

EFFINGHAM ELEMENTARY SCHOOL

2021-2022 Student and Family Handbook



Home of the Tigers

Helping Each Child Create the Future

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Governor Wentworth Regional School District / SAU 49
PO Box 190, 140 Pine Hill Road
Wolfeboro Falls, New Hampshire 03896-0190
603-569-1658

Superintendent of Schools	Kathy Cuddy-Egbert
Assistant Superintendent	Heather R. Cummings
Director of Curriculum	Kaitlyn Hills
Director of Special Education	Susan Merrell
Director of Transportation	Maryann Belanger
Director of Food Services	Karen Michalski
District Maintenance Supervisor	Phil Custeau

Governor Wentworth Regional School District School Board

The Governor Wentworth Regional School Board meets as a full board once per month. The meetings alternate between the Lakes Region Technology Center and the other district schools. For a complete schedule, contact the SAU office at 569-1658 or go to the district website. Public session begins at 7:00 PM. The School Board will hold their Effingham meeting on October 9, 2021. Members are as follows:

John Widmer Chair (Tuftonboro Representative)	544-9086
James Pittman Vice-Chair (Effingham Representative)	539-7694
Wendi Fenderson (Member-at-Large)	859-0129
Krista Abear (Member-at-Large)	515-1824
Stefanie King (New Durham Representative)	833-3334
Timothy Eldridge (Member-at-Large)	387-9452
Dr. James Manning (Brookfield Representative)	957-2004
Charlene Seibel Wolfeboro Representative)	455-1953
Dana Streeter (Ossipee Representative)	986-4954
Kelly Tivnan (Middleton Representative)	755-4406
Student Representative – To Be Named	

Governor Wentworth Vision Statement

“Helping Each Child Create the Future.”

Governor Wentworth Mission Statement

The mission of the Governor Wentworth Regional School District is to assure that all students acquire the knowledge and develop skills and work habits to enable them to become contributing members of society. The mission is best accomplished when each member of the Governor Wentworth Regional School District recognizes and addresses the individual abilities and needs of each student, maintains challenging expectations for each student, creates a positive school climate, ensures a safe and orderly school environment, monitors each student's progress on a frequent basis, and promotes effective school - community involvement collaboration.

EFFINGHAM STAFF LISTING 2021-2022

Administration

Principal.....Patricia Morrissey

Teachers

Kindergarten.....Noelle Dearborn
Grade 1.....Susan Lander
Grade 2.....Kimberly Raifsnider
Grade 3.....Brenda Lush
Grade 4.....Sarah Olkkola
Grade 5.....Maryann Vollaro
Grade 6.....Melanie Jones

Specialists

School Counselor/Title I Project Manager.....Linda Perrow
Reading Specialist.....Terri Drew
Special Education Teachers.....Carrie Glidden
DPT.....Patricia Morrissey
School Nurse.....Amy Johnson
Music/Band/Chorus.....Peter McDonald
Art.....Elaine Giles
Physical Education.....Alicia Cushing
ESOL Teacher.....Tina Rouvalis
Physical Therapist.....Christine Dearborn
School Psychologist.....Bonnie Stinson
Health.....Elizabeth Bronson
Occupational Therapist.....Casey Lalkas
Speech pathologist.....Caroline Maynard
Media Specialist.....Nicole Anderson
Outreach Counselor.....Deborah Bunting

Support Staff

Custodian.....Mark McKinley
Custodian.....Pam Buswell
Library Media Associate.....Open
Office Administrator.....Sandie Hill
Paraeducators.....Jessica Michaud
Arlene Kearns
Robin Merenda
Jennifer Morgan
Marlean Porter
Sandra Smith-Bushman
Proctor.....Open
Reading Associate.....Jane Hartnett
School Breakfast/Lunch.....Renee LeGrand

GWRSD Commencement Goals

Because our society is undergoing continued rapid changes, our students will have an increasing number of demands placed upon them in the future. If they are to be successful in the coming years each graduate will:

- master the basics of education:
reading, writing, mathematics, science, social studies, technology;
- exhibit teamwork and leadership skills;
- be an effective communicator;
- be technologically competent and literate;
- have a basic understanding of a world language and culture, with the opportunity to become proficient in a second language;
- have respect for self & others and display good citizenship;
- appreciate the fine and performing arts;
- be a critical and creative thinker;
- have personal responsibility and accountability;
- be a life-long learner and take risks targeted toward personal growth;
- have knowledge of and responsibility for the environment;
- have an understanding of economics;
- have a commitment to health and well being;
- understand vocational and career choices;
- be nationally and globally aware.

Parents Right to Know

Each year, as required by law, schools that receive Title I funds must notify parents/guardians that they may request information regarding the professional qualifications of their child's teachers. This information will be provided by the school in a timely manner. At a minimum this includes the following:

- whether the teacher meets the NH requirements for the grade level(s) and subject areas taught.
- whether the teacher is teaching under emergency status that the Department of Education has temporarily waived his/her certification requirement.
- the teacher's degree(s) and any other graduate certifications held.
held by the teacher and the field of discipline of the certification or degree.
- whether the child is provided services by a paraprofessional and, if so, their qualifications.

Each Title I school must also provide parents with the following information:

- the level of achievement their child has made on all state assessments.
- timely notice if a child has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

All information provided to parents must be clearly written and provided in a language the parent is able to understand. Please contact your school principal or Linda Perrow, Grant Writer/Project Manager at 603-569-0221 if you have any questions regarding your Right to Know or if you would like to request any information.

General Information

Daily Schedule

- Students enter Classrooms at 8:45 a.m.
Morning Announcements at 8:50 a.m.
Recess: Grades K-3 at 11:45 am, 4-6 at 12:15 p.m.
Lunch: Grades 4-6 at 11:45am, K-3 at 12:15 p.m.
Afternoon Announcements at 3:15 p.m.
- Walkers Dismissed @ 3:15
 - Bus Dismissal Begins @ 3:20

This is subject to change.

How to contact us:

Effingham Elementary School
6 Partridge Cove Rd.

Effingham, New Hampshire 03882

Telephone: 603-539-6032

Fax: 603-539-4511

District Website: gwrsd.org School Website: effinghamelementary.org

Principal's Email: pmorrissey@sau49.org

Academic Recognition

Students who demonstrate high levels of academic achievement, model student work habits and give excellent effort may be recognized through both the grading period Tiger Award for grades K-3, the Pride Award for grades 4-6, and the annual Principal's Awards. Citizenship awards are given annually to two students in each class, as possible.

Arrival/Departure

Students will enter their classrooms at 8:45 AM. Morning attendance is taken and announcements are made. A student is considered tardy at 8:46 A.M.

At 3:15 pm, afternoon announcements are made. Walkers and bikers are dismissed with the first bus dismissal. If parents wish to enter the building to pick up a student, the main (office) entrance is to be used.

Assessment of Student Progress

Student progress is measured periodically through a combination of classroom assessment and formal testing. The New Hampshire State Assessment System will be used with students in grades 3 – 6, and measures student progress in Language Arts and Math. Fifth grade students also participate in the New Hampshire State Assessment for science.

Attendance

Regular and punctual patterns of attendance will be required of each student enrolled at Effingham Elementary School. Student attendance is the responsibility of the parents and students. Students are expected to have a documented reason for their absence. Such documentation can be in the form of a call to the school by the parents or a note from the parents explaining the absence. A student will be marked “unexcused” if we do not hear from the parent. A student who is tardy must also document the reason. **If a student is tardy (any time after 8:45 AM), they must check in through the office. If a student's family plans to take a vacation during the academic year, the student must bring a note signed by a parent/guardian pertaining to the vacation.** Students granted approvals for vacation time are responsible for making up all missed assignments. Truancy is any unexcused absence from school or class. Absence is computed in half days; half-days are defined as missing more than two hours and less than 3 ½ hours of instructional time. **Ten half-days of unexcused absence during a school year shall constitute habitual truancy** (per RSA 189-35-a). Please see GWRSD Policy Manual, policy JHB-R for complete Student Absence Policy.

Band

The music teacher offers a school band program for beginning and intermediate band students in grades 5 & 6. A holiday concert and spring concert are held during the year and student participation is mandatory. Band meets once per week, during the school day. Grade 4 students have the opportunity to take instrument lessons in the late winter/spring of the school year.

Behavior

It is the policy of the Governor Wentworth Regional School Board to promote good behavior in a safe and orderly environment where each student can be fully engaged in the learning process. Student conduct that disrupts class work, involves disorder, or invades the rights of others will not be tolerated and may be cause for suspension or other disciplinary action.

