



Welcome to

Marlborough School

Fostering a culture of Respect, Responsibility and Safety

Student & Parent Handbook 2017-2018

Dear Students and Parents,

Welcome you to the 2107-2018 school year! We have many exciting changes planned to go along with the great learning opportunities here at The Marlborough School.

Our new schedule includes an Enrichment Block for Middle School students. During this block the Middle School students will enjoy special high interest activities. This is also the year that we welcome our first class of Preschool Students to the Marlborough School. Our new teachers are excited to get to know each student and their families. They are excited to bring great new experiences to our students.

We send a special welcome to our Preschool, Kindergarten, and our newly enrolled students and their families! You will find that the Marlborough School is filled with very friendly and helpful students and staff. We are a supportive learning community where we will do our best to meet the individual needs of all of our students.

On behalf of all the faculty and staff of Marlborough School, I wish you the very best for a happy and successful school year!

Sincerely,
Mrs. Whitney
Principal

Marlborough School Board's Goals

To complete the transition process from a Targeted Title I School to a School Wide Title I School.

To continue with the development of a cultural RTI program designed to meet the social/emotional needs of the students, staff, and the community.

To review the Marlborough operating procedures to ensure educational excellence and leadership within the independence of The Marlborough School District.

Marlborough School's Mission

Our mission is to provide opportunities that motivate children to learn and grow in an environment characterized by mutual respect. We will inspire our students to strive for:

- Academic excellence
- Lifelong learning
- Maximum personal achievement
- Social responsibility
- To this end, we will seek the involvement of the people of Marlborough.

MARLBOROUGH FACULTY & STAFF

Office /Administration

Robin Whitney.....Principal
Kim Harris.....Administrative Assistant

Primary Level Grades K, 1, 2

Joyce Puleo.....Preschool Teacher
Robin Fairfield.....Kindergarten Teacher
Libby Gray.....Grade 1 Teacher
Sarah Schroeder.....Grade 1 Teacher
Rachel Goldreyer.....Grade 2 Teacher
Brittiny Walker.....Preschool Tutor
Katherine Valles.....Preschool Tutor
Jane Boroughs.....Preschool Tutor
Nicole Huntoon.....Kindergarten Tutor
Samantha Roth.....Grade 1 Tutor
Allison Spring.....Grade 1 Tutor
Hannah Johnson.....Grade 2 Tutor

Intermediate Level Grade 3, 4, 5

Meredith Hines.....Grade 3 Teacher
Staci Willbarger.....Grade 4 Teacher
Gilda Goodrich.....Grade 5 Teacher
Leila Luopa.....Grade 3 Tutor
Alana Carbone.....Grade 4 Tutor
Kathy Batcheldor.....Grade 5 Tutor

Middle Level Grades 6, 7, 8

Christopher Clauss..... Science Teacher
Jesslyn Mullett.....Math Teacher
Susan Pomasko.....Social Studies Teacher
Beth Beaudin.....English Teacher
Darlene Norris.....Middle School Tutor
Bryan Johnston.....Middle School Tutor
Joshua LaBreque.....Middle School Tutor

Unified Arts
Grade K-8

Karena Bergin.....Art Teacher
Joseph Benham.....Wellness Teacher
Michael Dillion.....Music Teacher/Chorus & Band Instructor
Diane Goodman.....Spanish Teacher

Building Specialists
Grades K-8

Robert Baker.....Integrated Science & Technology Teacher
Cheri Nutting.....Library Media Specialist
Emily Medeiros.....Special Education Teacher
Wendy Ross.....Title 1 Tutor
Sasha Oatley.....Title 1 Tutor
Marypat Szep.....Title I tutor
Maureen Watson.....Curriculum Integration Specialist
Jim Schofield.....School Psychologist
Kristin Lyons-Matte.....Guidance Counselor
Karen Nickerson.....School Nurse
Pauline Brackett/Allison Gardner.....Reading Specialist
Frances Ashworth.....After School Program Director
Pamela Prentiss.....Occupational Therapist
Alexandra Blais.....Speech Therapist

Maintenance

Frederick Blair.....Building and Grounds Supervisor
Scott BlanchardBuilding Custodian
Phil Lloyd.....Building Custodian

Food Service

Becky SpeissKitchen Supervisor
Jennifer Burns.....Kitchen Assistant

Parent Teacher Association

Janine Jewitt.....President

Marlborough School Board

Michael Briggs.....	School Board Chair
Kristen Hill.....	Vice Chair
Diane Neilsen.....	Board Member
Mark Polifrone.....	Board Member
Joseph Puleo.....	Board Member

General Information

The following is an alphabetized list of procedures and practices in our school:

After School Program

Marlborough School offers an After School Program for students in grades K-8. For a nominal fee, parents may enroll their children to participate in this program daily, between the hours of 2:45 p.m. to 6:00 p.m. A sample daily schedule is provided below.

