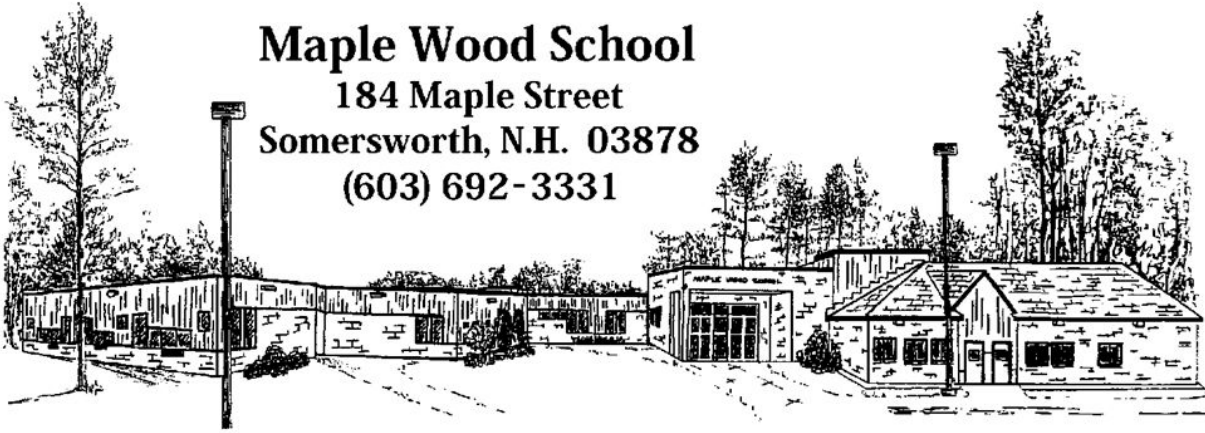


**Maple Wood School**  
184 Maple Street  
Somersworth, N.H. 03878  
(603) 692-3331



Welcome to Maple Wood School! We are very excited to be entering our third year as an upper elementary school serving all of the students and families in the city of Somersworth. This handbook is for students, staff and parents. It contains information, procedures, and rules that you will want to refer to throughout the year.

Parents and community members are encouraged to be actively involved in school events. Research shows that when children can count on their family and community, in addition to their teacher, for involvement in their education it makes a significant difference for their learning. The PTA conducts special projects during the year when volunteers are needed. Please contact the PTA for ways that you can help.

E-mail addresses for the classroom teachers are the teacher's first initial and last name. Example: [dmcnelly@sau56.org](mailto:dmcnelly@sau56.org). The Maple Wood newsletter, website, monthly calendar, and letters from the principal and teachers will provide current information about school projects. This year we will not be sending these communications home with your student(s). **You will be able to access all information at the school website. In addition, you may request to receive updates via email. If you do not have computer access, you can request to receive a hard copy of the documents.** Please do not hesitate to contact us at any time.

Sincerely,

Devin McNelly  
Principal

**THE MAPLE WOOD STAFF**

**WEST WING**

Eric Mommsen	Gr. 3
Amy McKertich	Gr. 3
Kristin Lockhart	Gr. 3
Lori Berube	Gr. 4
Andrea Levesque	Gr. 4
Brittany Tolla	Gr. 4
Alana Fanaritis	Gr. 5
Nicole Kinneavy	Gr. 5
Brooke LaDow	Gr. 5

**EAST WING**

Victoria Russo	Gr. 3
Kathleen Janakis	Gr. 3
Rebecca Bodwell	Gr. 3
Laura Jenkins-Basdekis	Gr. 4
Emily Wilson	Gr. 4
Jennifer Landry	Gr. 4
Lauren Merkle	Gr. 5
Molly Wienberg	Gr. 5
Kelly Peavey	Gr. 5

**Essentials Teachers**

Jean Scanlon	Media Specialist
Sara Pickard	Health/PE
Brett Pearson	Health/PE
Holly Pim	Art
Brea Walters	Music
Sheri O'Day	Music

**Special Education Teachers**

Nancy Peterson-Caton	Safe Place
Deborah Mitchell	5 <sup>th</sup> Grade
Elizabeth Williams	4 <sup>th</sup> Grade
Elizabeth Piver	3 <sup>rd</sup> Grade

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Devin McNelly	Principal
Maxwell Ferguson	Assistant Principal
Melissa Mitchell	Literacy Instruction Leader

Erin Spain	Counselor
Margaet Olson	Counselor
Jenna Tousignant	Nurse
Diane Johnson	Secretary
Leah Lainez	Secretary
Emma Haskell	ESOL
Olivia Harding	Sp/Lang Path
Marta Kilrain	OT
Claire Bascio	PT

Michelle Majewski	Title I Teacher
Kathleen Hilliard	Home to School Liaison
Lauren Proto	Mathematics Tutor
Vacant	Mathematics Tutor
Julieta Evada-Wibowo	Literacy Tutor

Megan Estes	4 <sup>th</sup> Grade/Special Ed. Intern
Hannah Lazerick	4 <sup>th</sup> Grade Intern

Karen Amos	Paraprofessional
Deb Chasse	Paraprofessional
Irene Collins	Paraprofessional
Melony Kent	Paraprofessional
Lindsey Wood	Paraprofessional
Brenda LaBranche	Paraprofessional
Emily McNair	Paraprofessional
Kathy McNair	Paraprofessional
Kaz Randall	Paraprofessional
Cindy Smith	Paraprofessional
Kim Clement	Paraprofessional
Julie Robbins	Paraprofessional
Monica Gagne	Paraprofessional

Gloria Morin	Custodian
Mike Smith	Custodian
John Viola	Custodian

Lisa Chamberlain	Cafeteria
Lynn Gagne	Cafeteria

## **SOMERSWORTH SCHOOL BOARD**

Steven Potter	At Large, Vice Chair
Coty Donohue	At Large
Edward Lavasseur	At Large
Gerri Cannon	At Large
Maggie Larson	Ward 1
Matthew Hanlon	Ward 2
John O'Brien	Ward 3
Todd Marsh	Ward 4, At Large
Thomas McCallion	Ward 5, Secretary

## **SAU 56 ADMINISTRATION**

**692-4450**

Robert Gadomski	Superintendent
Lori Lane	Assistant Superintendent
Katie Krauss	Business Administrator
Nancy Michaud	Special Education Director
Deborah Brooks	Special Education Liaison

## **SECTION 1: STRATEGIC PLANNING OF THE SOMERSWORTH SCHOOL DISTRICT**

### **MISSION**

The mission of the Somersworth School District is to inspire all students to excel, to develop a thirst of knowledge, and to teach the essential skills necessary to be caring, contributing, and responsible individuals in an ever changing world.

### **BELIEFS**

We believe that everyone should feel welcome and safe in our schools.

We believe that all children can learn.

We believe that learning is the purpose of schools.

We believe that education should help everyone reach full potential.

We believe that education must prepare us for the future.

We believe that today's education shapes tomorrow's world.

We believe that students' best succeed when the community, schools, parents, and students work together.

### **STRATEGIES**

1. We will not institute any new program unless it is cost effective, provides adequate staff preparation, adequate funding, adequate space, and describes an appropriate evaluation design.
2. We will not tolerate discrimination in any form.
3. We will organize strategically to accomplish our mission and systematically evaluate our progress in meeting stated objectives on an ongoing basis.
4. We will practice participatory management coupled with accountability.
5. Instructional programming will be accorded the highest priority.
6. We will not engage in any activity that demeans the worth of the individual.
7. We will expect the same high standards from our staff, administrators, and Board members that we expect from our students.
8. After honest evaluation, clear direction and adequate time for improvement, the employment of ineffective staff and administrators will be terminated.
9. We will not tolerate anyone or anything that jeopardizes the safety of self or others.
10. We will not tolerate possession, use, sale or distribution of unlawful substances.

### **TEACHER RESPONSIBILITIES**

1. All teachers at Maple Wood School must make a commitment to the beliefs, mission, and parameters set forth in the Strategic Plan of the Somersworth School District.

2. A teacher's primary responsibility is for children in the classroom. In addition, each teacher is also accountable for the responsibilities outlined in the Somersworth teacher evaluation.
3. All staff members are responsible for respecting the confidentiality of both children and adults.

## **SECTION 2: PROCEDURES FOR SCHOOL DELAYS/CANCELLATIONS**

### **ALERTNOW**

Somersworth has adopted the ALERTNOW-Rapid Communication Service. This automated calling system will notify families and staff when there is a school emergency, such as a snow day. This system is also used in order to notify parents of school events.

- Caller ID will display the school's main number when a general announcement is delivered
- Caller ID will display 411 if the message is a dire emergency
- ALERTNOW will leave a message on any answering machine or voicemail
- If the ALERTNOW message stops playing, press any key 1-0 and the message will replay from the beginning.

The successful delivery of information is dependent upon accurate contact information for each student, so **please make certain that the school has your most current phone numbers. If this information changes during the year, please let us know immediately.**

“No School” and “Delayed Opening” information is also given out over the radio stations WTSN (1270 AM), WPOR (101.9 FM), WHEB (100.3 FM), and WOKQ (97.5 FM) and television stations, WMUR (CH9) Manchester and Portland WCSH (CH6). Stay tuned to these stations after 6:00 a.m. If a storm intensifies during the school day and conditions require school to be dismissed early the radio stations will be contacted and ALERTNow will be activated. A form will be sent home in the fall for parents to complete regarding where their child should go if we need to dismiss early. Our telephone lines become very busy during these times. Please make sure your child and the teacher knows if they are to go to a different location if such a dismissal is necessary.

