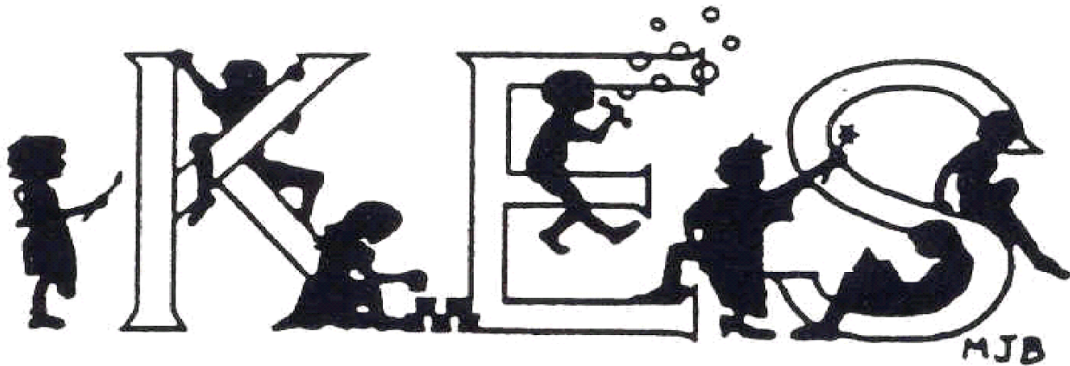


# Family Handbook 2016-2017



## Kensington Elementary School

## **SAU #16 MISSION STATEMENT**

The SAU school districts are committed to working together to develop common standards and values that will result in graduates who are caring, productive, and contributing members of society.

## **KES MISSION STATEMENT**

At Kensington Elementary School, we work together with families and community members to provide a safe learning environment that fosters academic, emotional, social and physical growth for all students.

## **KES VISION STATEMENT**

It is the vision of the Kensington Elementary School families, staff and community that our students are prepared to be contributing members of the ever-changing world by becoming independent lifelong learners.

## **KES BELIEF STATEMENTS**

- We believe in high academic standards.
- We believe in celebrating the uniqueness of each child.
- We believe all children can learn.
- We believe children learn best in a safe and nurturing environment.
- We believe learning is best when students and teachers are passionate about education.
- We believe learning can be fun.
- We believe children learn best when they are active participants in their educational choices when appropriate.
- We believe that a partnership between community, family and school is necessary for learning.
- We believe clear expectations are a foundation for success.
- We believe in holding children and adults accountable for their actions.
- We believe in respect, responsibility and citizenship.
- We believe in educating the whole child.
- We believe in fostering the creativity in each child.
- We believe in teaching children to understand themselves as learners.
- We believe in fostering a strong sense of self.
- We believe in promoting a healthy child.
- We believe in fostering cooperation.
- We believe in making students of Kensington aware of their place in the world.
- We believe that good communication skills are necessary to succeed.
- We believe in fostering social skills among students.
- We believe in creating a cohesive environment.

- We believe KES is a community.
- We believe a successful student will possess good study habits.
- We believe that all Kensington Elementary Students will leave prepared to meet the challenges in their academic futures.

### **KES SCHOOL GOALS**

Our School Goals are determined at the beginning of each school year. The Building Principal and Teachers work collaboratively to establish meaningful goals that will advance their professional skills and promote student achievement. Our School Goals will be published on the KES website once they have been developed and approved.

### **GENERAL SCHOOL INFORMATION**

#### **ATTENDANCE**

Attendance is **crucial** to a child's success in school. New Hampshire state law (RSA 193:1) requires that every child in New Hampshire between the ages of six and eighteen must attend public school or a state approved private school. We encourage regular attendance so that your child may fully access and benefit from their education. Please try to schedule all medical appointments and other commitments after school hours whenever possible. Vacations should be planned in accordance with our calendar whenever possible. You may also refer to our School Board Policy (JH) for more information about *Student Attendance, Tardiness and Truancy*.

#### **ABSENCE**

In the event that your child will be absent from school, please call the school before 8:30 AM (772-5705) so that we may be informed. The school has an answering machine for those parents who need to call before or after school hours. If the office has not heard from you, a call will be made to your home or place of business verifying your child's absence. Children who have been absent from school the previous day should bring a written explanation from a parent/guardian stating the reason for the absence and the date of the absence. Please have your child give it to his or her teacher upon entering class.

#### **EXCUSED STUDENT ABSENCE**

If your child is absent from school because of illness and you wish to request homework, please call the school before noon on the day you would like work available. The work may be picked up in the office at the end of the day. If your child will be absent from school for a period of time for reasons other than sickness and you wish to request that school work be sent home, the principal and teacher should be notified, stating why the student will be out,

at least one week in advance of the day that you would like the school work available and appropriate arrangements will be made. Please refer to our School Board Policy (JH) *Student Attendance, Tardiness and Truancy Policy* and (JH-R1) *Student Absences and Excuses-Rules* for more information and procedures.