All school citizens are expected to:

- ❖ Be respectful and courteous to adults and schoolmates
- ❖ Properly use public property
- ❖ Use the property of others only with permission
- ❖ Follow specific rules and requests of staff, volunteers, and bus drivers
- ❖ Be kind and polite to others, in action and speech
- ❖ Take responsibility for actions and words
- ❖ Be honest and truthful

“School” includes in the building, on the field, playground, school buses, bus stops and field trips.

Please see GWRSD Policy Manual, policies JLDBA, JIC/JIC-R, JICK, EEAEA for complete conduct policies.

Cancellations/Delayed Openings/Early Dismissals (Due to inclement weather)

In the event of inclement weather or other emergencies, school may change to remote learning or be canceled for the day. Should the schools in our district be changed to remote learning, closed, delayed or have an early dismissal due to weather or other emergencies, the **SCHOOL MESSENGER** system will be activated and the following radio/television stations will be notified:

Television: WMUR (Channel 9), WCSH (Channel 6)

FM Radio: WMWV-Conway 93.5, WOKQ-Dover 97.5, WSCY-Moultonboro 106.9

If school is only delayed in opening (not canceled), it will be for a period of two (2) hours. Buses should arrive at your bus stop two (2) hours after the usual time. School will begin at 10:45am. Keep listening, however, since a delayed opening may later change to a cancellation. Rarely, it becomes necessary to close school early. In such an event, the decision is usually made by 11:00am and the media is notified. If an early dismissal is called, the **SCHOOL MESSENGER** system will be activated. Please sit down with your children to discuss and develop an action plan should there be an early dismissal. This will help ease your child’s mind.

Care of Books, Supplies and Technology

Textbooks, reading books, supplies, technology, and library books are loaned to students. We expect that these items will receive proper care and be returned in good condition. Parents/Guardians/Families are expected to pay the replacement cost in cases involving loss, damage, or destruction. To assist with the transition to middle school, students in grades 4-6 will be given an assignment planner book. Lost planners may be replaced at a cost to the student. EES will issue each student a reusable water bottle. Replacement water bottles may be available at a cost. A technology replacement fee schedule is available through the IT department at 539-2055.

Cell Phones

We recognize that cell phones help parents and students maintain contact: while in school, student cell phones need to be off and away. On field trips, photos may only be taken of exhibits by students. Students may not take pictures of other students without parent permission. Photos of other students may not be posted on-line/social media without parent permission.

Child Custody

If there is a custody issue, the school should be notified in writing. You will need to provide the principal with court documents pertaining to custody issues if you anticipate they will arise when your child is at school. When questions of legal or physical custody arise, the school district will look to the parent having physical custody of the child who has registered the child in school with respect to questions concerning the child's education and matters pertaining thereto. The participation of both parents having joint custody is encouraged; however, the parties themselves must coordinate the handling of routine communications sent home with the child. All EES correspondence such as report cards/interim or progress reports, newsletters, and other school information will be sent only to the parent/guardian at the primary address. If you would like that information to be sent to an additional address, please inform your child's teacher and the main office in writing.

Child Find

Identification of children with disabilities, birth to age 21, is ongoing. If there are parents living in the district who suspect that their child has an educational disability, they could contact their local school, the office of the superintendent, or the special education director for referral information.

Chorus

The music teacher offers Chorus for students in grades 4, 5 and 6. Two or more concerts are held throughout the year.

Communication: Home-School-Community

The staff at Effingham Elementary School firmly believes that good communication benefits student learning. Look for the bi-monthly school newsletter – Snippets - for information on classroom activities and upcoming events. We will again be using folders purchased for those special papers that need to get home. Please help your child get into a routine quickly at the beginning of the year where the contents of the folders are shared with you daily. Additionally, we continue to develop our school website so that you have access to information online: effinghamelementary.org. The district website address is: gwrsd.org.

Conduct, Discipline and Due Process

The GWRSD endorses the following principles of student conduct:

1. Respect for law and those given authority to administer it shall be expected of all students. This includes conformity to school rules as well as to general provisions of the law regarding minors.
2. Respect for the rights of others, consideration of their privileges and cooperative citizenship shall be expected of all members of the school community.
3. Respect for the real and personal property, pride in one's work and exemplary personal standard of courtesy, decency, honesty, and wholesome attitudes shall be maintained.
4. Respect for individual worth and diversity is the obligation of the school community. Diligence and a desire to benefit from the opportunity is the obligation of the student.

The Board expects student conduct to contribute to a productive learning climate. Individual rights are to be honored and protected in all instances; however, the rights of one individual shall not take precedence over those of another individual or the group itself and all students shall have equal rights and equal responsibilities in the classroom or at any school-sponsored activity. Due process shall be afforded to any student involved in a proceeding that may result in suspension, exclusion, or expulsion. Students expelled from school may be reinstated by the Board under the provisions of RSA 193:13. The Superintendent may modify expulsion requirements as provided by RSA 193:14, IV. In addition, the District shall comply with the provisions of the Individuals with Disabilities Education Act when disciplining students.

Please see GWRSD Policy Manual, policy JIC/JIC-R, JICK for conduct and discipline policies.

Dismissals

Early dismissal from school should be requested only when absolutely necessary and will only take place through the school office. **A signed note from the parent/guardian is required.** Students will be released to their parents/guardians unless otherwise instructed in the note of release. In an emergency, a parent's verbal request will be honored. Students are to be dismissed through the office.

Dress Code (Appropriate Dress)

The GWRSD School Board has a responsibility to assure that the atmosphere in the schools is conducive to learning and fosters an environment of respect. Student dress plays an important part in creating an educational tone that demands both academic rigor and high standards of discipline. Additionally, appropriate dress is often a requisite for employment and, therefore, this topic is consistent with meaningful instruction and consequential student learning. The standard for student dress in the GWRSD allows, within a defined set of parameters, a choice in clothing. Generally, each individual is allowed to dress according to her/his personal preference provided that the execution of her/his selection does not interfere with the rights of others, cause disruption to the educational program, damage school property or is considered a health or safety hazard.

The Board recognizes that the responsibility for the appearance of the students rests with parents and the students themselves, but the enforcement of the standard is the responsibility of all District employees.

Please see GWRSD Policy Manual, policy JICA/JICA-R for complete Dress Code Policies.

Drug Free Schools

It is the policy of the GWRSD to provide students with an environment that is free of the problems associated with alcohol and drug abuse. Alcohol and drug abuse is inconsistent with the behavior expected of our students.

Any student found selling, giving, possessing, or having used alcohol or any controlled drug or look-alike drug or being under the influence of any, while on district property or at a school function, shall be liable for suspension and expulsion.

Drug-free school zone signs have been posted to mark the boundaries of an area within 1000 feet of school property. These signs are intended to deter sellers and/or drug users and remind the community of our commitment to combat drug abuse.

Please see GWRSD Policy Manual, policy KFA and JIC/JIC-R, for complete policies of behavior on school grounds.

Educational Program

Effingham Elementary School is a K-6 school. Each student receives instruction in the basic core areas of reading, math, language arts, social studies and science. Specialists provide additional instruction to students in collaboration with classroom teachers in the areas of music, physical education, art, media, and health.

Physical Education, Art, Music - Each pupil is required to participate in the physical education, art, and music programs on a regular basis, unless the school receives a written excuse from a doctor stating the reasons why the pupil should be excused. Sneakers are required for participation in PE, and students are encouraged to bring water bottles to class.

Health Education - Health is taught as part of the 4th, 5th, and 6th grade curriculum. The district's elementary health teacher travels to each school. Topics such as nutrition, safety and first aid, growth and development, disease process and prevention, consumer health and substance abuse are taught in an age appropriate, sequential format. These topics are vital to rounding out the science curriculum at the elementary level.

Emergency Drills

Emergency drills will be conducted monthly. Visitors and volunteers must act in accordance with emergency procedures.

Emergency Information

If any change occurs in your address, telephone number, work number or emergency name of neighbor or relative, please write a note to the school so that our office files may be kept up to date in case of any emergency. If you have entered your family's information into "PS Enrollment", please update it with the changes as well.

Emergency Preparedness

Dear Parent/Guardian,

Even though statistics show schools are among the safest places to be day-to-day, emergencies sometimes do occur. Should an emergency or disaster situation arise in our area while school is in session we want you to know that our schools have made preparations to respond effectively to these situations. Each of our schools has a detailed Emergency Operations Plan and we also work closely with our local police and fire departments.

Your cooperation is necessary in an emergency and we ask the following:

1. Do not call the school. Telephone lines may be needed for emergency communication.
2. Please be aware that in the event of a serious emergency, students will be kept at their schools until they are picked up by a parent, guardian or responsible adult who has been identified on the emergency card.
3. Emergency announcements will be made through the School Messenger system, look and listen for these announcements and please listen to the entire message.
4. Impress upon your children the need to follow the directions of school personnel in times of emergency.

