

# Epping Elementary School 2019-20 Student Handbook



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## **OUR SCHOOL PHILOSOPHY: CHILDREN FIRST**

We, the teachers, support staff, and administrators at Epping Elementary School, believe all children can learn and achieve at high levels.

We believe that every child will succeed if they feel safe, known and welcome at school.

We believe every child has a right to the best education possible.

We believe that the best education promotes a child's academic, social, civic, and emotional development and that developing respect for one's self and respect for others is a critical part of that process.

We believe education is a partnership between school and home and we believe in open communication that supports our mutual effort.

Finally, we believe that we must help instill in our children a love of learning that will grow with them as they take on the responsibility of citizenship in our community, state and nation.

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**Disclaimer: In the event that there is a discrepancy between the Epping district policy and this manual, policy always supersedes the manual.**

# Epping School District

## 2019 - 2020 School Calendar

August 2019						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	PD	PD	PD	30	31

September 2019						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	PD	28
29	30					

October 2019						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	PD	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	CD	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2020						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	PD	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2020						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	PD	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March 2020						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	PD	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2020						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2020						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2020						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	PD	PD	26	27
28	29	30				

Total Days for Students - 175  
(1,050 Hours)  
Total Days for Teachers - 186  
(1,052.76 Hours)  
10 Professional Development Days  
1 Conference Day

- School Closed
- PD Professional Development Day (no school for students)
- First and Last Days of School (additional 5 snow days as required in red)
- High School Graduation
- CD Conference Day

School Board Approved: 3/21/2019

## TABLE OF CONTENTS

General Information	5
Open House Nights	5
No School/Staff Development Days	5
Attendance Policy	6
Absences	6
Tardiness	7
Arrivals/Dismissals	8
End of Day Dismissal Procedure	10
Changing Transportation Arrangements	11
Visitors to the School	11
Communication	12
Automated Telephone	12
Notice of Delayed Openings/Cancellations	12
Emergency Early Dismissal	13
Newsletters	13
School Website	14
Social Media	14
Email	14
Residency	14
Reporting Student Achievement	14
PowerSchool	14
Student Achievement Report	15
Competency Based Assessment	16
Work Study Practices	17
Safety Drills	17
Parent and Student Rights to Know	17
Records	17
Release of Student Records	17
Parents' Right to Know about Teacher Qualifications	18
Student Rights and Responsibilities	18
Equal Opportunity for the School Community	19
Bullying and Harassment	19
Sexual Harassment	20
Basic School Rules	21
Bus Rules for Students and Parents	22
Student Dress Code	23
Discipline Procedures	23
Continuum of Intervention	24
Minor and Non-threatening Violations	24
Threatening, Dangerous, and Serious Violations	25
Consequences for Violating Bus Manners and Rules	26
Administrative Discretion	26
ESD Policy on Student Fines and Fees	27
Section 504 Policy	27
Multiple-Tier Systems of Support	27

Notice of Non-discrimination	28
Food Services	28
Breakfast Program	28
Lunch Program	28
Free and Reduced Meal Applications	29
USDA Non-discrimination Statement	29
Collection of Meal Money	30
Special Events and Programs	31
Student Council	31
Celebrations	32
Snack Program	32
Bringing Food into Classrooms for Special Events	32
Visiting Authors and Artists	32
Field Trips	32
Math Enrichment	33
Title I Parent/Guardian Involvement Policy	33
After School Enrichment	34
Epping Recreation	34
Computers, Technology, and the Acceptable Use Agreement	35
Student Placement Policy	36
Parent Teacher Organization	37
School Volunteers	37
School Counselors	37
Library	37
School Health Services Policy	38
Accident Insurance	38
Insurance/Medical Care	38
Immunization Requirements	38
Physical Exams	40
Illness/Dismissals	40
Injuries	40
Emergency Information Form	40
Student Accident, Illness, and Injuries	41
Emergency Transportation	41
Medication	41
Special Medical Needs	42
Information on Illness, Parasite Infestations, and Diseases	43
Field Trip Chaperone Information Sheet	45
Acceptable Internet Use Procedures and Agreement	46

Welcome to the Epping Elementary School and the 2019-20 school year. Here at EES, you will find a team of talented and dedicated educators who are committed to providing all children with the best of learning experiences. We look forward to a great year! Please do not hesitate to contact us when questions emerge or there is something we can do to help your child.

This Student Handbook contains important information to help you become familiar with our school. Topics range from such things as how to pay for your child's lunch, to what to do when your child is sick, to our dismissal procedures

**Disclaimer: In the event that there is a discrepancy between the Epping district policy and this manual, policy always supersedes the manual.**

## **GENERAL INFORMATION**

Classes officially begin at 8:35AM. The building will open at 8:05AM. **Please note that early drop-offs cannot be accepted.** Classrooms will be open at 8:20 am with transition time from 8:20AM-8:35AM, which allows students time to unpack their books and coats and get ready for the day.

Epping Elementary has two options for families who transport their children to school. Parents and guardians are asked to:

1. Stay in the drop-off line and only allow students to exit cars in front of the main entrance, or
2. Park in a designated parking space and walk with your child to the front entrance.

**Students arriving after 8:35AM will be marked tardy and will have to obtain an admission pass from the office before they go to class. All students arriving late must be walked into school by an adult. Curbside drop-offs are not permitted.** The school day ends at 3:10PM. Walkers will be dismissed first followed by bus students.

**We respectfully request that students not be dismissed between 2:45PM - 3:10PM as this is an extremely busy time of day in the office. In addition, if a student' dismissal plan needs to be changed, we ask that the office is aware of such changes before 2:00PM.**

**First School Day:** 9/3/19

**Last School Day** (pending snow days): 6/16/20



resolved. Please refer to the School Student Handbook for more information.  
(Reference: Policy [JH](#) and [JHA](#))

## ***Absences***

**If a student is going to be absent for any reason parents or guardians must notify the school by calling the office as soon as possible at 679-8018 (press 1) or by sending a note with a sibling or another person. You may also email Karen Mongeon at [kmongeon@sau14.org](mailto:kmongeon@sau14.org).** Please note if a student has not been called in absent by 9:30AM an automated message will be sent out as to your student's attendance status. It is very important that you call the school to inform us of all absences or tardies due to appointments.

There are two different kinds of absences, excused and unexcused or truant. Accepted reasons for excused absences are noted in the previous section. An unexcused absence is considered truant. The following are the guidelines for addressing attendance issues:

*Any student who is absent from school without the knowledge and permission of his/her parent(s) or school authorities is truant. Truancy applies to any student who does not attend school all day or leaves a class after reporting to school without permission. Absences, even with the approval of the parent(s), which are excessive and/or which interfere with the student's educational program will be interpreted as truancy and the school will follow up using building level intervention protocols.*

Reference Policy: [JH](#)

The school will notify parents of student absence regardless of excused or unexcused delineation at the following junctures:

- 5 Days per school year: Phone call from school counselor and/or administrator and/or nurse
- 10 Days per school year: Letter home
- 15 Days per school year: Administrative contact
- 20 Days per school year: Meeting with parent/guardian, SRO, school counselor and administrator(s) to address attendance issues. Possible CHINS petition, DCYF contact and/or additional measures.

## ***Tardiness***

The school day begins at 8:35AM and learning begins almost immediately in all classes. Students who arrive late to school miss valuable instruction time and can disrupt classroom routines. Students can arrive to school as early as 8:05AM and will be allowed to enter their classrooms as early as 8:20AM.



Parents, please assist us by getting your child to school on time. **If your child is tardy due to a medical appointment please inform the office and the tardy will be considered excused. Students who are tardy must be walked into the building by an adult.**

**If a student is tardy:**

**Five (5) days tardy in a quarter:**

A call will be made to parents/guardians by school counselor or administrator.

A call or letter will be sent for parents. Parents will have the opportunity to send in documented medical evidence such as doctor's notes to explain the days tardy.

**Ten (10) days tardy in a quarter:**

A letter will be sent home and an administrative review will be made.

A second call and letter will go home. There will be a mandatory meeting between parents, student, teacher, and administrator to develop a plan to address the attendance problem.

**Fifteen (15) days tardy in a quarter:**

Meeting with parent/guardian, SRO, school counselor and administrator(s) to address attendance issues. Possible CHINS petition, DCYF contact and/or additional measures.

Referral will be made to the Epping Elementary Student/Teacher Assistance Team. There will be a second meeting between the parent, student, teacher, and school administrator. Epping Police may be contacted concerning truancy issues. Referrals to outside agencies such as the NH Division of Child and Youth Services may be discussed at this time.

### ***Arrivals/Dismissals***

The following procedures will be implemented by the Principal to supervise the release of students per Epping School Board Policy [JHC](#).

### **JHC - STUDENT EARLY RELEASE PRECAUTIONS**

School district staff will not permit a student to leave school during the school day unless the student is accompanied by the student's parent/guardian or other person so authorized by the school district and the student's parents/guardians. In all situations, the School Principal shall approve the early release. School officials will presume that each parent has equal authority to exercise rights of

visitation, removal of the student from school, the right to inspect and review educational records, and all other rights and privileges extended to parents. Requests from parents asking the school to restrict the release of a student to the other parent, the release of educational records, and other rights and privileges extended to parents will not be honored unless accompanied by a court order or other legally binding document which corroborates the request.

