

Newfields Elementary SCHOOL



NES Hawks Fly For Excellence

Substitute Handbook

Newfields Elementary School
9 Piscassic Road
Newfields, NH 03856
(603) 772-0401
nes.sau16.org

Vision Statement

To empower our students to become compassionate, confident, and critical learners of tomorrow with an inner resiliency to serve others.

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IMPORTANT NAMES

Main Office

Mrs. Kate Segal, Principal 772-5555
Mrs. Jane Johnson, Administrative Assistant 772-5555
Mr. Matt Bennett, Lead Teacher 3-5
Mrs. Jen Beland-Mosher, Lead Teacher k-2

Special Education Office

Mrs. Allie Bzdafka, Special Education Case Manager
Mrs. Jen Beland-Mosher, Special Education Case Manager
Mrs. Lara Thomas, Special Education Case Manager/Speech

Guidance

Ms. Kelsey Miller, Counselor
Mrs. Maria Guidiboni, School Psychologist

Health Office

Kathy Bird, School Nurse and Health Teacher

Media Center

Beth Lieberman, School Librarian

Technology Lab & Web Site Master

Charisse Thompson, Technology Teacher

Art Lab

Crystal Buswell, Art Teacher

Music and Band

Erin Murphy, Music Teacher and Band Instructor

Physical Education & Morning Movement

Meri Clemmons

NES

The Newfields Elementar School educates students in grades k-5 from Newfields. Students are arranged in by grade levels k-2. We have a third grade team and a fourth/fifth grade team.

Grade/Teams	Teachers
Grade 4, 5	ELA – Sarah Rosenbleeth Science/Social Studies - Matt Bennett Math– Barbara DuPont
Grade 3	ELA – Jodi Bennett Math – Tracy Hager Literacy, Science, Social Studies: Team Approach
Grade 2	2M – Kirsten Maglin 2R – Beth Roy
Grade 1	1H – Casey Hamilton Assistant Teacher – Alyssa Conlon
Kindergarten	KK – Dee Kettlewood Assistant Teacher – Megan Gott

Report for Assignment

On arrival at NES please report to Jane Johnson in the Main Office. You will be provided with your assignment, complete a daily time card and receive pertinent information for the day.

Please arrive at NES by 8:10 and then proceed to your assignment location. The day ends at 3:10. If during the day you have an emergency and need to leave, contact Jane Johnson immediately.

Prior to your departure at dismissal, please check with Mrs. Johnson in the main office.

Responsibilities

- Arrive at NES by 7:10
- Review materials/lesson plans for the day (if unable to locate call Mrs. Johnson)
- Ensure you have class lists (if unable to locate call Mrs. Johnson)
- Follow the provided sub plans. DO NOT deviate from sub plans unless there is an issue with the plans that were left by the teacher
- Take attendance in the morning, send a student down with it on a piece of paper to give to Mrs. Johnson
- Establish and maintain standards of behavior
- Seek assistance from paraprofessional and then principal for more significant or unsafe behaviors
- Monitor students at all times. DO NOT leave students unattended
- Model appropriate behavior at all times
- Familiarize yourself with NES School Safety Plan, BYOD (Bring your Own Device) Rules and Student Handbook.
- DO NOT use your cell phone while supervising students
- Do exercise the same duties as the regular teacher
- Keep confidential any material or knowledge concerning the school (teachers, students, parents or any personnel) that you gain while working in the school.
- Leave the classroom in good order
- Leave information for classroom teacher regarding student behavior or difficulties with the lesson
- Check in at the main office before leaving for the day
- Notify the sub coordinator if you are no longer available to substitute

Classroom Management

Strategies for successful classroom management

- Be prepared prior to the students arrival – know the plan and be confident
- Engage with students before class starts – greet students as they enter the room
- Be friendly, but maintain boundaries. Do not get too friendly too quickly. You are in charge!
- Set clear learning expectations
- Address student behavior immediately. Do not ignore the behavior hoping it will go away. Reinforce expectations to refocus behavior.
- Reinforce positive behavior. Praise those students following expectations.
- Do not engage in power struggles. Do not raise your voice and stay calm.
- Remain engaged with students throughout the class. Check on progress.
- Keep students busy.
- Seek assistance if necessary from paraprofessional, another teacher or the principal.