### **SCHOOL HOURS**

8:25am	First Bell rings, K-5 students enter the building
8:40am	Late Bell rings, classes begin
10:15-10:30am	Snack - Grades K-5
10:30-10:45am	Morning Recess – Grades K-5
12:10-12:40pm	Recess- Grades K-5
3:10pm	Dismissal Bell rings

### **TARDINESS**

If your child arrives later than 8:40am, he/she is considered to be tardy and they are asked to check in at the office prior to proceeding to their classroom. The student will be given a late pass which will be collected by their classroom teacher.

### **ARRIVAL/DISMISSAL**

Safety for the students is our number one priority and being a “good neighbor” to the Kensington Fire Department and Kensington Public Library is also very important to us at KES. Please adhere to following procedures to ensure everyone’s safety:

1. No vehicles will be left unattended on the KES school property except for cars that are parked in the designated parking areas in the back of the building by the main entrance or in front of the school by the Fire Department.
2. During the day, the bus loop in the front of the school will be a free flowing traffic route and there will be **no parking at any time in the loop**. Emergency vehicles may need to use the loop, when necessary.
3. **The arrival time at school in the morning is 8:25 AM**. Children will not be allowed in the building until this time unless they are participating in morning activities. If you are dropping off your child/children in the morning, you will need to remain in your car and drive to the parking lot in the back of the building by the main entrance. Please stay in the line until you reach the main entrance. All students must exit the vehicle through the doors closest to the school. Please have your children ready to exit your vehicle as quickly as possible so that we can keep the traffic flowing. A staff member may not be there at this time to assist you.
4. It should be noted that the buses would also be arriving at that time so you may have to wait behind a bus as they unload when you are exiting. **Please do not pass the bus when it is parked. Please only exit the school grounds by the bus loop**. Do not exit through the one way entrance or the front or back of the fire station.

5. **The dismissal time at school in the afternoon is 3:10 PM.** If you are picking up your child/children in the afternoon, you will need to follow the same procedures as described in #'s 3 and 4 above.
6. **There will be no parking at anytime at the Fire Station for staff, parents or visitors.** Otherwise, the parking spaces are for emergency vehicles only.
7. A Kensington Police Officer will be on duty at 3:10pm to assist with the flow of dismissal traffic on Rt. 150.

We have worked very closely with the Town Selectmen, Fire Chief, Police Chief and the bus company to arrange these procedures and we asked for your cooperation in following them.

### **LEAVING EARLY**

In order to achieve regular attendance, it is important to try and arrange all appointments and commitments for children before or after school hours whenever possible. If it is necessary for your child to leave school early he/she should bring a note signed by a parent/guardian indicating the reason and time for early dismissal. A sign-out sheet for students being released early is located in the office. Parents coming into school for any reason during the school day should enter through the main entrance and report to the office. **DO NOT GO DIRECTLY TO THE CLASSROOMS.** The school secretary will call for your child who will report to the office to meet you. No student is to leave the building unescorted during the school day. If your child returns to school before dismissal, please make sure to check your child back into the office so that we know he/she returned to school.

### **CHANGE OF DISMISSAL**

If you need to change your child's regular dismissal procedure, please send a note with your child that morning. If a situation arises and you need to change your child's dismissal during the day, please call the office no later than **2:00pm** to ensure the message gets to your child and their classroom teacher. Dismissal is a very busy time of our school day and we want to ensure students know where they are going at 3:10.

### **STUDENT REMAINING AFTER SCHOOL**

Students may remain after school only if:

- They are picked up by a parent/guardian or person authorized by the parent/guardian. The parent/guardian or authorized person should sign in at the office before going to the classroom to pick up their child. A faculty member may choose to walk the student to the exit door, but must watch to establish the parent's contact with the student.
- Parent/guardians of students staying after school will be informed and must assure the school that their child will be picked up, or allowed to walk or ride their bicycle home by a signed permission. A phone call will be made or a

note from the teacher to the parent/guardian will be sent home with the student at least twenty-four hours before the date on which the student will remain after school. On occasion a student will remain after school on the same day and the office secretary will contact the parent/guardian by phone.

### **VISITORS/VOLUNTEERS**

In an attempt to limit the number of disruptions in the classroom during the course of the school day and to ensure the safety of our students, we ask that all visitors check in at the school office. Items such as sneakers for PE and forgotten lunches can be dropped off at the main office and will be brought to your child. Parents are welcome to visit classrooms at anytime, **providing prior arrangements have been made with the classroom teacher.**

Any visitor to the school (a person not acting at the time as an employee of the School District) must report to the school office upon entering the school building. Please use the main entrance. The visitor/volunteer must sign in and out at the main office using our HERO badge system which was put in place SAU wide in January, 2015. Kindly have an ID with you so we can register your visit and provide you with a one-time use badge to be worn for the duration of your visit.

### **BUS REGULATIONS**

All SAU 16 schools contract with the First Student Bus Company to provide transportation for our students. We work closely with First Student to ensure students are transported in a safe and efficient manner. In general, students in Grades K, 1 and 2 need a parent/guardian present to get them off the bus. Students in 3rd grade are allowed to get off the bus without a parent/guardian/designee present. Younger students are allowed to get off the bus with an older sibling, as long as there is a note in place giving them permission to do so. If you have any questions about the bus or bus routes, please feel free to contact our SAU Transportation Coordinator, Trisha Daley by email at [tdaley@sau16.org](mailto:tdaley@sau16.org) or you may contact First Student directly at 778-6900.