- 2:45 p.m. - 3:30 p.m. Outdoor play
- 3:30 p.m. - 4:15 p.m. Snack and Homework Support
- 4:15 p.m. - 5:30 p.m. Club Time
- 5:30 p.m. - 6:00 p.m. Free Choice and Individual Projects

Please Note: Priority is given to the After School program for using the playground between the hours of 3p.m - 6 p.m.

Students may enroll on the basis of full-time, part-time, or drop-in. Priority for placement is given to full-time students. For more information, please log on to our school's website at www.marlboroughschool.k12.nh.us or contact our After School Program Director, Frannie Ashworth at fashworth@sau29.org.

After School Clubs and Activities

In addition to our after school program, Marlborough School offers students the opportunity to join special clubs or to participate in a variety of activities after school. Offerings are dependent upon student interest and teacher availability. Some examples of clubs and activities that have been offered in the past are: Math Counts, Yearbook Club, Drama Club, Student Council, and Recycling club, Destination Imagination.

Athletic Programs

We are proud to be *Home of the Dukes* and feel fortunate to be able to offer both boys' and girls' soccer, cross country, basketball, and track & field, as well as girls' softball and boys' baseball to our students in grades 6-8.

Students who participate in our sports programs are reminded of the importance of managing one's time well. Being a student athlete is a very big commitment. Student athletes must not only attend after-school practices and games regularly, but must also make time to complete homework assignments and fulfill family obligations. They must also meet the athletic eligibility requirements.

Marlborough Dukes are also reminded that each and every member of the team represents his/her entire school. When you are a guest at another school and when you host another school for a game we expect you to use your best manners and demonstrate good sportsmanship at all times.

For more information about our athletic programs, please contact our athletic director, Mr. Benham, at jbenham@sau29.org.

Here are some key points regarding our eligibility process:

- All grades are checked by all teachers on Friday mornings. Teachers will report all failing grades to Mr. Benham by (no later than) 9:30am on Friday.
- After 9:30 on Friday morning, grades are set. We will not update eligibility until the following Friday.
- A failing grade is an F or 64 or less in a class, as reported on Power School. The last possible time to pass in work to increase a grade will be on Thursday. Teachers are not expected to drop everything to fix a grade. Students must anticipate this and stay on top of their work.
- If a student is absent and their absences affect their grade so that they are failing, then their grade will be an F, unless they have a reasonable excuse offered by a parent. In this case the parent should contact the teacher and athletic director for clarification.
- When an athlete is ineligible, that athlete is expected to participate in practices and be present for games. The athlete can and should use their time to regain their eligibility. This means it is ok if they miss a practice or game to make up work or get extra help. Being ineligible does not mean that they are no longer part of the team!

Attendance Policy & School Hours

Arrival to School

Our school day officially begins at **8:15 a.m.** However, our playground is available to students at 8:00 a.m. - 8:10 a.m. each morning for a supervised, early, morning recess. (Please note: Marlborough School does not provide supervision for students prior to 8:00 a.m.)

Our cafeteria is also opened each morning at 8:00 a.m. for students who choose to eat breakfast. Only students who are eating breakfast are permitted into the building at 8:00. Students who choose to eat breakfast must go directly to the cafeteria as soon as they arrive to school. Time will not allow students to attend early morning recess first and attend breakfast afterwards.