Any student being released during the school day must be released through the school office when he/she leaves and must report to the office when he/she returns, except students who are ill may also be released through the Nurse's Office. The School Nurse will contact the student's parent/guardian to arrange for an early release and also notify the Principal.

Students traveling on school buses to school-sponsored activities will return from the activity on the bus unless released to their parents per school board policy.

The School Principal is authorized to establish additional procedures necessary to ensure the proper and safe release of students. Such procedures must adhere to the following rules:

1. Students will be released to the parent, guardian, or written designee of the parent/guardian, or to other individuals or agencies as permitted or required by law. The request for release must include the student's name, the time of release, the time of return if any, the reason for the release, and the name of the person(s) to whom the student will be released if other than the parent or guardian.
2. When a student is being released, the parent or other authorized person must legibly sign the student out in a log that is located in the main school office. Students will be released to either parent unless the District has a valid court order directing otherwise or unless the parent requesting the release is only entitled to supervised visitation. If school staff have concerns about releasing the student to a parent, the student may be held while additional precautions are taken, including, but not limited to verifying custody orders, contacting the other parent, or contacting appropriate authorities.
3. Telephone requests for early dismissal of a student shall be honored only if the caller can be positively identified as the student's parent/guardian. The parent/guardian will still be required to enter the school and sign the student out.
4. Students will not be released to any individual without the presentation of a picture ID, unless the Principal or other personnel authorized by the Principal can vouch for the person's identity. Upon return the parent or other authorized person must sign the student in as above.

5. Students shall stay in the main office, nurse's office, or other supervised area as approved by the Principal until being released.

6. In an emergency, such as illness, when the parent or guardian cannot be reached, students may also be released to authorized persons so stated on the student's emergency information documentation.

Statutory/Regulatory/Policy/Handbook Cross References Handbook (Referenced in Handbooks) APPROVED/REVISED: September 22, 2005, August 5, 2010, September 18, 2014, November 17, 2016

### ***End of Day Dismissal Procedures***

As mentioned above, student safety and security is a top priority of the Epping School District. Based on the District Policy, Epping Elementary School dismissal procedures include the following:

- 1. To protect learning time and increase security, parents and guardians are asked to please assist Epping Elementary School by not dismissing their children in the last fifteen minutes of the day (between 2:45 and 3:10PM). Parents or guardians who show up for dismissal during that time will be asked to wait until 3:10PM.**
2. Parents/guardians and other adults who are picking up children as walkers will be asked to please wait just outside the building so that children can be dismissed in a safe and orderly way. Parents are always welcome and encouraged to use the carline to pick-up their children. Students waiting to be picked up in the carline are supervised by staff.
3. Photo ID may be required for pick up. Any adult picking up a student from Epping Elementary who is not known to the staff will be asked to produce proof of identity before the child is released to that person.
4. Parents and guardians must identify the adults who are authorized to pick up their children. Students will not be released to any adult who has not been authorized in writing by the student's parent or guardian. In an emergency, school administrators may authorize a dismissal based on a telephone conversation with a custodial parent or guardian.

The staff at EES thanks you in advance for understanding our attempts at making the school as safe as possible for the students.

### ***Changing Transportation Arrangements***

If parents or guardians want to change transportation arrangements, such as riding a different bus to a friend's house, they need to put that request **IN**

**WRITING IN ADVANCE** to the office. These requests need to be made before 2PM. The child will present this note to his/her teacher upon his/her arrival at school, and he/she will then receive a bus pass from the school office. With written permission, children may get off at a different stop on their own bus route. This policy helps ensure our students' safety.

### ***Visitors to the School***

Safety and security of students and staff are matters of the highest priority. **For that reason, exterior doors are locked at all times. Guests and visitors must be buzzed in by the main office and may be required to identify themselves before entering. Epping Elementary School requires visitors to observe a "no tailgating" protocol so that only identified visitors enter the building when the office unlocks the door.**

**All guests and visitors will be required to register at the school office immediately on entering the school building.** The principal shall exercise his discretion in balancing the desirable goal of conducting school in an open environment with security concerns. Visitors' passes shall be issued and approved visitors shall carry a visible name tag.

Parents shall always be welcomed for conferences with staff members or other legitimate purposes. **Visitors who wish to enter classrooms will secure permission from the principal.** The principal, in granting or denying permission, shall take into account legitimate concerns of citizens with respect to the conduct of instruction counterbalanced by the need to provide instruction in an undisturbed environment. Generally, teachers shall be given advance warning that visitors will be in attendance.

Principals and teachers are encouraged to invite parents, citizens, and others to visit the school and to participate in school programs. During American Education Week or similarly designated occurrences, the school shall annually conduct an open house; encouraging parents, grandparents, other relatives and/or citizens to visit the school to learn about the school's operation and the nature of instruction.

In order to make Epping Elementary School a safer place, all visitors, volunteers and substitutes will be required to wear school-issued identification badges at all times when in the building. All school employees will be required to wear their staff badges during hours of operation.

The use of any tobacco product and vaping products are strictly prohibited in /on all school facilities and or grounds.

**(Reference Policies [KI](#) and [KFA](#))**

# **COMMUNICATION**

## ***Automated Telephone Communication***

All Epping schools use a computerized telephone notification service which allows the schools to rapidly send a telephone or email message to parents and guardians. Epping schools use this system to send emergency notices such as school delays or cancellations due to inclement weather.

Families are asked to fill out and return emergency contact forms so that the school can be certain they have up-to-date phone numbers and are arranged in the order parents and guardians would like to be contacted. Please note that up to six phone numbers can be called in a fast sequence.

If parents and guardians do not want the school to contact them using this system they can contact the school to request a Removal Request form to fill out and send back to the school attended by your oldest child. Please note that if they choose to remove their contact numbers from the system they will not receive **any** of the messages sent out. You can either receive all messages or no messages.

## ***Notices of Delayed Openings/Cancellations***

On bad weather days the school will use the automated system to send out notices of a delayed opening or a school cancellation. Those notices will be sent between 6:00AM. and 6:30AM in order to reach families with children attending either middle school or high school. Notices will still be sent to the radio and television stations listed below. A two-hour delayed opening means that school will start at 10:35AM instead of 8:35AM. This later starting time will help the buses and walking students get to school safer. Roads that are dangerous at 7:00AM. are often plowed and sanded by 9:00AM. If the roads are still considered to be dangerous by 9:00 a.m., school will be cancelled for the day.

The following media sources will broadcast delayed opening and school cancellations. You can also check the school's website.

WMUR, TV Channel 9: [www.wmur.com](http://www.wmur.com)

WOKQ, 97.5 FM

Epping School District website: [www.sau14.org](http://www.sau14.org)

### ***Emergency Early Dismissal***

In the event that school must be closed early due to extreme weather conditions the Elementary School will make every effort to contact all parents by using the automated system. It is very important that parents develop their own plan with their children for this kind of event. This is especially true if parents work far away or if the school cannot contact a parent or guardian. Parents are asked to write out this plan on an Emergency Information form identifying where and with whom children are to be sent in such an emergency.

### ***Newsletters***

A school newsletter, the *Cool News*, is emailed to families by email each week. We generate our email lists using the information provided by families on InfoSnap. This newsletter contains a calendar of events, artwork, and stories from our students, and curriculum and activity updates from the principal and staff. Classroom teachers may also send out newsletters to families regarding homework, field trips and other happenings. **Please contact us if your family would prefer to have a paper copy of the *Cool News*. We are happy to send it home with your child. If you do not receive the *Cool News* by email, please contact the office to ensure your email address is accurate/current.**

### ***School Website***

The Epping Elementary School website contains a lot of useful information about activities and events that are going on at the school. Information as well as a link to the PowerSchool parent portal can be accessed through the district website at [www.sau14.org](http://www.sau14.org). District policies can also be located on the website.

### ***Social Media***

Epping Elementary is now on Facebook, Instagram, **and Twitter!** Like our page for information and pictures about what is going on in the school.

Instagram: @eppingelementarynh

Facebook Page: @eeseagles

Twitter: @EppingEagles.

### ***Email***

Parents may wish to communicate with the main office or their child's teacher via email. It is important to know that, while this method of communication is welcomed, it is not necessarily a confidential means of communication. A

confidential issue may be better served through a phone call or written communication.

### ***Residency***

School District policy mandates that no person shall attend school, or send a pupil to the school, in any district of which the pupil is not a legal resident, without the consent of the district of the school board. Questions about residency can be answered by referring to the Annual Parent Notice of Rights and Policies or [Policy JFA](#) on the Epping School District Website.

## **REPORTING STUDENT ACHIEVEMENT**

### ***PowerSchool***

The PowerSchool Parent portal can be accessed here:

<https://esd.powerschool.com/public/home.html>

This link will bring you to the login screen where your child's information can be accessed. This is also where you will go to see your child's quarterly Student Achievement Report. If you have issues accessing your account please contact the front office.

### ***Student Achievement Report***

Student Achievement Reports are issued four times a year after the end of each quarter. Parents may access their child's Student Achievement Report via the PowerSchool Parent Portal. A link is available on the Epping Elementary School website or: <http://esd.powerschool.com> This link will provide you with information regarding registering for the Parent Portal and how to access your child's reports. The Student Achievement Reports are opened to families approximately one week after the ending date of each quarter.