What To Do if...

- Lesson plans or class lists are missing
 - Contact Mrs. Johnson
- There is an evacuation/fire drill or lock down
 - Familiarize yourself with the procedures in this handbook. Procedures are also posted in the classroom
- Secure Campus is called
 - Familiarize yourself with the procedures in this handbook. Procedures are also posted in the classroom
- A student has to go to the nurse
 - Do not make personal judgment on a student's health. Issue the student a written pass to the nurse and direct student to nurse. If available, send adult down with younger students.
- A student continues to misbehave after repeated requests by the substitute
 - Call Jane Johnson and request the principal or Lead Teacher come to the classroom
- The lesson does not cover the entire class period
 - Be sure to follow the plan left by the teacher. If the plan does not cover the entire class period, seek supplemental material from an adjoining teacher. If this occurs, notify the teacher of the activity you added.
- If you are unsure what to do
 - Ask someone (another teacher, assistant principal or Jane Johnson)

Attendance Guidelines

- Daily attendance is taken period 2. Use the period 2 roster provided to take daily attendance. Please call Mrs. Arkell at x-8706 to report any absent students.
- Take attendance during each class and report missing students to Mrs. Arkell at x- 8806. If a student is not absent, she will contact the assistant principal.

- Implement any seating chart that the teacher has left. Do not allow students to sit in seats other than their assigned seat.
- Do not release students before the bell (except for team time/lunch in between periods)
- If a student is late to class without a pass, accept the student into class and call x-8805 to report the students name

Study Hall Expectations (Monitors)

1. Please be on time and review “Job Description” at the beginning of the paraprofessional handbook.
2. Please take careful attendance and send the names of missing students to the attendance office after checking the attendance sheet (if possible).
3. Study halls are expected to be silent so all students can concentrate without distraction. *All students must have work to do and a book to read.* Students from study hall should not exit the room to work in the hallway, pod area or any other unsupervised place. Students wishing to work together must get a pass from their teacher, prior to SH, to work in the library.
4. Students are allowed to use their personal electronic device for the purpose of reading, doing schoolwork or listening to music (streaming from the following sites is not permitted; iTunes Radio, Pandora, Spotify, etc.). Before using their device, students must sign in on a sheet indicating the purpose for using their device while they are in the study hall.
5. Individual students may leave to use the restroom or access their locker with a 3 min. pass from you. **(One at a time)**
6. Students wishing to see an administrator, guidance counselor or other faculty or staff member need to have a pass from that person, no drop-ins. If the student does not have a pass, you may call the guidance counselor or administrator to see if they are available.
7. Students wishing to access the library for the period need to provide you with a pass from one of their teachers or administrator. You may provide students with a 10 min. library pass on an individual basis. **(One at a time)**
8. If a student wishes to go to the nurses’ office, please let them but call down to the nurses’ office to let them know that the student is on their way.
9. Please do not hesitate to let the grade level administrator know if you notice any activity that may distract from the learning process and/or have an impact on student safety.
10. All SH monitors are expected to walk around the room a minimum of 2x checking to make sure all student expectations are being met, including the use of personal electronic devices.

Study Hall Expectations (Students)

1. Study halls are expected to be silent so all students can concentrate without distraction. *You must have work to do and a book to read.* You cannot exit the room to work in the hallway, pod area or any other unsupervised place. If you wish to work with another student, you and your partner must get a pass from your teacher (not the SH monitor), prior to SH, to work in the library.
2. You are allowed to use your personal electronic device for the purpose of reading, doing schoolwork or listening to non-streamed music with earbuds. Before using your device, you must sign in on a sheet indicating the purpose for using your device while in the study hall. (*Absolutely no games, social media or texting are allowed.*)
3. You may leave to use the restroom or access your locker with a 3 min. pass provided by the SH monitor. They are allowed to pass out one restroom and one hallway pass at a time.
4. If you wish to access an administrator, guidance counselor or other faculty or staff member, you will need to get a pass from that person prior to SH, no drop-ins. If you do not have a pass, the SH monitor may call the guidance counselor or administrator to see if they are available.
5. If you wish to access the library for the period, you will need to get a pass from one of your teachers or administrator. If you need temporary access to the library, the SH monitor may provide you with a 10 min. library pass. However, they are only allowed to pass out one library pass at a time.
6. If you need to go to the nurses' office, please have the SH monitor give you a pass and call down to the nurses' office to let them know that you are on your way.
7. The SH monitors are directed to not hesitate in letting an administrator know if they notice any activity that may distract from the learning process and/or have an impact on student safety

