

**MASON ELEMENTARY
SCHOOL STAFF HANDBOOK
2025-2026**



*Coming together is a beginning; Keeping
together is progress; Working together
is success.
Anonymous*

Approved: 8/18/2025

Mason School District

Mission Statement

Mason School District will provide a safe and educational environment that promotes student exploration, critical thinking, and responsible citizenship.

Our schools will strive to accomplish this mission by committing to:

- * Encourage students to reach their potential and become responsible and productive citizens.
- * Prepare, challenge, and empower our students to be life-long learners.
- * Provide a safe and diverse learning environment.



Staff Directory

Principal.....	Kristen Kivela
Secretary.....	Heidi Delorme
Guidance.....	Patricia O'Mara
Nurse.....	Danielle Fisher, R.N.
Technology Coordinator.....	Neal Richardson
Pre-School Teacher.....	Larissa Terrill
Kindergarten Teacher.....	Alicia Leonard
First Grade Teacher.....	Karen Mann
Second Grade Teacher.....	Alexis Oglesby
Third Grade Teacher.....	Leah Hardwick
Fourth Grade Teacher.....	Laura Hooper
Fifth Grade Teacher.....	Alexcina Rousseau
Art.....	Lyudmyla Hoffman
Music.....	Deborah Prince Smith
Physical Education.....	John Margarita
Special Education Teacher.....	Ashley Tousignant
O/T.....	Marcia Bruseo
Speech Therapist.....	Cara Facques
BCBA.....	Stephanie Kaler
Paraeducator.....	Pam Brock
Paraeducator.....	Deb Cullen
Intervention Paraeducator.....	Amanda Cannon
Paraeducator.....	Olivia Powers
Paraeducator.....	Kelly Sirois
Paraeducator.....	Madisyn Wiggin
Food Service.....	Lyn Bill
Facilities Manager.....	Caleb Aho
Custodian.....	Karl Mann

Staff Hours

Staff are expected to be in 15 minutes before the start of the day until 30 minutes at the end of the day. These minimum expectations are listed with the full realization that no professional person could accomplish all that must be done in this short space of time. If a teacher wishes to leave early for courses or appointments, s/he must see the principal ahead of time.

Recess Duty

There are two scheduled recesses. Classroom teachers are to escort their class to recess and stay with them until recess staff has arrived.

- Staff will bring walkie-talkies, whistle, and key.
- Children may not leave the playground for any reason. When a student needs to go inside they must ask an adult. If a ball rolls out past the fence, an adult must be the one to get it.
- We have a "hands-off" playground policy. No one should have their hands on anyone.
- There will be no disrespectful things said on the playground. Bullying is not allowed on the playground or anywhere else.
- There will be no games of tag on the playground, as this game tends to get out-of-hand and involves too much pushing and shoving.
- When a "playground incident" occurs, staff will interview everyone involved to determine just what happened, and what caused it to happen. Any incidents should be reported to the Principal.
- Cell phones for students are not allowed on the playground. Electronic games are not allowed on the playground.
- If a child is injured (cuts, scratches, etc.) an adult will call over the walkie-talkie to let the nurse know that you are sending a student in. If it's an emergency, radio that you need medical assistance on the playground and the nurse and Heidi will come out to the playground. If it's something you don't want the other students to see, bring them inside to the court yard or multi-purpose room to continue playing. Ticks, if attached, send the student into the nurse to be removed.
- Dangerous conditions (limbs down, bees, etc.) on the playground should be reported to Mr. Aho immediately.
- No one should be left out of a play scenario. "You Can't Say You Can't Play." Instead, invite children to join your group.
- If a child doesn't want to play with someone for whatever reason, that child can leave the scene him/herself instead of asking the one he/she doesn't want to play with to leave.
- All Equipment is to be shared fairly. Any reckless use of equipment or rough behavior is unacceptable.
- Children should make sure that when they leave the playground, all equipment is carefully stowed away in the bins outside or other storage areas.
- Sleds are allowed under certain conditions. The staff will let students know if the conditions are safe for them to use.