In general we expect students, while riding the bus, to behave as they would in the classroom with their teacher or at home with their parents. All students may ride a bus sometime during the school year. It is important that you as a parent take the time to read and to discuss the following School Bus Rules with your child/children.

1. A student shall enter the bus, sit down, and remain seated until the bus stops at its destination. The driver may assign seats to students if it is felt necessary.
2. A student shall enter and leave the bus by the front door, except in an emergency.
3. There shall be no smoking on the bus.
4. Any student whose conduct endangers the physical or moral safety of the others may lose his/her privilege of riding the bus. This includes such things as

- throwing anything on the bus or through the window, and keeping aisles free from boots, lunch boxes, and other objects. Fighting and fooling around on the bus will not be tolerated.
5. Students who must cross the road after leaving the bus should cross in front of the bus and on signal (i.e. thumbs-up) from the driver.
  6. Students at home must be ready to take the bus when it arrives. Drivers will not wait for the students who are not ready.
  7. The bus driver should report the names of students who violate bus regulations to the Principal. A student reported for a violation is subject to suspension from the bus and/or school at the discretion of the school principal.

Depending on the situation, the Principal and/or the Lead Teachers may:

- Discuss the incident with the student and warn him/her of the consequences of further offenses.
- Phone and/or write the parents of the student, informing them of the Incident and possible future loss of bus privileges.
- Remove the student from the bus for a period of up to five days and inform the student's parents by letter (copy to the Superintendent of Schools and notification of School Board by phone). Suspension however, shall not begin until the next school day following the day of notification of suspension is sent to the pupil's parents or legal guardians.
- The parent or guardian of a student who has been denied the right to ride a school bus for disciplinary reasons may appeal within ten days of suspension to the authority who suspended the student's right.
- Until the appeal is heard or, if the suspension of the student's right to ride the school bus is upheld, it shall be the parent's or guardian's responsibility to provide transportation to and from school for that pupil for the period of the suspension.

If a student becomes involved in another offense after having been once removed from the bus, the Principal and/or the Lead Teacher(s) may remove the student for a period of twenty days. Any suspension which lasts beyond twenty school days must be approved by the School Board.

Any subsequent offenses by a student will result in his prompt removal from the bus and referral of the matter to the Superintendent of Schools and/or School Board with the expectations that bus privileges may be lost for the remainder of the school year.

Only those children eligible to ride school buses are to do so, and they are to ride only on their assigned buses. If your child is riding the bus to the home of a friend or any stop that is not their assigned stop please provide a note granting permission. Our drivers are not allowed to let students exit the bus at an unassigned stop without permission. You may send the note in with your student and the main office will ensure its delivery to the bus driver.

There shall be no exceptions for school children ineligible for transportation unless a doctor's statement shows medical need for transportation.

Students are expected to ride home and to school on their regular bus unless the school receives a written note from the parent that the child is allowed to go elsewhere on a specific day. This note should be given to the classroom teacher on the day of the change in routine and it will subsequently be sent to the main office. **If no note is received, the child will be sent home in his/her regular manner.** Remember all changes in dismissal must be recorded in the main office by **2:00pm**.

### **CAMERAS ON SCHOOL BUS**

School Administrative Unit 16 and the Kensington School District value safety as the most important aspect of the student transportation program. In support of this priority, camera equipment (recording video and audio) have been installed on all school buses to monitor student behavior and ensure safety for all students. A notice has been posted on all buses that states "this bus uses video and audio equipment to monitor student behavior." The school district's use of this equipment will be governed by School Board Policy EEAJ – *Video and Audio Recording on School Buses*.

### **BICYCLES**

**The Kensington School Board discourages children from riding their bicycles to and from school. Parents are urged to use discretion because of the volume of traffic on Routes 150, 107, and 108.** If your child chooses to ride his/her bicycle to school, the following procedures must be followed:

- The student must be in grades 4 and 5.
- The student must wear a properly fitted helmet. A reminder that bicycle helmets are required by law for all children under the age of 16.
- A crosswalk has been placed across Route 150 for the safety of pedestrians and bikers. When arriving at school all students must walk their bikes across the crosswalk and park their bikes at the bike rack. There may not be adult supervision at this time of the morning. Please have your children arrive at school between 8:25 – 8:40 AM.
- Children who ride their bikes home will be dismissed by a member of the KES staff after the buses and cars have been dismissed. This is for safety reasons and most likely will be between 3:20 -3:30 PM.



- If you anticipate giving your child permission to ride his/her bicycle to or from school, please complete the permission slip which will accompany this handbook on a separate paper. These permission slips will be kept on file for reference throughout the school year. No student will be allowed to ride his/her bicycle to or from school unless a permission slip is on file or we have written note from the student's parent/guardian.