Note to Parents: *If you drive your child to school, please drive in the car lane and drop off your child at the sidewalk in front of the main lobby. Your child may walk to the playground from there. Please do not drop off your child at the playground as it disrupts the flow of traffic and puts your child in harm's way.*

Late Arrival to School

Students who arrive to school later than 8:15 a.m. on any given day are considered tardy and are required to sign-in at the main office. We ask that parents call the school to report their child's anticipated tardiness. If parents are unable to notify the school prior to their child's late arrival, we ask that they escort their child into the building and sign their child in at the main office. (Please park your car in the visitor's lot before doing so. **Please do not park in the drop-off lane.**)

If a student does not arrive to school by 8:30 a.m. and our main office has not been notified of the child's tardiness, Ms. Harris will attempt to make contact with the parent to verify the child's absence. For the safety of all of our students, if a parent cannot be reached, the Marlborough Police department will be contacted and asked to do a welfare check.

Dismissal

Regular dismissal time is **2:45 p.m.** each school day. **Early dismissal** from school requires written permission from a parent or guardian. Students must submit a note to the main office in the morning stating the time of dismissal, or parents may call the main office to notify Ms. Harris of the dismissal. Before leaving the building, students are required to sign-out in the main office. Students are never to leave school without permission from the main office.

Absenteeism

It is much easier for students to do well in school when they attend school regularly. Students who are absent frequently jeopardize their chances of being successful and find it difficult to develop good work habits. For students who are habitually tardy or absent from school (6 or more days per trimester), their advisor will schedule a team meeting with parents to discuss the situation and to develop a plan for support and remediation.

Bikes

If you like to ride your bike to school, we have a bike rack near the flagpole for your use during school hours. For your safety, you are not allowed to ride your bike on school property. Please WALK your bike on and off the parking lot. Remember to wear your helmet - it's a state law now.

Birthday Celebrations

It is a Marlborough School Board policy that birthdays will be celebrated by the school. Each child will be made to feel special on their birthday. The birthday will be announced during the morning announcements and the child will be called to the office to receive a special surprise. We ask that families refrain from sending in snacks or other forms of birthday celebratory items. Using this new policy all birthdays will be celebrated equally. Issues with food allergies, nutritious snacks, and hurt feelings will be eliminated.

Bus Information

Bus Rules

Bus routes, bus stops, and pick-up times are posted in the local newspapers. Our drivers ask that you abide by the following rules while riding the bus so that you and others can enjoy a safe ride to and from school each day.

1. Stay in your seat and face forward.
2. Speak quietly enough so that you can hear the bus driver speak.
3. Keep your hands and feet to yourself.
4. Do not bring food or drinks on the bus.

All bus students must ride their regular bus home each day unless written permission from a parent allows them to do otherwise.

Late Bus

Marlborough School does not offer late bus services.

Cell Phones

Cell phones are permitted for use during the school day with teacher permission only. It is expected that all students will keep their cell phones turned off during school hours.

Parents: Please help support this policy by prohibiting your child to call/text you from his/her cell phone during the school day. If your child needs to speak with you, please encourage them to call you from a school phone. Also please do not call or text your child on their cell phone during the day. In the event that you need to reach your child, please call the office.

Counseling Services

Our school guidance counselor is available to students for school-based counseling services during the school day. Our school psychologist is available one day per week to provide counseling for students as determined by the child's educational team.

Daily Announcements

After homeroom period each morning at 8:40 a.m., we begin our day with general announcements and the flag salute.

Dress Code

Your clothing makes a statement about you. Dress in attire that shows good judgment on your behalf. If a teacher questions your judgment, he/she will speak to you privately and may require you to call home for a change of clothes.

All students are expected to have clothing suitable for outdoor activities, PE class, and particular field trips throughout the school year. (hats are not permitted to be worn in school).

Field Trips & Experiential Learning

Field experiences are an important part of our curriculum and we know that students enjoy them. Recreational field trips are an important part of celebrating at the end of each school year. You are expected and encouraged to attend all field experiences. *It's important to remember when you are out on a field trip that: You are not only representing yourself, but you are representing your family, our school and our community. It's important for our reputation that you behave in a polite, responsible manner. We thank you in advance for representing Marlborough School so well. **You make us proud!!!***

Walking Field Trips

During the school year many classes will go on "walking field trips" around town. Each student must return a signed permission slip at the beginning of the school year permitting them to participate in these walks.

Food Service

Marlborough School offers both breakfast/snack and lunch programs every day. The following are the prices for the 2017-2018 school year.