- Snowballs are allowed under certain conditions. The staff will let students know what these conditions are.
- Sometimes it is necessary to have a "reverse evacuation" which is a situation where everyone must re-enter the building quickly. If an adult announces that everyone needs to go inside, this must be done as quickly and safely as possible.

Lunch Duty

There are two lunch periods throughout the school day. A minimum of two staff members are to supervise students during lunch.

- Students are not allowed out of their seats without permission
- Students are not allowed back to their classrooms without permission
- At the end of the lunch period students are to be escorted back to their classrooms.

ALLERGY-FREE TABLE

- An Allergy free table will be available for any students with food allergies if needed.

Dismissal

The dismissal process will begin 5 minutes prior to the end of school to ensure that all students are dismissed on time.

BUS DISMISSAL

Students will be called over the intercom when they are to line up. Students will be dismissed from the back of the building. When busses are called, teachers/paras should walk up with students.

PARENT PICK-UP

Walkers will be dismissed by the front office. They will then check in with the adult on duty to make sure students are accounted for. Students will be dismissed from the front door by an adult only. Students should not leave the building without permission.

School Nurse

Universal Precautions

The school nurse will supply each classroom teacher with first aid supplies. This will include latex gloves, Band-Aids, etc. for use in your classrooms. Staff should use latex gloves when treating any person who is emitting bodily fluids. When in doubt, don't touch "it" without gloves

Medication Policy

The following have been adopted for the administering of medication at school:

1. All medication must be brought into school by parents in the original container, clearly marked with the child's name and instructions on how to be administered along with written permission from the parent.
2. **PRESCRIBED MEDICATIONS** should not be taken during school hours unless it is impossible to achieve medical regimen at home. Medications to be given three times a day can be given every eight hours, and thus will not have to be given at school.

3. **NON-PRESCRIBED MEDICATIONS** will not be encouraged for use by students. Non-prescribed medication will not be made available to students, unless written permission is given by the parent or guardian. Medications, other than Tylenol, Bacitracin, Neosporin, Calamine/Caladryl lotion must be supplied by the parents.
4. The school nurse or designee, assigned by the principal, shall assist all students in the School District who are required to take medication prescribed by a health care provider during the school day.
5. The school nurse or designee, assigned by the principal, shall be responsible for administering and observing the taking of medication.
6. All medication shall be stored in a locked cabinet in the nurse's office. Unused medications shall be picked up by a parent/guardian or disposed of by the school nurse at the end of the school year.
7. All medication shall be recorded daily. Medications given for chronic conditions will be recorded annually on a student's health record.
8. The school nurse will keep an updated Epi-Pen on hand in case of emergency. All school personnel have been instructed in its use. Students known to have severe allergies will be allowed to carry an Epi-Pen to recess and on field trips, as needed.
9. **RSA 508:12 EMERGENCY CARE.** If any person in good faith renders emergency care at the place of emergency, or while in transit in an ambulance or rescue vehicle, to a person who is in urgent need of care as a result of the emergency, and if the acts of care are made in good faith and without willful or wanton negligence, the person who renders the care is not liable in civil damages for his/her acts or omissions in rendering the care, as long as he/she receives no direct compensation for the care from or on behalf of the person cared for. Any person rendering emergency care shall have the duty to place the injured person under the care of a physician, nurse, or other person qualified to care for such person as soon as possible and to obey the instructions of such a qualified person.
10. Medication prescribed for asthma and severe allergic reactions (inhaler, Epi-Pens, or other medications) may be kept in the student's possession provided the health care provider's prescription for the medication, the directive for self-administration, and the attached written permission from the parent/guardian are on file in the Health Office. The School Nurse shall determine if the student demonstrates the maturity necessary to assume responsibility for correct storage and use of the medication and shall document this in the daily log.

Head Lice (Pediculosis)

If a staff member suspects a child has head lice, they will discreetly report this to the school nurse or principal. The school nurse will notify the parent/guardian by telephone or other available means if their child is found to have head lice. Verbal and written instructions for treatment will be given to the family. Instructions will include recommendations for treatment that are consistent with NH Department of Health and Human Services recommendations. The affected student will be allowed to remain in class if comfortable and return to school the following day. The management of pediculosis should proceed so as to not disrupt the education process. No student will be excluded from attendance solely based on grounds that nits may be present. In addition, the school nurse may offer extra help or information to families of children who are repeatedly or chronically infested.