Students will be released only to parents and persons identified on the School District Emergency Card. During an extreme emergency, students will be released at designated reunion gates. The location of the reunion area(s) will be disseminated through the School Messenger system and will depend on the nature and location of the emergency. Any decision to keep students at school will be based upon whether or not the streets to return your student home are open.

We hope that a serious emergency situation will never happen. However, it is important for you to know that we do prepare for such events. We know that crisis situations are very stressful for parents and students and we will communicate all available information as soon as possible. We appreciate your cooperation in these matters and will do all in our power to provide a safe and supportive environment for your children in all circumstances.

Sincerely,
Kathleen Cuddy-Egbert
Superintendent of Schools

Field Trips

The school encourages field trips as a means of helping enrich students' knowledge about the world in which they live and to reinforce curricula taught in school. Before each trip, permission slips will be sent home to parents. These are to be signed and returned to the school before a student will be allowed to go on a trip. Parents/guardians are encouraged to sign-up as chaperones for your child's trips. Because chaperones are responsible for supervising a group of students, we ask that siblings do not attend school-sponsored trips. Chaperones will also need to complete a fingerprinting and criminal check process. Please contact the office to begin this process if you plan on attending field trips. Field trips are chosen based on the curriculum, but also the developmental levels of the students. Students in grades 3-6 may take more field trips because they are more able to handle them intellectually, physically, socially and emotionally. We encourage parents to look at their child's field trip experiences over a seven-year period (K-6).

Harassment and Sexual Harassment of Students

Harassment of students because of age, sex, gender identity, sexual orientation, race, creed, color, ancestry or national origin, marital status, familial status, physical or mental disability, religion or economic status is prohibited. Such conduct is a violation of Board policy and may constitute illegal discrimination under state and federal laws. School employees, fellow students, volunteers, visitors to the schools, and other persons with whom students may interact in order to pursue or engage in education programs and activities, are required to refrain from such conduct. Harassment and sexual harassment of students by school employees is considered grounds for disciplinary action, up to and including discharge. Harassment and sexual harassment of students by other students is considered grounds for disciplinary action, up to and including expulsion. The Superintendent will determine appropriate sanctions for harassment of students by persons other than school employees and students.

A. Harassment

Harassment includes, but is not limited to, verbal abuse and other offensive conduct based on of age, sex, gender identity, sexual orientation, race, creed, color, ancestry or national origin, marital status, familial status, physical or mental disability, religion or economic status. Harassment that rises to the level of physical assault, battery and/or abuse and bullying behavior are also addressed Board Policies JICIA – Weapons, Violence and School Safety and JICK – Bullying.

B. Sexual Harassment

Sexual Harassment Sexual harassment is addressed under federal and state laws/regulations. The scope and definitions of sexual harassment under these laws differ, as described below.

1. Title IX Sexual Harassment

Harassment Under the federal Title IX regulations, sexual harassment includes the following conduct on the basis of sex which takes place within the context of the school district's education programs and activities:

- a. "Quid pro quo" sexual harassment by a school employee: Conditioning a school aid, benefit or service (such as a better grade or a college recommendation) on an individual's participation in unwelcome sexual conduct;
- b. "Hostile environment" sexual harassment: Unwelcome conduct based on sex that a reasonable person would determine is so severe, pervasive and objectively offensive that it effectively denies an individual's equal access to the school unit's education programs and activities; or

- c. Sexual assault, dating violence, domestic violence and stalking as these terms are defined in federal laws.

2. Other Forms of Sexual Harassment

Some forms of sexual harassment may not meet the definition under Title IX (see paragraph 1, above) but is still prohibited under New Hampshire law. The District defines other forms of “sexual harassment” as unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal or physical conduct of a sexual nature in the following situations:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of a student’s educational benefits;
- b. Submission to or rejection of such conduct by a student is used as the basis for decisions on educational benefits; or
- c. Such conduct has the purpose and effect of substantially interfering with a student’s academic performance or creates an intimidating, hostile or offensive environment.

C. Reports and Complaints of Harassment or Sexual Harassment

All school employees are required to report possible incidents of harassment or sexual harassment involving students to the Title IX Coordinator. Failure to report such incidents may result in disciplinary action.

Students, parents/legal guardians and other individuals are strongly encouraged to report possible incidents of harassment or sexual harassment involving students to the Title IX Coordinator. The Title IX Coordinator is also available to answer questions and provide assistance to any individual who is unsure whether harassment or sexual harassment has occurred.

All reports and complaints of harassment or sexual harassment against students shall be addressed through the Student Unlawful Discrimination/Harassment and Title IX Sexual Harassment Procedures (ACAA-R). Governor Wentworth Regional School District Policy ACAA. Please see GWRSD Policy Manual, policy ACAA-R, JICK-E, JIC and JIC-R for complete harassment, conduct and reporting policies and procedures.

Health and Safety Procedures

GWRSD uses InfoSnap to gather household information such as address, phone numbers, emergency contact information and authorization to dispense selected medications. Accurate information is indispensable to the school in providing for your child in the event of an emergency, illness, or an accident. Parents/guardians will be given the opportunity to authorize student participation in school activities and to have student pictures used in school publications and/or social media. Prior to the start of school, you will receive a request via email to enter or update this information. **PLEASE UPDATE ALL AREAS.**

State law and School Board Policy require the parents of children entering the school system to present evidence of a complete physical examination which has been performed within the previous 12 months. Mail or fax updated physicals to the school each year. All new students entering the school system must, prior to entrance, present a certificate stating that they have had the required immunizations or that they are currently undertaking a program according to NH law, following current recommendations of the State Public Health Agency. Forms to be completed by the physician regarding exams and immunizations are available from the school. Screening for vision, hearing and scoliosis (curvature of the spine) are carried out during the school year at various grade levels. Referral notices will be sent home if screening results indicate a possible concern.

Students may also be checked for pediculosis (head lice). If a student has been diagnosed with pediculosis, the school nurse will work with guardians to establish a treatment regimen and determine continued participation in school activities. In the case of concussed students, the Health Office is able to offer “Return to Learn” guidance.

All injuries and illnesses occurring during the school day are to be reported to the school nurse or the building principal. Students attending school during the extended day, night, or summer school program, or any other time when the school nurse is not in the building, are to report to the supervising adult. Emergency medical care will be provided pursuant to the guidelines of Board Policy EBBC. Any student required to take prescribed medication during the school day will do so consistent with the provisions of ED 311.01 and GWRSD Policy JLCD. Please see GWRSD Policy Manual, policy JLCA, JLCB, JLCC, JLCCA and JLCE for complete policies.

Homework

Homework is a constructive part of the classroom and educational process. EES also recognizes the importance of balancing developmental needs and homework. Classrooms may assign homework.

Please see GWRSD Policy Manual, policy IKB for complete Homework policy.

Illness

The medical care and responsibility for the sick child is that of the Parent/Guardian. If the child is ill, they should be kept home. If a child is found to be sick at school, care will be provided until a parent/guardian can be contacted to come and pick up the child. The parent should notify the school office if a child has a communicable disease or if the child will be out for multiple days.

Signs and Symptoms to Keep Your Child Home or to be Sent Home from School:

- Fever over 100 degrees, or within the last 24 hours (without medication)
- Diarrhea or vomiting, within the last 24 hours (without medication)
- Persistent sore throat with fever or enlarged tonsils/glands
- Undetermined rash
- Red itchy eyes with sticky drainage
- Less than 24 hours of strep throat diagnosis/antibiotic use

Please see GWRSD Policy Manual, policy JLCB/JLCC for complete Immunization and Health policies.

Internet Acceptable Use

The use of technology at EES is an integrated resource and a tool for students and adults. All technology use must comply with district policies and be for educational purposes. Each student and parent/guardian will receive a Chromebook Student/Parent Policy Agreement to read and sign prior to receiving an electronic device. Users who do not comply with acceptable use agreements may lose usage privileges.

Please see GWRSD Policy Manual, policy JGA, JGA-R for complete Internet Acceptable Use policies.

Learning Compact

The EES Learning Compact is sent home in paper format during the first week of school. It captures the beliefs and agreements of all parties at EES: parents, students and teachers. Please review the Learning Compact with your student and, if you are in agreement, return the signed copy to school.