Lunch Duty Monitor Expectations

1. Please be on time. Check in with Mr. Murphy to be assigned a side.
2. Please be vigilant about monitoring the lunch line, it is a prime location for inappropriate behavior.
3. Move about the café continually, do not “clump”.
 - a. **The café is a personal electronic device free zone for all students and staff during lunch periods.** Please walk around and check for student device use at least 2x per lunch period.
4. Student Requests:
 - a. Students are allowed to use the restrooms with your permission and oversight. If they check out with you, they need to check in with you.
 - b. Students may leave the café if they have a pass or they are with an adult.
 - c. Students should not be traveling between sides of the café.
 - d. Students should not be going to their lockers during lunch, exceptions should be limited.
 - e. Students may go to the library with your permission. They will need your name when checking into the library.
 - f. Students may go to the main office if they need to communicate with their parents or guardian, ex; text and phone.
5. Please make sure the students’ are taking care of their own messes and use “indoor voices”. If there is a major spill, have someone notify the custodians. They are usually at the café entrance.
6. Expect to go outside unless the weather is inclement. When students are outside, they need to stay on the football field or parking lot. Please station yourselves so you can react quickly and efficiently to any inappropriate behavior or mishap that may occur.
7. If inappropriate behavior that impacts student safety is noticed, after intervening, please let Steve P. know and he will notify an administrator. If Steve is not available, send a person to the main office for administrative support.

Student Handbook

(Excerpts taken from the student handbook. To view the Student Handbook in its entirety visit <http://cms.sau16.org/CMS%20Handbook%202015-16.pdf>)

ANTI-BULLYING LAW - 2010

On June 15, 2010, NH Governor John Lynch signed a new Anti-Bully Law, House Bill 1523. This law strengthens and updates New Hampshire's existing anti-bully statute by ensuring schools have a clear anti-bully policy that for the first time addresses the act of cyber-bullying. Please refer to the SAU 16 Website (www.sau16.org) or contact CMS for a copy of the Exeter Region Cooperative School District policy *JICK Pupil Safety and Violence Prevention*.

THOMAS MEEHAN CENTER ETIQUETTE

The role that the audience plays in the success of a performance on stage is an important one. To help assure a wonderful program, kindly adhere to the following:

- Please remain seated until the end of the program.
- If you must leave during a performance, please do so as inconspicuously as possible. Leave only between musical selections or acts.
- Re-entry only between musical selections or acts.
- Remain quiet and respectful at all times, except to applaud at appropriate times.
- Bring no food, beverages, or chewing gum into the theater.
- Keep your feet off the chair in front of you.
- Please be quiet and respectful during all performances.

BACKPACKS

Due to health and safety issues, students are requested to place book bags and backpacks in their lockers at the beginning of the day and leave them there until dismissal time. This practice also encourages student responsibility in organizing and planning for their day.

BYOD GUIDELINES AND PROCEDURES FOR STUDENTS

In accordance with our mission, we at the Cooperative Middle School are pleased to be able to offer our students, staff, and guests access to computer technology, including access to the Internet, certain online services, and the CMS information technology network. We are dedicated to the access and support of appropriate technology, which unlocks our potential and connects us locally and globally. We envision a learning environment where technology is a part of us, not apart from us.

Bring Your Own Device (BYOD) establishes the opportunity for students to have access to their own technology with the intent of enhancing instruction and learning. The following expectations will be implemented to continue to promote a safe and positive learning environment. By using network filtering software, CMS will make every effort

to protect students and teachers from any misuses or abuses as a result of their experience with an information service. This places CMS in compliance with CIPA (Children’s Internet Protection Act). The school’s information technology resources, including email and Internet access, are provided for educational purposes only.