## **SECTION 3: SCHOOL COMMUNICATION**

### **ELECTRONIC CORRESPONDENCE**

In keeping up with the digital age, we would like to utilize technology to provide families with information. Information for the schools and district can be found at <http://www.sau56.org>. This webpage provides the school calendar, lunch menus, and links to each school. In addition, teachers will have websites that will provide you with classroom information.

The newsletter and other correspondence will be sent via email to families. We hope this keeps us a bit greener and everyone is informed throughout the year!

### **CALLING A TEACHER**

If you need to call a teacher, the best time to reach him/her is at 8:15 a.m. or at 2:55 p.m. Teachers can be reached by calling 692-3331. If the teacher is not available at the time you call, a message will be placed in the teacher's mailbox and the call will be returned at the earliest possible convenience.

## WRITTEN COMMUNICATION

This handbook is one source of communication and information. As stated previously, your principal and teachers send notices home when a special need for communication arises. A monthly newsletter is also distributed. This communication will be electronic, and on the school website, unless otherwise requested this year.

## CONFERENCES

If you wish to speak in person with a teacher, guidance counselor or administrator, please call the main office to make an appointment.

Parent-teacher conferences will be held on the evenings of **December 3rd and December 7th**. Appointment times will be scheduled by our teachers or parents can initiate conferences if they desire at any time.

## REPORT CARDS

Paper Report cards will be Issued: **At Parent Conferences (Dec 3th & Dec 7th), March 18th, and the Last Day of school**

## SECTION 4: STUDENT EXPECTATIONS

*Be Respectful Be Responsible Be Safe*

Students are expected to arrive on time (**not before 8:10**), stay all day and be prepared to do their best. The teachers design instruction to challenge students to make continual progress. Students are expected to follow classroom and school rules by being respectful and treating others kindly. In addition, students are expected to treat other's property with respect, not taking, destroying, or vandalizing. Bullying and threatening is unacceptable and we adhere to the Somersworth School Board policies regarding these unacceptable actions. **No weapons of any kind (guns, knives, laser pointers, etc.) are allowed at school. This includes weapon look-alikes, including toys.**

Consequences may include a suspension from school or expulsion in extreme cases. Somersworth Elementary School principals/designees may suspend a student up to 10 school days. Depending on the severity of the offence, the Superintendent may add 10 more days, with the School Board reserving the right to add an additional 10 days. A due process hearing may be held by the School Board with police involvement as necessary.

**Students are NOT permitted to bring personal items such as toys, cameras, hand-held video games, iPods, cell phones, etc. to school or on the bus.** These items are not needed at school and can cause distractions. The school is not responsible for the damage or the loss of personal items. **Students are also reminded not to trade personal items with each other** as too often this leads to confusion and disappointment.

**Positive Behavioral Intervention Supports (PBIS)** is designed to promote a positive school community climate. The words, **Be Safe, Be Responsible, Be Respectful** form the basis of school-wide and classroom

activities that teach and demonstrate these qualities. Staff members continually reinforce and model these expectations for our students.

The Maple Wood Behavior Matrix includes positive expectations for the school community. Each student is responsible for knowing the behavior matrix expectations, reviewing it with their parents and returning a signed slip to school indicating that they have discussed this at home.

	<b>Be Safe</b>	<b>Be Respectful</b>	<b>Be Responsible</b>
<b>Bus Behavior</b>	<ul style="list-style-type: none"> <li>● Once seated, stay seated</li> <li>● Keep belongings, hands, and feet to self</li> <li>● Keep Aisle Clear</li> <li>● Enter and exit the bus as directed by the driver</li> </ul>	<ul style="list-style-type: none"> <li>● Use Kind words to others</li> <li>● Thank your bus driver</li> <li>● Use indoor voices</li> </ul>	<ul style="list-style-type: none"> <li>● Listen and follow bus driver's directions</li> <li>● Be prepared and ready to enter and exit the bus</li> <li>● Keep bus clean</li> </ul>
<b>Bathroom Behavior</b>	<ul style="list-style-type: none"> <li>● Use the facility appropriately</li> <li>● Keep hands and feet to self</li> <li>● Use good hygiene</li> </ul>	<ul style="list-style-type: none"> <li>● Give others privacy</li> <li>● Use kind words to others</li> <li>● Use indoor voices</li> </ul>	<ul style="list-style-type: none"> <li>● Use time wisely</li> <li>● Use appropriate amount of soap/paper/water</li> <li>● Help keep the bathrooms clean</li> </ul>
<b>Hallway Behavior</b>	<ul style="list-style-type: none"> <li>● Walk quietly in a single line</li> <li>● Keep your hands and feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>● Greet others with a quiet and safe wave</li> <li>● Walk on right side of hallways and doorways.</li> </ul>	<ul style="list-style-type: none"> <li>● Report spills/unsafe conditions</li> <li>● Report unsafe/suspicious behavior</li> </ul>
<b>Cafeteria Behavior</b>	<ul style="list-style-type: none"> <li>● Walk and sit safely</li> <li>● Receive permission before leaving</li> <li>● Use utensils appropriately</li> <li>● Keep hands and feet to self</li> </ul>	<ul style="list-style-type: none"> <li>● Use indoor voices</li> <li>● Use table manners</li> <li>● Raise hand for help</li> <li>● Use kind words to others</li> <li>● Listen and follow adult directions</li> </ul>	<ul style="list-style-type: none"> <li>● Come prepared for lunch and recess</li> <li>● Keep cafeteria clean</li> <li>● Stop, Look, Listen when signaled</li> </ul>
<b>Recess Behavior</b>	<ul style="list-style-type: none"> <li>● Keep hands and feet to yourself.</li> <li>● Watch where you are going</li> <li>● Play safely on playground equipment</li> <li>● Do not throw things like sand, snow, sticks or rocks.</li> </ul>	<ul style="list-style-type: none"> <li>● Share. Include others in your game</li> <li>● Respect others' space and property</li> <li>● Line up without pushing or cutting.</li> <li>● Be friendly and polite to others</li> </ul>	<ul style="list-style-type: none"> <li>● Play in marked areas only</li> <li>● Keep hardballs and other toys at home</li> </ul>
<b>Library Behavior</b>	<ul style="list-style-type: none"> <li>● Keep hands and feet to yourself</li> <li>● Use school supplies and furniture appropriately</li> </ul>	<ul style="list-style-type: none"> <li>● Walk quietly at all times while entering, exiting and working in the library</li> <li>● Be especially quiet when others are studying or a library class is in session.</li> <li>● Sit quietly with a book if you are not checking out a book with your class</li> </ul>	<ul style="list-style-type: none"> <li>● Put books back where you found them or put them in book drop if you don't remember</li> <li>● Always use the library computers appropriately</li> </ul>

<b>Assembly Behavior</b>	<ul style="list-style-type: none"> <li>● Walk quietly into the assembly area</li> <li>● Sit quietly</li> <li>● Keep hands and feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>● Keep eyes on performance</li> <li>● Wait to be invited to participate</li> <li>● Applaud appropriately when the performance is over</li> </ul>	<ul style="list-style-type: none"> <li>● Wait quietly for presentation to begin</li> <li>● Sit on your bottom</li> <li>● Wait for a signal from your teacher before leaving the cafeteria</li> </ul>
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## SECTION 5: BEHAVIOR POLICIES

### GENERAL GUIDELINES

1. School is a place for learning, working, and cooperating with others.
2. Each student is responsible for his/her actions and is expected to control his/her behavior so that learning can take place.
3. Respect for others and for property should be the basis for all relationships within the school. All students have a right to learn in a safe environment, an environment free from verbal or physical harassment.
4. Parents will be contacted when their son/daughter's behavior is interfering with the learning environment

### BEHAVIOR MANAGEMENT

*School wide expectations are behaviors that staff consistently TEACH and MODEL.*

Maple Wood uses Positive Behavior Intervention and Supports (PBIS) as a structure for addressing behavior issues. PBIS places an emphasis on proactive strategies for defining, teaching and supporting appropriate student behaviors to create a positive student environment. Introducing, modeling and reinforcing positive social behavior is an important part of a student's educational experience. The Universal Team has set school wide behavior expectations and office referral behavior definitions with a goal of creating common vocabulary for all students, teachers, and parents. The Universal Team regularly reviews student behavior data to identify behaviors that are school-wide issues which need to be addressed. The Universal Team develops scenarios called "roll-outs" which are designed to teach students the expected behavior, develop school wide goals, and establish a school recognition program for achieving that goal.

### MINOR OFFICE REFERRAL

- Behavior that does not require an administrator
- Behavior that is managed by the teacher, paraprofessional, custodian, cafeteria or other staff
- Behavior that does not violate others' rights/properties (as defined in behavior guidelines)
- Behavior that is not chronic

#### **Procedures will include:**

- Inform student of the behavior violation
- Describe expected behavior
- Seek student input as to his/her version of the behavior
- Contact parent and a copy of the completed Minor Office Discipline Referral Form will be sent home

#### **Possible interventions/consequences for minor behaviors:**

##### **Verbal cue to change behavior**

- Conference with student
- Relocate to a brief "time out"



- Re-teach school-wide behavior expectation
- Refer to Guidance
- Parent Contact
- Peer Mediator
- Loss of privileges
- Lunch time detention (LTD)

**MAJOR OFFICE REFERRAL**

- Behavior that requires an administrative consequence, could involve detention, in- or out-of-school suspension or expulsion
- Behavior that is chronic minor behavior
- Behavior that significantly violates the rights of others (e.g., bullying/harassment)
- Behavior that is a violent act: Physical aggression, loss of self-control, verbal or tempered aggression, endangering classmates and teachers
- Behavior that requires an emergency response
- Behavior where a student is out of bounds without permission and unsupervised

**Procedures to include:**

- Staff will fill out the Major Office Discipline Referral Form
- Interventions include assigning consequences, contacting parent, and providing parent with a copy of the referral form
- Inform student of the rule violated
- Describe expected behavior
- Seek student input as to his/her version of the behavior
- Follow additional Due Process Guidelines listed within School Board Policies
- May warrant administrative response

**Possible interventions/consequences for majors:**

- Recess or lunch Detention
- Restitution/Community Service
- In-School Suspension
- Loss of student involvement (for example: field trip)
- Referral to mediation
- Referral to counseling
- Out-of-School Suspension
- Expulsion

**BEHAVIOR DEFINITIONS**

The office referral behavior definitions identify behaviors which need to be addressed and could involve several levels of intervention. The following are behavior guidelines that define major behaviors, which would be grounds for a referral to an administrative office in the school. Also provided are a range of recommended interventions for both minor and major behaviors. Administration has the prerogative to adjust consequences.