### **EMERGENCY FORMS**

Emergency forms are filled out each September. **If changes occur in the course of the school year, please notify the school immediately. Names, telephone numbers and emails need to be kept up-to-date for the safety of the children.** In the case of an emergency we must be able to reach all of our parents/guardians as quickly as possible. Please assist us by keeping your child's form accurate with the most current information. **SCHOOL CANCELLATION, DELAYED OPENING, AND EARLY DISMISSAL PROCEDURES**

If it becomes necessary to close or delay school because of weather conditions, it will be announced by 6:45 AM on WEZ-107 FM in Exeter, WHEB – 103.3 FM in Portsmouth, and WMUR-TV (Channel 9). You may also check the KES and/or SAU website ([www.sau16.org](http://www.sau16.org)). We will also use the "School Messenger" system to notify all families. If the school opening is delayed, the bus schedule and student arrival will be delayed by two (2) hours.

There are some scheduled days that students will be dismissed early. Please look at the school calendars on the KES website for these dates. On these days, the children will be dismissed to the buses at 1:00 PM. The remaining time in the school day is used by staff for parent conferences and professional development opportunities.

In the case of an unscheduled early dismissal due to the advent of inclement weather or a situation that will impact the student's health or safety, a decision to dismiss will be made by 11:00 AM and the radio and television stations will be notified. We will also send out a "School Messenger" message. Dismissal will take place as soon as possible following the announcement. Parents should discuss the possibility of this happening with their children and ensure that arrangements for their care are in place and known to them. These procedures should be frequently reviewed so that the child will be comfortable if the need arises to send him or her home at a time different from the usual dismissal. Please be sure to complete the unexpected early dismissal section of the SAU 16 School Emergency/Registration form.

### **EMERGENCY DRILLS**

Kensington Elementary School conducts regular Safety Drills (i.e. Evacuations, Lock-Downs, Reverse Evacuations) with all of our students. We work closely with the Kensington Fire Department, Kensington Police Department and the SAU Safety and Security Coordinator to ensure that our Emergency Procedures are current and efficient.

### **EMERGENCY EVACUATION PLAN**

In the event of an emergency that requires the evacuation of KES, the following procedures will be followed:

- Rockingham County Dispatch or another agency will notify the Principal of KES that there is an emergency or the Principal of KES will declare an emergency.
- The Principal will notify classroom teachers as well as other school staff and will prepare staff and children for an orderly evacuation.
- The Principal will supervise the orderly evacuation of students to a designated site. The Principal will ensure that the school enrollment roster and the individual teacher's Emergency Backpacks accompany the evacuation.
- As students are readied for dismissal, and upon arrival at the designated site, the Principal will supervise teachers in taking attendance and accounting for every child listed as present on that day.

Rockingham County Dispatch and/or the Principal will notify the SAU 16 office. The SAU 16 office will:

- Notify the Bus Company of the immediate need to evacuate students.
- Notify the receiving site (s) that the KES students will be arriving and the estimated time of arrival.
- Notify the Chairperson of the School Board.
- Notify the police in the jurisdiction of the receiving site of the estimated time of arrival and location to which the students are being transported.
- Notify local radio and cable TV stations (listed below) of the evacuation of students and the steps being taken to ensure student safety. WMUR TV (Channel 9) WBX-TV (Channel 4) WERZ (Exeter FM107) WHEB (Portsmouth FM100.3) WOKQ (Dover FM97.5) WTSN (AM 1270)

Rockingham County Dispatch will notify the Kensington Police and Fire Departments and the Rockingham County Sheriff.

The Kensington School District has in place an emergency plan should an incident occur at the Seabrook Power Plant and the school needed to be evacuated. Each family in town has received a copy of the recent Emergency Public Information Calendar for Seabrook Station which provides very useful information. If you have not received one, please contact the Emergency Director for the Town of Kensington. If you have questions during a time that is not an emergency, you can access the New Hampshire Office of Emergency Management website at [www.nhoem.state.nh.us](http://www.nhoem.state.nh.us).

### **PARENT RESPONSE TO A CRITICAL INCIDENT**

It's important to remember that during a critical incident teachers and administrators are dealing with the crisis and trying to keep everyone safe. Therefore they are not able to respond to phone calls and messages. Do not go to the school or try to call the school as

these actions have the potential to cause additional problems in terms of escalating a situation. You WILL be in the way as emergency workers are moving about and will hinder their operation and response to the incident. As part of the communication strategy, all parents will be informed, as soon as possible, through the SAU 16 School Messenger system. Messaging will be in the form of a phone call and email from the Superintendent's Office. We believe it is better to get up-to-date accurate directly information from the source and will share that information as soon as possible. Our school has a clear parent-child reunification plan that is located on the school website. This plan designates **Exeter High School** as the site where you can go to pick up your child. The best way to help schools deal with a crisis situation is to stay tuned for official information from the school district. If you have any further questions please contact your Building Principal.