Absences Due To Parental Vacations

Parents are strongly urged not to schedule family vacations during school days and not to extend the scheduled vacation periods. If you are aware that a family is planning a vacation contact the principal. Please direct the parents to contact the Principal at least one week in advance explaining the length of time for the vacation and the reason. Arrangements can be made at the discretion of the classroom teacher for assignments that will be missed and/or study projects

Telephone Messages

Every classroom space will be provided with a telephone with voice-mail capability. Voice mailboxes should be accessed and checked daily. Phone messages should be returned within 24 hours. Students are prohibited from answering the classroom phone. Teachers are not to be interrupted from classroom instruction during the school day to take phone calls unless the phone call is an emergency. Phone messages that are not of an emergency nature will be left in your mailbox.

Students will be permitted to use the main office telephone or the classroom phone with the permission of their teacher.

Report Cards

Please refer to the report card schedule which designates the end of marking periods and a copy of report cards need to be submitted to the principal for review prior to being sent home to parents.

Cell-Phones

Staff cell phones are a helpful tool but refrain from using cell phones during instructional time or when directly interacting with students unless you are looking up something to help when with a student. Cell phones can be used during breaks. Staff should carry their phones with them at all times in case of an emergency.

Mailboxes

Staff mailboxes are located in the staff room. All staff are required to check their mailboxes daily. U.S. Mail may be dropped into the big blue mailbox across the street at town hall.

Supplies

School supplies may be taken from the staff room. When you take supplies please let Heidi know when supplies are running low.

Indoor Recess

Whenever possible, and in the best judgment of the principal and school nurse, recess time will be spent outside the building. Of course, when conditions such as extreme cold or soaking rains are evident, recess will be held inside. Children will not go outside when it is excessively wet or cold and windy. An announcement will be made prior to the scheduled recess if it will be held indoors.

All children will participate in outdoor recess activities unless excused for medical reasons and/or by a note from a physician. Parents are responsible to ensure that a child is properly dressed for prevailing weather conditions, including boots, mittens, etc. Children who are not prepared for outdoor recess should check the alcove area for extra snow pants, boots, hats, gloves and mittens.

SAFETY AND SECURITY

End of the Day

Dispose of or store properly, all food and beverage containers, turn off all appliances, computers and monitors. Please make sure windows are closed and locked and turn out all lights.

Electrical Appliances

Coffee makers, microwaves, toaster ovens or any other appliance, equipment, food or drink that can burn or injure a student will not be permitted in a classroom. The teacher's staff room is available for such appliances and refreshments. The staff member(s) using appliances are responsible for turning them off at the end of the day or after their use.

Hazardous Materials

Any materials, such as but not limited to ammonia, bleach, chemicals, knives, etc. that have the potential to cause harm to students or staff members should not be stored in the classroom. The materials should be stored in a locked storage closet or in the staff room.

Accidents/injuries

All accidents/injuries (slips, falls, lacerations etc.) that occur on school grounds must be reported in order to provide protection for you and the school district. Please complete an incident report form from the health office. Submit a completed copy to the principal the same day.

Visitors

All visitors should report to the main office and receive a visitor badge/sticker. If staff should notice an individual attempting to enter the building please direct them to the main entrance, escort the individual to the office, or inform the office and someone will meet the visitor and escort them to the office. Exterior Doors should not be opened for individuals who do not have a visitor badge.

Student Dismissal

Students who are being released from school during school hours due to illness, Dr. Appt. etc. must be released from the main office. Students who return to school must also return through the main office. Parents or Guardians are required to sign them out in the office dismissal log.

Keys

All staff will be provided a key and or fob that will open all exterior doors. Exterior doors should never be left propped open. If you misplace or lose your key, please inform the main office as soon as possible. Make sure that the doors lock behind you by pushing doors closed and trying them out.

Two Way Radios

Two way radios (AKA walkie-talkies) are distributed to all staff. **Staff are required to bring their walkie-talkies whenever they are outside.** Walkies should be turned on during the day and be set to channel 1. At the end of the day, place the walkie on the charging station which should be plugged in at all times. When the radios are in their base they should be turned off. Batteries will drain if they are left on. **All crisis team members should leave them on and carry them during the school day.** Please be careful not to state a student's full name when communicating.