<b>BEHAVIOR</b>	<b>MINOR</b>	<b>MAJOR</b>
<b>INAPPROPRIATE LANGUAGE</b>	Unintentional profanity exclaimed, and not directed toward an individual.	Offensive gestures, swears, racial slurs that are directed towards others and does not reach the level of harassment.

<b>DISRESPECT</b>	Low-intensity of socially rude interaction (i.e. rude facial gesture) Verbal or written messages or gestures that result in hurt feelings and/or embarrassment to another person.	Three or more minors Student engages in purposeful and socially rude (i.e. obscene gesture) behavior with the intent of hurting a person's feelings or embarrassing a person.
<b>DEFIANCE</b>	Failure to follow directions/requests (not academic work request) within a reasonable amount of time.  Student is outside their scheduled location without adult permission.	<b>Continued</b> refusal to follow directions (not academic work requests), arguing with adult.
<b>DISRUPTION</b>	Any low-level activity that disrupts the learning environment.	Any higher intensity activity that not only interrupts the educational process but is <b>persistent</b> and intended to draw attention.
<b>PHYSICAL CONTACT / PHYSICAL AGGRESSION</b>	Non-serious but inappropriate physical contact (i.e. pushing in line or unintentional rough play – tagging too hard, etc.).	Actions involving serious physical contact where injury may occur ( <b>i.e. punching or kicking with force, hair pulling, scratching, etc.</b> ). Student employs mannerisms or language which conveys a challenge to fight, or create an unsafe environment. Non mutual horseplay.
<b>PROPERTY MISUSE / DAMAGE</b>	Misuse of school or other's property (i.e. not using items appropriately)	Property <b>damage or destruction, theft, vandalism.</b>  <b>Notification of law enforcement, out-of-school suspension, restitution possible.</b>  <b>Expulsion if it meets the SAFE SCHOOL ZONE POLICY</b>
<b>DRESS CODE VIOLATION</b>	The following are not acceptable: Wheeled types of sneakers Student wears bandanas, durags or "hoodies" on the head or head gear (including sunglasses) that make students identity difficult to determine. <i>Hats are at the discretion of the individual classroom teacher.</i> Student wears underwear not covered by outer clothing. Student has any portion of buttocks visible. Student wears apparel or accessories which, through words or design, is sexually suggestive or offensive; promotes the use or consumption of alcohol, drugs, or tobacco, including drug paraphernalia; suggests intolerance or lack of respect to others on the basis of	Three or more minor incidences.  Images/content that are blatantly pornographic, profane, intolerant or disrespectful towards others.

	<p>gender, race, religion, or ethnic, social, or economic background; promotes violence.</p> <p>Student wears, carries or displays gang paraphernalia.</p> <p>Student will be asked to turn clothing inside out, change clothes or contact home for a change of clothing.</p>	
<b>ELECTRONIC TECHNOLOGY VIOLATION</b>	<p>All cell phones, pagers, music/video players, electronic games and cameras must be off and out of sight while in the school building. (board policy JICJ)</p> <p><b>Devices will be confiscated and turned over to an Administrator and returned to student at the end of the day</b></p> <p>Student being irresponsible with school technology, first violation of any of the following will be a verbal warning or loss of privileges for one day, second violation will be loss of privilege for 1-3 days:</p> <ul style="list-style-type: none"> <li>● Carrying a device inappropriately (i.e. a Chromebook by the screen)</li> <li>● Not being careful with opening, closing or hardware connected to a device.</li> <li>● Visiting any website not designated by the teacher</li> <li>● Vandalizing device without need for device to be repaired or replaced</li> <li>● Having food/drink near a device or not cleaning hands after eating</li> <li>● Carrying a Chromebook in the hall while open</li> <li>● Leaving a device unattended</li> <li>● Signing into any non-school provided account</li> <li>● Use of google account as a messenger</li> <li>● Changing device backgrounds or adding extensions/apps onto device</li> <li>● Use of other's passwords or allowed use of own password by others</li> </ul>	<p>Second technology violation with cell phone, the parent and student must meet with an Administrator</p> <p>Third cell phone violation, the phone is to be brought to the Administrator's office each morning and can be picked up at the end of the school day.</p> <p>Student being irresponsible with school technology on a third occasion will loss privileges for 3 days or more, including the remainder of the year.</p> <p>Student taking screenshots and/or posting images of Google Classroom (including chats)</p> <p>Student being irresponsible with school technology (in the building or out of the building with a loaned device) which leads to serious damage requiring a device to be repaired or replaced. Student and his/her family will be responsible for the <b><i>cost of the repair or replacement.</i></b></p>
<b>FIGHTING</b>	<b>No Minor</b>	Student engages in significant physical contact with another person (student or adult) with the intent to harm.

		<b>Minimum of a two day suspension and possible expulsion if misbehavior meets the criteria within the SAFE SCHOOLS ZONE POLICY</b>
<b>HARASSMENT</b>	<b>No Minor</b>	Disrespectful, hurtful messages (written, verbal, or gesture) to another person that includes threats, intimidation, and/or obscenities. that is carried out with the intention of, or has the effect of violating a person’s dignity; or creating an intimidating, hostile, degrading, humiliating or offensive environment. (Policy GBAA and JBAA)
<b>BULLYING</b>	<b>No Minor</b>	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 student. that is carried out with the intention of, or has the effect of violating a person’s dignity; or creating an intimidating, hostile, degrading, humiliating or (Policy JICIB)
<b>INAPPROPRIATE LOCATION</b>	<b>No Minor</b>	Student leaves school building or grounds without authorization.  Deliberately leaving a classroom without permission  Three or more minors

## **SECTION 6: GENERAL INFORMATION**

### **ABSENCE**

Children are expected to attend school daily and arrive on time (**no sooner than 8:10**). ***Please call the school by 8:40 a.m. if your child is absent.*** A note should accompany the child when returning to school stating the reason for the absence. School administrators, in conjunction with the truant officer, will address issues of chronic absence on an individual basis.

**State law defines truancy as ten half days of unexcused absences.**

### **APPROPRIATE CLOTHING**

Students’ preparedness for school includes the choice of appropriate clothing. Clothes that are comfortable to walk and play in and are warm during winter months are appropriate. Wearing shoes that lace, buckle, zip or close with Velcro are best. **Flip-flops are discouraged.** Boots are necessary for snow and mud season, but should not be worn in the classroom. Please make sure you send in a pair of shoes for your child to wear in the classroom during the winter months. Shoes must be worn in school (no slippers please). During winter, students should come to school with hats, gloves, snow

pants and boots to wear for outside recess. Sneakers are required for physical education class. “Wheeled” types of sneakers are **not permitted**. Hats, bandanas, or other forms of headwear shall **not** be worn during the school day. Clothing or accessories should not distract staff or students (for example, body jewelry other than small earrings or brightly colored hair). T-shirts with messages of a sexual, violent, or drugs/alcohol in nature are not school appropriate. A student will be asked to turn the shirt inside out and will be reminded of this policy. In addition, we ask that children do not wear attire that is not covering their body appropriately. For example, belly shirts, pants that show underwear, or some tank tops will not be allowed at school. This is at the discretion of administration.

### **DAILY Schedule**

- 8:10  Children may enter the building
- 8:25  Children enter classroom
- 2:45  Walkers & parent pick-up dismissed
- 2:48  Bus students begin being dismissed
- 2:55  All students should have left the building

### **ARRIVAL AT SCHOOL**

Walkers and bicycle riders should arrive between **8:10** a.m. and **8:25** a.m. When students arrive to school, they are asked to report to their respective common areas in west and east wings. Children who are tardy, arriving after 8:25am, must be accompanied by an adult to the main entrance. Once the student(s) is signed in and a tardy slip is issued the Student(s) will then go to class on their own as it will cause less of a disruption to the classroom. Teachers are not available at these times to speak with parents. It is expected that children will arrive on time unless an emergency caused a delay.

### **AFTER SCHOOL CARE**

Somersworth Youth Connection (SYC), a 21<sup>st</sup> century community learning center project through the NH Dept. of Education will once again be providing an extended day learning program for grades 1- 5 this fall. Please contact Maureen Jackman for more information regarding the program. The program is held at Idlehurst. She can be reached at 692-2126.

### **BICYCLES**

Children may ride bicycles with parental permission. Because of our busy playground, the children must **WALK** their bicycles on school grounds. They are to be parked in the bicycle area and locked securely. As of January 1, 2006 NH state law requires that all children under the age of 16 **MUST** wear a helmet when riding a bicycle.

### **DISMISSALS**

At times we realize that parents may need to have a child dismissed from school early, all dismissals must be before 2:25pm. Only a student’s Parents or legal guardian may give permission for a student to be dismissed. A parent (or designee listed on the emergency card) must come to the office and request that their child be dismissed. **Please note: people listed as emergency contacts MUST BE at least 18 years of age.** The teacher will be informed and the child will come to the office.