Adherence to the SAU 16 Responsible Use Policy

<http://www.sau16.org/index.php/aboutus/rightspolicies> is necessary for continued access to the school’s technology resources. In addition, personal devices should be used in accordance with the following guidelines particular to CMS;

1. For purposes of BYOD, “Device” means a privately owned wireless and/or portable electronic hand held equipment that includes, but is not limited to, existing and emerging mobile communication systems and smart technologies, portable internet devices, and handheld entertainment devices.
2. Devices are intended to enhance education. Therefore, their use by students must be at the discretion of the teacher/supervising adult in the learning area. Their use is not permitted in the halls lavatories gymnasium locker rooms and stairwells as well as during team time lunch recess school assemblies and dances activity night.
3. Students’ use of personal devices while off campus during a school sponsored activity must be for educational purposes and is at the discretion of the supervising adult.
4. While on campus, all personal devices should be set to silent or “do not disturb” mode.
5. Only the Internet gateway provided by the school may be accessed while on campus. Personal internet connective devices such as, but not limited to, cell phones must be connected to the CMS BYOD wireless network to access outside internet sources at any time.
6. Students who wish to text parents must ask for permission from the supervising adult.
7. During a lockdown students are to immediately put their device in the “Do Not Disturb” mode and are not to use their device. If a parent texts during a lockdown, students will be allowed to respond (if possible) and inform their parent they are safe. After this initial communication, students are not permitted to text a parent or anyone else. It is extremely important to help students to remain calm and orderly during a crisis and outside information can cause students to be afraid or even panic. In addition to this the purpose of a lockdown is to remain quiet and phones when called or texted often make noise that could create a more dangerous situation for students.
8. During a study hall or while in the library, students are allowed to use their personal device for the purpose of reading, doing schoolwork or listening to music (streaming from the following sites is not permitted; iTunes Radio, Pandora, Spotify, etc.). Before using their device, students must sign in on a sheet indicating the purpose for using their device while they are in the study hall.
9. If a staff member has given permission to use a personal listening device in a designated learning area, the student must use headphones or earbuds.
10. Absolutely NO audio, video recording, and/or photo taking are allowed unless teacher permission for a school related project has been granted.
11. All technical or hardware issues are the individual’s responsibility. District teachers and/or staff will not assist with any device related issues.

12. Individuals are responsible for the security of their own device and CMS is not responsible for lost or stolen devices.

13. The following are the consequences for not adhering to any of the above guidelines;

- 1st offense-The device is confiscated and handed over to the grade level administrator to be picked up by the student at the end of the day. The student's parent/guardian will be notified.

- 2nd offense-The device is confiscated and handed over to the grade level administrator to be picked up by the student's parent or guardian at the end of the day.

- 3rd offense - The device is confiscated and handed over to the grade level administrator to be picked up by the student's parent or guardian at the end of the day with additional disciplinary action determined by the administrator. For example, the administrator could determine a period of time (day, week, month, or longer) during which the student would turn in their device to their grade level administrator prior to 7:25 AM. The student would then pick up their device at the end of the school day.

CAFETERIA EXPECTATIONS

The student cafeteria is maintained as a vital part of the health program of the school. To encourage nutrition, well balanced meals are offered at reasonable prices. While in the cafeteria, students are expected to display good manners and polite behavior. Loud noise, unnecessary movement and disorderly behavior will not be tolerated. Students will be held responsible for the cleanliness of their tables and surrounding floor area. **EATING AREAS MUST BE LEFT CLEAN AND ORDERLY; FOOD OR DRINK WILL BE CONFISCATED IF TAKEN FROM THE CAFETERIA.**

We do not support and/or allow the celebration of birthdays in our cafeteria or pod areas. Because of strict food service, nutritional and sanitary guidelines, communal snacks such as birthday cakes are restricted. Additionally, for the same reasons, students cannot "order out" for lunch. Menu choices are limited to lunches brought in from home or what is being served by the school lunch program.

