules, and regulations.

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