### **FAMILY VACATIONS OR TRIPS**

Families taking trips during the regular school year have requested teachers provide work to cover the period of time the family will be away. Unless the child is absent for reasons of illness or emergency, this is not a service the teachers are

required to provide, however, by consulting with the teacher a meaningful education plan can be developed. Vacations/trips count towards truancy. **State law defines truancy as ten half days of unexcused absences.**

### **FIELD TRIPS**

Field trips are scheduled as an extension of the curriculum being taught in the classroom. In order for a field trip to be well organized, teachers send home the permission slip to parents at least one week prior to the trip. It is the student's responsibility to see that the permission slip and any money needed for the trip are returned prior to the field trip. This allows teachers the opportunity to schedule the number of chaperones needed and it eliminates confusion on the morning of the trip. If a child does not return the permission slip before the trip, he or she will not be allowed to participate. Phone calls home **will not** be allowed to obtain parent's verbal permission.

### **FIRE AND EMERGENCY DRILLS**

Drills are conducted throughout the year in accordance with NH state law. Students are expected to be quiet and orderly during these drills.

### **HOMEWORK**

Homework at Maple Wood School reflects our own needs within the school community and at the same time takes into consideration research findings. In an effort to extend student learning, homework is a shared responsibility among parent/guardian, student, and teacher. We believe that student achievement improves with meaningful practice through multiple opportunities. Life-long learning habits are developed and practiced beginning at the elementary level.

Homework assigned to Maple Wood students will:

- Typically occur Monday through Thursday, except for special or long-term projects
- Take approximately 10 minutes per night, per grade level, i.e., grade 3 = 30, grade 4 = 40, and grade 5 = 50 minutes
- Include an additional 20 minutes of reading each night
- Be modified based on student learning needs and grade level standards
- Be returned promptly even if it is NOT completed so that it can be worked on at school. Parents of students experiencing difficulty should send a note to the teacher along with unfinished work.
- Be reviewed promptly by the teacher
- Be documented on student report cards in the areas of work habits and effort
- Be concentrated in the areas of literacy and mathematics with social studies and science woven throughout
- Promote study skills, introduce, and reinforce learning

Each homework assignment should be purposeful. Homework may be enriched by including visits to the public library, a museum, arts performance, and physical activities. While we believe homework is important, we also encourage at least thirty minutes of daily physical activity or play. One of the best ways a parent can support their child is to read to or listen to a child read twenty minutes each day. Ongoing communication between school and home is very important. Teachers use "school-home folders" to promote communication. Parents are encouraged to write comments or to ask questions of the teachers.

In an effort to recognize differences among students and grade level standards, each grade will develop a common set of expectations. Homework descriptions and requirements for each classroom will be written and distributed at the beginning of the school year at Open House. These will include procedures for doing homework, returning homework, and consequences for work that has not been attempted.

### **LOST AND FOUND**

A “lost and found” box is maintained in the front foyer. Parents are welcome to examine this box for lost items. Many items of value that remain unclaimed are eventually given to a charitable organization. Labeling your child’s clothing, backpack, lunchbox, etc. reduces the number of items that are placed in the lost and found box.

## **LUNCH**

Hot lunch money will be collected each Monday. The cost is \$2.60 per day or \$13.00 per week per student. Please make checks payable to the Somersworth Hot Lunch Program. An application for free or reduced hot lunch is available to parents or guardians who qualify. Please see below for more information. **Please note that snack milk is not a part of the free lunch program. If your child orders snack milk and you receive free or reduced lunch, then you will be charged.** Snack milk will be \$0.50 per day. Milk can also be purchased at lunchtime to accompany a lunch the child brings from home. It is much easier for everyone (student, teacher, and cafeteria staff) if the child pays by the week. Please send all money in a sealed envelope with the child’s name, teacher’s name and what the money is for stated on the envelope. We will be serving breakfast from 8:10 to 8:25 daily for grades 3-5. Breakfast will cost \$1.50. Cereal and other choices, as well as juice and milk will be on the menu. If weather conditions require a delayed opening **NO** breakfast will be served. **Café Services will be sending home more information at the beginning of the year regarding the program and guidelines for unpaid balances.**

## **FREE AND REDUCED LUNCH PROGRAM**

Each student may apply for free or reduced lunch at any time during the school year. No student will be denied lunch based on their ability to pay and will receive the same lunch that a paying student receives. Students who received free or reduced lunch during the prior school year may temporarily start receiving free or reduced lunch the first day of school. However, they must submit a new application to continue receiving free/reduced lunch after the new announced date. All students need to wait until the new applications have been processed. Every student wishing to apply for free or reduced lunch needs to complete a new application each school year in order for the student to continue on this program after the announced date. Once applications have been processed you will receive a letter regarding your application.

## **PETS**

**Dogs and other pets are not allowed** to accompany children to school.

## **RECESS**

All children have a recess and lunch period. Children are not allowed to remain indoors at recess time unless supervised by an aide or teacher. **In general, if a child is well enough to come to school, he or she is able to participate in outside recess. A doctor’s note is required when a child must stay in due to a medical need.**

## **SNACK TIME**

We are pleased to report that Maple Wood School has been awarded the opportunity to participate in the Fresh Fruit and Vegetable Program (FFVP) this year. This is made possible by a grant from the NH Dept. of Education.

Through this program all the students at Maple Wood will be provided with **FREE** fresh fruits and vegetables every day at snack time. They are encouraged to bring in an additional healthy snack also, if they wish. The children will taste many different fresh fruits and vegetables throughout the year.

For more information about this program, and many helpful resources that can be used at home, look at the NH Fruit and Vegetable Program’s website: [www.dhhs.nh.gov/DHHS/NHP/fruitsandveggies](http://www.dhhs.nh.gov/DHHS/NHP/fruitsandveggies). Eating plenty of fruits and vegetables

helps us get the fiber, vitamins, and minerals we need to stay healthy and fight off illness and obesity. We are very excited to bring this great program to our Maple Wood students!

### STUDENT DROP OFF PROCEDURES

- In the morning drive through the staff parking lot between 8:10 – 8:25.
- Children **must be dropped off at the Meeting Place, NOT at the front entrance** of the school.
- Students need to **exit their vehicles on the SIDEWALK SIDE** of the vehicle. PLEASE DO NOT let your child exit onto the driveway side of the vehicle.
- Students are NOT to cross the driveway themselves.
- If you choose to park and walk with your child across the driveway to the main entrance your child will need enter the school building on their own. In order to maintain a secure school building visitors must sign and wear a visitor's badge.
- Students who arrive after 8:25am must be walked to the front door and checked-in with the school administrative assistant at the main entrance.

### STUDENT PICK UP PROCEDURES

- We prefer that any change in your child's normal schedule for returning home be communicated in a written signed note. If you are changing the normal schedule by calling the main office, this must be done before 1pm.
- If you are dismissing your child from school early, we ask that you do this before 2:25pm.
- At the **end of the day**, walkers and students being picked up will be dismissed first. All students being picked up will meet their rides at **the meeting place**. Our busses begin arriving between 2:40 and 2:50pm, if you arrive **after 2:40pm** please come through the staff parking lot and pick up your child at **the meeting place**.
- Parents or other child transporters are asked to remain in the cars with their engine off.
- Students will meet their transporter at the **Meeting Place**.
- **Do not park on the left side of the driveway.**

### SUPPORT SERVICES

**Philosophy:** Firmly entrenched in the Somersworth School District's philosophy of education is the idea that every child deserves an opportunity to learn to the best of his/her ability. Consistent with this philosophy, several support services exist at Maple Wood School to meet the specific needs of individual children. Conceptually and practically, these services are extensions of the classroom curricula, since they involve the interface of specialists and teachers on a regular basis.

**Learning Center:** Organizationally, the Learning Center at Maple Wood serves as a hub for the delivery of an arena of support services. Children with identified needs work with the special education teachers, aides, mainstream coaches, the speech and language pathologists, the reading consultant, and other specialists.

**Speech and Language Services:** Students with demonstrated needs in speaking, oral language, or written language skills may participate in a variety of activities designed to remediate deficient areas.

**Reading Services:** The Reading Tutors at Maple Wood School provide support services in reading and writing. These services respond to a variety of student and staff needs. Title 1 is a federally funded program. Maple Wood is a school-wide assistance school. In a school-wide program, all students are eligible to receive services, thus parental permission is not required. However, parents of students receiving services will be notified.



**School Counseling Services:** The school counselors serve active members of the Maple Wood School community. They collaborate with other specialists in identifying children with particular academic needs and in providing direct service to those students demonstrating specific social behavioral, and/or emotional needs.

Records indicate that one out of four children visit the counselor's office during each school year. Many students refer themselves by requesting an appointment to see the counselor, while other students are referred by parents or teachers. The counselors make frequent classroom visitations and presentations. The Maple Wood PBIS Program is also coordinated by the counselors. Data is collected through an online program, SWIS.org, based at the University of Oregon. This information helps us make decisions and changes in our school-wide discipline plan.

## **TRANSPORTATION**

1. Please review the rules and consequences with your child as stated in the School Board Policy at the end of this handbook. These are important discipline procedures.
2. **Any child who is NOT taking the bus on a particular day must bring a signed note from home that morning. *The school must have this information in writing or the child will be placed on the bus.*** Too often young children think someone is going to pick them up at the end of the day when in fact no plans were made to do so.
3. Children who plan to go visit at a friend's house after school may **NOT** ride home on a bus other than the bus they regularly ride. Only in an absolute emergency will this be allowed.
4. Children are transported based on their home address. A **transportation waiver** must be completed and approved in order for transportation to a location other than your home. Waiver forms can be obtained in the school office. Under no circumstances will a student be transported on a school vehicle, to a parent's/guardian's place of employment.