Food Service Procedures

The CMS Meal Program uses an automated Point-of-Sale system. Students are issued bar coded lunch cards, which are used when purchasing meals. Students can also be finger scanned to access their accounts. This is a debit system and payments are expected in advance. Students are asked to bring checks (made payable to CMS School Meal Program) to the cafeteria in the morning before the start of school however; payment is accepted at any time and cash is always acceptable. Payment may also be made by credit card by creating an account at **myschoolbucks.com** (you will need your child's student id number). A small service fee is charged by the company for payments; however you may view activity on your child's account at no charge. All purchases on the accounts are logged so parents can inquire what foods their students purchase during the meal periods. Students who misplace or destroy their lunch card will be issued a new card for a small fee. This fee cannot be deducted from the lunch account.

A student's meal account balance cannot exceed -\$6.00. If a child's purchase will cause their account balance to exceed -\$6.00 they will be offered an alternate meal for that day. Students are **never** allowed to charge second meals or a la carte items. Parents are strongly advised to review student's meal accounts on a regular basis.

Students have breakfast and lunch available to them daily. Parents/guardians may apply for free/reduced price meals anytime during the school year. New applications are required each school year.

CMS CODE OF CONDUCT AND BEHAVIOR

In order to maintain and promote a challenging, safe, and healthy learning environment, our entire school community must individually and collectively follow a code of acceptable and appropriate conduct.

At all times, even before and after school hours, we must be:

- Respectful
- Honest
- Responsible
- Compassionate
- Fair

It is by design that our rules here at CMS are simple and straightforward. They are also meant to help maintain an environment that supports student learning. If all students are where they are supposed to be, doing what they are supposed to be doing when they are supposed to be doing it, everyone will enjoy their middle school experience.

Please note that we have:

- School-wide rules
- Team rules
- Teacher rules

We strive to maintain a necessary consistency with the above. It is true that a certain degree of flexibility is granted to both our teams and to our teachers in terms of establishing their own individual standards and expectations. Teachers and teams have considerable authority over what happens in their pod areas and individual classrooms.

Some rules must be followed and enforced by all members of our community and other rules will be left up to the discretion of our teachers. This flexibility allows CMS to follow "A school within a school approach."

In order to provide students with clear expectations for conduct and behavior, students are expected to behave in a respectful manner at all times toward school property, school personnel, fellow students and self. Students should always consider the **Citizenship Commitment** when interacting with their peers.

**I will pledge to be part of the solution.
I will eliminate taunting from my own behavior.
I will encourage others to do the same.
I will do my part to make our community a safe place by
being more sensitive to others.
I will set the example of a caring individual.
I will eliminate profanity towards others from my language.
I will not let my words or actions hurt others.
And if others won't become part of the solution,
I WILL!**

SAU #16 School Board policies prohibit the possession, use and sale of ALCOHOLIC BEVERAGES, DRUGS, WEAPONS, (OR ANYTHING THAT COULD BE CONSIDERED TO BE A WEAPON) OR FIREWORKS. SUCH ACTIVITIES WILL RESULT IN AN AUTOMATIC SUSPENSION FROM SCHOOL. School Board policies regarding weapons, drugs and alcohol are on file in the SAU #16 administrative offices and can be found at www.sau16.org.

School personnel reserve the right to refuse to allow students to bring into the school or wear any item that may be offensive, derogatory, dangerous, or in any way considered enough of a distraction so as to interfere with the educational process at the Cooperative Middle School.

DRESS FOR SUCCESS at CMS

Dress and grooming are personal matters and should be appropriate for any occasion. In school, clothing should appropriately support the learning environment. Clothing worn by students shall be neat, clean and in good repair for the personal health and safety of the student. **Any type of attire that attracts undue attention to the wearer, is in bad taste, or detracts from the learning environment, is not acceptable.**

Students at the Cooperative Middle School should adhere to the following guidelines:

- Shirts must not expose the midriff, cleavage, or undergarments. **All shirts must have sleeves.**
- Pants and shorts must be worn in a way that does not expose undergarments; a belt should be worn if necessary. Pants should not have rips or wholes in them.
- Shorts and skirts must be of appropriate length. Shorts and skirts should fall at mid thigh.
- Clothing items that reference or glamorize alcoholic beverages, drugs, tobacco, profane or obscene language or violence are not permitted.
- Sleepwear items, such as pajama bottoms, are not permitted. Slippers are not appropriate footwear for school.
- Hats, caps, hoods, and other head coverings are not permitted.
- Jackets, coats, and other outerwear items are not permitted.