The Epping School District has embraced competency education as a way to increase rigor in order to prepare our students for college, career, and life.

A **competency** is defined as the desired knowledge, skills, and behaviors of a student graduating from a program (or completing a course). Competencies commonly define the applied skills and knowledge that enable people to successfully perform in professional, educational, and other life contexts.

Competency statements serve as overarching outcomes, under which **performance indicators** and **learning targets** fall. Competencies are built from the Common Core State Standards, Next Generation Science Standards; National Core Arts Standards in Visual Arts, Music, Health, Physical Education, Social

Studies, and Technology. They are used when assessing a student's level of competence.

**Performance indicators** are categories under which the learning targets are expressed and used to report a student's level of competency. The Epping School District has utilized the NH Model Competency and National Competency Statements to develop competencies across all content areas. Teachers and staff continue to align curriculum and district standards to the competency statements to ensure consistency across grade levels K-12.

Performance Indicators can be considered the domains of knowledge and skills necessary for demonstrating mastery of Learning Targets. These will be listed on the Student Achievement Report.

**Learning Targets** are frequently referred to as "I can" statements and communicate what skills and content knowledge students must demonstrate in order to meet competency. They represent the performance indicators.

**Formative Assessments** are any work conducted when a student is still learning the curriculum. This may include, but is not limited to, homework, guided practice, or classwork. Educators administer formative assessments, both formal and informal, as a regular part of the learning and teaching process. Formative assessments help educators understand the extent to which students are gaining the skills required to demonstrate competency with specific learning targets and performance indicators. They also use the information gleaned from analyzing formative assessment in order to inform their instruction, identifying areas in which students need additional opportunities to be taught or practice specific skills.

**Summative Assessments** are any assignments/work conducted when a student has had adequate instruction and practice to be responsible for the demonstrating mastery of the competency/performance indicator. This may include, but is not limited to performance tasks, tests, presentations, projects, or papers. Summative assessments are designed to provide information to be used in evaluating a student's level of competence at the end of a sequence of instruction.



## Competency-Based Assessment

Student Achievement Report Performance Key			
STUDENT REPORT ON PERFORMANCE INDICATORS			
Symbol	Meaning	Definition	Points
E	<b>Exemplary</b>	Student exceeds criteria for competence. Student applies all key concepts, and skills from performance indicators accurately and independently.	4
MC	<b>Meets Competence</b>	Student demonstrates competence. Student applies key concepts and skills from performance indicators.	3
AC	<b>Approaching Competence</b>	Student demonstrates partial competence. Student does not apply key concepts and skills from performance indicators consistently.	2
N	<b>Novice</b>	Student does not demonstrate competence.	1

OTHER REPORTING CODES		
IWS	<b>Insufficient Work Submitted</b>	Student did not submit a sufficient amount of work needed to determine competence.
MP	<b>Modified Program</b>	Student receives modification to the curriculum.
NA	<b>Not Assessed</b>	Students have not been assessed on this performance indicator.

## Work Study Practices

As a complement to New Hampshire’s competency-based grading initiative, the Epping School District launched Work Study Practices to promote behavioral qualities or habits of mind that students need to be successful in college, career, and life. The four Work Study Practices are: **Collaboration, Communication, Creativity** and **Self Direction**. The Epping School District has adopted these four Work Study Practices and reports out on student progress of these skills each semester. This report is based on student work in all classes and is determined by student self-reflections and student-teacher conferences.

## SAFETY DRILLS

The state requires that we have Fire and other safety drills during the year. Directions are posted in each room. It is the responsibility of each student, with the help of the teacher, to cooperate by following all safety rules and procedures.

During the year Epping Elementary School will be practicing safety procedures such as: lockdowns, reverse evacuations, evacuations, shelter in place, drop and cover and tornado warnings. During all safety drills visitors will not be permitted to enter the building.

## **PARENT AND STUDENT RIGHTS TO KNOW**

### ***Records***

Parents or legal guardians of students have the right to inspect or review any of the school records, files, and other data kept by the school about their child or themselves. In addition, the parents or legal guardians of a student have the right to a hearing to challenge the content of their child's records to assure that the records are correct. For a more complete description of parent and student rights please refer to Annual Parent Notice of Rights and Policies or Policy [JRA](#) on the Epping School District School District Website.

### ***Release of Student Records***

The Epping Elementary School will not release copies of records or personal information about any student other than directory information unless we receive a signed release form from the parents or legal guardian of a student. This signed form must contain the student's name, what information will be released and the destination of that information. Only then will the school mail the information.

### ***Parents' Right to Know About Teacher Qualifications***

For any parent/guardian who requests, Epping Elementary School will provide information regarding the professional qualifications of the student's classroom teachers. Such information will include:

1. Whether the teacher has met NH qualifications for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is under emergency or other professional status that the State of NH has waived.
3. The degree major(s) of the teacher and any other graduate certification or degree held by the teacher and the field of discipline of the certification or degree.
4. Whether the student is provided services by professionals and if so, their qualifications.

## **STUDENTS RIGHTS AND RESPONSIBILITIES**

The mission of the Epping School District is to focus on the potential of every student and engage them to be passionate, confident learners who demonstrate

competence and have strength of character to reach their highest aspirations and thoughtfully contribute to a diverse and changing world.

To achieve this mission you can expect our school will:

- Support the individual in determining his or her learning purposes and the means for achieving them.
- Provide a rigorous educational program to promote success for all learners.
- Balance the educational program with real world and service learning.

To achieve this mission, students will:

- Be engaged in the learning process by setting high expectations and collaborating with others to meet these expectations.
- Respect the right to learn for all and at all times.
- Be responsible for one's own learning and encourage the learning of others.
- Behave in an appropriate manner considerate of one's self and the community.
- Be accountable for one's actions and choices.
- Be truthful, courteous, and take pride in one's work.
- Be present and on time.

**(Reference Policy [JA](#))**

### ***Equal Opportunity for the School Community***

#### **[JBA](#) – EQUAL OPPORTUNITY FOR STUDENTS**

Equal opportunity applies to all students in having access to educational programs and activities and in having a safe, healthy, and positive learning environment. The learning environment shall be free from discrimination and/or harassment.

The District will not discriminate on the basis of age, gender, race, creed, color, religion, marital status, sexual orientation, national or ethnic origin, disability, or genetic information. It is recognized that discrimination may include actions by students, employees, or any individual who might come in contact with students on school grounds or at school-sponsored activities.

The District will not tolerate verbal, written, or physical harassment by any means. This includes written or verbal harassment by electronic means.

Students denied equal educational opportunities are to report discrimination and/or harassment to the School Principal, Guidance Counselor, or other school staff member. The School Principal shall be immediately notified of such reports. Where inappropriate conduct is found, the School Principal will act promptly to eliminate the discriminatory and/or harassing conduct and take appropriate

corrective and disciplinary action. All reports will be held in confidence subject to all applicable laws and any relevant provisions found in School Board Policy. Retaliatory behavior against complainants or any witnesses is prohibited.

More information on process and procedure may be referenced in Policy JBAA.

Statutory/Regulatory/Policy/Handbook Cross References

Policy [JBAA](#) (Sexual Harassment Policy)

Policy [JBAA-Form](#) (Discrimination and/or Harassment Report)

RSA 354-B:1 (Violation of the New Hampshire Civil Rights Act)

Title VII of the Civil Rights Act of 1964

Title IX of the Education Amendments of 1972

Handbook (Referenced in Handbooks)

APPROVED/REVISED: September 22, 2005, August 20, 2009, September 2014

### ***Bullying and Harassment***

New Hampshire law and Epping School Board policy require Epping Elementary to develop and enforce rules to prevent bullying. This policy is intended to comply with **NH RSA 193-F** and **Epping School Board Policy [JICK](#) Pupil Safety and Violence Prevention**, which specifically identify bullying as a form of student harassment.

Bullying is defined as a single significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another pupil which:

1. Physically harms a pupil or damages the pupil's property;
2. Causes emotional distress to a pupil;
3. Interferes with a pupil's educational opportunities;
4. Creates a hostile educational environment; or
5. Substantially disrupts the orderly operation of the school.

Bullying shall also include actions motivated by an imbalance of power based on a pupil's actual or perceived personal characteristics, behaviors, or beliefs, or motivated by the pupil's association with another person and based on the other person's characteristics, behaviors, or beliefs. Historically this has included a pupil's actual or perceived race, color, religion, national origin, ancestry or ethnicity, sexual orientation, socioeconomic status, age, physical, mental, emotional, or learning disability, gender, gender identity and expression, obesity, or other distinguishing person characteristics.

Epping Elementary School will not tolerate such behavior. Acts of bullying will lead to disciplinary action, which must include, by law, referral to the Superintendent. Bullying and harassment will be considered serious violations of

school rules. This policy covers not only students but also all school employees and volunteers working at the school.

The school district has adopted the Olweus Bullying Prevention Program. This program is intended to help staff, students, and the community to respond to bullying and work to keep all students safe. Each grade level will implement age appropriate lessons and activities throughout the school year.