## **VISITING & BADGES**

Parents are welcome to visit in the classrooms by **making prior arrangements** with the teacher. We ask that they first **report** to the office and **sign in**. Parents should not expect to meet with a teacher on short notice or without consulting the teacher first. School personnel are also **REQUIRED** to wear badges at all times while in the building.

All visitors **ARE REQUIRED to check in and sign in** at the front office prior to going to a class or the common areas. This is to be done at **ALL** times during the day for our children's safety

## **VOLUNTEERS**

There is no better way to learn about your school than to sign up to share your talent with us. You may choose to volunteer at our school on a regular basis or sporadically throughout the school year. All volunteers, including chaperones must undergo a full background check and be an approved volunteer prior to any volunteer opportunity. Please be aware, the background check and approval process may take over a month.

All volunteers, including chaperones must sign a confidentiality agreement and shall refrain from discussing the performances or actions of any students except with appropriate district personnel. A volunteer may be asked to terminate his/his services when circumstances in the judgement of the administrator necessitate termination

## **HEALTH**

1. **THE RESPONSIBILITY FOR THE HEALTH OF EACH CHILD IS PRIMARILY THAT OF THE PARENTS. THE SCHOOL HEALTH SERVICES PROGRAM WILL STRIVE TO PROTECT AND IMPROVE HEALTH IN COOPERATION WITH PARENTS, MAKING USE OF COMMUNITY RESOURCES, EDUCATIONAL MATERIALS, AND A SOUND HEALTH PROGRAM.**
2. First aid will be given to pupils **while at school**.
3. Injuries occurring at home are the **responsibility of the family** and should be treated at home.
4. Treatment, considered to be any care given after the initial care, shall not be given except upon request of the parent and with a written order from the pupil's own doctor.
1. An emergency form for each pupil listing the name, address, and telephone number of **PARENTS OR GUARDIAN AND OTHER PERSONS AUTHORIZED TO ASSUME RESPONSIBILITY**, together with the name of their physician, will be kept in the school office. Parents are responsible for informing the school as to changes in information on this emergency form.
2. In case of extreme emergency, the pupil will be transported to the hospital and the parent will be notified as soon as possible.
7. If there is any question of a child not feeling well in the morning, he/she should be kept home. If a pupil becomes ill during the school hours, the family or other authorized person will be notified and will be expected to provide transportation home. Any child with a fever of 100 or greater needs to be kept home and should not return to school until he/she is **fever free for 24 hours**.
8. Parents are requested to notify the school nurse of any change in their child's health status throughout the school year. Medical examination by their own physicians, immunizations and booster shots, and any medication taken regularly or treatment required for any condition should be reported. Allergies (such as bee stings, food, etc.) must be made known to the School Nurse. Health records on each child shall be maintained throughout the school years and shall be kept confidential.
9. Students who are unable to participate in the total school program shall present a letter from the physician stating the reasons and the approximate duration of limitation. This includes recess.
10. When other arrangements can be made, medication should not be taken during school hours. Most prescription medications can be regulated around school hours. When medication **MUST** be taken during the school day, it must be a prescribed medication. Aspirin, over-the-counter cough syrups, etc. can be taken before and after school.

If a prescribed medication must be taken during school hours, the school nurse ***MUST*** have the following three items:

- A prescription written by the doctor stating what the medication is, the dosage, and that it is necessary for the child to take it in school.
- A properly labeled container (from a drug store).
- A note from the parent or guardian giving permission to the school nurse, or her designated choice, to observe the child taking his or her medication.

**Medicine is to be delivered to the school by the parent/guardian. Students are not permitted to carry medication back and forth between home and school or in their backpacks.**

11. Questions regarding school health policies should be directed to the school nurse through the school office.

12. Pupils may be given a vision and hearing screening during the school year. The school nurse shall notify parents of any defects detected during routine inspections and screening tests. Parents shall be responsible for the follow-up care, which may include obtaining a diagnosis and/or treatment as prescribed by a qualified doctor, dentist, or other specialist. Applications for financial assistance in cases of hardships can be made to the proper agency through the school nurse.

**13. RECOMMENDED SCHOOL CONTROL MEASURES FOR COMMUNICABLE DISEASES FROM THE NH BUREAU OF COMMUNICABLE DISEASES CONTROL:**

**CHICKEN POX:** Exclude from school for one week after the appearance of rash by which time the lesions should be crusted.

**CONJUNCTIVITIS:** (pink eye): Children should not attend school while lids are swollen and if there is a discharge and has been on medication for 24 hours.

**IMPETIGO** (a skin lesion or lesions containing pus): Exclude from school for 48 hours from the time effective treatment with penicillin or other antibiotics has begun. Contacts should be carefully observed.

**INFECTIONS OF THE GASTRO-INTESTINAL SYSTEM** (nausea and diarrhea): Exclude from school during acute illness. Strict attention to personal hygiene.

**MEASLES:** With the occurrence of ONE case of the measles in the school, all UNIMMUNIZED children will be excluded from school for two weeks.

**PEDICULOSIS** (head or body lice and nits): If live lice are identified, student is excluded from school until adequate treatment is completed. Students with nits will not be excluded from school, but their parent will be notified and they will be checked daily until nits are no longer present.

**SCABIES:** Exclude from school until adequate treatment is completed.

**STREP THROAT:** Exclude from school until student has been on effective antibiotic treatment for 24 hours.

**SECTION 7: SCHOOL WIDE TITLE I**

**PARENT'S RIGHT TO KNOW**

Somersworth elementary and middle schools receive Title 1 funds to help students reach established academic standards. Currently teachers in each school are qualified to teach in their assigned grade levels and subject areas. Under the Federal Law, No Child Left Behind Act of 2001, we are required to notify parents of their rights. Maple Wood, Idlehurst and Somersworth Middle School parents may request information about the qualifications of the student's classroom teachers. In particular, a parent may seek the following information:

- Whether the teacher meets state qualification for the grade level and subject area of instruction;
- Whether the teacher is teaching outside the certification;
- The degree held by the teacher and any other graduate certification or degrees and the field of the certification or degree; and
- Whether the child is provided services by paraprofessionals and if so, their qualifications.

If you would like to request any of the above information, please call Caroline Butler, Title I Project Manager at 692-2126. A written request can be sent to 7 Memorial Drive, Somersworth, NH, 03878. All responses will be made in a timely manner.

**MAPLE WOOD SCHOOL TITLE I  
PARENT INVOLVEMENT PHILOSOPHY  
PROCEDURES & GUIDELINES**

Maple Wood School recognizes that a child's education is a responsibility shared by the school and family during the entire period the child spends in school. To support the Somersworth School District policy to educate all students effectively, the school and parents must work as knowledgeable partners. Maple Wood will establish programs and practices that enhance parent involvement and reflect the specific needs of students and their families. They will include, but not be limited to, the following components of successful parent involvement programs:

- Communication between home and school is regular, two-way, and meaningful.
- Responsible parenting is promoted and supported.
- Parents play an integral role in assisting student learning.
- Parents are welcome in the school, and their support and assistance are sought.
- Parents are full partners in the decisions that affect children and families.
- Community resources are made available to strengthen school programs, family practices, and student learning.

**TITLE I PARENT/GUARDIAN INVOLVEMENT POLICY**

*This parent involvement policy was developed in cooperation by the administrative team at Title I schools, parents of participating students and the school district. It will be made available to all parents/guardians of participating students.*

*District Requirements:*

- Annually 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 and integrate Title I parental involvement strategies with other programs.

*Title I School Requirements:*

- The Title I School 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 that all parents receive the 'parents right to know' document, regarding teacher qualifications;
  - provide information about the assessments used in determining 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 students succeed. Meetings will

be geared toward meeting the expressed needs of the parents with regard to their student'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.

Reviewed: May 4, 2010

Discussion: May 11, 2010

Revised: May 25, 2010

Approved by NHSBA: August 2011

### **National PTA Standards for Parent/Family Involvement Program**

Maple Wood seeks and encourages parental participation in decision-making that affects students and school programs. All parents may:

- Attend an annual meeting to understand the Title1 Program, i.e. planning, reviewing, offering suggestions for improvements, and evaluating the Title1 program, parent policies, and the Title 1 grant application.
- Meet with Maple Wood reading staff members at the school's Open House in the fall and Parent/Teacher Conferences at the end of the first marking term to share information about the program and individual student progress. Additional conferences may be scheduled upon request. Parents will regularly receive written progress reports.
- Sign a *School Family Compact*.
- Obtain information about the school's curriculum, assessments used to measure a child's progress including state assessments, and instructional strategies used in the learning process.
- Attend meetings organized by the PTA and Title 1 designed to assist parents in understanding how students can improve skills, get help when needed, meet class expectations, and perform well on assessments.
- Participate in activities and programs sponsored by the PTA to increase parent's awareness of curriculum, school environment, and resources to enhance parenting skills.
- Receive written, verbal, or electronic communication on a regular basis including:
  - Student progress
  - Suggestions for working with students at home
  - The school newsletter
- Have access to the Parent Resource Collection that includes pamphlets, books and videos about working with children, and games/activities that will assist students in the learning process.
- Seek additional information through various methods including:
  - Contacting Maple Wood School at 692-3331
  - Contacting the Title 1 Project Manager, Caroline Butler at 692-2126
  - Viewing the district website at [www.sau56.org](http://www.sau56.org)

Title 1 is also committed to promoting effective two-way communication through flexible meeting arrangements including time, location, transportation, and /or assistance with childcare.