### **STUDENT DRESS**

Students should come to school dressed appropriately. Clothing worn by students shall be neat, clean, and properly fitted. Any type of attire which attracts undue attention to the wearer, is in bad taste, or detracts from the learning environment, is not acceptable. Students must wear shoes at all times for health and safety reasons. Flip-flops are strongly discouraged. It is requested that students refrain from wearing T-shirts that advertise alcohol, tobacco, contain profanity, or promote the use of illegal substances, and clothes that in any way expose undergarments. If, in the opinion of the administration, a difficulty arises due to a child's attire, his/her parents will be called and they will be asked to bring a change of clothing into school.

### **RECESS/PLAYGROUND**

Children should be appropriately dressed to spend time outdoors during recess. Warm clothes, gloves, hats and boots should be worn during the winter months. Children healthy enough to come to school should be well enough to be outside during recess. Exceptions, for medical reasons, may be granted on an individual basis by the Nurse, Principal, and/or Physician. In the event of severely cold (below 18 degrees F) or inclement weather, outdoor recess will be cancelled and students will play indoors.

For safety reasons, parents are asked to follow the "Leaving Early" or "Visitor/Volunteers" procedures in this handbook in regards to our playground. **DO NOT GO DIRECTLY TO THE PLAYGROUND.** Parents must report into the main office and the school secretary will assist you with your needs.

### **ACCIDENT INSURANCE**

The school does not assume responsibility for the expense of medical or dental treatment required by students as results of accidents while at school or going to or from school. Therefore, a voluntary insurance plan is made available to parents who desire such protection. The adoption of this plan of insurance was made by the SAU as a public service. Each child is given an application to take home in August. Forms are available in the school

office at any time during the school year. All insurance applications must be sent directly to the company.

### **PARENT NOTICES AND IMPORTANT INFORMATION**

Parent information is now found on the KES Website. A weekly email will be sent to all KES families reminding everyone to check the website ([www.kes.sau16.org](http://www.kes.sau16.org)) for school updates. Only notices that require parent signatures will be sent home with students. Other flyers for upcoming events or organizations will be sent home electronically whenever possible.

### **HEALTH SERVICES**

The School Nurse is responsible for the first aid care of children who are injured or become ill while under school jurisdiction. First aid is defined as that assistance that will protect the life and comfort of a child until professional care is secured and is limited to first aid treatment only.

The nurse keeps emergency information for every child on file. This information is necessary and is used daily in case of illness or injury. Parents should immediately notify the office of any changes of telephone number(s), addresses, or places of work for themselves or emergency contacts.

The nurse must be informed by the parents/guardians of any child who has special medical needs, such as allergies. A child must be kept home if he/she has a temperature, sore throat, earache, cough, contagious rash, or other illness that can be spread. In circumstances where a physician's report requires a student to stay indoors, the school will request a copy of the report. Children who come to school with contagious conditions will be sent home immediately. It is the responsibility of the parents to provide transportation. The nurse or Principal, in conformance with school policies, may excuse an ill or injured child. The nurse will check on all re-admissions to school following any of the above mentioned conditions or accept a report from the family physician that states that the child is ready to return to school. The nurse may prohibit the child's return if the condition of the child is not satisfactory or in the absence of a physician's release. *Children released from school due to illness should not participate in any after-school activities or performances that day.*

### **ADMINISTERING MEDICATIONS TO STUDENTS (RSA 541: A)**

The following procedures must be followed for prescribed medication to be administered to a student during the day:

- An adult must bring the medication and correct forms to the school nurse or office. For his/her safety and that of the other children, MEDICATION MUST NEVER BE SENT TO SCHOOL WITH A STUDENT.
- Children are never to handle medication at school or going to or from school.

- The medications must be in a container with a properly completed pharmacy label including the student's name, the physician's name, the date of the original prescription, the name and strength of the medication, and the dosage instructions.
- Parents must complete a 'Parent Request for Giving Medication at School' form. This indicates that they request 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.
- Parents must provide a written statement from the prescribing physician detailing the administering of the medication.
- Please refer to School Board Policy JLCD- *Administering Medicine to Students* for more information

### **SPECIAL EDUCATION SERVICES**

The Kensington School District ensures every child with special needs receives a Free and Appropriate Public Education (FAPE) at no additional expense to parents/guardians. Children with special needs are educated within the regular classroom setting to the maximum extent possible, utilizing the least restrictive environment. Related services such as Speech and Language, Occupational and Physical Therapy, Counseling and Specialized Transportation may be provided to support the personal needs of children in order to help them be successful within the school environment. If you believe your child is struggling academically, socially, emotionally or having difficulty due to a disability, we encourage you to speak with your child's classroom teacher and determine whether a referral for Special Education is an appropriate course of action.

### **SECTION 504**

Students with a diagnosed condition who do not require specialized education, may be eligible for 504 Plan. Students are eligible if they have a physical or mental impairment that substantially limits a major life activity (i.e. walking, hearing, eating, communicating) 504 plans outline accommodations to be made in the classroom learning environment so that students can readily access information and participate in all school events. Please speak with your child's classroom teacher or Building Principal if you feel your child may be eligible for a 504 plan.

### **FIELD/CLASS TRIPS**

The School Board recognizes the educational value of student field/class trips. School control must be exercised to protect the interest of the school and students involved. Student attendance is expected for all field/class trips.