Epping Elementary School will make available forms for reporting incidents of bullying and harassment and shall require the use of these forms. These forms are available in the Main Office, from the Superintendent's Office, and on the District Website." Please refer to Annual Parent Notice of Rights and Policies or Policy [JICK](#) on the Epping School District Website.

### ***Sexual Harassment***

It is the policy of the Epping Public Schools to maintain a learning and working environment that is free from sexual harassment. It shall be a violation of this policy for any member of the Epping Public Schools staff to harass another staff member or student through conduct or communication of a sexual nature. It shall also be a violation of this policy for students to harass other students or staff through conduct or communication of a sexual nature. Each administrator will be responsible for promoting understanding and acceptance of, and assuring compliance with, state and federal laws and board policy and procedures governing sexual harassment within his or her school or office. Violations of this policy or procedure will be cause for disciplinary action.

Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of sexual nature. Sexual harassment may include, but is not limited to the following: verbal harassment or abuse, pressure for sexual activity, repeated remarks to a person with sexual or demeaning implications, unwelcome touching, and suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades or job.

Epping Elementary School will make available forms for reporting incidents of sexual harassment and shall require the use of these forms. These forms are available in the Main Office, from the Superintendent's Office, and on the Epping School District Website." Please refer to Annual Parent Notice of Rights and Policies or Policy [JBAA](#) on District Website. .

We believe Epping Elementary School's Social Curriculum is developing a positive and disciplined school climate that will make incidents of bullying and harassment rare.

## ***Basic School Rules***

- All students must walk bicycles while on school property. The school is not responsible for any lost or stolen bikes.
- Students must not loiter on or damage any property, whether it is public or private. Acts of vandalism will lead to restitution by the responsible students and their parents/guardians.
- Any fighting or wrestling and/or play fighting/wrestling among students is dangerous and not allowed.
- No hard balls, skateboards, scooters or other dangerous toys are allowed
- Throwing snow, rocks, sticks, sand, or other dangerous objects is not allowed.
- All students, staff and guests will be kind and considerate to others and always ask permission to use other's possessions.
- At recess, students will keep their hands to themselves, control their toys/equipment and finally, line up, and enter school quietly.
- All students, staff, and guests will treat school property, equipment, and materials with care. Stealing is wrong and will not be tolerated.
- Students are expected to follow all school rules while on a field trip and represent Epping Elementary School in a favorable manner. Any student who exhibits poor behavior on a field trip, may not be allowed to attend future field trips without their parent or guardian accompanying them.
- **Electronic devices.** Students are not allowed to use devices such as mp3 players, smart watches, cell phones etc. on school grounds or on field trips, during school hours, unless there is permission given by administration. For more information please refer to school board policy [JICJ](#)-Music and Communication Devices.
- **We ask that families do not communicate with their children via text messaging or email during school hours. If you need to share a message with your student, please do so by calling the office. We will relay your message.**
- Energy drinks (liquid or powder) are not allowed in school.

## ***Bus Rules for Students and Parents***

1. Follow all bus company rules and the directions of the bus drivers.
2. To help protect against allergic reactions no food or drink is allowed on buses.
3. To help prevent injuries and arguments no toys on bus ride.
4. Skateboards, basketballs, footballs, etc. must be kept in a plastic bag if transported on the bus.
5. **Adults must greet K-2 students who are being dropped off. For parents and guardians of students in grades K – 2 there must be an adult waiting in clear view of the bus driver in order for these students to be dropped off at their location. In cases where an adult is not in clear view the student will not be dropped off and will be returned to school.**
6. Walking in between buses when they are parked on school property is not permitted. All children and adults must walk safely around the line of buses.

## ***Student Dress Code***

Epping Elementary School recognizes that our students come from many different social, economic, racial, religious, and ethnic backgrounds. Our intent is not to dictate fashion, but rather to enhance the respect, safety, and learning of all of our students. Here are the following guidelines for student dress at Epping Elementary School:

1. Skirts, dresses, and shorts should be long enough to reach the longest fingertip when standing.
2. Tank tops, dresses, and blouse tops must not be spaghetti straps.
3. All outerwear must cover underwear.
4. All tops must cover the midriff area.
5. No halter tops.
6. No suggestive clothing. Suggestive clothing includes not only the lack of clothing, but also any clothing that is brief, short, loose, tight, or has inappropriate slogans on them.

7. With the exception of special school and/or classroom occasions, no hats, hoods, or sunglasses may be worn inside the school building.
8. No Roller-Skating Sneakers or similar footwear are allowed.
9. For health and safety concerns, **students must wear safe footwear. Students must not wear “flip flop” sandals.** Students are encouraged to wear footwear that covers the toes and is strong enough to allow students to take part in all physical activity.
10. No pajamas or other clothing designed for sleeping except for special school events that permit such clothing. Slippers are never permitted.

Any student who is dressed inappropriately will be sent to the nurse for a change of clothing or parents will be called to bring in appropriate clothing. Students who continue to dress inappropriately at school will meet with a school administrator and their parents to discuss proper school attire. (**Reference Policy [JICA](#)**)

## **DISCIPLINE PROCEDURES**

Epping Elementary School believes in a progressive and assertive discipline approach that respects the rights of all students. The goal of discipline is to educate our students during any “teachable moment,” to ensure the safety of everyone, and to promote academic success for all. Student success is linked to the work and intervention of the Epping Elementary School Staff. Students who are unable to follow the rules and philosophy of Epping Elementary School will be referred to the Principal or the Assistant Principal.

### ***Continuum of Intervention***

Student behavior at Epping Elementary School is continually reinforced to meet the expectations of the Social Skills Curriculum. When students are unable to display the behaviors that are deemed as appropriate, faculty and staff have been trained to intervene accordingly.

### ***Minor and Non-Threatening Violations***

1. **Classroom:** Faculty and staff are encouraged to correct difficulties where and when they occur. Teachers and staff will initially give the students’ non-verbal warnings, verbal warnings, and may even change the seating arrangements. If the student is still having difficulty following the instructions of the teacher, than s/he will be given a clear and concise warning about a referral to the main office. If the teacher has to respond to the student’s behavior again, then the student will be sent to the main office to meet either with the Assistant Principal or the Principal.



2. **Office Referral:** When a student is referred to the main office for a disciplinary reason s/he will sit quietly in the main office until the Principal or Assistant Principal has had time to review the referral slip. On the referral slip will be a brief narrative of why the student was sent out of class and to the main office, events that preceded the referral, strategies that the teacher or staff used to correct the problem without utilizing a referral, location of the incident, time of the incident, and place where the incident occurred.
3. **Office Meeting:** When the student meets with the Principal or Assistant Principal s/he will be given the opportunity to discuss the situation. This allows the Administrator to hear and investigate information regarding the referral. Once the administrator has gathered information pertinent to the referral s/ he will process the information with the student and administer a consequence.

### ***Consequences***

When a student is sent to the office for non-threatening violations the student may receive an administrative warning and parent may be contacted.

If a pattern of behavioral issues emerge, we work with our team of educators, school counselors, support staff and families to implement appropriate measures to support the student.

### ***Threatening, Dangerous, and Serious Violations***

Making threats, bringing or carrying weapons to school or seriously disrupting school routines are examples of dangerous behavior and will be regarded as serious violations of the school behavior code. Possession of alcohol or other drugs is a serious violation. Attacking or repeatedly harassing or bullying other students will be considered acting in a dangerous manner. Stealing or vandalism will be considered a serious violation. Fighting is considered a serious violation.

### ***Consequences***

1. For all student violations that have created an unsafe school environment or are deemed as an excessive non-threatening violation, the student may be suspended **in or** out of school for 1-5 school days. A mandatory meeting between an administrator, parent/guardians and student must occur before the student is allowed to return to class. The school counselor may be included in this meeting.
2. For more than one serious violation the student may be suspended **in or** out of school for 2-5 school days. A mandatory meeting between an

administrator, parent/guardians, school counselor, and student must occur before the student is allowed to return to class.

3. **Suspension and/or expulsion for gross misconduct:** New Hampshire RSA 193:13 provides that a student may be suspended or dismissed from school for gross misconduct or for neglect or refusal to conform to the reasonable rules of the school. For example, incidents of bringing weapons to school will be subject to immediate suspension and report to the police. Students possessing a gun on school grounds will be subject to expulsion.

### ***Consequences for violating bus manners and rules***

Students who violate school rules on the bus for the first time will receive a warning from the bus driver and may have their seat moved. The bus driver will submit a written explanation to the administration for the cause of the warning.

If a pattern of behavioral issues emerge on the bus, we work with our team of educators, school counselors, support staff, bus drivers and families to implement appropriate supports for the student. Consequences may include seat assignment and losing bus privileges.

**Note: Students who endanger other students through threats, violence, or other acts of gross misconduct may be removed from the bus for a minimum of 5 days and will be subject to further disciplinary action by the school. Riding the bus is a privilege.**

### ***Administrative Discretion***

The goal at Epping Elementary School is to support students in their learning and growth towards becoming responsible community members. It is our thought that discipline is to be utilized to deter unwanted behaviors and increase acceptable behaviors. When considering disciplinary actions, administrators must take into account the unique qualities, situations, and developmental level of every student.