Library/Media Center

All students have access to a wide variety of books, magazines and various non-print media for study, enjoyment and research in our Library/Media Center. Students are entitled to borrow materials from the Media Center. The student's teacher and the librarian will determine the number and type of books to be checked out. A student who does not return library materials is not allowed to borrow more until the overdue items are returned or paid for. Library books which are damaged, lost or destroyed are to be paid for by the parent/guardian of the student who signed them out. Please responsibly care for, and promptly return, all books and materials borrowed so that others may also use and enjoy them. Adults and siblings of EES families may also use the library and are encouraged to visit. Students are also encouraged to borrow books from the Effingham Public Library, 539-1537, and to visit this valuable family resource regularly.

Lost Something?

To help prevent loss of clothing and other belongings, please mark the name of your child in his/her clothing, boots or other personal articles. Please write the child's name on bags containing lunches. Should something be lost, there is a lost and found box in the front foyer. Lost and Found items that are left at school and not claimed for an amount of time will be donated. **In the winter, EES has MANY pairs of black boots and black snow pants – please make sure your child's belongings are labeled!**

Let's Eat Lunch!

Free school meals will continue for New Hampshire K-12 students due to pandemic waivers provided by the federal government that are being extended through June 2022.

Breakfast and lunch are available at Effingham Elementary School daily. Menus are available in the school office, on the school and district websites, and published in the Carroll County Independent. Chocolate milk may be offered at lunch only. Please note that menus/prices are subject to change, and breakfast will not be served on days with delayed openings.



2021-2022 Pricing

The Food Service Program can be reached online at gwrsdfoodservice.org, or by calling 569-2433.

Reduced/free meal prices do not apply to "milk only" purchases.

Student Lunch	\$0.00	Reduced Lunch	\$ 0.00
Milk Only	\$.40	Reduced Breakfast	\$ 0.00
Student Breakfast	\$0.00		

Medication

When a pupil is required to take medication prescribed by a physician during the school day, the parent or guardian must present:

- ❖ A written statement from the prescribing physician, detailing the dosage method, schedule, and possible side effects.
- ❖ A written authorized request from the parent or guardian permitting the school to assist the pupil in the manner set forth in the physician's statement, including a "hold harmless" release, signed by the parent or guardian. Forms may be obtained from the schools.
- ❖ The medication must be in a container properly labeled from the pharmacy with the student's name, the date of the prescription, name and strength of medication and directions for taking. The medication should be delivered directly to the school nurse, principal or teacher by the parent/guardian. GWRSD transportation services cannot transport medication.
- ❖ "Over-the counter" medications to be administered in school also require written parental authorization.
- ❖ Any student requiring an inhaler or Epi-pen should leave one in the health office in case of an emergency. Please see GWRSD Policy Manual, policy JLCD for complete Medication Policy.

Non-Discrimination / Equal Opportunity (AC)

The school district does not discriminate on the basis of sex or other protected categories in its education programs and activities, as required by federal and state laws/regulations. Discrimination against and harassment of school employees because of age, sex, gender identity, sexual orientation, race, creed, color, ancestry or national origin, marital status, familial status, physical or mental disability, religion, or genetic information are prohibited. Discrimination against and harassment of students because of age, sex, gender identity, sexual orientation, race, creed, color, ancestry or national origin, marital status, familial status, physical or mental disability, religion or economic status are prohibited. The Board directs the school administration to create and implement a continuing program designed to prevent, assess the presence of, intervene in, and respond to incidents of discrimination against all applicants, employees, students and other individuals having access rights to school premises and activities. The school district has designated and authorized the Title IX Coordinator who is responsible for ensuring compliance with all federal and state requirements relating to nondiscrimination, including sexual harassment. The Title IX Coordinator is a person with direct access to the Superintendent. The school district has implemented complaint procedures for resolving complaints of discrimination/harassment and sexual harassment under this policy. The school district provides required notices of these complaint procedures and how they can be accessed, as well as the school district's compliance with federal and state civil rights laws and regulations to all applicants for employment, employees, students, parents and other interested parties. Governor Wentworth Regional School District Policy AC. Please see GWRSD Policy Manual, policy AC, AC-R, AC-E, ACD & ACE for complete Non-Discrimination Policy.

Open House

The Open House for the 2021-2022 school year is scheduled for September 23, 2021, at 6:00 pm.
Keep an eye out for more information!

Parent Involvement Survey

EES strives to maintain parent involvement and participation as a foundational component of a successful school experience. The Parent Involvement Survey will be made available each fall during the first week of school. Your participation and completion of the survey is integral to our Title 1 work. Please complete and return the survey to school.

Pets

No animals/pets are allowed in school without prior consent of the building principal. Please see GWRSD Policy Manual, policy IMG-R for complete Animals on School Grounds Policy

Pictures

Student pictures will be offered during the school year. Fall picture day is September 14, 2021. Picture re-takes will take place on October 26, 2021. More information will be sent home the first week of school.

Progress Reports/Report Cards/Parent-Teacher-Student Conferences

Parent-Teacher Conferences are scheduled each fall. Progress reports or interims are prepared half-way through each marking period. Report cards are issued at the completion of each trimester. Conferences for the 2021-2022 school year will be held on November 22nd and 23rd, or at the convenience of the parents and classroom teacher. You are welcome and encouraged to request a conference with your child's teacher any time during the school year.

P. T.O. (Parent Teacher Organization)

Our PTO is comprised of parents, teachers, and community members working together in support of student programs and activities. They plan to meet monthly, August through June, in the EES library/media center. It is important that you do your part! The PTO provides transportation costs for most field trips taken by EES students, saving parents an average of \$40 per year or more. The PTO provides enrichment programming through cultural arts experiences. The PTO also works to defray the costs of several programs established at EES such as gardening, composting, RIF, and winter sports. The PTO is successful due to parent and family participation!

Recess

Comfortable, safe and weather appropriate clothing (**hats, boots, mittens etc. in winter**) and footwear (**no flip-flops or open backed shoes or steel toed**) is expected. If your child is well enough to be in school, they are expected to go outside at recess with rare exception. Fresh-air, outdoor recesses are scheduled every school day, except during rain or extreme wind chill conditions. We go outside at least twice a day, every day at EES!

Remote Learning Days

Superintendent Cuddy-Egbert will make an automated call and/or email to all families in the GWRSD to designate a remote learning day. Remote learning assignments will be available on-line and students will receive directions on to how to access teaching and assignments during the first months of school. A student who does not hand in (physically or virtually) completed assignments will be marked as **absent**. Missing assignments may also affect a student's grade. A student who is excused will be allowed additional time to make up the work as with any excused absence.

Please see GWRSD Policy Manual, policy JHBB for complete Attendance Policy on Days Designated as Remote Learning Days – Revised 11/09/2020.

Smoking/Tobacco Products

To promote further health and safety of all students and staff, and to promote the cleanliness of all facilities, the **Board bans the use of all tobacco products, E-cigarettes or liquid nicotine in all school buildings in the district, on all school vehicles by all persons, including students, at all times, and on the grounds of any public education facility.** Tobacco products mean cigarettes, cigars, snuff, smokeless tobacco, products containing tobacco and tobacco in any other form. E-cigarette means any electronic smoking device composed of a mouthpiece, a heating element, a battery, and electronic circuits that allows users to inhale an aerosol (vapor) containing nicotine or other substances.

Please see GWRSD Policy Manual, policy JICG for complete Tobacco/E-cigarette Policy.

Student Discrimination/Harassment and Title IX Sexual Harassment Complaint Procedures

The Board has adopted these student procedures in order to provide prompt and equitable resolution of reports and complaints of unlawful discrimination and harassment of students, including sexual harassment, as described in policies AC – Nondiscrimination/Equal Opportunity and Human Rights and ACAA – Harassment and Sexual Harassment of Students.

Complaints alleging harassment or discrimination against employees or third parties based on a protected status should be addressed through the Board's Employee & Third Party Discrimination/Harassment and Title IX Sexual Harassment Complaint Procedures (ACAB-R).

Any individual who is unsure about whether unlawful discrimination or harassment has occurred and/or or which complaint procedure applies is encouraged to contact the Title IX Coordinator.

Heather R. Cummings
Title IX Compliance Officer
PO Box 190, 140 Pine Hill Road
Wolfeboro Falls, New Hampshire 03896
(603) 569-1658
hcummings@sau49.org

Section 1. - Definitions

For purposes of these complaint procedures, the following definitions will be used. The Title IX Coordinator shall assess all reports and complaints to ensure that they are addressed under the appropriate policy and complaint procedure.