All field/class trips must:

- Be approved by the Principal.
- Have educational value and support the general grade level curriculum.
- Be arranged by a classroom teacher or other professional staff member.

- Have a permission slip for each student signed by a parent/guardian **prior to the trip**. If permission is not attained or is refused, arrangements will be made for the student to attend school with alternate assignments during the time of the trip.
- Have at least one adult chaperone for every eight children. Chaperones are not expected to pay for their own admissions. Parents who are chaperoning field trips must make alternate day care arrangements for any siblings during the time of the trip. A chaperone must be able to give his/her full attention to the safety of the students under his/her supervision.
- Have one KES employee, preferably a teacher, in charge of each trip.
- Have student fees collected prior to the trip. No child will be excluded because of inability to pay. Contact the Principal or teacher if financial assistance is needed.
- Be covered by school insurance.
- Use SAU approved transportation.

Any parent, or designee, of a child in need of medical accommodations may need to attend a field trip or make other arrangements prior to the trip with the School Nurse, Classroom Teacher or Principal.

### **NATURE'S CLASSROOM at SARGENT CENTER SCHOOL GUIDELINES**

In April, the fifth grade classes from Kensington Elementary School, East Kingston Elementary and Newfields Elementary will travel to Sargent Center in Hancock, New Hampshire for 5 days.

#### Goals:

1. Interacting in a positive and supportive way toward and with each other
2. Ecological awareness
3. Problem-solving skills and cooperation

#### Guidelines:

All students are encouraged to attend the week long environmental school experience. It is aligned with the fifth grade curriculum and the NH College and Career Ready Standards. On occasion, there may be reasons why students do not attend the environmental school. These are pre-arranged before Environmental School departure:

- The KES team (including parents) may decide that this experience is not advisable for the child. (e.g. medical, behavioral, etc.)
- The family decides the child will not attend the entire camp experience, including the overnight. The only option for a family who chooses to have their child not participate in the overnight component is for parent(s) to drive their child to the environmental school and drop him/her off at a designated area/time on Tuesday only. He/she will also be picked up at a prearranged area/time.

There are only a few reasons why students may not complete the entire week/program.

- Personal/family situations (e.g. funeral, illness, mandatory sport tryouts)
- Homesickness necessitating permanent departure from the environmental school. A decision will be made jointly by the teacher, student, environmental school staff and parents. Once a student leaves it is permanent.
- Illness
- Unforeseen circumstances

If a student does not attend the environmental school for the week, it is expected that the following will occur:

- The student attends school. If a student does not attend school, he/she will be considered absent.
- Lesson plans will be made by the teachers to address the curriculum component covered at the environmental school. The student's finished work will be due the Monday following the environmental school experience. If the work is not completed, it will be up to the individual teacher to implement the consequences.

\*Approved by the Kensington School Board in May, 2006.

### **LIBRARY/MEDIA CENTER**

Our library is staffed part-time by a certified Library Media Specialist. Students are given weekly time in the library to develop their love of reading, expose them to a variety of literature and information in its many forms, to learn 21<sup>st</sup> century skills, and to support lifelong learning. Teachers and students are able to utilize the library and the librarian outside of scheduled class times for various learning purposes.

Kindergarteners check out one book each week with parent permission. Grades 1-5 are allowed 2 books of their own choosing as student choice and interest are highly important factors in encouraging and maintaining reading motivation. Students are allowed additional materials as needed for classroom projects and assignments. Parents are also welcome to check out materials for their family. Students are encouraged to return and check out new materials as needed, not just at scheduled library times. Students need to return books to check out more books, but also may renew books if more time is needed. Materials in high demand need to be returned in a timely manner. Students return books to the designated book return and never directly to the shelves. Students and families are responsible for the items they check out. Lost or damaged-beyond-repair items will need to be replaced by the librarian. If an item is found during the school year, the cost can be refunded.

Since our library is completely automated, any patron can access our library catalog called Destiny and Destiny Quest from any online source by going to [www.destiny.sau16.org](http://www.destiny.sau16.org) and selecting Kensington Elementary. Volunteers are welcome to help in a variety of ways in our school library.

## **TELEPHONE SYSTEM**

There is a telephone in every classroom. **Classes will not be interrupted for phone calls.** Students will be allowed to use the phone for emergency situations.

## **LOST AND FOUND**

Please check periodically on your child's clothing. Many articles have been left in school only to end up being donated to a local charity because no one claimed them. This is especially true in the winter when there is an abundance of mittens, hats, boots, etc. The "Lost and Found" is located in the lobby by the multi-purpose room.

## **DANGEROUS WEAPONS IN SCHOOL**

The Kensington School District strictly prohibits students from having dangerous weapons in school or on school property. Dangerous weapons consist of knives, guns, firecrackers, brass knuckles, etc. Students in possession will have weapons confiscated; parents notified and appropriate disciplinary action as defined by RSA 193:13 will be taken.

## **DISTRIBUTION OF INVITATIONS**

Parents are asked not to send invitations to birthday parties or similar events for distribution at school unless **every** child in the class receives an invitation. We encourage families to utilize the School Directory to make social arrangements with classmates.