## **SECTION 8: OTHER SCHOOL POLICIES**

### **IMMUNIZATIONS (School Board Policy JLCB)**

**Any child being admitted to the Somersworth School District must present proof of meeting the physical examination and immunization requirements within thirty (30) days of entrance. Failure to comply with this provision may result in exclusion from school for the child.**

## **NONDISCRIMINATION POLICY STATEMENT**

The Somersworth School District shall not discriminate in its education programs, activities, or employment practices on the basis of race, color, national origin, age, sex, sexual orientation, marital status, religion or handicap under the provisions of Title VI of the Civil rights Act of 1964, the Age Discrimination Act of 1967, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973. Any person having inquiries concerning School District's compliance with the regulations implementing these laws may contact the Superintendent of Schools.

## **UNLAWFUL HARASSMENT AND VIOLENCE POLICY**

The Somersworth School District is committed to providing all students with a school environment that is free of unlawful harassment. Actions, writings, or comments based upon a person's race, color, religion, sex, sexual orientation, marital status, national origin, citizenship, pregnancy, veteran's status, age, mental or physical disability, or any other personal characteristic protected under the law will not be tolerated. Harassment (both open and hidden) is a form of misconduct that is unkind and demeaning to others and is strictly prohibited by state and federal law.

## **SEXUAL HARASSMENT AND SEXUAL VIOLENCE**

### **General Statement Policy**

Sexual harassment is a form of sex discrimination which violates Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. §2000em et seq. Sexual violence is a physical act of aggression that includes a sexual act or sexual purpose.

It is the policy of the Somersworth School District to maintain a learning and working environment that is free from sexual harassment and sexual violence. The Somersworth School District prohibits any form of sexual harassment and sexual violence.

It shall be a violation of this policy for any student or employee to harass a student or an employee through conduct or communication of a sexual nature as defined by this policy.

The Somersworth School District will act to investigate all complaints, formal or informal, verbal or written, of sexual violence and to discipline any student or employee who sexually harasses or is sexually violent to a student or employee of the Somersworth School District.

### **Reporting Procedures**

Any person who believes he or she has been the victim of sexual harassment or sexual violence by a student or an employee of the Somersworth School District, or any third person with knowledge or belief of conduct which may constitute sexual harassment or sexual violence should report the alleged acts immediately to an appropriate Somersworth School District official as designated by this policy. The Somersworth School District encourages the reporting party or complainant to use the report form available from the Principal of each building or available from the Superintendent's office.

## **SEX OFFENDER REGISTRY INFORMATION**

The School Board recognizes the danger sex offenders can pose to student safety. Further, the Board recognizes that under RSA 651-B:7 it is the responsibility of law enforcement to maintain a list of registered offenders residing in the community. Therefore, the School District will not disseminate sex offender registry information to parents. Anyone requesting registry information from the School District will be referred to local law enforcement authorities or the State of New Hampshire's Registered Sex Offender Registry website <http://www.egov.nh.gov/nsor>.

**PUPIL SAFETY AND VIOLENCE PREVENTION (School Board Policy JICIB)**

The Somersworth School Board is committed to providing all pupils a safe and secure environment. Students are expected to conduct themselves with respect for others and in accordance with this policy and other Board policies and school rules governing student conduct. The Board will take reasonable steps to protect all students from the harmful effects of bullying and cyberbullying that occurs at school and/or that interferes with student learning and orderly school operations.

This policy shall apply to all pupils and school-aged persons on school district grounds and participating in school district functions, regardless of whether or not such pupil or school-aged person is a student within the District.

**Definitions:**

“Bullying” means 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 student which:

- a. Physically harms a student or damages the student’s property;
- b. Causes emotional distress to a student. For the purposes of this policy, the term “emotional distress” means distress that materially impairs the student’s participation in academic or other school-sponsored activities. The term “emotional distress” does not include the unpleasantness or discomfort that accompanies an unpopular viewpoint;
- c. Interferes with a student’s educational environment;
- d. Creates a hostile educational environment; or
- e. Substantially disrupts the orderly operation of the school.

“Bullying shall also include actions motivated by an imbalance of power based on a student’s actual or perceived personal characteristics, behaviors or beliefs, or motivated by the student’s association with another person and based on the other person’s characteristics, behaviors or beliefs if those actions cause one or more of the results in paragraphs (a) through (e) above.

Bullying or cyber bullying of a student on the basis of sex, sexual orientation, race, color, ancestry, national origin, religion, age, marital status, familial status, pregnancy, physical or mental disability may constitute illegal discrimination under federal and/or state laws. Complaints regarding such conduct may be processed through the Board’s Student Discrimination and Harassment Complaint Procedure (AC-R).

Reporting procedures and forms are available at each school and at the central office.

**DANGEROUS WEAPONS ON SCHOOL PROPERTY (School Board Policy JICI)**

Dangerous weapons, such as, but not limited to, firearms, explosives, incendiaries, martial arts weapons (as defined in RSA 159:24), electronic defense weapons (as defined in RSA 159:20), clubs, billies, metallic knuckles or container containing chemicals such as pepper gas or mace, or the use of any object as a weapon are not permitted on school property, on school vehicles, or at school-sponsored activities. Student violations of this policy will result in both school disciplinary action and notification of the police. Suspension or expulsion from school could result.

In addition, any student who is determined to have brought a firearm (as defined in 18 US 921) to school will be expelled for not less than one year (365 days). This expulsion may be modified by the Superintendent upon review of the specific case in accordance with other applicable law.

Weapons under control of law enforcement personnel are permitted.

All students will receive written notice of this policy at least once each year.

### **DRUG-FREE WORKPLACE POLICY**

The Somersworth School District will provide a drug-free workplace in accordance with the Drug-Free Schools and Communities Act of 1998 and Amendments of 2989 (L.292-226). In compliance with statutory requirements, the Somersworth School District:

1. Notify all employees, in writing, that the unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs and alcohol is prohibited in the District's workplace and that any violation is subject to disciplinary action. Notification will be accomplished by distribution of this policy to all employees.
2. Provide a drug-free awareness program to inform employees about:
  - a. The dangers of illicit drugs in the workplace;
  - b. The District's policy of maintaining a drug-free workplace;
  - c. Available drug and alcohol counseling, rehabilitation, and employee assistance and/or reentry programs; and
  - d. The penalty/penalties that may be imposed on employees for drug and alcohol violations occurring in the workplace.
3. Notify employees that, as a condition of employment in the District, they will agree to and abide by the terms of the policy, and will notify the District of any drug statute conviction resulting from workplace conduct within five days of the conviction.
4. Establish the following as grounds for disciplinary action:
  - a. Working under the influence of alcohol or illegal drugs, no matter where consumed.
  - b. Having an unsealed container of alcohol, or consuming alcohol on school property. (Any employee who finds any type of container of alcohol on school property should report it to the administration as soon as possible.)
  - c. Possessing or distributing controlled substances on school property.
  - d. Consuming, possessing, or distributing alcohol or illegal drugs at official\* school functions not on school property.

\*An official school function is defined as one which is authorized and conducted by the school with school officials present, in charge, and on duty, such as but not limited to: a. Interscholastic athletic contests b. Field trip c. School dances

5. Alert the local law enforcement agency of suspected violations on the policy.
6. Take any of the following disciplinary actions (either alone or in combination) regarding an employee who is in violation of the policy:
  - a. Suspension
  - b. Termination of employment
  - c. Satisfactory participation in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health or law enforcement, or other appropriate agency.
7. Make a good faith effort to continue to maintain a drug-free workplace through implementation of all the provisions of this policy. In so doing, the district will conduct a biennial review of its programs to determine



their effectiveness, and to ensure that the disciplinary sanctions are consistently enforced, and changes are implemented if needed.

### **NO SMOKING POLICY**

Smoking in school buildings and school grounds is prohibited at all times by all persons. (See RSA 115:66) (Chapter 338, Laws of 1997, effective January 1, 1998) It is expected that everyone will comply with this law. Any infraction of SB Policy JICG will result in disciplinary action, and possible suspension, at the discretion of the administration.

### **STUDENT ATTENDANCE AND ABSENTEEISM (School Board Policy JH)**

The Board requires that school-aged children enrolled in the District attend school in accordance with all applicable state laws and Board policies. Attendance shall be required of all students enrolled in the District during the days and hours that school is in session.

The Board considers the following to be excused absences:

1. Illness
2. Recovery from an accident
3. Required court attendance
4. Medical and dental appointments
5. Death in the immediate family
6. Observation or celebration of a bona fide religious holiday
7. Such other good cause as may be acceptable to the principal or permitted by law.

Any absence that has not been excused for any of these reasons will be considered an unexcused absence.

### **TRUANCY**

Truancy is defined as any unexcused absence from school or class.

Ten half-days of unexcused absence during a school year constitute habitual truancy.

A half-day absence is defined as a student missing more than two hours of instructional time.

A full-day is defined as a student missing more than three and one-half hours of instructional time.

(A copy of the entire policy is available upon request.)

### **STUDENT FOOD SERVICE MEAL PAYMENT, CHARGING, AND MEAL ACCOUNT MANAGEMENT(School Board Policy EFAA)**

#### **I. Introduction**

The School District believes that good nutrition is a central component for school success. As such, all students should have access to healthy meals during the school day. Parents have the option to provide their child with breakfast, snacks and/or lunch and are encouraged to have the food they send to school meet or exceed established federal nutrition guidelines. The School District participates in the federal school meals program which is also an option for students and families in order to provide their children with healthy meals during the school day. Each meal served by the School District is required to meet or exceed the federal nutrition guidelines.

This policy outlines the payment options available for students accessing the school meals program, management of student accounts, as well as the allowable practices for meal charging. This policy also provides guidelines on staff and administrator meal accounts as well as the district's food services debt management procedures.

## **II. Student Meal Account Management**

### *A. Meal Payment Options*

1. Full Price Payment. Payment for any meal is expected at the time of purchase. Payment can be made in cash, personal check or as a debit against funds deposited into an established online student meals account. The School District will provide parents with information on how to set up an online student meals account for their student's use.