### ***Home and School Working Together***

Students are much more likely to succeed at school when parents/guardians, administrators and teachers are able to work cooperatively as a team. Together, we can make a difference and promote our children's safety and learning.

(Reference Policy [JICD](#))

## **ESD POLICY ON STUDENT FINES & FEES**

“Students are responsible for all textbooks and school property entrusted to them and must ensure they receive proper care in accordance with the Student Handbook. Damage, destruction or disappearance of school property is the responsibility of the student, and parents or guardians will be required to reimburse the District up to replacement cost, including labor costs if applicable.”

(Reference Policy [JQ](#))

## **SECTION 504 POLICY**

It is the policy of the Board of Education to provide a free and appropriate public education to each handicapped student within its jurisdiction, regardless of the nature or severity of the handicap.

It is the intent of the district to ensure that students who are handicapped within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Please refer to Annual Parent Notice of Rights and Policies or Policy [KED](#) on the Epping School District Website.

## **MULTI-TIER SYSTEMS OF SUPPORT (MTSS) AT EES**

Epping Elementary School has been making a school-wide effort to improve the reading and math ability of all our students. An integral part of this initiative is the implementation of the Multi-Tier System of Support approach known as MTSS. MTSS provides instruction and educational support to promote the success of all children. Within this approach, in addition to our classroom teachers, Epping Elementary School interventionists (i.e Reading and Math specialists, Title I Reading and Math tutors, Special Education teachers, paraprofessionals and other staff members) provide reading and math support to students. Our efforts have focused on meeting student needs more effectively and increasing the efficiency of services through dedicated reading/math support service across the grade levels. The high quality instruction/intervention is in addition to the classroom reading/math classroom instruction and is matched to students' needs.

## **NOTICE OF NON-DISCRIMINATION**

It is the policy of the Board that there will be no discrimination on the basis of age, gender, race, creed, color, religion, marital status, sexual orientation, national or ethnic origin, economic status or disability, or genetic information for

employment in, participation in, admission or access to, or operation and administration of any educational program or activity in the School District.

Please refer to Annual Parent Notice of Rights and Policies or Policy [AC](#) and [JBA](#) on the Epping School District Website.

## **FOOD SERVICES**

### ***Breakfast Program***

Breakfast will be served at Epping Elementary School daily 8:05-8:30AM.

**Students, who get to school prior to the bell ringing, must get breakfast when they arrive. They may not wait for the bell to ring.**

Student Pricing: \$1.50 daily or \$7.50 weekly

Adult Pricing: \$2.25 daily or \$11.25 weekly

Students who qualify for free or reduced price lunches may also receive breakfast free daily. The application covers both breakfast and lunch. **Milk purchased without a meal is .50 cents for all students.**

### ***Lunch Program***

Lunch is an important part of a child's wellness. A hungry child cannot do their best. Nutritious meals are available for purchase or a student may bring a meal from home. **Milk that is purchased without a meal is .50 cents for all students.** Common courtesy and proper table manners are encouraged to be practiced at all times.

Student Pricing: \$3.00 daily or \$15.00 weekly

Adult Pricing: \$4.00 daily or \$20.00 weekly

Epping Elementary School participates in the federally funded National School Lunch Program which offers free and reduced priced meals for qualifying families. All students will receive an application for this program, which offers free or reduced priced (\$0.40) daily meals. If you qualify for free or reduced meals and choose to send a lunch in with your child, milk may be purchased for .50 cents. Additional forms are available at all times through the main office or SAU should your circumstances change.

### ***Free and Reduced Meal Applications***

The Epping Elementary School participates in the federally funded National School Meals Program which offers free or reduced priced breakfast and lunch.

All students will receive an application for this program. Additional forms are available throughout the year through the Main Office or SAU should your circumstances change. **This program does not cover milk purchased separately.**

The Free and Reduced Meals Program provides breakfast and lunch to students on a free or reduced cost basis. This program is available to students whose parents meet the federal income guidelines. This program benefits everyone by feeding hungry students making for more engaged learners and increasing school funds providing for more educational programs and support services.

All families are encouraged to fill out the application for free or reduced cost meals. Applications will be sent home with each student at the start of the school year and should be returned as soon as possible. Parents **must** fill out a new application each school year, regardless of whether they have qualified previously. All applications will be reviewed by the Food Services Supervisor. The Food Services Supervisor will notify parents of the decision as soon as the application has been processed, at that time the meal price will be adjusted. All information will be held strictly confidential.

Please contact the Food Services Supervisor if you have any questions or need assistance. (Please see District Annual Parent Notice of Rights and Policies or District Website at for Policy [EFC](#).)

### ***USDA Non-discrimination Statement***

USDA Nondiscrimination Statement In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

IF LANGUAGE ASSISTANCE IS NEEDED FOR CIVIL RIGHTS PURPOSES, PLEASE CONTACT THE NH COMMISSION FOR HUMAN RIGHTS AT: 1-603-271-2767, DIAL "0", ASK FOR AN INTERPRETER.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at:

[http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form.

To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider

### ***Collection of Meal Money***

You can choose to pay by the day, week, month, or year. We encourage the use of checks to eliminate the need of the student carrying cash. Please include your student's **FULL NAME** on the memo line.

School Board Policy [EF](#) states:

The School District will provide a food services program that supports the availability and distribution of healthy foods and beverages during the school day.

The Food Service Director will develop and maintain a monetary collection system per the following guidelines. This information will also be provided to students and parents at the beginning of the school year in the student/parent handbook.

1. Parents are responsible for providing breakfast, snack, and lunch either by sending these meals in with the student or providing funds for student to purchase such meals.
2. The district is not obligated to provide a free meal for students unless the student has qualified per the federal free eligibility requirements. All other parents/guardians are required to pay for a school-made meal or to provide a home-made meal.
3. Parents are encouraged to pay in advance either by check or online and to monitor their student's food service account balance online.

4. Students will not be allowed to charge for any food service purchases. All food service purchases are cash only.
5. Elementary, middle, and high school students with insufficient funds will be provided meals as stated in this policy. Food service will contact parents after two (2) meals have been provided and notify the School Guidance Department if warranted. The School Guidance Department will investigate and provide assistance. The price of each meal served will be charged to the student's account as required by state regulations. Parents are responsible for paying the cost of these meals. Student report cards and other school records may be held until payment of the outstanding food service balance is received.
6. Parents/guardians will be informed of the free and reduced meal eligibility requirements. If the student is already on a reduced fee, the parent/guardian will be informed of the free eligibility requirements.
7. Failure to provide a meal by the parent/guardian may result in the parent/guardian being reported to DCYF for child neglect.

## **SPECIAL EVENTS AND PROGRAMS**

### **Student Council**

Student Council is for students in fourth and fifth grades. All students elected to student council must maintain good grades, a clean discipline record and regular attendance. Any student who does not maintain satisfactory grades, discipline and attendance may be removed from student council at the discretion of the student council advisors and administration.

### **Celebrations**

Each teacher plans celebrations regarding holidays, birthdays, new members to the family, etc. Parents are urged to remain in close contact with the teachers regarding their individual policies. Each month Epping Elementary School has a designated Epping Eagle Day. This day is used as a day of celebration, recognition, and to develop a sense of pride for our school and events that occur during the month.

### **Snack Program**

PTO volunteers provide a snack program for our students every day. The snack cart is available every morning with snacks and water for sale at moderate prices

## **Bringing Food into Classrooms for Special Events**

Often parents and guardians bring in cakes, cookies, fruits, vegetable platters and other items to share in their child's classrooms. Given the public health concerns regarding food allergies and childhood obesity, parents and guardians are asked to check with classroom teachers or the school health office regarding food restrictions for a particular classroom before bringing food into school. **All food for the classroom must gain approval from the classroom teacher at least 24 hours in advance.** Any food item that has not been approved by the classroom teacher first will not be allowed to go to the classroom. All foods need to be left in the office for delivery to classrooms. For more information on the district wellness policy please refer to: [JLCF](#) - WELLNESS, HEALTH AND PHYSICAL ACTIVITY POLICY

## **Visiting Authors and Artists**

Each year arrangements are made to provide our students with workshops and performances by visiting authors, artists and other resource people who enrich our curriculum.

## **Field Trips**

Parents and guardians are often asked to chaperone field trips, which is an asset to valuable educational experiences. However, siblings of any age are not permitted to attend those field trips. Epping School District policy states: "It is advised that chaperones do not bring or invite other children than those designated to participate in the field trip." All chaperones must read and sign that they agree to the chaperone expectations listed on the "EES Field Trip Chaperone Information Sheet" (included in the appendix) prior to their first field trip each year. **Students are required to ride to and from all field trips on the bus. Gift shops WILL NOT be a part of EES field trips.** Trips to the middle or high school are not considered a field trip that requires permission. (Reference Policy [IJOA](#))

## **Math Enrichment**

A limited number of students in the upper grades have an opportunity to participate in math enrichment, a weekly session that gives students exposure to in-depth problem solving. Students are selected by analysis of test scores and teacher recommendation. Parents will be notified if their child has been selected for enrichment. Enrollment in enrichment may change when math enrichment



modules change because they may not qualify. Qualification for each enrichment module is determined by the classroom teacher and the enrichment facilitator. For example, a student who begins to struggle with geometry may need to spend more time in class mastering classroom content rather than continuing to attend enrichment.