## **KENSINGTON ELEMENTARY SCHOOL WEBSITE**

The school is fortunate to have a wonderful website that will be kept current by SAU personnel. Please take the time to check it often as they will be changing the information. The SAU site also has a calendar of events, the SAU curriculum, and many other items of interest. The SAU website is [www.sau16.org](http://www.sau16.org) and the KES website is [www.kes.sau16.org](http://www.kes.sau16.org).

## **SCHOOL LUNCH PROGRAM**

All children in grades K-5 eat lunch at school in the multi-purpose room. A complete hot lunch is available at this time. Please look for further information about this on the KES website.

Milk may be purchased for snack and/or lunch. Applications for free milk are distributed in the fall. Lunch is **\$2.70** per day and milk can be purchased for **.35** per day. Breakfast may now be purchased for **\$1.75** per day.



Parents are encouraged to discuss eating concerns or food allergies with the Kitchen Manager and/or the School Nurse. Please see the Nurse for further help should your child require a special diet.

### **LUNCHROOM EXPECTATIONS**

Lunch is a time for students to eat, relax and meet with friends. We do not expect or desire a silent cafeteria. However, certain behaviors are not acceptable. These include: shouting, throwing food, rough housing, and disrespecting others.

Consequences for these actions may include:

- Verbal warning from staff member on duty or principal
- Removal from cafeteria for the remainder of the lunch period
- Loss of privilege of eating in cafeteria
- Phone call and/or conference with parent and child.

### **REGISTRATION OF NEW STUDENTS AND TRANSFERS**

The school office must be notified of all student's entrances and withdrawals so that records may be obtained or sent out. To register a new student, parents are asked to call the Kensington Elementary School (772-5705) to schedule an appointment. A birth certificate, proof of residency and immunization record must be shown at school.

According to NH State Law, no student may be admitted without a statement of immunization unless exempted for medical, religious or other approved reasons. When a student withdraws from KES parents must notify the main office.

### **KINDERGARTEN REGISTRATION**

In early spring, dates for Kindergarten registration are shared via the newspaper, school sign, and the school website.

### **STUDENT BEHAVIOR**

Kensington Elementary School supports the development of the whole child and the behavioral expectations of the students attending KES are high.

Our aim is not only to provide for the safe and orderly functioning of the school but also to help the student develop a sense of self-discipline. We believe that each person should treat others as s/he would like to be treated. We care about other people, our environment, our learning and ourselves. The Responsive Classroom Philosophy and the Open Circle Program are in place to teach and reinforce community, respect and responsibility. Students are expected to comply with requests or reminders of expected behavior made of them by any adult working in the school; this includes teaching assistants, custodians, office staff, and school volunteers. All behavioral incidents will be handled in accordance with the Kensington Elementary School Classroom Rules and School Board Policies.

All SAU 16 Schools, including Kensington Elementary School, have policies in place to address complaints of bullying at school. Please refer to School Board Policy (JICK) - *Pupil Safety and Violence Prevention* for more information about the definition, expectations for behavior and the actions to be taken when bullying has been reported.

### **CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR**

If a child chooses not to accept responsibility or infringes on the rights of others, any of the following may occur:

1<sup>st</sup> - The teacher or any other school employee will talk to the child about the inappropriate or unexpected behavior.

2<sup>nd</sup> - The teacher will inform the student of inappropriate behavior and select a consequence for that behavior (examples – take a break, move a seat, walk the track at recess). If several consequences have been tried without changing the behavior, the teacher will notify the parent and the principal.

3<sup>rd</sup> - The teacher may also decide to send the student to the principal who will then work with the teacher, student and parents to resolve the problem through a telephone call and/or a conference.

4<sup>th</sup> - In extreme circumstances, a student may be assigned to an Alternate Learning Environment as a consequence for severely aggressive or disrespectful behavior.

### **ITEMS NOT PERMITTED IN SCHOOL**

In order to ensure student safety and the protection of personal property (expensive jewelry, electronics, toys and large sums of money), parents are encouraged to monitor closely those items that are brought or worn to school by students. Cell phones may be brought to school but they should remain in the student's backpack during the school day and on the bus ride to and from school, unless their use is otherwise approved by the classroom teacher.

### **PARENT NOTICE OF RIGHTS AND POLICIES**

The SAU has printed a manual 2015-2016 Annual SAU #16 Parent Notification of Rights and Policies that will be distributed to families separate from this handbook. Please refer to this or the SAU website [www.sau16.org](http://www.sau16.org) for this information.

### **SCHOOL BOARD MEMBERS**

For reference, the Kensington School Board members are listed below and encourage communication from parents, guardians and community members. Meetings are generally held on the second Wednesday of each month at 6:00 PM in the KES Library/Media Center.