2. Reduced or Free Meals Program. The District participates in the federally supported program to provide free or reduced price meals to students from families whose economic circumstances make paying for meals difficult. Income guidelines for eligibility are based on family size and are updated each year by the US Department of Agriculture (USDA). At the beginning of each school year, the District will ensure that parents are informed of the eligibility requirements and application procedures for free and reduced meals. Parents can submit an application at any point during the school year when they believe they might be eligible for reduced meal pricing or free meals.

a. Reduced Price Meal Payment. Parents are encouraged to submit an application to the school district to determine whether or not their child is eligible to receive a reduced meal price. Parents can submit an application at any point during the school year when they believe they might be eligible for reduced meal pricing. Parents are encouraged to contact their child's school or the SAU office if they have questions about completing the application form.

Should a student qualify for a reduced price for purchased meals, payment is expected at the time of the meal is purchased. Payment can be made in cash, personal check or as a debit against funds deposited into an established online student meals account. The School District will provide parents with information on how to set up an online student meals account.

b. Free Meals. Parents are encouraged to submit an application to the school district to determine whether or not their child is eligible to receive free meals. Parents can submit an application at any point during the school year when they believe they might be eligible for free meals. Parents are encouraged to contact their child's school or the SAU office if they have questions about completing the application form.

The District will proactively accept students found to be categorically eligible to receive reduced price meals or free meals. The District will seek to make students eligible in a timely fashion, upon learning, from any source of the student's eligibility, including Direct Certification list. When eligibility is established, the District will apply the earliest effective date permitted by federal and state law. Any negative balances incurred up to that date remain the responsibility of the household. Eligibility is not retroactive.

### *B. Parental Restrictions for the Use of Student Meal Accounts*

Parents who set up student meal accounts for their child are responsible for discussing with their children any restrictions for use of the student meal accounts. Parents will need to decide if they want to allow their children to use the account for all food options such as to purchase a la carte items or if they only want their children to purchase the regular meal. The food items that a student purchases with their student meal account will not be managed by the school district or the food services program. The District considers those decisions to be the parent's responsibility.

### *C. Meal Charging and Account Balance Management*

As stated in Section 1 of this Policy, payment for meals is expected when the meal is purchased. It is the responsibility of parents to provide their child with funds to purchase meals. The District also recognizes that there may be times when a student has forgotten their lunch money or that the student's meal account has a zero balance. The District would like to work with families so that students can charge a meal on the occasion when this is necessary so that the child can eat lunch during the school day. At the same time, the District expects that parents will work with the school district in order to resolve any meal charges in a timely fashion.

1. Low Balance Notification - In order to prevent the need for students to have to charge a meal, the District's food service program will notify parents that they have a low balance when \$5 remains on the account. It is expected that parents will apply funds as soon as possible in order to keep a positive balance on their student's meal account.

2. Negative Balance Management – because the District believes that good nutrition is a central component for school success, students in grades K-12 will be allowed to occasionally charge a regular meal. No charging will be allowed for a la carte items at any time. Because the district believes that communication with parents is critical to maintaining positive account balances for all students, the following management process will be instituted:

When meal charges reach three dollars (\$3): The District's food service director will contact the parent the first time a student charges a meal. This contact will be made through either an email or automated call to the parent.

When meal charges reach six dollars (\$6): The District's food service director will contact the parent the second time a student charges a meal. This contact will be through a personal phone call to the parent. The food service director will also contact the school administration to make them aware of the situation.

When meal charges reach nine dollars (\$9): The District's food service director will contact the parent the third time a student charges a meal. This contact will be through a personal phone call to the parent. The food service director will contact the school administration to make them aware. The school administration will also contact the parent and the student to discuss the situation.

When meal charges reach twelve dollars (\$12): The District's food service director will contact the parent the fourth time a student charges a meal. This contact will be through a personal phone call to the parent. The food service director will contact the school administration to make them aware. The school administration will contact the parent and the student and request a meeting to discuss the situation.

When meal charges reach fifteen dollars (\$15): The District's food service director will contact the parent the fifth time a student charges a meal. This contact will be through a personal phone call to the parent. The food service director will contact the school administration to make them aware. If the parent has not met with the school administration to discuss the matter, school administration will notify the superintendent. The superintendent or designee will contact the parent and request a meeting.

No meal charging will be allowed for any student in grades 6-12 after the \$15 meal charge limit has been reached if the parent has not met with the superintendent.

The superintendent will determine what the most appropriate course of action will be should the parent refuse to cooperate with the school district to resolve negative account balances. That course of action could include, but not be limited to:

- Reporting the parent to the NH Department of Health and Human Services, Division for Children, Youth and Families for child neglect;
- Contacting a collections agency in order to recover the outstanding debt;
- Withholding student participation in extra-curricular activities such as school clubs and school athletic programs and/or school events such as participation in the high school graduation ceremony.
- Other disciplinary action that the superintendent and school administration deem appropriate.

3. Positive Meal Account Balances – any student meal accounts with positive balances at the end of the school year will be automatically carried over to the next school year. Upon request of the parent who owns the account, any positive balance remaining at the end of the school year will be refunded. Students who have graduated or students who leave the school district during the school year will have account balances refunded to the owner or transferred to another student account at the request of the

parent who owns the account. If the parent who owns the account does not request a refund by October 1st of the following school year, all unclaimed balances will be applied to the District's food service account and subsequently forwarded to the State of New Hampshire's Abandoned Property Division.

*D. Communication with Parents*

As required by the USDA, a copy of this policy will be distributed to parents at the beginning of each school year. This information will also be available on the SAU website.

Parents are encouraged to contact their child's school, the food service director or the SAU office regarding questions on any aspect of this policy, including any questions about completing the eligibility form or managing their student's meal account.

**STUDENT TRANSPORTATION SERVICES**

Students using the Somersworth School District transportation services must understand that they are under the jurisdiction of the School District from the time they board at the bus stop until they exit at the bus stop.

Students transported in a school bus shall be under the authority of the School District and under the control of the bus driver. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied the privilege of transportation in accordance with the regulations of the Somersworth School Board.

The driver of the bus shall be held responsible for the orderly conduct of the pupils transported. Each driver has the support of the School Board in maintaining good conduct on the bus. If a student is to lose the privilege of riding on the bus, advance warning will be given, except for extreme misconduct.

**Eligibility:** Students who meet the following criteria will be provided transportation to the school they attend:

- a. All kindergarten students are eligible for transportation to and from school.
- b. Elementary school students (grades 1-5) who live greater than 1 mile from the school they attend will be transported.
- c. Secondary students (grades 6-8) who live greater than 1.5 miles from the school they attend will be transported.
- d. Secondary students (grades 9-12) who live greater than 2 miles from the school they attend will be transported.
- e. All distances are measured from the normal bus drop off point of the subject school following city streets or public walkways to the nearest property line of the student's residence.

**Bus Stop:** Students will be expected to walk a distance no greater than the following to their assigned bus stop:

Elementary students (grades 1-5)	= 0.3 miles
Secondary students (grades 6-8)	= 0.5 miles
Secondary students (grades 9-12)	= 1.0 miles

**SCHOOL BUS CAMERA POLICY**

The Somersworth School District views safety to be the most important aspect of its transportation program. To this end, video cameras may be installed on the buses to promote desired student behavior and to permit the driver to concentrate more of his/her attention on the safe operation of the school bus. Audio recordings in conjunction with video recordings may also be captured on school buses in accordance with the provisions of RSA 570-A:2.

**TRANSPORTATION VEHICLE RULES**

1. All students must be on time. The transportation vehicle cannot wait for you.
2. Stand back in an orderly line at pick-up points until the vehicle comes to a complete stop.
3. Enter the vehicle in an orderly fashion and go directly to a seat.
4. All passengers must be seated while the vehicle is in motion. A driver may, at his/her discretion, ask students to move to a seat at the front of the vehicle, when it is stopped, in anticipation of getting off at the next stop.
5. The driver is in complete charge with regard to the operation and safety of the vehicle and must be obeyed.
6. Permission must be given by the driver to open windows. Passengers shall not extend arms, legs or heads out of windows or doors and shall not shout at pedestrians.
7. Do not talk to the driver, except in an emergency.
8. Students shall not mar or deface the transportation vehicle. Damage done must be paid for by the student or his/her parents/guardians.
9. Do not place lunch boxes, books or other objects in the aisle of the vehicle.
10. Students are prohibited from using tobacco, alcohol, drugs or any controlled substance. The police will be notified whenever a student is involved in the possession and/or use of tobacco, alcohol, drugs or any illegal substances.
11. Normal conversation is allowed; however, loud talking, shouting and unnecessary confusion may divert the driver's attention and a serious accident may result.
12. Students shall not eat nor consume beverages while on the transportation vehicle.
13. No student shall sit in the driver's seat, nor shall any student sit in such a manner that he/she interferes with the driver.
14. Nothing shall be thrown in the vehicle, from the vehicle or at the vehicle.
15. Before leaving the vehicle, remain in your seat until the vehicle stops.
16. **DO NOT** rush or run and push to leave (or enter) the vehicle.
17. Enter the aisle slowly and go directly to the exit door.
18. When getting off the vehicle, go around the **FRONT** of the vehicle and wait until the driver directs you to cross the road.
19. Students should cross the street toward or away from the transportation vehicle only while the red flashing lights are in operation.
20. Students shall not carry hazardous material, nuisance items or animals onto the bus.