Emergency Backpacks

Each classroom will be provided with an Emergency Backpack containing first aid and emergency supplies. For visibility the emergency backpack should be hung near the classroom door on the hook provided. Staff should bring the emergency backpack with them during evacuation drills (see emergency procedures).

Exits

Each room needs to have two cleared exits (30 inches unobstructed each way). Cleared and unobstructed means jackets and student bags as well as furniture.

Student Birthdays

Student birthdays are announced during morning announcements and students are invited to ring the bell. Students can bring in non-edible treats to share with their class if they choose. If they do bring in food items the treats should be sent home with the students for the parents to decide if their child can eat them. No birthday food snacks should be consumed at school.

School Cleanliness and Maintenance

Classroom

All Classrooms are to be kept tidy, neat and clutter free. Staff are expected to use classroom storage spaces (cabinets, shelves and closets) for all books and curriculum materials.

To assist in the daily cleaning and maintenance of our building, make sure chairs are stacked at the end of each day. Having students participate in end of the day cleaning routines in the classroom is strongly encouraged as it instills a sense of pride and responsibility. Depending on the age of the student, tasks could include: sweeping the classroom floor, wiping desk, table and countertop surfaces, picking up papers, bagging trash etc. Students should not clean bathroom fixtures.

- Avoid using tape (unless it's painter's tape) on any painted surface, floor or carpets.

Furniture

Only a custodian should adjust furniture. Be alert to such student activities such as writing on desks, placing stickers, etc., and prevent it from happening. Floor lamps are not allowed in classrooms as they present a fire hazard if knocked over. Furniture placed in your room should remain and not be traded with other teachers without checking with the principal.

Carpets

All carpets used in schools must have a Class A fire rating. A certificate from the manufacturer must be submitted to the Main Office prior to any carpet being installed.

Food Service Program

Teachers should provide a lunch count to the cafeteria by 9:30 am. Any lunch money should be sent to the Main Office. Students that arrive late to school, please get their lunch order to the kitchen ASAP.

Students will have snack milk tickets in the classroom. When it's snack time, the teacher will send a student or 2 up to the cafeteria to get the milk and turn in the tickets to the food service director.

Students who order lunch from the lunch program will need a lunch card. These have been provided for

each student and classroom teachers should have students take their lunch card before heading to the cafe for lunch. Students must put their ticket in the meal count bucket. Staff will ring in either full lunch, Free & Reduced, or Ala-Cart.

Staff may purchase lunch for \$4.50. Please submit your order to the Kitchen Manager by **9:30 AM**.

Breakfast Program

Breakfast is served daily from 8:50 - 9:10 AM. Students who wish to participate in the breakfast must check in with their classroom, take their ticket and go to the cafe. Staff may purchase breakfast for \$3.00.

Prep Periods

Teachers are expected to have the instructional day planned and prepared in advance of student lessons and activities. Daily written plans are to be available for the administrator to check. Substitute plans must be prepared when teachers are on leave for illness, professional activities or personal business. Additional planning and preparation can take place during the day when students are at recess, specials or lunch. Teachers can choose to use their planning time to consult with specialists, meet with parents, etc.

Staff Absences

If a staff member is aware of a need for a substitute while still in school, s/he should immediately inform the principal. Staff must fill out a "Request for Leave" form located in the staff room. This form must be submitted to the Principal for approval and who will, in turn, inform the building secretary who will make necessary arrangements.

If a staff member is calling in absent from school he or she should call or text Heidi and Kristen ASAP. Leave a message stating your name and reason for the absence: illness, family illness or emergency.

Personal time needs to be requested in advance unless it is an emergency. Bereavement time should be discussed with the Principal as well.

Substitute Folders

Substitute plans must be prepared when teachers are on leave for illness, emergency activities or personal business. Every teacher must complete a folder with information and plans for a substitute and have it readily available. These should be reviewed/modified quarterly for accuracy and relevancy. This folder will contain any necessary information for the substitute including a copy of the plans, daily schedule, classroom routines/procedures, updated class list, and emergency procedures etc.