Dennis Roffman                      772-5711 (H), (603) 770-7666 (C)  
29 Amesbury Rd.                      DennisRoffman@comcast.net

Tina Favara                              583-5331 (H), (978) 360-3825 (C)  
8 North Road                              [tfavara@necc.mass.edu](mailto:tfavara@necc.mass.edu)

Benjamin Cole                          734-2833 (H), (603) 521-2494 (C)  
242 No. Haverhill Road              benjamin.r.cole@gmail.com

### **PTO (PARENT TEACHER ORGANIZATION)**

A Parent Teacher Organization exists at KES to help with special projects and fund-raising as well as to support and facilitate educational initiatives, offer advice and feedback, and work with the school staff and School Board to create a positive school community. The meetings are open to everyone and are generally held in the KES Library/Media Center. A schedule of meeting dates and times can be found on the School Website. If you have any questions about the PTO, please call the school office or call one of the officers listed below:

Jen Kirby-Macek, President  
Sheila Sedler, Vice President  
Kelsey Plourde, Secretary  
Taylor Florence, Treasurer  
Karen Emmons, Volunteer Coordinator  
Sarah Wiggin, Member-at-large

To contact our PTO and/or its members please use the PTO email account:  
[kensingtonnhpto@gmail.com](mailto:kensingtonnhpto@gmail.com)

### **VOLUNTEER PROGRAM**

The KES Volunteer Program has been established to help the process of formal education for the children of our community. We are extremely proud of our volunteers and their excellent record of community service. Volunteers include students, parents, and other community members. The students of KES enjoy seeing their parents and others taking an active interest in their education. For the KES school volunteer, there is a personal satisfaction that goes with helping children grow and achieve.

The KES Volunteer Program is proud that it has earned a Blue Ribbon Award for many consecutive years. The award represents the thousands of hours of time that parents, community members and staff give to the many varied activities at KES.

KES Volunteers help in many areas of school life as they strengthen school and community relations. They also help to stimulate community interest, concern, and support for the educational process through direct and positive participation within and outside of the

school. These volunteers are an extension to the KES staff and supplement the education provided by the teachers.

The volunteers assist and give support and encouragement to students, teachers and staff in many ways. These may include but are not limited to the following:

- Giving a child extra support in a subject.
- Helping to enrich the class program in areas such as music, art, drama, cooking, class projects, field trips, and special interests.
- Being an extra pair of hands for a teacher or staff member in a classroom.
- Helping with materials preparation or making things for a class.
- Helping in the library or with clerical work.
- Helping in giving support and appreciation for the teachers and staff.
- Helping in special activities for the students or in raising funds for special projects or purchases.

For this year, the PTO Parent Volunteer Coordinator is Karen Emmons. She can be reached by phone at 580-5746 or via email at [ladyk5894@yahoo.com](mailto:ladyk5894@yahoo.com). The coordinator for the school year works as a liaison between staff members and volunteers. The coordinator is responsible for recruitment, orientation, training, guidance, and the maintenance of records. Volunteers may attend an orientation program annually prior to helping teachers or working with students. If you have any questions about the Volunteer Program, please call the school or the volunteer coordinator.

### **KES HOMEWORK POLICY**

Homework is a key element to student success. The purposes of homework assignments are to improve the learning process, to aid in the mastery of skills by reinforcing concepts, and create and stimulate interest on the part of the pupil. Homework is a learning activity that should increase in complexity with the maturity of the pupil. It should encourage independent investigation, creativity, and enhanced learning. Directions and information for any homework assignment should be clear and specific. Homework will not require the use of reference materials not readily available in most homes, school libraries, or the public library, and will require the use of those materials only when the pupil has had instruction in the use of them. Homework will not be used as a form of punishment under any circumstances. *In order to obtain the maximum benefit, homework requires cooperation, active participation, and communication among administrators, teachers, parents, and students.*

***\*\*\*OUR KES HOMEWORK POLICIES ARE CURRENTLY BEING REVIEWED AND REVISED BASED ON CURRENT EDUCATIONAL RESEARCH AND BEST PRACTICES.***

### **KENSINGTON ELEMENTARY (KES) STUDENT DIRECTORY EMAIL GUIDELINES**

KES parents choose to provide their email address to the KES Student Directory under the

primary assumption that the proper usage of that confidential information will prevail.  
The  
below guidelines have been provided so that misuse can be minimized yet clearly defined.

Email addresses are to be used for the following purposes:

1. To facilitate extra-curricular activities between KES families
2. To facilitate KES activities (i.e. PTO events, Field Day, etc.)
3. To communicate KES bulletins, updates (if applicable)

**If one cannot link the reason an email or group of emails are being used to the above Guidelines, it could be construed as misuse of the KES Student Directory.**

**EXETER COOPERATIVE SCHOOL BOARD/SAU#16 SPECIAL OBSERVANCE DAYS**

This list is maintained in accordance with Policy ACD. The School Board is authorized to add religious holidays to the list when presented with documentation establishing the existence of a legitimate religious holiday.

Sunday, October 2, 2016	Rosh Hashanah begins at sundown
Monday, October 3, 2016	Rosh Hashanah
Tuesday, October 4, 2016	Rosh Hashanah
Tuesday, October 11, 2016	Yom Kippur begins at sundown
Wednesday, October 12, 2016	Yom Kippur
Monday, April 10, 2017	Passover begins at sundown
Tuesday, April 11, 2017	Passover First Day
Wednesday, April 12, 2017	Passover Second Day