### **BUS BEHAVIOR EXPECTATIONS**

1. All passengers shall conduct themselves as "ladies and gentlemen" at all times.
2. Students are expected to be courteous and accept the responsibility that accompanies the privilege of transportation extended by the citizens of Somersworth.
3. The cooperation of parents/guardians and students is needed to maintain proper conduct while awaiting and riding on transportation vehicles.
4. Fighting (verbal or physical) or threatening behavior is not acceptable while loading, riding or unloading the transportation vehicle.
5. Students shall refrain from the use of profane language, obscene gestures, excessive noise, fighting, wrestling or acts of physical aggression on the transportation vehicle.
6. While riding on the transportation vehicle, use "inside" voices.
7. Treat all transportation vehicles with care and respect.
8. Follow the directions of your authorized bus monitors (or other supervisors) until you are loaded onto the transportation vehicle.

9. Follow the directions of the driver while loading, riding and unloading the transportation vehicle.
10. Be courteous toward your fellow riders as well as the driver.

### **BUS DISCIPLINE**

If any student is to be reported, the driver of the bus on which the incident occurs will fill out the School Bus Incident Report form then give it to the Transportation Coordinator of the private contractor. The parents/guardians will be informed via telephone. A copy of the form will also be mailed to the parents. A second copy will be sent to the Building Principal. The third copy will be sent to the Superintendent's office.

If a student is reported, the Transportation Coordinator of the private contractor will take the following disciplinary action according to the Somersworth School Board Policy EEA. Special circumstances may warrant a variance from the procedure:

1. The **first report is a written warning** that an incident occurred. The report will be mailed to the parent/guardian by the transportation provider; and a copy will be submitted to the Building Principal, or designated person, and to the Superintendent of schools. Telephone contact with the parent/guardian will also be attempted.
2. A **second offense will bring disciplinary action** and possible **suspension** of transportation vehicle riding privileges for five **(5) days**. A telephone call and letter will be sent to the parent/guardian, and a copy will be submitted to the Building Principal, or designated person, and to the Superintendent of schools.
3. A **third offense** will bring a **(10) ten-day suspension** from riding the transportation vehicle. Notices shall be sent to the parent/guardian and Building Administrator.
4. **The fourth offense will result in suspension of transportation privileges for the remainder of the school year.**

Transportation suspension begins with the morning route pick-ups. A student suspended may be transported home in the afternoon. With due notice given to the student's parent/guardians, the students' suspension would then begin the next morning. Exception to this rule may be made if the situation warrants. The Building Principal, designated person, or Superintendent of Schools shall decide.

### **RESPONSIBLE BUS RIDING**

1. The student must be aware that the use of the transportation system is a privilege. This privilege is extended to the students for safe transportation. The students must also be aware that with the extension of this privilege goes the responsibility of good citizenship, and that the students will be held accountable for their behavior.
2. It is the responsibility of both the parents/guardians and the students to ensure appropriate student behavior/conduct and to provide support and cooperation so that all rules are obeyed while using school transportation. It is the responsibility of parents/guardians to ensure that children are safe upon disembarking from the school bus. If a parent/guardian fails to ensure this safety, upon recommendation of the Superintendent, the School Board may rescind the privilege of using the transportation service.
3. If a driver has reason to believe that a child, upon disembarking from the school bus, is entering any unsafe situation, the driver shall radio his/her dispatcher to seek assistance. If the situation cannot be resolved, the child shall be returned to his/her school.

### **APPEAL PROCESS**

The Appeal Process and further information regarding Student Transportation Services can be located in School Board Policy EEA. School Board policy books are available at each school and the SAU 56 Office at 51 West High Street.

### **RSA 265:54 Overtaking and passing a school bus**

This state's law requires that the driver of a vehicle must stop his/her vehicle at least 25 feet away from a school bus when the bus is receiving or discharging school children. The driver shall not proceed until the school bus resumes motion or until the **flashing red lights** have ceased to operate. This ensures the safety of our students while they board or exit the bus at school or at the bus stop.

### **USE OF RESTRAINTS**

(School Board Policy JKAA)

A copy of this policy is available upon request. Please contact the office for further information.

### **STUDENT RECORDS AND ACCESS**

The Superintendent shall develop such procedures as are necessary to comply with the federal "Family Educational Rights and Privacy Act of 1974" (FERPA) and other applicable statutes governing student records. This policy is adopted pursuant to the federal Family Educational Rights and Privacy Act of 1974 (FERPA), the Health Insurance Portability and Accountability Act of 1996 (HIPAA), and other applicable statutes governing student records so as to ensure a uniform policy of access to student records.

### **DEFINITIONS**

For the purposes of this regulation, the Somersworth School District has used the following definitions of terms.

Student: Any person who attends or has attended a school in the School District.

Eligible student: A student or former student who has reached age 18 or is attending a postsecondary school.

Parent: Either natural parent of a student, a *legal* guardian, or an individual acting as a parent or *legal* guardian in the absence of the student's parent or guardian *with notarized permission*.

Education records: Any record including but not limited to handwriting, print, tapes, computer media microfilm, microfiche) maintained by the School District or an agent of the District which is directly related to a student, except:

1. A personal record kept by a school staff member if it is kept in the personal possession of the individual who made the record, and information contained in the record has never been revealed or made available to any other person except the maker's temporary substitute.
2. An employment record which is used only in relation to a student's employment by the School District.
3. Alumni records which contain information about a student after he or she is no longer in attendance at
4. the District and the records do not relate to the person as a student.

### **ANNUAL NOTIFICATION**

Parents will be notified of their Family Educational Rights and Privacy Act (FERPA) rights annually. Annual notification includes:

- The procedure to inspect and review education records;
- The procedure to request amendment of education records;
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- The right of parents to file a complaint with the Family Policy Compliance Office (FPCO) in the *US Dept. of Education*.

**RECORD OF REQUESTS FOR DISCLOSURE**

The District will maintain a record of all requests for and/or disclosure of information from a student's education records, excluding requests of school officials and requests for directory information. The record will indicate the name of the party making the request, any additional parties to whom it may be disclosed, and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the parents or eligible student.

**PROCEDURE TO INSPECT EDUCATIONAL RECORDS**

Parents of students or eligible students may inspect and review the student's education records upon written request. The Principal (or other designated school official) will make the needed arrangements for access as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected. Access must be given in 45 days or less from the receipt of the request.

When a record contains information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the portion of the record which pertains to other students.

Refusal to Provide Copies:

The District understands that it cannot deny parents access to their children's records, except those records excluded under the Family Educational Rights and Privacy Act, and the District is required to describe the circumstances in which it may deny parents a copy of a student's education record. Example: If the record involves answers to a standardized test, the District will not provide a parent a copy of standardized test questions.

Fees for Copies of Records:

The District reserves the right to charge a fee per page *based on district rate* for records in excess of 10 pages. No fee will be charged to parents who wish to inspect or review material, or for searching and retrieving information.

Disclosure of Education Records:

The District will disclose information from a student's education records only with the written consent of the parent or eligible student, except:

1. To school officials who have a legitimate educational interest in the records.

A school official is:

- A person employed by the District as an administrator, supervisor, instructor, or support staff member.
- A person elected to the School Board.
- A person employed by or under contract to the District to perform a special task, such as an attorney, auditor, medical consultants or therapists.

A school official has a legitimate educational interest if the official is:

- Performing a task that is specified in his or her position description or by a contract agreement.
- Performing a task related to the student's education.
- Performing a task related to the discipline of a student.
- Providing a service or benefit relating to the student or student's family, such as health care, counseling, or job placement.

2. To officials of another school in which a student seeks or intends to enroll upon request of such official.



- The District will make a reasonable attempt to notify the parent of the transfer.
3. To certain officials of the U.S. Department of Education, the Comptroller General, and State and local educational authorities, in connection with certain state or federally supported education programs.
  4. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
  5. To organizations conducting certain studies for or on behalf of the District.
  6. To accrediting organizations to carry out their functions.
  7. To parents of a student unless excluded by a divorce decree or court order.
  8. To comply with a judicial order or a lawfully issued subpoena.
  9. To appropriate parties in a health or safety emergency.

## **DIRECTORY INFORMATION**

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. The District designates the following items as Directory Information:

- student name and address
- grade level
- major field of study
- participation in officially recognized activities and sports
- dates of attendance, degrees and awards received
- most recent educational agency attended

The District may disclose any of those items without prior written consent, unless notified in writing to the contrary.

The Somersworth School District will provide military recruiters and institutes of higher learning, upon request, with three directory information categories – names, addresses and grade level– unless parents have advised the District that they do not want their student's information disclosed without their prior written consent. The District may disclose any of those items without prior written consent, unless notified in writing to the contrary. Such requests must be filed with the building principal in writing, dated and signed by parents or student. Each such request shall expire on the first of October of the following year.

All persons collecting or using personally identifiable information on educationally handicapped students must receive instruction regarding the State's policies and procedures regarding the confidentiality of personally identifiable information.

## **CORRECTION OF EDUCATIONAL RECORDS**

Parents or eligible students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the correction of records:

1. Parents or the eligible student must request in writing that the District amend the record. In so doing, they should identify the part of the record they want changed and specify why they believe it is inaccurate, misleading or in violation of the student's privacy or other rights.
2. The District may comply with the request or it may decide not to comply. If it decides not to comply, the District will notify the parents or eligible student of the decision and advise them of their right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's rights.
3. Upon written request, the District will arrange for a hearing, and notify the parents or eligible student, reasonably in advance, of the date, place, and time of the hearing.
4. The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may

be an official of the District or School Administrative Unit. The parents or eligible student will be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The parents or student may be assisted by one or more individuals, including an attorney at the *parent or eligible student's expense*.

5. The District will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reason for the decision.
6. If the District decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the parents or eligible student that they have a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.
7. The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If the school District discloses the contested portion of the record, it will also disclose the statement.
8. If the District decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the parents or eligible student, in writing, that the record has been amended.

RSA91-A:5 Access to Public Records  
Public Law 90-247 (FERPA)  
Public Law 104-191 (HIPAA)  
No Child Left Behind Act