A. Discrimination/Harassment Complaint Procedure Definitions

1. “Discrimination or harassment”: Discrimination or harassment on the basis of an individual’s membership in a protected category, which, for students, includes age, sex, gender identity, sexual orientation, race, creed, color, ancestry or national origin, marital status, familial status, physical or mental disability, religion or economic status are prohibited.
2. “Discrimination”: Treating individuals differently, or interfering with or preventing them from enjoying the advantages or privileges afforded to others because of their membership in a protected category.
3. “Harassment”: Oral, written, graphic, electronic or physical conduct relating to an individual’s actual or perceived membership in a protected category that is sufficiently severe, pervasive or persistent so as to interfere with or limit that individual’s ability to participate in the school district’s programs or activities by creating a hostile, intimidating or offensive environment.
4. Other forms of “sexual harassment”: this means unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal or physical conduct of a sexual nature in the following situations:
 - d. Submission to such conduct is made either explicitly or implicitly a term or condition of a student’s educational benefits;
 - e. Submission to or rejection of such conduct by a student is used as the basis for decisions on educational benefits; or
 - f. Such conduct has the purpose and effect of substantially interfering with a student’s academic performance or creates an intimidating, hostile or offensive environment.
5. “Sexual orientation”: Under New Hampshire law, this means “having or being perceived as having an orientation for heterosexuality, bisexuality, or homosexuality.”
6. “Gender identity”: Under New Hampshire law, this means “a person's gender-related identity, appearance, or behavior, whether or not that gender-related identity, appearance, or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth.”
7. “Complaint” is defined as an allegation that a student has been discriminated against or harassed on the basis of race, color, sex, sexual orientation, gender identity, religion, ancestry, national origin or disability (and not otherwise addressed in the Title IX regulations and Section 3 of ACAA-R).
8. Complaints of bullying not involving the protected categories or definitions described above may be addressed under Board Policy JICK – Bullying and Cyberbullying of Students.

B. Title IX Sexual Harassment Complaint Procedure Definitions

1. “Sexual Harassment”: Under the federal Title IX regulations, sexual harassment includes the following conduct on the basis of sex which takes place within the context of the school district’s education programs and activities:
 - d. “Quid pro quo” sexual harassment by a school employee: Conditioning a school aid, benefit or service (such as a better grade or a college recommendation) on an individual’s participation in unwelcome sexual conduct; Governor Wentworth Regional School District Policy Page 33 of 521 Pages ACAA-R Page 3 of 15
 - e. “Hostile environment” sexual harassment: Unwelcome conduct based on sex that a reasonable person would determine is so severe, pervasive and objectively offensive that it effectively denies an individual’s equal access to the school district’s education programs and activities; or
 - f. Sexual assault, dating violence, domestic violence and stalking as these terms are defined in federal laws.

2. “Report”: Under the Title IX regulations, any individual may make a report of sexual harassment involving a student, whether the individual is the alleged victim or not. School employees are required to report possible incidents of sexual harassment involving a student. A report must be made to the Title IX Coordinator. A report triggers certain actions by the Title IX Coordinator for the alleged victim of sexual harassment, but an investigation is not conducted unless a “Formal Complaint” (as defined below) is filed.
3. “Formal Complaint”: Under the Title IX regulations, the alleged victim of sexual harassment can file a written complaint that triggers the complaint procedure in Section 3 of ACAA-R. Only a student and/or their parent/legal guardian (and in certain circumstances, the Title IX Coordinator) may file a formal complaint.
4. “Student”: For the purposes of this procedure, a student an individual who is enrolled or participating in the school district’s education programs and activities, or is attempting to enroll or participate.

Section 2. Unlawful Discrimination/Harassment Complaint Procedure

This procedure should be used for any complaint of unlawful harassment or discrimination complaint based on a protected category which does not involve Title IX sexual harassment.

A. How to Make A Complaint

1. School employees are required to promptly make a report to the Title IX Coordinator if they have reason to believe that a student has been discriminated against or harassed.
2. Students (and others) who believe that they, or another student has been harassed or discriminated against should report their concern promptly to the Title IX Coordinator, or to the building principal (who will report the matter to the Title IX Coordinator).
3. The individual making the report must provide basic information in writing concerning the allegation of harassment or discrimination (i.e., date, time, location, individual(s) who alleged engaged in harassment or discrimination, description of allegation) to the Title IX Coordinator. Governor Wentworth Regional School District Policy Page 34 of 521 Pages ACAA-R Page 4 of 15
4. If an individual is unsure as to whether unlawful discrimination or harassment has occurred, or who need assistance in preparing a written complaint, they are encouraged to discuss the matter with the Title IX Coordinator.
5. Individuals will not be retaliated against for reporting suspected discrimination or harassment, or for participating in an investigation. Retaliation is illegal under federal and state nondiscrimination laws, and any retaliation will result in disciplinary action, up to and including discharge for employees, and expulsion for students.
6. Individuals are encouraged to utilize the school district’s complaint procedure. However, individuals are hereby notified that they also have the right to report incidents of discrimination or harassment to the New Hampshire Commission for Human Rights, 2 Industrial Park Drive, Concord, NH 03301, and/or to the federal Office for Civil Rights, U.S. Department of Education, 5 Post Office Square, 8th Floor, Boston, MA 02109-3921 (telephone: 617-289-0111).

B. Complaint Handling and Investigation

1. The Title IX Coordinator will promptly inform the Superintendent and the person who is the subject of the complaint (respondent) that a complaint has been received.
2. The Title IX Coordinator may pursue an informal resolution of the complaint with the agreement of the parties involved. Any party to the complaint may decide to end the informal resolution process and pursue the formal process at any point. Any informal resolution is subject to the approval of the parties and the Superintendent, who shall consider whether the resolution is in the best interest of the

school district and the parties in light of the particular circumstances and applicable policies and laws.

3. The Title IX Coordinator may implement supportive measures to a student to reduce the risk of further discrimination or harassment to a student while an investigation is pending. Examples of supportive measures include, but are not limited to ordering no contact between the individuals involved or changing classes.
4. The complaint will be investigated by a trained internal or external individual designated by the Superintendent and the Title IX Coordinator. Any complaint about an employee who holds a supervisory position shall be investigated by a person who is not subject to that supervisor's authority. Any complaint about the Superintendent should be submitted to Governor Wentworth Regional School District Policy Page 35 of 521 Pages ACAA-R Page 5 of 15 the Chair of the Board, who should consult with legal counsel concerning the handling and investigation of the complaint.
5. The investigator shall consult with the Title IX Coordinator as agreed during the investigation process.
6. The respondent will be provided with an opportunity to be heard as part of the investigation. The complainant shall not be required to attend meetings with the respondent, but may choose to do so as part of an informal resolution process.
7. The complainant and the respondent may suggest witnesses to be interviewed and/or submit materials they believe are relevant to the complaint.
8. If the complaint is against an employee of the school district, any rights conferred under an applicable collective bargaining agreement shall be applied.
9. Privacy rights of all parties to the complaint shall be maintained in accordance with applicable state and federal laws.
10. The investigation shall be completed within 40 business days of receiving the complaint, if practicable. Reasonable extensions of time for good reason shall be allowed.
11. The investigator shall provide a written report and findings to the Title IX Coordinator.

C. Findings and Subsequent Actions

1. The Title IX Coordinator shall consult with the Superintendent concerning the investigation and findings.
2. If there is a finding that discrimination or harassment occurred, the Title IX Coordinator, in consultation with the Superintendent shall:
 - i. Determine what remedial action, if any, is required to end the discrimination or harassment, remedy its effect and prevent recurrence; and
 - ii. Determine what disciplinary action should be taken against the individual(s) who engaged in discrimination or harassment, if any.
3. Inform the complainant and the respondent in writing of the results of the investigation and its resolution (in accordance with applicable state and federal privacy laws).

D. Appeals

1. After the conclusion of the investigation, the complainant or respondent may seek an appeal of the findings solely on the basis of either: (a) prejudicial procedural error or (b) the discovery of previously unavailable relevant evidence that could significantly impact the outcome.
2. Appeals must be submitted in writing to the Superintendent within five business days after receiving notice of the resolution.

3. Upon receipt of a valid appeal, the Superintendent shall provide notice to the other party, along with an opportunity to provide a written statement within five business days.
4. The Superintendent shall review the available documentation and may conduct further investigation if deemed appropriate.
5. The Superintendent's decision on the appeal shall be provided to the parties within 10 business days, if practicable. The Superintendent's decision shall be final.

E. Records

The Title IX Coordinator shall keep a written record of the complaint process.

Section 3. Title IX Sexual Harassment Complaint Procedure

This section should be used for complaints of as defined in Section 1.B.1.