Consequences for Dress Code Violations

If a student does not adhere to the dress code, the following options are available to correct the violation:

- Find alternate attire to change into (from locker, gym locker, friend, etc.)
- Report to nurse's office to request alternate attire
- Report to office to contact parent/guardian to bring alternate attire.

All offenses will be tracked.

If a student continues to violate dress code policies, the following actions will be taken:

First offense:

- Student will be given a verbal warning
- Student will be asked to correct the violation (see above)

Second offense:

- Student will be given a written warning (to be signed by parent/guardian and returned)
- Student will be asked to correct the violation

Third offense:

- Student will be asked to correct the violation
- Student will be referred to administration for an assigned after school office detention and written parent notification

****Continued offenses will result in additional consequences.****

Emergency Drill/Evacuation

Emergency Drills

AN EMERGENCY DRILL IS A MOST SERIOUS AND VITAL PART OF SCHOOL PROCEDURE. PLEASE REVIEW THE FOLLOWING PROCEDURES WITH YOUR STUDENTS.

1. There should be NO TALKING OR LEVITY during fire drills.
2. All windows and doors should be closed upon leaving the room. Lights should be left on.
3. Teachers should take their Crisis Folders with class lists with them.
4. MOVE RAPIDLY ALONG YOUR ASSIGNED ROUTE BUT DO NOT RUN.
5. The first pupils to reach the corridor and exit doors will hold them open until all pupils have left the area. The pupils will then rejoin their classes.
6. Teachers are to accompany their classes down the proper staircase, and out the assigned exit. Teachers are to remain with their classes.
7. Pupils will line up at designated location outside the building by team until the signal to return is given.
8. Classes should stay together at all times so that teachers in charge can take attendance to assure all pupils are safely out of the building.
9. At the signal to return, students will use the same route back to class.

10. At the completion of the fire drill, students will report to the CLASS THEY HAD JUST LEFT, where the teacher will take attendance and await directions from the Principal or Assistant Principal, as to the procedure for the rest of the day.
11. Teachers who are free during a fire drill will assist other teachers who have classes.

Lockdown and Secure Campus Procedures

These procedures may be called for in the following instances:

1. **“SECURE CAMPUS”**: A potential threat is outside of the school building or there is no immediate threat to anyone in the building but activity within the building must be curtailed to address an issue.
2. **“LOCKDOWN”**: A direct or potential threat /intruder is inside of the building.

Secure Campus Procedures

- Principal or alternate will order and announce secure campus procedures. Repeat announcement several times.
- Any classes outside will be directed to re-enter the building.
- Once all students and staff are inside the building, make sure exterior doors are locked.
- Clear hallways, restrooms, and other rooms that cannot be secured.
- Pull shades. Keep students away from windows.
- Control all movement, but continue classes. Move on announcement only.
- Administrator will announce “all clear” once safety issues are resolved and it is communicated so by Police or Fire.

Lockdown Procedure

- Any staff or faculty member may initiate and announce lockdown procedures when they feel it necessary.
- Staff can use any building phone to make an “all call” and announce lockdown. Directions are on each phone receiver. If you are the person making the announcement, please do it several times. Be direct.
- Use of the CopSync911 system is also an excellent means to accomplish a lockdown alert.
- Immediately direct all students, staff, and visitors into nearest classroom or secured space. Classes that are outside of the building SHOULD NOT enter the building. Move outside classes to the wood line of the property.
- Lock classrooms doors.
- Move people away from windows and doors. Turn off lights.
- DO NOT respond to anyone at the door and keep out of sight.
- Police Units and/or Administrators will clear rooms by key.

Evacuation/Relocation

Evacuation routes have been identified and should be posted in each classroom and the main office. The fire alarm system, Copsync911, or the intercom system can signal a building evacuation.