Confidentiality

Teachers should use caution with the placement of confidential written information on their desks, in the teacher's workroom, etc. Likewise, verbal communication regarding students should be kept to the appropriate time and location to ensure the student's right of privacy.

Supervision of Students

Under no circumstances should students be left unsupervised. Teachers are responsible for knowing which students are out of their room or area and where students are at all times. If it becomes imperative for a teacher to leave his/her classroom, it's the teacher's responsibility to either get a replacement or notify the Principal.

Dress Code

All employees are expected to dress professionally.

Professional dress in the classroom and workplace will promote a more positive learning environment, allow teachers to serve as role models for students, and promote respect for our professional staff.

- A. Be physically clean, neat and well groomed;
- B. Dress in a manner reflecting their assignments;
- C. Dress in a manner that does not cause damage to district property;
- D. Dress and be groomed in such a way so as not to cause a health or safety hazard.

Discipline

Mason Elementary School uses a positive approach to discipline that draws upon children's ability to demonstrate behavior in constructive, friendly ways as well as the teacher's ability to empower children to do so. Children behave and learn best when they are aware that their parent(s)/guardian(s) communicate regularly with school staff and are supportive of the teachers and school administration. If you have any concerns or questions about a school or classroom practice, please share these concerns with the appropriate school personnel.

In an effort to foster a sense of ownership and responsibility, classroom rules are created with the children during the first few weeks of school. Teachers continually discuss and model appropriate behaviors and expectations with students in a calm, respectful manner. Teachers use a variety of techniques and strategies when responding to student misbehavior. Teachers use positive language to remind, redirect and reinforce expectations. Logical consequences are often utilized. Logical consequences are directly related to children's behavior and helps them fix their mistakes.

CLASSROOM CONSEQUENCES

Take Responsibility- This logical consequence is used in situations when something has been broken or a mess has been made- whether accidentally or intentionally. Teachers use this when they see an opportunity for a child to solve a problem he or she has caused.

Loss of Privilege - This logical consequence is used in situations when a student defies, tests or even forgets the rule. The consequence is that the child loses the privilege. What is taken away is directly related to the misbehavior. Wasted time during class time could be made up during recess and lunch.

Take a Break- This type of logical consequence is when a student is out of control and needs an opportunity to regain self-control and calm down. The student will move to a predetermined location within the classroom, takes time to regroup and then rejoins the class once he or she has regained control.

Buddy Classroom - This is when used when a student is having a hard time in their classroom. Students can be sent to work in another classroom for a short time.

Progressive Discipline Plan

Removal from class:

When a student is out of control and being disruptive to others and is not responding to the classroom teacher. Call or walkie asking for help in your classroom. Remove other students from the classroom and stay with the student until help has arrived.

We have established school rules regulations which we feel reflect a caring environment and protect the learning environment. Students who choose not to obey these rules will be disciplined in a fair, consistent, and progressive manner. Throughout the year, time is spent practicing, modeling, and revisiting the art of conflict resolution. Younger children (Kindergarten and Grade 1) are encouraged to "use their words" and to solve problems that arise, rather than resorting to aggressive behaviors. We use these teachable moments to process and model self-control strategies with younger students. As older students develop greater self-control and understanding of what is expected they are held to higher expectations and may receive more significant consequences.

In-School Suspension

During in-school suspension a student is not allowed to participate in any part of his/her normal educational setting for the entire day(s). A copy of the student Discipline Report will be sent home with the student. Parents sign and return the next day. Students will be required to do any classwork or tasks assigned by the teacher.

Out of School Suspension

A student will be suspended from school by the principal for up to 10 days for each incident of gross misconduct, or for repeated major infractions. The student will be sent to the Principal's Office, and the Principal will call the parents to come immediately to pick up their student. The Principal will require a meeting with the Parent(s) before the student resumes school attendance, in order to go over behavioral expectations, and/or develop a Behavior Plan for the student to follow.

Snack-time

Classroom Teachers are encouraged to schedule a snack period into their daily schedule. Please discourage students from walking around while eating their snack, especially if they are drinking juice or milk.