## **Epping School District Title I Parent/Guardian Involvement Policy**

### ***District Requirements***

- The Title I Program staff will involve parents in the development of the Title I Plan and Title I Program Evaluation through feedback from surveys and interpersonal communication. The Title I staff will continue to solicit their involvement in school improvement efforts.
- The School District and administration team will build school and parent capacity for strong parental involvement. The team will also provide technical and advisory assistance in development and implementation of the plan and effective parent involvement activities.
- The school district staff will coordinate Title I parental involvement strategies with other programs.

### ***Epping Elementary School's Title I Program Requirements***

- Epping Elementary School's Title I program will hold an annual meeting in a timely manner to inform participating families about the program, parental rights and responsibilities, and opportunities for partnership between the school and the home in building the student's academic skills.
- At the initial meeting the staff will...
  - ensure all parents receive the 'parent's right to know' document
  - provide information about assessments that determine eligibility and the nature and content of specific programs that will be used to supplement classroom instruction;
  - provide written information about the results of their particular student's assessment and the content of the program in which their child will be participating within one week of the start date for their child's instruction; and
  - follow-up with phone calls to clarify any information needed.
- Parents will be informed of meetings in writing and if possible, invited personally via phone call. If there is a need expressed for childcare or transportation, the Title I program will make arrangements for students (when appropriate) and siblings to be cared for on-site during the meetings free of charge to the parents. If needed, transportation will be made available to parents wishing to attend.

- Additional meetings may be scheduled during the year to provide an opportunity for parents to ask questions and gain information about academic development and strategies to help their children succeed. Meetings will address the expressed needs of the parents with regard to their child's academic development and skills.
- Parent feedback will be gathered to assess the program's effectiveness and to help inform future decisions about its scope and content.

### ***After School Enrichment***

Many after school programs are offered throughout the year. Epping Elementary offers such programs as Adventure Club, Passport to the World, Foreign Languages, Writers' Club, Homework Club, Drama Club as well as arts and crafts. Nearly all programs are offered free to students.

Parents are responsible for transportation from after school programs, **which end at 4:15PM or 4:30PM.** It is extremely important that students are picked up on time from these programs. Parents and guardians need to make arrangements so that children are picked up promptly at 4:15PM. Parents and guardians who do not pick up their children on time will be reminded once about the importance of making arrangements for on time pickups. If they are late a second time their child may not be allowed to continue in that program.

### ***Epping Recreation***

The Epping Recreation Department offers childcare at the Elementary School both before and after school. Anyone interested in this service may contact the Recreation Department.

## **COMPUTERS, TECHNOLOGY AND THE ACCEPTABLE USE AGREEMENT**

Epping Elementary School has made computers and network capabilities available to students, staff and community members in order to support education and research; facilitate and disseminate knowledge; encourage collaborative projects and resource sharing; foster creativity and innovation; aid technology transfer; and provide access to research and educational facilities.

As a computer user, each student must bear the responsibilities for computer use as listed in Appendix 2. Any student who wants to use the computers and network capabilities must have a signed agreement. Computer access will be denied to any user who has not submitted the signed handbook acknowledgement page.

Knowledge and skill in using computers and other information technologies is important to the success of our students as they grow up in the 21<sup>st</sup> century. Epping Elementary School is making a strong effort to provide our children with these skills and to enhance their education. Our students have access to modern computers throughout the building. The school's computer network connects all classrooms and gives the school access to the Internet.

**DIGITAL PORTFOLIOS:** The State of NH requires that schools use digital portfolios that can follow students from grades 3-12. These online portfolios are password protected. Students will be able to access their portfolios even after they graduate from high school. At EES the technology teacher is responsible for setting up individual student accounts and facilitates the collection of digital samples of student work such as written reports, art pieces, recordings of music that go into this portfolio.

**STUDENT PROTECTIONS WHILE USING THE INTERNET:** Epping Elementary School filters Internet access to the Internet through software and hardware designed to protect students from offensive sites. Epping Elementary School teachers and staff monitor access to computers and the Internet. Students are taught acceptable uses of computers and the Internet by both classroom teachers and the school's technology specialist.

Before any student is allowed access to the Internet through Epping Elementary School's computer network, the following steps must be taken:

1. Parents/ guardians and their child read and discuss the Epping Elementary School's Acceptable Use Agreement regarding computers and the Internet.
2. Parents or guardians and students must sign the Parent Signature Page indicating that they agree to the rules and procedures of the school.
3. The students must turn in the signed Parent Signature Page to school which will be kept on file for the school year.

The Parent Signature Page is included in the first day packet. No student will be given access to the Internet without signed forms on file at school. For a copy of Policy [JICL-R](#) - ACCEPTABLE INTERNET USE PROCEDURES – STUDENTS see Appendix 2 on page 46.

## **STUDENT PLACEMENT POLICY**

From the Epping School District Policy [JG](#) – ASSIGNMENT OF STUDENTS TO CLASSES AND GRADE LEVELS

Students will be enrolled in grades and classes in which they can be expected to master established district instructional and learning objectives.

After consulting with the parent/guardian on individual student needs, the School Principal or designee shall place each student in the grade level and class that best meets the student's academic, social, physical, and personal needs. For students transferring into the school district, the School Principal or designee shall also review the student's record from the prior school prior in making a decision on class and grade assignment.

Students receiving special education services will be placed in accordance with applicable law.

A parent or guardian of twins or other multiples in elementary school may, no later than 60 days before the first day each school year or upon registration in the case of children enrolling in a new school, request that the twins or multiples be placed in the same classroom or in separate classrooms. This request shall be granted unless the School Principal, after meeting with the parents or guardians and after careful consideration of the reasons for their recommendation and of the best interests of their children and other children in the school affected by this decision, decides that a different placement is necessary.

A student assignment may be reviewed at any time. The School Principal or designee shall make the decision to continue the assignment or to make a change of assignment.

The decision of the School Principal or designee regarding student placement may be appealed to the Superintendent, and then to the School Board.

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

The Epping Parent-Teacher Organization works with the school administration and staff to provide a spirit of mutual support and cooperation in the education and development of our students. The PTO organizes volunteers for the school and sponsors educational and social activities. These activities have included guest speakers, after school programs and dances.

The PTO consists of the general membership (Epping parents and teachers), plus an elected governing board. Each member of the board is responsible for a specific task or program. The board meets the first Monday of every month at 7:00PM in the EES library to conduct business and review suggestions. All parents and teachers are welcome to attend these meetings.

All Epping parents are encouraged to join the PTO during its annual Fall Membership Drive. Anyone wishing to work in support of the organization is welcome. The school secretary will direct parents to the appropriate PTO representative.

## **SCHOOL VOLUNTEERS**

When school begins in the fall, volunteers are recruited to assist various programs at school. You are encouraged to come forward with your particular interests, talents and resources. Volunteers do not need special training or extensive experience, just a willingness to help. Volunteers are essential for making our school function at its best. Examples of volunteer work include classroom and library assistance, room parents, special projects and programs. All regular volunteers are required to be fingerprinted and participate in volunteer orientation.

## **SCHOOL COUNSELORS**

The School Counselors work with grades K through 5, using whole class lessons, group work focusing on specific concerns and individual counseling sessions. Students are referred to the School Counselor's Office by their teachers, a staff member, themselves or their parents. If parents have any concerns regarding their children, they should feel free to call the School Counselor's Office between 8:30AM and 3:00 PM.

## **LIBRARY**

The Library Media Center welcomes all students who wish to use it in an appropriate manner. The Media Center is a shared resource. Everyone is expected to cooperate in maintaining a pleasant and efficient learning atmosphere. The Media Center is open during regular school hours, unless scheduling necessitates its closure.

Although classes are assigned specific times to go to the library, students may check out books anytime the library is open. Grades 1 and 2 may check out 1 book at a time. Grades 3 through 5 may check out 2 books at a time. Books for class projects may be put on reserve. A student is responsible for any library materials checked out on his / her library card. Overdue notices will be sent home as necessary. Students who do not return materials on time will be denied borrowing privileges. All items need to be either returned or paid for by the end of the school year. Lost materials will be billed to the borrower at the rate it will cost to replace the materials.

## **SCHOOL HEALTH SERVICES POLICY**

Our goal is to keep students in the classroom and as healthy as possible. We work together with parents to assist all our students in achieving the highest level of wellness possible, allowing them to develop responsibility in handling their health needs.

### ***Accident Insurance***

An insurance policy for students and faculty is offered at the beginning of every school year. The forms are available in the main office and will be sent home to those parents who request them.

### ***Insurance/Medical Care***

Anyone without health insurance or without a primary health care provider may contact the Health Office for confidential information or referrals to community agencies that provide these free or low cost services. Our goals of “optimal health and increased success” may be reached if we are able to ensure that 100% of our students are able to secure health insurance and primary health care.