A. How to Make A Report

1. School employees who have reason to believe that a student has been subjected to sexual harassment is required to promptly make a report to the Title IX Coordinator.
2. Students, parents/legal guardians or other individuals who believe a student has been sexually harassed are encouraged to make a report to the Title IX Coordinator.
3. If the individual making the report is the alleged victim, or if the alleged victim is identified by the individual making the report, the Title IX Coordinator will meet with the alleged victim to discuss supportive measures that may be appropriate in the particular circumstances and explain the process for filing a formal complaint.
 - a. Supportive measures are individualized measures designed to ensure the student can continue to access educational programs and activities (such as requiring no contact between individuals or changing classes).
 - b. Supportive measures may be continued even if the alleged victim chooses not to file a formal complaint, if appropriate under the particular circumstances.
4. The school district cannot provide an informal resolution process for resolving a report unless a formal complaint is filed.
5. Individuals will not be retaliated against for reporting sexual harassment, or for participating in an investigation. Retaliation is illegal under federal and state nondiscrimination laws, and any retaliation will result in disciplinary actions, up to and including discharge for employees, or expulsion for students.
6. Any student (or their parent/legal guardian) who believes they have been the victim of sexual harassment is encouraged to utilize the school district's complaint procedure. However, students (and their parents/legal guardians) are hereby notified that they also have the right to report sexual harassment to the New Hampshire Commission for Human Rights, 2 Industrial Park Drive, Concord, NH 03301 and/or to the federal Office for Civil Rights, U.S. Department of Education, 5 Post Office Square, 8th Floor, Boston, MA 02109-3921 (telephone: 617-289-0111).
7. The Superintendent shall be informed of all reports and formal complaints of sexual harassment.

B. How to Make A Formal Complaint

1. An alleged student victim and/or their parent/legal guardian may file a formal written complaint requesting investigation of alleged Title IX sexual harassment. The written complaint must include basic information concerning the allegation of sexual harassment (i.e., date, time, location, individual(s) who allegedly engaged in sexual harassment, description of allegation, etc.). Students

who need assistance in preparing a formal written complaint are encouraged to consult with the Title IX Coordinator.

2. In certain circumstances, the Title IX Coordinator may file a formal complaint even when the alleged victim chooses not to. Examples include if the respondent (person alleged to have engaged in sexual harassment) has been found responsible for previous sexual harassment or there is a safety threat within the school district. In such cases, the alleged victim is not a party to the case, but will receive notices as required by the Title IX regulations at specific points in the complaint process.
3. In accordance with the Title IX regulations, the Title IX Coordinator must dismiss a formal complaint if: a) the conduct alleged in the formal complaint does not constitute sexual harassment under the Title IX regulations and this policy; or b) if the conduct alleged did not occur within the scope of the school district's education programs and activities, or c) did not occur in the United States.
4. In accordance with the Title IX regulations, the Title IX Coordinator may dismiss a formal complaint if: a) a complainant withdraws the formal complaint, or withdraws particular allegations within the complaint; b) the respondent is no longer employed by or enrolled in the school district; or c) there are specific circumstances that prevent the school district from gathering evidence sufficient to reach a determination regarding the formal complaint.
5. If a formal complaint is dismissed under this procedure, the Title IX Coordinator will promptly and simultaneously send written notices to the parties explaining the reasons. Parties have the opportunity to appeal dismissals in accordance with subsection I below.
6. If the conduct alleged in a formal complaint potentially violates other laws, Board policies and/or professional expectations, the school district may address the conduct under the applicable policy/procedure.

C. Emergency Removal or Administrative Leave

The Superintendent may remove a student from education programs and activities on an emergency basis, or place an employee on administrative leave during the complaint procedure:

1. If there is a determination (following an individualized safety and risk analysis) that there is an immediate threat to the physical health or safety of an individual arising from the allegations of sexual harassment. Examples of such circumstances might include, but are not limited to, a continued threat of violence against a complainant by a respondent, or a respondent's threat of self-harm due to the allegations.
2. The respondent (and in the case of a student, their parent/legal guardian) will be provided notice of the emergency removal or administrative leave and will be provided an opportunity to challenge the decision following the removal Governor Wentworth Regional School District Policy Page 39 of 521 Pages ACAA-R Page 9 of 15 (this is an opportunity to be heard, not a hearing). The respondent has the burden to demonstrate why the emergency removal or administrative leave was unreasonable.
3. Any such decision shall be made in compliance with any applicable disability laws, including the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act and the Americans with Disabilities Act.

D. Notice to Parties of Formal Complaint

1. The Title IX Coordinator will provide to the parties written notice of the formal complaint and allegations of sexual harassment potentially constituting prohibited conduct under the Title IX regulations and this procedure. The notice shall include:
 - Notice regarding the complaint procedure and the availability of an informal resolution process;

- Sufficient details known at the time (including identities of parties, if known; the conduct alleged; and the date and location of the alleged incident, if known), with sufficient time to prepare before any initial interview (not less than five business days).
 - As required by the Title IX regulations, a statement that the respondent is presumed not responsible for the alleged conduct and that a determination of responsibility will be made at the conclusion of the complaint); and that the parties may inspect and review evidence;
 - Notice that the parties may each have an advisor of their choice (who may be an attorney), and that the parties may inspect and review evidence;
 - Notice that knowingly making false statements or submitting false information during the complaint process is prohibited and may result in disciplinary action;
 - Notice of the name of the investigator, with sufficient time (no less than three business days) to raise concerns of conflict of interest or bias.
2. If additional allegations become known at a later time, notice of the additional allegations will be provided to the parties.
 3. The Title IX Coordinator will discuss supportive measures with each party and implement such measures as appropriate.

E. Informal Resolution Process

After a formal complaint has been filed, and if the Title IX Coordinator believes the circumstances are appropriate, the Title IX Coordinator may offer the parties the opportunity to participate in an informal resolution process to resolve the complaint without completing the investigation and determination process. Informal resolutions cannot be used to resolve a formal complaint where a student is the complainant and the respondent is an employee.

Informal resolutions can take many forms, depending on the particular case. Examples include, but are not limited to, facilitated discussions between the parties; restorative justice; acknowledgment of responsibility by a respondent; apologies; disciplinary actions against a respondent or a requirement to engage in specific services; or supportive measures. Both parties must voluntarily agree in writing to participate in an informal resolution process, and either party can withdraw from the process at any time. The Superintendent must agree to the terms of any informal resolution reached between the parties. If an informal resolution agreement is reached, it must be signed by both parties and the school district. Any such signed agreement is final and binding according to its terms.

If an informal resolution process does not resolve the formal complaint, nothing from the informal resolution process may be considered as evidence in the subsequent investigation or determination.

F. Investigation

1. The complaint will be investigated by a trained internal or external individual designated by the Superintendent and Title IX Coordinator. Any complaint about an employee who holds a supervisory position shall be investigated by a person who is not subject to that supervisor's authority. Any complaint about the Superintendent should be submitted to the Chair of the Board, who should consult with legal counsel concerning the handling and investigation of the complaint.
2. The investigator shall consult with the Title IX Coordinator as agreed during the investigation process.
3. If the complaint is against an employee of the school district, rights conferred under an applicable collective bargaining agreement shall be applied, to the extent they do not conflict with the Title IX regulatory requirements.
4. Privacy rights of all parties to the complaint shall be maintained in accordance with applicable state and federal laws.
5. The investigator will:

- a. Meet with each party after they have received appropriate notice of any meeting and its purpose, with sufficient time to prepare.
 - b. Allow parties to have their advisor at all meetings related to the complaint, although advisors may not speak on behalf of a party or interfere with the process.
 - c. Allow parties a reasonable opportunity to identify witnesses and submit favorable and unfavorable evidence.
 - d. Interview witnesses and conduct such other activities that will assist in ascertaining facts (site visits, review of documents, etc.).
 - e. Consider evidence that is relevant and directly related to the allegations in the formal complaint.
 - f. During the course of the investigation, provide both parties with an equal opportunity to inspect and review any evidence that is obtained in the investigation that is directly related to the allegations in the formal complaint (including evidence which the school district does not intend to rely upon in reaching a determination of responsibility), and favorable and unfavorable evidence.
 - g. Prior to completion of the investigation report, provide each party and advisor (if any) the evidence subject to inspection and review, and provide the parties with ten business days to submit a written response.
 - h. Consider the parties' written responses to the evidence prior to completing the investigation report.
 - i. Create an investigative report that fairly summarizes relevant evidence and send the report to the parties and advisors (if any), for their review. The Parties may submit written responses to the report within ten business days of receipt.
 - j. After receipt of the parties' written responses (if any), forward the investigation report and party responses to the assigned decision maker.
6. The investigation shall be concluded within 40 business days if practicable. Reasonable extension of time for good reason shall be allowed.