Any person discovering an emergency situation that would require the building to be evacuated should immediately initiate an evacuation of the building and, if possible, inform the front office as to the nature of the emergency. In the event of a fire, the person discovering the fire should immediately signal for evacuation of the building by pulling the fire alarm first and then notifying the main office.

Evacuation Procedures:

When an evacuation occurs, students and staff will evacuate to the designated area. All teachers should take attendance using any current attendance roster available and determine if any of their students are missing. Each teacher should then report the attendance to the Accountability/Release Team. The team will then report the accountability status to the Command Post.

All Faculty And Staff:

All faculty and staff must familiarize themselves with the most direct route out of their building from their teaching area/classroom. Fire safety posters and building floor plans with directions should be placed near the door in each instructional area frequented by students and adults. Faculty and staff members are asked to notify the main office if those posters and directions are not present or need to be replaced at any time.

Teachers should familiarize their students with the following:

- Nearest escape route to the outside
- The need for quiet during an emergency evacuation in order to hear instructions and avoiding complete chaos.
- Alternative escape route, should a nearby exit be blocked

Building Evacuation Procedure for Non-Ambulatory Students

Non-ambulatory students on the first floor will exit the building using the front entrance of the school and proceed to the designated safety area.

In the event that we need to evacuate the second floor of the building, all non-ambulatory special education students and their aide, if assigned, will report to room 205 (Janet Prior's room) or room 249 (Deb Merrill's room). A designated adult should take students who are temporarily non-ambulatory to these stations for the period of time necessary. The classroom teacher must take the responsibility for discussing this protocol with the student and notifying the administration of the changing needs of their student.

These stations are safety zones. It is here that fire personnel will check in for appropriate evacuation.

Off-Site Evacuation Of Entire School:

An Off-Site evacuation should be implemented if it is not safe to remain on the school campus. The decision to relocate to another facility will be made by the Incident Commander in coordination with the local Police or Fire Department and SAU Superintendent.

Procedure for Reporting Child Abuse

All Cooperative Middle School employees are mandated reporters. If a staff member suspects that a student is being abused or neglected, a report will be made immediately to the guidance department and school principal. The principal will notify the Superintendent, and the state welfare office will be notified as required by law. Anyone participating in good faith in making of a report pursuant to this policy is immune from any liability, civil or criminal, that might otherwise be incurred or imposed according to state law. Any such participant has the same immunity with respect to participation in any investigation by the bureau or judicial proceeding resulting from such report.

RSA 169-C:30, RSA 169-C:31

Approved July 2, 1998

Bell Schedules

Regular Bell Schedule

Period	Start Time	End Time
1	07:25 AM	08:15 AM
2	08:15 AM	09:10 AM
3	09:10 AM	10:00 AM
4	10:00 AM	10:50 AM
5	10:50 AM	11:40 AM
6	11:40 AM	12:30 PM
7	12:30 PM	01:20 PM
8	01:20 PM	02:10 PM

Early Release Bell Schedule

Period	Start Time	End Time
1	07:25 AM	08:00 AM
2	08:00 AM	08:40 AM
3	08:40 AM	09:15 AM
4	09:15 AM	09:50 AM
5	09:50 AM	10:25 AM
6	10:25 AM	11:00 AM
7	11:00 AM	11:30 AM
8	11:30 AM	12:00 PM

Delayed Opening Bell Schedule

Period	Start Time	End Time
1	09:25 AM	10:00 AM
2	10:10 AM	10:40 AM
3	10:40 AM	11:10 AM
4	11:10 AM	11:45 AM
5	11:45 AM	12:20 PM
6	12:20 PM	12:55 PM
7	12:55 PM	01:30 PM
8	01:30 PM	02:10 PM

Lunch Schedule

Teams 10 & 11	10:00 – 10:25
Teams 9 & 12	10:25 – 10:50
Teams 1 & 4	10:50 – 11:15
Teams 2 & 3	11:15 – 11:40
Teams 7 & 8	11:40 – 12:05
Teams 5 & 6	12:05 – 12:30

School Cancellation Notification

Announcements will be reported on WMUR-News 9 and on 97.5 FM WOKQ. A link to WMUR is found on the SAU website. When after school activities are cancelled announcements are made to students. Students are then provided an opportunity to make phone calls to parents.