### ***Immunization Requirements***

New Hampshire State law also requires the following immunizations:

**New Hampshire  
School Immunization Requirements 2019-2020**

Refer to page 2 for minimum ages and intervals

<b>Diphtheria, Tetanus, and Pertussis DTaP DT/DTP Tdap/Td</b>	<b>6 years and under:</b> 4 or 5 doses with the last dose given on or after the 4 <sup>th</sup> birthday <b>7 years and older:</b> 3, 4, or 5 doses with the last dose given on or after the 4 <sup>th</sup> birthday <b>Grades 7-12:</b> 1 dose of Tdap is required for entry into 7 <sup>th</sup> grade
<b>Polio</b>	<b>Grades K-7:</b> 3 or 4 doses with the last dose given on or after the 4 <sup>th</sup> birthday and the last 2 doses separated by 6 months or more <b>Grades 8-12:</b> 3 doses, with the last dose given on or after the 4 <sup>th</sup> birthday OR 4 doses regardless of age at administration
<b>Hepatitis B</b>	<b>Grades K-12:</b> 3 doses at acceptable intervals
<b>Measles, Mumps, and Rubella MMR</b>	<b>Grades K-12:</b> 2 doses; the first dose must be administered on or after the 1 <sup>st</sup> birthday
<b>Varicella (Chicken Pox)</b>	<b>Grades K-10:</b> 2 doses with the first dose administered on or after the 1 <sup>st</sup> birthday OR laboratory confirmation of immunity <b>Grades 11-12:</b> 2 doses with the first dose administered on or after the 1 <sup>st</sup> birthday OR laboratory confirmation of immunity OR history of chicken pox disease

- Children must have proof of all required immunizations, documentation of immunity, or valid exemptions, in order to be admitted or enrolled in any school in New Hampshire. Documentation of immunity by confirming laboratory test is acceptable for Measles, Mumps, Rubella, Varicella, and Hepatitis B.
- A child may be “conditionally” enrolled when the parent or guardian provides:
  - 1) Documentation of at least one dose for each required vaccine; AND
  - 2) The appointment date for the next dose of required vaccine.
- All immunizations must meet minimum age and interval requirements for each vaccine. A 4-day grace period is allowed; however, live attenuated vaccines (MMR, Varicella, or nasal influenza vaccine) that are not administered on the same day must be administered at least 28 days apart.
- Medical and religious exemptions have specific requirements. Information is available at: <https://www.dhhs.nh.gov/dphs/immunization/exemptions.htm>

Children must have proof of all required immunizations, or valid exemptions, in order to be admitted or enrolled in any school.

A child may be conditionally enrolled when the parent or guardian provides:

- (1) Documentation of at least one dose for each required vaccine; AND
- (2) The appointment date for the next dose of required vaccine. All immunizations must meet minimum age and interval requirements for each vaccine.

Students transferring into this school system must have had a physical examination within the last year.

## ***Physical Exams***

New Hampshire State law requires all children to have a complete physical examination within one year of entrance into the public school system. We would appreciate updated Physical Exams and Immunizations any time your child receives one. This information helps us to better care for your child.

## ***Illness/Dismissals***

Students with a fever over 100 degrees, acute gastroenteritis, undiagnosed rashes and possibly contagious disease may be sent home from school at the discretion of the Health Office. Upon arrival to the Health Office their complaints will be assessed and, depending on those findings, the nurse or health office assistant will select one of the dismissal options. Students will be allowed to call a parent/guardian if requested. Students will not be dismissed from school without a parent or another responsible person being notified. This person MUST be listed on the student information form. Transportation is the responsibility of the parent/guardian.

Students must be fever free (temp under 100 F) for 24 hours without taking fever reducing medication (Tylenol/advil/motrin) before returning to school.

CHILDREN WITH INFECTIOUS OR COMMUNICABLE DISEASES ARE EXCLUDED FROM SCHOOL UNTIL THEY ARE NO LONGER CONTAGIOUS.

## ***Injuries***

Injuries received during school hours must be reported at once to the teacher in charge of the class or activity, and then the student will be accompanied to the Health Office. If injuries are not reported within 24 hours, students may not be eligible for insurance coverage.

**The preceding is based on New Hampshire Laws and Administrative Rules, Chapter 5 Section 200:39 and New Hampshire Department of Health and Human Services HP6**

## ***Emergency Information Form***

It is essential that your child's emergency form is accurate, up to date and signed. Please include on the emergency form any health needs your child has and the treatments required.

Examples:     Asthma - Proventil Inhaler  
                  Allergy to Bee Stings - Epi. Pen  
                  A.D.D. - Ritalin



In a medical emergency this form will most likely be the first thing a staff member will use to help your child and to contact you.

Each student must have a recent/updated health information questionnaire on file in the Health Office. This vital information must be entered into InfoSNAP at the beginning of every school year to ensure that all necessary/current data is available for the health and safety of the students. Parents are reminded to contact the school with any changes of telephone numbers, addresses, or emergency contacts' information throughout the school year.

**IT IS VERY IMPORTANT THAT WE HAVE PHONE NUMBERS, WHICH WILL ENABLE US TO REACH YOU DURING THE DAY!** If there are any changes in the emergency information, please notify the school as soon as possible.

### ***Student Accident, Illness, and Injuries***

All injuries, illness, and accidents should be reported to the teacher in charge of the class or activity. The teacher will refer the student to the school nurse. A health pass or written note should accompany the student to the Health Office. If the school nurse is not available arrangements will be made to assess the child and administer treatment as needed. First aid will be administered to students as needed. Students will return to class with a health pass or written note. Teachers will be notified if the student is going to be sent home.

Any student seriously injured during the school day shall have a report filed by the school nurse and/or staff person that witnessed the accident. The accident report shall be filed with the school principal and superintendent's office with the original being kept by the school nurse and a copy sent home to the parents/guardians. This report must be filed within 24 hours of the accident.

### ***Emergency Transportation***

In the event of a Health/Medical Emergency, that cannot be cared for safely by school staff, "911" will be called requesting an Ambulance/EMS services. If there is time, we will attempt to contact parents but if the seriousness of the situation warrants it the student will be taken to the nearest Hospital then we will make every attempt to contact parents.

### ***Medication***

When it is necessary for a child to have medication during the school day, the school nurse must have the following information:

1. "Request for Medication" form signed by parent/guardian. This form includes student's name, grade, name of medication, dosage, times, prescriber's name, and diagnosis.
2. Medication in the original container if over-the-counter or in a properly labeled prescription container.
3. Signed Doctor's order stating diagnosis is recommended.

All medications must be brought to the Health Office by the parent/guardian. All medications will be locked in the Health Office, unless otherwise determined by the nurse and parent. If the nurse is not available, arrangements will be made with principal to administer medication. No teacher may give any student medication unless it has been pre-approved by the school nurse. Medication will be administered during the school day only when the interval between doses requires administration in school or the medication is a "when necessary" order.

All medication must be brought to the health office by a parent or guardian.

### **Administering Medications**

No medication or drugs may be carried by students during school hours without Health Office permission and the appropriate paperwork being completed. All medication, along with a Request for Administration of Medication form, may be delivered by the parent or guardian to the Health Office staff or the Principal/Designee. No one other than these people is authorized to accept medications or to hand out medications. Medication needs to be in the original container if over-the-counter (such as Tylenol or Motrin); or in a properly labeled prescription container, subject to Board of Pharmacy regulations. Labels must contain the student's name, prescribing health professional's name, date of the original prescription, along with the name, strength and directions for giving the medication. All medication must have a clearly visible and current expiration date. Due to state laws and because of the possibility of unforeseen medication reactions, no medications will be handed out unless these requirements are met.

### ***Special Medical Needs***

Please notify us if your child has any severe allergies or special medical needs and the treatment your doctor recommends. If a medication is necessary it should be brought to school at the beginning of the school year and an authorized request form should be filled out.

Some students with ongoing health concerns have the potential for very serious problems. Individualized Emergency Plan Forms are available through the health

office. Please do not hesitate to call with any questions or concerns about your child's health.

### **Allergies**

All allergies should be reported to the Health Office prior to the start of school; a "Permission to Give Medication" form signed; and medication such as an Epi-pen/Inhaler/Glucagon must be provided to the Health Office at the start of each school year. This paperwork is only valid for one school year.

### **Crutches/Wheelchairs/Accommodations**

Any student needing to temporarily use crutches, wheelchair, elevator, or have accommodations made in order to attend school must come to the Health Office, with a note from parent for period of under 5 school days and note from MD if for over 5 school day, upon arrival to school to meet with Health Office staff. If possible, prior notice to the Health Office would be appreciated so that a personalized plan may be put into place.

### **Health Screenings**

Health screenings can be requested by students, staff, or parents/guardians. Available services include: vision, hearing, blood pressure, height, weight, and BMI.

## ***Information on Illness, Parasite Infestations, and Diseases Occurring in School***

New Hampshire Department of Health and Human Services Disease Handbook will be available in the school library, teacher's room, and the Health Office. This manual contains disease fact sheets that are intended to familiarize people with specific infectious disease problems encountered in children. Also in the fact sheets are general guidelines to prevent spread or reduce the occurrence of bacterial or viral illness and some parasitic infestations.

Updates to teachers presently detecting illness, parasite infestations, and diseases will be included in the confidential daily bulletin, announced at staff meetings, and by flyers. Updates will include: how many cases, how to lime the cases, health risks to all, and what should be done if a child in your classroom or you come in contact with or suspect you have an illness.