G. Determination of Responsibility

1. The decision maker shall provide the parties with the opportunity to submit written, relevant questions that the party wants asked of another party or witness within five business days of when the decision maker received the investigation report and party responses.
 - a. The decision maker shall explain to a party proposing questions if the decision maker excludes a question as not relevant.
2. Each party shall be provided the opportunity to review the responses of another party and/or witness, and to ask limited written follow-up questions within five business days of receiving the answers.
3. Each party will receive a copy of the responses to any follow-up questions.
4. The decision maker shall review the investigation report, the parties' responses and other relevant materials, applying the preponderance of the evidence standard ("more likely than not").
5. The decision maker shall issue a written determination, which shall include the following:
 - a. Identification of all the allegations potentially constituting sexual harassment as defined in the Title IX regulations and this policy;

- b. A description of the procedural steps taken from receipt of the formal complaint through the determination, including notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and meetings held;
 - c. A determination regarding responsibility as to each allegation and findings of fact supporting the determinations;
 - d. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the school district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the school district's programs and activities will be provided to the complainant;
 - e. The school district's appeal procedure and permissible bases for the parties to appeal the determination.
6. The written determination shall be provided to the parties simultaneously. The determination concerning responsibility becomes final either on the date that the school district provides the parties with the written determination of the results of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which the appeal would no longer be considered timely.

H. Remedies, Discipline and Other Actions

1. Remedies

Remedies are measures used to ensure that the complainant has equal access to the school district's education programs and activities following the decision maker's determination. Such remedies may include supportive measures, and may include other appropriate measures, depending upon the determination and the needs of the complainant. The Title IX Coordinator is responsible for implementing remedies and providing any needed assistance to the Complainant.

2. Discipline and Other Actions - Students

The following are of the types of discipline and other actions that may be imposed on a student when there is a determination that they are responsible for one or more violations involving sexual harassment:

- In or out of school suspension.
- Expulsion.
- Restorative justice.
- Requirement to engage in education or counseling program.

3. Discipline and Other Actions – Employees

The following are examples of the types of disciplinary actions that may be imposed on an employee when there is a determination that they are responsible for one or more violations involving sexual harassment:

- Written warning.
- Probation.
- Demotion.
- Suspension without pay.
- Discharge.

The following are examples of other types of actions that may be imposed on an employee when there is a determination of responsibility:

- Performance improvement plan.
- Counseling.
- Training.

- Loss of leadership/stipend position.

I. Appeals

The parties have the opportunity to appeal a determination regarding responsibility, and from dismissals of formal complaints. Under the Title IX regulations, appeals are allowed on the following grounds:

1. A procedural irregularity that affected the outcome of the matter;
2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal of the formal complaint was made, that could affect the outcome of the matter; or
3. The Title IX Coordinator, investigator, or decision maker had a conflict of interest or bias for or against complainants or respondents generally, or the individual complainant or respondent that affected the outcome of the matter.

An appeal must be filed in writing within five business days of receiving the determination, stating the grounds for the appeal and including any relevant documentation in support of the appeal. Appeals submitted after this deadline are not timely and shall not be considered.

1. Appeals must be filed with the Superintendent, who will consider the appeal.
2. The Superintendent shall notify the other party in writing of the appeal and will allow both parties to submit a written statement in support of, or challenging, the determination of the decision maker.
3. The Superintendent shall conduct an impartial review of the appeal, including consideration of the written record of the matter, and may consult with legal counsel or other school district officials in making their decision.
4. The Superintendent shall issue a written decision describing the result of the appeal and rationale for the result, and provide the written decision simultaneously to the parties. The decision will either deny the appeal; grant the appeal and remand to the decision maker for further consideration; or grant the appeal by revising the disciplinary or other action(s).

J. Records

Records in connection with sexual harassment reports and the complaint process shall be maintained for a minimum of seven years. Governor Wentworth Regional School District Policy ACAA-R.

Suicide Prevention and Response

Protecting the health and well-being of all students is of utmost importance to the school district. The school board has adopted a suicide prevention policy which will help to protect all students through the following steps:

- Students will learn about recognizing and responding to warning signs of suicide in friends, using coping skills, support systems, and seeking help for themselves and friends. This curricular content will occur in all health classes throughout the school year, not just in response to a suicide, and the encouragement of help-seeking behavior will be promoted at all levels of the school leadership and stakeholders.
- Each school or district will designate a suicide prevention coordinator to serve as a point of contact for students in crisis and to refer students to appropriate resources.
- When a student is identified as being at-risk, a risk assessment will be completed by a trained school staff member who will work with the student and help connect the student to appropriate local resources.
- Students will have access to national resources that they can contact for additional support, such as:

- National Suicide Prevention Lifeline: 1-800-273-TALK (8255) suicidepreventionlifeline.org
- The Trevor Lifeline: 1-866-488-7386 thetrevorproject.org/get-help-now — Trevor Lifeline Text/Chat Services, available 24/7 Text “TREVOR” to 678-678
- Crisis Text Line: Text TALK to 741-741 crisistextline.org

All school personnel and students will be expected to help create a school culture of respect and support, in which students feel comfortable seeking help for themselves or friends. Students are encouraged to tell any staff member if they or a friend are feeling suicidal or are in need of help.

While confidentiality and privacy are important, students should know that when there is risk of suicide, safety comes first.

Please see GWRSD Policy Manual, policy JLDB for the complete Suicide Prevention and Response Policy.

SUPPORT SERVICES FOR STUDENTS AND FAMILIES

Child Study Team - The purpose of this team is to share, discuss, and brainstorm in order to provide support and suggestions to teachers with students for whom they have academic or behavioral concerns. The Child Study Team is not a special education team. It is composed of classroom teachers and specialists. The Child Study Team provides information and classroom strategies to teachers for students they feel could be making better academic progress and/or social adjustment in school.

Guidance & Outreach Services - The school counselors are available to help children and families develop strategies needed to successfully meet the demands of the school environment. In order to meet this goal, the counselors may assist students with their ability to control their emotions and behaviors in order to help them work to the best of their abilities. Counseling may be recommended on a short-term basis, or, may be provided long term as needed. Outreach services and resources for families may be facilitated through the counseling department. All children are part of a family system. The counselors are also available to meet with parents to help them best support their child(ren) at home. At times, the school counselor may recommend that parents/guardians seek therapy for children outside of the school setting if the child’s issues are more pervasive and/or family based. The Family Outreach Counselor is available to assist families with supports needed at home for successful learning. Please contact the office to connect with the counseling and outreach programs.

Occupational Therapy - Occupational Therapy (O.T.) services are available, if recommended through the Special Education process. O.T. services are provided by an Occupational Therapist. Areas of focus include fine motor, gross motor, self-regulation, visual motor skills and activities for daily living.

Plans for Success - In the Governor Wentworth Regional School District, we believe all children can and should be given the opportunity to succeed in the school environment. To do this, we sometimes need to modify what we normally do in the classroom or to accommodate a special need. The Plan for Success is a tool that allows us to document and communicate a modification of the usual expectations or instruction that will help a child to be more successful.

Section 504 - The GWRSD does not discriminate regarding access to our participation in its facilities, programs, or practices on the basis of handicap in violation of Section 504. An administrative employee of GWRSD has been designated as the Coordinator for Section 504 of the Rehabilitation Act of 1973 to hear and review any issues, complaints, grievances, or matters pertaining to the educationally disabled in GWRSD. Persons with questions or concerns about such issues should contact the Section 504 Coordinator, Kingswood Regional Middle School, 404 S. Main St., Wolfeboro, NH 03894.

Special Education - Students with educational disabilities are provided instruction and services designed to meet their unique educational needs. Please see GWRSD Policy Manual, policy IHBA for complete Program for Pupils with Disabilities Policies.

Speech Therapy

Speech services are available, if recommended, through the Special Education process. The four areas of service include:

- 1) Articulation – “speech sounds”
- 2) Language – how well a child understands and uses language
- 3) Fluency – “stuttering”
- 4) Voice

A diagnostic evaluation by the Speech/Language Pathologist helps to determine whether or not services are warranted.

Transportation

BUS SCHEDULE: The bus schedule is available at www.gwrsd.org and is printed in the newspaper. Buses are assigned a color name. Effingham is served by a small bus (van), and the *blue* and *white* buses. With overlapping bus routes, you may see another bus drive by; please be patient as your child’s bus will be along soon. It takes approximately a week before pick-up and drop-off times become regular. If you have specific questions about the bus schedule or routes, you may call the **Transportation Department at 569-2684**. A note is required by the sending and receiving parent/guardian for a child to be let off at a different bus stop or to ride a different bus. Please be advised that permission to ride on a different bus is granted only if space is available. **REMINDER:** School Buses have audio and visual taping capabilities.