Home Communication

Any notices to parents should also be given to the Principal and the main office so we are aware if a parent was to call and ask about it.

Weekly Announcement

The Main office will send out a weekly reminder for the upcoming week. Please read these emails and let the office know if you want to add anything.

Learning Profiles

Standard based report cards will be sent home three times each year. Report cards are used by the school to communicate with parents regarding their child's progress and achievement towards standards, learning habits, and/or behavior in school. Teachers must submit their report cards to the front office prior to sending them out to parents. Parents are asked to sign the document and return it

to the school. The final report card is kept by the parents. Parents are urged to call the child's teacher if there are any questions regarding their child's progress.

Homework

Well-planned homework assignments that are appropriate to the grade and level of the learner may take many forms, including regular practice and reinforcement of previously taught skills/math facts, reading to improve fluency and comprehension, review and study of notes assembled in class, and student writing in a variety of styles and forms.

A meaningful homework assignment is those that emphasize quality rather than quantity. Homework should be reasonable in length, appropriate for the learner, and purposeful in nature.

Parent Conferences

The parent-teacher conference is an important opportunity for communication. Please be courteous but honest with parents. Parent Conferences are held in November. Make every effort to make personal contact (telephone/notes) with parents in order to establish conference times. If you feel it is necessary, the counselor, principal, or any of the specialists will sit in on your conference. If you foresee problems with a student, contact the parents before the situation gets out of hand.

Faculty Meetings

Staff meetings will be scheduled as needed. Emails will be used to distribute information so it is important that staff checks emails regularly.

E-Mail

All staff will receive a SAU 89 e-mail account. Teacher and staff school email accounts are a valid form of communication for parents and the community. Accounts shall be checked at least once every 12 hours during the school year. Replies should be made within 24 hours. Acknowledging receipt and stating when a full response can be expected is acceptable. Staff are encouraged to be mindful of the range of opportunities and tools available to help facilitate regular communication

- Use the school district email system, not personal email accounts, when communicating with parents or other community members regarding school or district matters.
- All email communication with the public regarding student, school, or district matters should be regarded as formal. Appropriate spelling, punctuation and format are required.
- Be aware that school district email is not private. Email messages are records and subject to disclosure according to the Public Records Law and are subject to subpoena.
- Email is an impersonal mode of communication, therefore subjective or involved conversations would be more productive over the phone or in person.
- Email is not a form of emergency communication (to or from students or families).
- See acceptable use policy

Lap-top Computers

Staff that have been provided with a lap-top computer may need to submit these devices to the technology coordinator for maintenance and updates. Please do not install any software without prior consent of the technology coordinator. Because teachers need to do work over the weekend they will be allowed to take their laptops home.

Tech Support

Our technology coordinator within our school works part-time. If you are having difficulty with hardware or software you may email Neal Richardson at mestech@sau89.nh.gov.

Student Attendance

Attendance should be taken by 9:10 a.m. Reporting of absences will be done by using Alma on the classroom computer.

Any child not in class at 9:10 a.m. is considered tardy and must check into the office.

If you receive any notes or phone calls indicating that a child will not be present for classes whether for a day or a week, please let the office know immediately. Notes that are received indicating that a child will be dismissed early or that transportation arrangements have been changed should also be sent to the office as soon as possible. Dismissal and tardy entries will be handled by the main office.

Student Dress

Student appearance is the responsibility of the student and their parents. We expect students to maintain an appearance, which is not distracting to teachers or other students, or in any way disruptive to the instructional process at the school. Parent attention is also requested to insure clothing be safe and not hazardous to the health and safety of the student. When a student's appearance is felt to be detrimental to the educational process or a safety concern to the student or others, contact the Counselor or Principal

Response to Intervention (RTI)

RTI is a multistep process that our school utilizes to provide services and interventions to help all students, including students who struggle with learning. An integral part of the RTI model is progress monitoring and data collection which are the foundation of making informed instructional decisions for students. This process improves the early identification and support of students with learning and behavior needs and provides our teachers with vital information so that they can deliver instruction and interventions which are matched to individual student's needs.

Policies

All District policies can be found on the District website at mason.sau89.org. It is your responsibility to review policies annually.