Parents will be notified via Cool News, flyers, and phone calls to the parents of the student with suspected illness. Updated health information related to student wellness and health advisories are also posted on the Health Services website at

<https://sites.google.com/eppingsd.org/healthservices/epping-school-district>.

Contact the school nurse if you have additional concerns about health issues

occurring in the classroom. The school nurse is available for classroom evaluation and health education, which includes how to wash hands, how to help you stay well, and how germs are spread. Education to staff on health issues will be presented during staff meetings and in-service days.

### ***Head Lice***

Students observed to have head lice will be sent home early from school (if needed), must be treated, and may return to class after appropriate treatment has begun. This rationale is because our children are young and in close proximity to one another.

Head lice are spread by direct contact with the hair of an infested person. Anyone who comes in head-to-head contact with someone who already has head lice is at greatest risk. Spread by contact with clothing (such as hats, scarves, coats) or other personal items (such as combs, brushes, or towels) used by an infested person is uncommon. Personal hygiene of cleanliness in the home or school has nothing to do with getting head lice.

(See CDC – [http://www.cdc.gov/parasites/lice/head/gen\\_info/faqs.html](http://www.cdc.gov/parasites/lice/head/gen_info/faqs.html))

Students will need to come to the nurse's office to be assessed for any live bugs. Nits may be present, since they can take a long time to get rid of.

*"Manual removal of nits after treatment with a pediculicide is not necessary to prevent spread" (American Academy of Pediatrics Policy statement on Pediculosis 2002, updated in 2015).*

The head lice policy at Epping Elementary School follows the recommendations of the NH Department of Education, the American Academy of Pediatrics (AAP) and the National Association of School Nurses (NASN).

Please contact the school nurse if your child had lice while not in school so that steps may be taken to identify other cases and reduce the potential spread of lice.

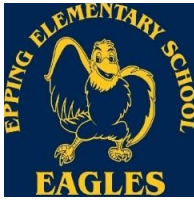
For more information visit these websites:

NH Department of Education  
[http://www.education.nh.gov/instruction/school\\_health/faq-pediculosis.htm](http://www.education.nh.gov/instruction/school_health/faq-pediculosis.htm)

American Academy of Pediatrics:  
<https://www.aap.org>

National Association of School Nurses:  
<https://www.nasn.org>





## EES Field Trip Chaperone Information Sheet

***Please note all chaperones must read and sign before they may chaperone a field trip each year.***

### **ALL CHAPERONES MUST:**

- Follow all directives by supervising school staff.
- Supervise all children in their group, not just their own child.
- Keep any information learned about students on trips confidential.
- Protect themselves by keeping hands off other children and going to places like the bathroom with other adults and their groups when necessary.
- Direct any concerns immediately to school staff.
- Refrain from taking photos, other than of your own child, and posting on any social media such as Facebook.
- Not visit the gift shop.

I have read, understand and agree to the items listed above. I understand if I do not follow school policy as a chaperone I may not be permitted to chaperone again.

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Printed Name

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Signature/Date

## Appendix 2: Internet Procedures

### **JICL-R - ACCEPTABLE INTERNET USE PROCEDURES AND AGREEMENT - STUDENTS**

**Purpose:** The purpose of the Acceptable Use Procedures and Agreement is to provide the procedures, rules, guidelines, and the code of conduct for the use of technology and the Internet.

**Definition:** The definition of "information networks" is any configuration of hardware and software, which connects users. The network includes, but is not limited to, all of the computer hardware, operating system software, application software, stored text and data files. This includes electronic mail, local databases, externally accessed databases, recorded magnetic or optical media, clip art, digital images, digitized information, communications technologies, and new technologies as they become available. Stand-alone workstations are also governed by this acceptable use procedure.

**The School District Services:** The School District provides resources for teaching and learning, communication services, and business data services by maintaining access to local, regional, national, and international sources of information. The School District information resources will be used by members of the school community with respect for the public trust through which they have been provided and in accordance with policy and regulations established by the School District. These procedures do not attempt to articulate all required or proscribed behavior by its users. Successful operation of the network requires that all users conduct themselves in a responsible, decent, ethical and polite manner while using the network. The user is ultimately responsible for his/her actions in accessing network services.

#### **Guidelines**

1. Access to the networks and to the information technology environment within the District is a privilege and must be treated as such by all users of the network and its associated systems.
2. Information networks will be used for the purposes of research, education, and school related business and operations.
3. Any system which requires password access or for which the District requires an account, such as the Internet, will only be used by the authorized user. Account owners are ultimately responsible for all activity under their accounts.
4. The resources of the District are limited. All users must exercise prudence in the shared use of this resource.

## **Unacceptable Use**

The District has the right to take disciplinary action, remove device and networking privileges and/or take legal action, for any activity characterized as unethical and unacceptable. Unacceptable use activities constitute, but are not limited to, any activity through which any user:

1. Violates such matters as institutional or third-party copyright, license agreements or other contracts. The unauthorized use of and/or copying of software is illegal.
2. Interferes with or disrupts other network users, services or equipment. Disruptions include, but are not limited to: distribution of unsolicited advertising, propagation of computer worms or viruses, distributing quantities of information that overwhelm the system, and/or using a District network to make unauthorized entry into any other resource accessible via the network.
3. Seeks to gain or gains unauthorized access from a proxy site, VPN or other.
4. Uses or knowingly allows another to use any device or computer system to devise or execute a scheme to defraud or to obtain money, property, services, or other things of value by false pretenses, promises, or representations.
5. Destroys, alters, dismantles or otherwise interferes with the integrity of device based information and/or information resources.
6. Invades the privacy of individuals or entities.
7. Uses the network for commercial or political activity.
8. Installs unauthorized software for use on District devices.
2. Uses a network to access inappropriate materials.
3. Submits, publishes or displays any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually oriented, or threatening materials or messages either publicly or privately.
4. Uses a District network for illegal harassing, vandalizing, inappropriate or obscene purposes, or in support of such activities.

## **School District Rights - The District reserves the right to:**

1. Monitor all activity. Notwithstanding FERPA and other related laws, students have no expectation of privacy regarding their use on the school district device network.
2. Make determinations on whether specific uses of a network are consistent with these acceptable use procedures.
3. Determine appropriate use.
4. Remove a user's access to the network at any time it is determined that the user engaged in unauthorized activity or violated these acceptable use procedures.



5. Cooperate fully with any investigation concerning or relating to the District's network Activity.

### **School District Internet Code of Conduct**

Use of the Internet by students and staff of the District shall be in support of education and research that is consistent with the mission of the District. Internet use is limited to those persons who have been issued District-approved accounts. Use will be in accordance with the District's Acceptable Use Procedures and this Code of Conduct. Users are expected to abide by the following terms and conditions:

1. Protect the integrity of your accounts.
2. Respect the privacy of other users. Do not use other users' passwords.
3. Be ethical and courteous. Do not send hate, harassing or obscene mail, discriminatory remarks, or demonstrate other antisocial behaviors.
4. Maintain the integrity of files and data. Do not modify or copy files/data of other users without their consent.
6. Treat information created by others as the intellectual property and creative rights of the creator. Respect copyrights.
7. Use any network in a way that does not disrupt its use by others.
8. Do not destroy, modify or abuse the hardware or software in any way.
9. Do not develop or pass on programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system, such as viruses, worms, "chain" messages, etc.
10. Do not use the Internet to access or process pornographic or otherwise inappropriate material.
11. Do not use the Internet for commercial purposes.

The District reserves the right to remove a user's account if it is determined that the user is engaged in unauthorized activity or is violating this code of conduct.

### **School District Internet Access Release Form and Acceptable Use Agreement**

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

1. To abide by the District Acceptable Use Procedures and Code of Conduct.
2. That District administrators and designated staff have the right to review any material stored on District devices in files and to edit or remove any material which they, in their sole discretion, believe may be unlawful, obscene, abusive, or otherwise objectionable and students hereby waive any right of privacy which I may otherwise have to such material.
3. That the School District will not be liable for any direct or indirect, incidental, or consequential damages due to information gained and/or obtained via use of the District's network resources.

4. That the School District does not warrant that the functions of any District network, or any network accessible through District resources, will meet any specific requirements you may have, or that the network resources will be error-free or uninterrupted.
5. That the School District shall not be liable for any direct or indirect, incidental, or consequential damages (including lost data or information) sustained or incurred in connection with the use, operation, or inability to use District networks and resources.
6. That the use of the District network(s), including access to public networks, is a privilege which may be revoked by network administrators at any time for violation of the Acceptable Use Procedures and Code of Conduct. The School District will be the sole arbiter(s) of what constitutes violation of the Acceptable Use Procedures or Code of Conduct.
7. In consideration for the privilege of using the School District network resources and in consideration for having access to the public networks, I hereby release the School District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use, or inability to use, the District network resources.

**THIS FORM MAY BE SIGNED USING THE EPPING SCHOOL DISTRICT INFOSNAP PROGRAM.**

Name of User/Student:

Home phone:

School of Attendance:

I hereby certify that I have read the Acceptable Use Policy and Procedures; that I fully understand their terms and conditions; and that I will abide by the terms conditions set forth in those documents.

Signature of User/Student:

Date:

Signature of Parent:

Date: