

Welcome to Maple Wood School! This handbook is for students, staff and parents. It contains information, procedures, and rules that you will want to refer to throughout the year. The last page is the school calendar. PTA meeting dates, holidays, and vacations are also listed.

Maple Wood School takes on a new look this fall as teachers and grade levels have been relocated. We are very happy to have the fifth grade students with us this year! It is an exciting time in Somersworth as Maple Wood and Idlehurst Schools provide two excellent educational settings for our elementary students.

We are completing our final year as part of the NH RESPONDS project. In this fourth year we will continue to refine the implementation of Response to Intervention (RtI) for literacy and behavioral support. Student progress data is monitored closely. A tiered system of support is provided to students who are not meeting grade level standards.

During September and May students in grades two through five will take the Measures of Academic Progress (MAP) assessment in reading, language arts, and mathematics. MAP is also administered in January in reading to track mid-year progress. First grade and kindergarten (May only) students will take the Primary MAP assessment. This computerized assessment will measure each individual child's academic growth from one year to the next, through grade eight. Students in grades three, four, and five will take the New England Common Assessment Program (NECAP) test at the beginning of October. The results of this assessment will determine whether a school makes adequate yearly progress. Third, fourth, and fifth grade students also take the science NECAP in May. The Dynamic Indicators of Basic Early Literacy Skills (DIBELS) is administered to all students three times a year. This brief measurement provides critical data for RtI.

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: cbutler@sau56.org. The Maple Wood newsletter, website, monthly calendar, and letters from the principal and teachers will provide current information about school projects. Please do not hesitate to contact us at any time.

Sincerely,

Caroline Butler
Principal

Joel Eastman
School Counselor

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.

MAPLE WOOD SCHOOL IMPROVEMENT PLAN

The Maple Wood School Restructuring Plan was approved by the New Hampshire State Department of Education in May 2011. Strategies are designed to increase student achievement to meet state standards in reading and math. Staff members participate in sustained professional development in literacy throughout the year, including Teacher Workshop Days. The school structure includes three types of teams: a Leadership Team, an Instructional Team, and Grade Level Teams. Each team has clearly defined responsibilities and meets on a regular basis. This plan is monitored by the School Leadership Team. Copies of the plan are available upon request. The results of school-wide assessments are published in the newsletter to provide parents with an understanding of how our students do as compared to the norm group. School performance data is used to make decisions about school improvement, professional development, and instruction.

TEACHER RESPONSIBILITIES

1. All teachers at the 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.

**MAPLE WOOD SCHOOL/TITLE 1
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.

*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, including the parents of Title 1 students may:

1. Attend an annual meeting to understand the Title 1 Program, i.e. planning, reviewing, offering suggestions for improvements, and evaluating the Title 1 program, parent policies, and the Title 1 grant application.
2. Receive information regarding student eligibility for Title 1 and permission forms to participate.
3. Meet with Maple Wood and Title I 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.
4. Sign a *School Family Compact*.
5. 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.
6. 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.
7. Participate in activities and programs sponsored by the PTA to increase parents awareness of curriculum, school environment, and resources to enhance parenting skills.
8. Receive written or verbal communication on a regular basis including:
 - Student progress
 - Suggestions for working with students at home
 - The school newsletter
9. 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.
10. Request a Child Study Team meeting to discuss the needs of their individual student.
11. Seek additional information through various methods including:
 - Contacting Maple Wood School at 692-3331
 - Contacting the Title 1 Project Manager at 692-2126
 - Viewing the district website at 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.

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 Diane Law, Title 1 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.

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., K & 1 = 10, grade 2 = 20, grade 3 = 30, and grade 4 = 40 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 unattempted work.

STUDENT EXPECTATIONS
Be Respectful Be Responsible Be Safe

Students are expected to arrive on time and 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. 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-a-likes, including toys. Consequences may include a suspension from school or expulsion in extreme cases.

Students are **NOT** permitted to bring personal items such as toys, cameras, hand-held video games, iPods, cell phones, etc. to school. 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.

The Maple Wood MATRIX
Just Right at Maple Wood
Treat others as you would like to be treated.

SAFE	RESPECTFUL	RESPONSIBLE
<ul style="list-style-type: none"> • Keep your body in control • Safe pace, safe space • Use materials in a just right way • Be where you are supposed to be for the “just right” time 	<ul style="list-style-type: none"> • First time listener • Just right voice levels • Use kind words • Taking turns • Show you are listening • Express your concerns respectfully • Respect Quiet Zones 	<ul style="list-style-type: none"> • Take care of school property • Take care of others’ belongings • Read for 20 minutes a day • Be prepared – ready to learn • Be an engaged learner • Bring school related material to school

SCHOOL COMMUNICATION

CALLING A TEACHER

If you need to call a teacher, the best time to reach him/her is after 8:15 a.m. The teachers will be in class at 8:30 or at 3:00 p.m. at 692-3331. If the teacher is not available at the time you call, the call will be returned at the earliest possible convenience.

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 through our volunteer program. All volunteers (including field trip chaperones) must have a background check completed **at least 24 hours prior to volunteering**. This includes being fingerprinted. Please go to the SAU 56 Central Office at 51 West High Street and they will provide you with the paperwork. This process is done at no cost to our volunteers. Volunteers are asked to sign the Volunteer Log Book in the office. The hours are totaled in June and submitted to NH Partners In Education (NHPIE) to recognize the wonderful work and accomplishments of our volunteers. We have been recognized as a Blue Ribbon Award School due to the commitment of our volunteers.

WRITTEN COMMUNICATION

This handbook is one source of communication and information. Your principal and teachers send notices when a special need for communication arises. A monthly newsletter is also distributed. Parents are welcome in the school anytime; however, if you wish a lengthy conference with a teacher, please make an appointment.

CONFERENCES

Parent-teacher conferences will be held on the evenings of November 21 and November 22. Appointment times will be scheduled at our Open House on September 28. Teachers or parents can initiate conferences if they desire at any time.

REPORT CARDS

Interims Issued:

January 19
April 19

Report cards:

November 21 and 22 (Parent conferences held)
March 8
Last day of school

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 parents/guardian's place of employment.

MAPLE WOOD SCHOOL

The Maple Wood School opened September 4, 1980. The East Wing houses students in grades 1 & 2 and the West Wing houses students in grades 3-5. The kindergarten wing opened in the fall of 1999. Kindergarten students and several related services are housed in this area.

Within each wing of classrooms is a “common” area that serves as a corridor and as an extension of the surrounding classrooms. In this area, students may engage in individual or group activities or the “common” area may be used for large group demonstrations and parent meetings. The common areas are also used on a regular basis by the community for evening programs such as scouting.

Shared Facilities

Library: A library appropriate to the supplemental learning needs of elementary school classrooms is provided. In addition to reference materials, periodicals, and books geared to various levels of learning, the library includes spaces for specialists. The library utilizes an automated system for checking in and out books and for the cataloguing of books.

Computer Lab: A computer lab is housed in the East Wing and provides an opportunity for teachers to work with their class on a regular basis. Students and parents are asked to sign the School Board Internet Policy at the beginning of the school year. Volunteers who assist students while using computers are also required to sign this policy.

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 Consultant Services: The Reading Specialist and Title 1 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 targeted assistance school. Students are eligible for services based on established criteria. Parental permission is required for students who receive supplemental instruction through this program.

School Counseling Services: The school counselor serves as an active member of the Maple Wood child study team. In this capacity, he collaborates 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 counselor makes frequent classroom visitations and presentations. The Maple Wood PBIS Program is also coordinated by the counselor. 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.

GENERAL INFORMATION

ABSENCE

Children are expected to attend school daily and arrive on time. *Please call the school by 8:45 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 (5 full days) of unexcused absences.

ARRIVAL AT SCHOOL

Walkers and bicycle riders should arrive between **8:15** a.m. and **8:30** a.m., although students may not enter the playground until **8:20**. We are responsible for playground supervision at that time. Children who are tardy are to stop in the office before going to their classroom and should be *accompanied* by a parent stating the reason they are late in arriving. It is expected that children will arrive on time unless an emergency caused a delay.

DISMISSALS

At times we realize that parents may need to have a child dismissed from school early. Parents must come to the office and request that their child be dismissed. The teacher will be informed and the child will come to the office. Please **DO NOT** go directly to the child's classroom as you will be asked to return to the office.

Tardies and dismissals are noted on student report cards, as well as the number of days absent. It is important to have as few of these as possible.

STUDENT DROP OFF AND PICK UP PROCEDURES

- In the morning come through the staff parking lot between 8:00 – 8:30.
- Children should be dropped off at the **Meeting Place**, NOT at the front entrance of the school.
- Students are not to cross the driveway themselves.
- At the **end of the day, please drive around the big loop, not through the staff parking lot.** Once the buses have arrived, cars will then need to come through the staff parking lot.
- Students will meet their transporter at the **Meeting Place**. This is a **NO Parking area**.
- Do not park on the left side of the driveway.

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.

LUNCH

Hot lunch money will be collected each Monday. The cost is \$1.75 per day or \$8.75 per week per student. The reduced price is 40c per day or \$2.00 a week. Please make checks payable to the Somersworth Hot Lunch Program. An application for free or reduced hot lunch is available to those parents or guardians who wish to apply. A separate application is available for afternoon kindergarten snack milk. Snack milk will be 40c 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. Snack milk must be paid for **separately** from hot lunch. 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 8:30 daily. Breakfast will cost \$1.25 and 30c for reduced. 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.

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.

LOST AND FOUND

A "lost and found" box is maintained near the multi-purpose room. 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.

VISITING

Parents are welcome to visit in the classrooms by making prior arrangements with the teacher. We ask that they first **report** to the office. School volunteers are asked to sign-in in the volunteer book and to wear a school visitor badge.

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.**

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. Boots are necessary for snow and mud season, but should not be worn in the classroom. Shoes (no slippers please) must be worn in school. During winter, students should come to school with hats, gloves, snowpants 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 or violent nature are not acceptable. A student will be asked to turn the shirt inside out and will be reminded of this policy.

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.

PETS

Dogs and other pets should not be allowed to accompany children to school.

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.

“NO SCHOOL” PROCEDURES

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.

- 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. Morning kindergarten classes will be canceled if there is a Delayed Opening. Afternoon classes will be held. 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. This decision will be made in mid-morning allowing time to cancel afternoon kindergarten. 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.

DAILY SESSIONS

Grades 1 -5

- 8:30 - children enter classroom
- 2:45 - dismissal begins
- 2:47 - walkers dismissed
- 2:50 - bus students are dismissed

Morning Kindergarten

- 8:30 - Class begins
- 11:05 - Students dismissed

Afternoon Kindergarten

- 12:15 - Class begins
- 2:45 - Dismissal begins
- 2:50 - Bus students dismissed

BEFORE AND AFTER SCHOOL CHILDCARE

The Strafford County YMCA provides before and after school childcare at Idlehurst. Transportation is provided between Maple Wood and Idlehurst. The morning hours are 7:00 am – 8:15 am; the after school hours are dismissal – 6:00 pm. For information regarding the cost, please call the YMCA at 332-7334.

THE MAPLE WOOD STAFF

WEST WING

- Chris Carey Gr. 3
- Eric Mommsen Gr. 3
- Jennifer Landry Gr. 4
- Ginger Riffe Gr. 4
- Nicole Kinneavy Gr. 5
- Melissa Mitchell Gr. 5

EAST WING

- Nancy Greenberg Gr. 1
- Holly Prud'homme Gr. 1 / 2
- Jennifer Wysocki Gr. 1 / 2
- Barbra Desmond Gr. 2

KINDERGARTEN

- Virginia Bornstein Gr. K
- Angela Orzechowski Gr. K

Head Teachers

- Ginger Riffe
- Jennifer Landry

- | | | | |
|------------------|------------------------------|-------------------|---------------|
| Caroline Butler | Principal | Sheri O'Day | Band |
| Joel Eastman | Counselor/Asst. to Principal | Michelle Munson | Art |
| Lori White | Secretary | Charles Favolise | Phys Ed |
| Jenna Tousignant | Nurse | Brenda Bastinelli | Sp. Ed. Coach |
| Mark Roaman | Sp./Lang Path. | Sharon Campbell | Sp. Ed. Coach |
| Louis Grondin | Music | Kim Cummings | Sp. Ed. Coach |

Georgianna Fucci	Sp. Ed. Coach	Terry Rogers	Sp. Ed Teacher
Kathy McNair	Sp. Ed. Coach	Brenda Campbell	Sign Lang. Interpreter
Michelle Parisi	Sp. Ed. Coach	Betty Ainaire	K Aide
Cindy Smith	Sp. Ed. Coach	Cynthia Michaud	K Aide
Debbie Plante	Sp. Ed. Coach	Kaely Peters	Intern Gr. K
Candi Domowitz	Sp. Ed. Aide	Amanda Burke	Intern Gr. 1/2
Brenda LaBranche	Sp. Ed Aide	Samantha Hutchings	Intern Gr. 4
Kathy Rideout	Sp. Ed Aide	Rainac Martinic	Intern Gr. 4
Sandy Crockett	Reading Cons	Stephanie McSherry	Intern Supervisor
Patricia Alielouhed	Title 1 Tutor	Ronald Benson	Custodian
Elizabeth Beauregard	Title 1 Tutor	Sue Ann Patrakis	Custodian
Brenda Cleary	Title 1 Tutor	Eric Ramsdell	Custodian
Joan deVries	Title 1 Tutor	John Viola	Custodian
Marta Kilrain	OT	Barbara LoChiatto	Foster Grandparent
Christine Fortin	PT Assist.	Aurora Cusolito	Foster Grandparent
Janice Miller	Librarian	Doris Lagueux	Foster Grandparent
Irene Collins	Library Aide	Craig Young	Foster Grandparent
Paula Francoeur	Library Aide	Lucinda Chouinard	Cafeteria
Laura Jenkins-Basdekis	Sp. Ed Teacher	Lisa Chamberlain	Cafeteria
Elizabeth Ostaszewski	Sp. Ed. Teacher		

SOMERSWORTH SCHOOL BOARD

Donald Austin	Chairperson	At Large
Dana Rivers	Vice Chairperson	Ward 2
Leroy Nash	Ward 1	
Stephanie Riotto	Ward 3	
Bob Gibson	Ward 4	
Ken Bolduc	Ward 5	
James Cowan	At Large	
Matthew Hanlon	At Large	
Keely FitzGerald	Student Representative	

SAU 56 ADMINISTRATION
692-4450

Jeni Mosca
Robert Marquis
Marie Dagostino
Pamela MacDonald
Liza Cocco

Superintendent
Assistant Superintendent
Business Administrator
Special Education Director
Special Education Liaison

***PARENT-TEACHER ASSOCIATION
OF
MAPLE WOOD SCHOOL***

Dear Parents & Teachers:

The returning PTA executive board would like to warmly welcome new and returning parents, as well as teachers and staff to Maple Wood and the 2011-2012 school year.

Our goal is to provide opportunities for fun, family activities that will enhance our children's education. We also aspire to maintain communications so that you are informed and can offer the gift of your time to the PTA sponsored events that make Maple Wood such a great school. Your participation and presence is **VITAL** to the ongoing encouragement of our children's educational journey. Not to mention your \$5.00 membership card gives you discounts on everything from office supplies to insurance (so your membership pays for itself).

To this end we invite you to attend each of the regularly scheduled PTA meetings. Meetings are the **FIRST WEDNESDAY** of each month and begin at 6:30 p.m. Child care is provided for your

convenience. Please plan ahead and leave these evenings open to share with the energetic and dynamic new face of our Maple Wood PTA. We believe that everyone has something to offer that will make our school a better place for our children to come to and learn in.

OFFICERS

Kourtney Bonsaint	President
Debbie Smith	Vice President
Beth Day	Secretary
Meme Poulin	Treasurer

FIRST DATE TO REMEMBER

First PTA Meeting, Wednesday, September 7, 2011, 6:30. Please join us!

Open House and sign-up for Parent Conferences (Nov. 21 & 22) **Wednesday, September 28, 2011** at 6:30 p.m.

Book fairs are held in the fall and the spring.

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 THIS 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.
5. 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.
6. 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 **fever free**.
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 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 will 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.

IMMUNIZATIONS (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 or 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, either 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 cyberbullying 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 trips
 - 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.

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 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.

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.

STUDENT 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. 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, Building Administrator, and the transportation Committee of the Somersworth School Board. The Transportation Committee will meet and may recommend revocation of transportation privileges on the next offense.
4. The fourth offense will result in suspension of transportation privileges for the remainder of the school year.
5. 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.

RESPONSIBILITY

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 states 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.

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 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*.

Procedure to Inspect Education 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.

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.

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 Education 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