Bicycles/Skateboards - Students are allowed to ride bicycles to school if the following rules are observed:

1. Parents must send in written permission.
2. All bicycles shall be parked in the bicycle rack and skateboards carried to the student’s homeroom. Students using bicycles/skateboards to go to and from school are urged to use extreme caution. Helmet use for children through age 16 is now mandatory in the state of NH. Parents and students are expected to follow this law. Bikes and skateboards ridden to school must be “parked” for the day.

Students are asked not to ride when near the school, but rather to **WALK THE BIKE** and **CARRY THE SKATEBOARDS** while on school property.

Video and Audio Surveillance on School Property

The Governor Wentworth Regional School Board authorizes the use of video and/or surveillance on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property and to safeguard District buildings, grounds, and equipment. The superintendent will approve appropriate locations for surveillance devices. Video cameras may be used on school buses to monitor student behavior. Audio recordings in conjunction with video recordings may also be captured on school buses, in accordance with the provisions of RSA 570-A:2. The Superintendent shall ensure that there is a sign informing the occupants of school buses that such recordings are occurring.

Please see GWRSD Policy Manual, policy ECAF for complete video surveillance policies.

Visitors

Visitors are always welcome at the school. If arriving at any time other than the usual student arrival or dismissal time, **visitors must buzz in and then sign in at office. Adult visitors are not free to enter the classroom areas without pre-arranged permission.** Our intentions are to keep the school a safe place of uninterrupted learning. The school doors are locked during the school day.

Please see GWRSD Policy Manual, policy KI for complete Visitor Policy.

Weapons on School Property

Weapons, whether visible or concealed, are not permitted on school property, in school vehicles or at school-sponsored activities. This policy applies to students, faculty, staff, and members of the public alike.

Please see GWRSD Policy Manual, policy JICI for complete Weapons on School Property Policy.

Wellness

Wellness of students and staff within GWRSD is important. The Wellness Committee is an ongoing group that continues to refine and focus wellness efforts for all. Please be aware that one of the most significant components of the policy is related to food brought into school for things such as birthday and/or holiday celebrations. In order to meet the nutritional guidelines required by law, any food sent into school classrooms must comply with the federal guidelines; cupcakes and other sugary sweets can no longer be served during the school day. If you wish to provide a birthday treat for your child's class, it should be one that is considered healthy (low in fat and sugar). The NH Department of Education does allow districts to offer exemptions to the law per school year. Please see GWRSD Policy Manual, policy JLF and JLCF-R for complete wellness policies.

Snack Ideas for Celebrations:

100% Fruit/Vegetable Juice	Cheese cubes, string cheese
Water/Calorie-Free Flavored Water	Pretzels
Low-Fat or Fat-Free Milk	Low-fat Popcorn
Fresh Fruit Assortment	Graham Crackers
Fruit and Cheese kabobs	Animal Crackers
Fruit with whipped topping	Low-fat yogurt or parfaits
100% fruit snacks	Trail/Cereal Mixes or Bars
Vegetable trays	Nuts or Seed mixes

WINTER SPORTS

All students in grades K-6 at Effingham Elementary participate in Winter Sports. Skiing and snowboarding will be available at a cost for lessons, rentals, and transportation. Costs will be greatly reduced for students who own their own equipment. The Winter Sports Program is part of our physical education program. The Winter Sports program



occurs for four weeks during the months of January and February. Effingham Elementary hosts a fundraising program in the fall to support Winter Sports Scholarships.

**Effingham Elementary School
(School Wide School)
Title I Parent Involvement Guidelines/Policy**

These parent involvement guidelines were developed by the Title I Parent Advisory Board at Effingham Elementary School. This information will be made available annually to all parents and guardians. Effingham Elementary School is a School Wide Title I school which means that ALL CHILDREN enrolled at Effingham Elementary School benefit. Students who require additional academic assistance may receive support through Title I.

Yearly, through surveys, program evaluations and parent feedback, Effingham Elementary School will:

- encourage strong parental involvement in school improvement efforts.
- coordinate Title I parent events that overlap other school activities.
- develop and carry out, or present, educational events for parents.
- involve parents in the development of the Title I Plan and Title I program.

At Effingham Elementary School we will:

- encourage parents to contact Terri Drew, Reading Specialist or Patti Morrissey, Principal to learn
- more about the Title I program at Effingham Elementary School.
- hold an annual meeting each Fall to inform families about the Title I program, explain their parental
- rights and ask for their involvement.
- encourage a partnership between home and school to support student achievement.
- ensure that all parents receive the “Parents Right to Know” document outlining the process to obtain
- information about the qualifications of school staff.
- encourage parents and students to sign the Learning Compact on an annual basis.
- provide a description and explanation of the curriculum, assessments used to measure progress and
- proficiency levels to parents.
- follow up with phone calls to parents to answer any questions or provide further information regarding
- the Title I program.
- notify parents in advance of meetings or events using available technology.
- provide childcare and/or transportation to families as needed.
- send home program evaluations annually to parents.
- assure that parents have input into the Title I program for the following year.
- encourage parents to contact their child’s teacher regarding their child’s progress or assessments used.
- ensure that information is sent to parents/guardians in an understandable format.
- educate teachers and other staff members of the importance of parent involvement.

Reviewed October 2019

**GOVERNOR WENTWORTH REGIONAL SCHOOL DISTRICT
SCHOOL CALENDAR 2021-2022**

All Elementary Schools, KRMS & KRHS

	<u>M</u>	<u>T</u>	<u>W</u>	<u>TH</u>	<u>F</u>		<u>M</u>	<u>T</u>	<u>W</u>	<u>TH</u>	<u>F</u>
AUGUST/	30*	(31)	(1)	(2)	X	FEBRUARY		1	2	3	4
SEPTEMBER	X	7	8	9	10	(19 days)	7	8	9	10	11
(18 days)	13	14	15	16	17		14	15	16	17	18
	20	21	22	23	24		21	22	23	24	25
	27	28	29	30			X				
OCTOBER					1	MARCH		X	X	X	X
(20 days)	4	5	6	7	8	(18 days)	7	8	9	10	11
	X	12	13	14	15		14	15	16	17	18
	18	19	20	21	22		21	22	23	24	(25)
	25	26	27	28	29		28	29	30	31	
NOVEMBER	1	2	3	4	5	APRIL					1
(17 days)	8	9	10	X	12	(16 days)	4	5	6	7	8
	15	16	17	18	19		11	12	13	14	15
	[22]	(23)	X	X	X		18	19	20	21	22
	29	30					X	X	X	X	X
DECEMBER			1	2	3	MAY	2	3	4	5	6
(17 days)	6	7	8	9	10	(21 days)	9	10	11	12	13
	13	14	15	16	17		16	17	18	19	20
	20	21	22	23	X		23	24	25	26	27
	X	X	X	X	X		X	31			
JANUARY	3	4	5	6	7	JUNE			1	2	3
(20 days)	10	11	12	13	14	(14 days)	6	7	8	9	10
	X	18	19	20	21		13	14	15	16	17
	24	25	26	27	28		[20]	21	22	23	24
	31						27				

**September 7th - FIRST DAY OF SCHOOL
June 20th - LAST DAY OF SCHOOL (half day)**

- August 30* No School – New Staff Orientation Day
- August 31 No School – In Service Staff
- September 1 No School – In Service Staff/KRHS Jump Start Grade 9
- September 2 No School – In Service Staff (KAC am – buildings pm)
KRMS & Elementary Open Houses
- September 6 No School – Labor Day
- September 7 First Day of School for Students**
- October 11 No School – Indigenous Peoples' Day
- November 11 No School – Veterans Day Observed
- November 22 Early Release – Parent Teacher Conferences
- November 23 No School – Parent Teacher Conferences
- November 24-26 No School – Thanksgiving Recess
- December 24-31 No School – Christmas Recess
- January 17 No School – Martin Luther King Jr. Day
- February 28-March 4 No School – Winter Recess
- March 25 No School – In Service Staff
- April 25-29 No School – Spring Recess
- May 30 No School – Memorial Day
- June 11 Tentative Graduation for KRHS
- June 20 Last Day of School (half day for students – 12:00/1:00)

PLEASE NOTE:

The School Board voted for one weather-related "no school" day at the Superintendent's discretion. This day will be made up in June. Additional cancellations will be remote learning days.

IN-SERVICE and/or PARENT TEACHER CONFERENCES: 8/31, 9/1, 9/2, 11/22, 11/23, 3/25

Key:

[] - Early Release for Students 12:00/1:00 pm

() No School for Students
In Service and/or Parent Teacher Conferences

X - No School for Students or Staff

Potential Make-Up Days for School Closings
June 21-27

**Please note: School will proceed remotely on snow days and/or emergency days when the school buildings are closed.
Board Approved: 01/11/2021, Revised: 02/17/21**