	Daily	Weekly	Monthly
Full Paid Lunch	\$2.75	\$13.75	\$55.00
Reduced Lunch	\$.40	\$ 2.00	\$ 8.00
Milk	\$.50	\$ 2.50	\$10.00
Juice	\$.30	\$ 1.50	\$ 6.00
Full Paid Breakfast/Snack Pak	\$1.35	\$ 6.75	\$27.00
Reduced Breakfast /Snack Pak	\$.30	\$ 1.50	\$ 6.00

Marlborough School has a computerized food service operation. All students are given a numerical PIN number, which they enter as they go through the cafeteria line. **If you do not wish your child to participate in the School Meals Program, you must notify us at 603-357-9011.** Otherwise, you are responsible for all charges on your child's account. **Students should have funds in their account in order to make any purchases.** Parents are encouraged to pay for meals in advance on a monthly basis on the first Monday of the month. You may send your child in with a check/money order or cash, although checks are preferred and **we strongly discourage sending in cash as it cannot be traced.** Parents should record their child's first and last name on a clearly marked payment envelope or check. Payments sent into the school will be collected in the classrooms and put into the classroom envelope and then sent to the kitchen for the school lunch staff to post the payments into the individual student's account each day. On-line payments are the safest method and can help avoid the occasional lost check or envelope. You may register for free to manage your child's account and if you wish, make school meal payments online at www.paypams.com. It is safe, easy, and convenient. PayPams also allows you to monitor their account and view your child's purchases through your PayPams account and you are not required to make payments when signing up. You can also sign up to receive email reminders when your child's account is getting low on funds. Unfortunately, payments cannot be accepted as the children go through the cafeteria line for sanitary reasons. All checks should be made payable to "Marlborough Food Services".

For those students who received free or reduced price meals last year, it will be necessary to re-apply by October 5, 2017 for the 2017-2018 school year. If you do not re-apply, on October 5, 2017, your child will revert to PAID status and you will be responsible for all charges on your child's account until you have re-applied and been approved for free or reduced meals. The program is not retroactive. Applications will be sent home on the first day of school and can be returned directly to the Keene Food Services Office at 77 Arch Street, Keene, NH 03431. The address will also be on the application. You can also download an application on line at www.keenefoodservices.com. You will be notified by mail as to the determination of the application. If you have not heard from us within a week, please call our office to confirm that we have indeed received your application. We urge all who believe they may be eligible to apply. All information is kept confidential. If you need assistance with this process, please call the school principal, guidance counselor or Keene Food Services directly.

It has always been the policy of the Food Service Department to allow a student the courtesy to charge one lunch even if they do not have the money that day to pay for it. This courtesy is for emergency purposes only. If your child does not have funds in their account, they will not be allowed to purchase any a la carte items including, snack drinks or beverages at lunch time. If your child has a negative balance of (\$25.00) or more, they will receive a choice of sandwich for their lunch entrée.

Negative balances are not permitted by the district or the State/Federal Government.

Your school's menu and other information regarding the School Meals Program are posted on our website www.keenefoodservices.com. You can also log on to www.sau29.org or the individual school's

website to access the menus. Parents are invited to join their child for breakfast, \$2.00 or lunch \$3.00.

We look forward to serving your children fun and healthy meals that meet and exceed State and Federal nutritional requirements. Please call the Keene Food Service office with any questions at 603-357-9011.

USDA is an equal opportunity provider and employer. For the full Notice of Nondiscrimination please visit www.keenefoodservices.com

Snack Program

We encourage a healthy snack during the school day. Teachers will schedule a snack break into students schedule each day. Some good examples of snacks would include granola bars, fruit, or multi-grain products. We strongly discourage sugary snacks, particularly during class celebrations and parties.

Water is a healthy option for hydration. We have water filling stations. Students should bring their water containers so that they can stay hydrated throughout the day.

Unless a teacher has given you permission to do otherwise, all eating must be done in the cafeteria. This includes beverages. Students are not permitted to carry opened beverage containers (other than water) in the corridors or classrooms.

Health Services

Marlborough school employs a registered nurse from 9:00 am until 2:00 pm daily. In the absence of the nurse, the administrative assistant or the principal will assist the students with illness or injury. A CPR certified staff member is available at all times.

Health services include: illness/injury assessment and treatment, health plans for those students with special medical concerns, medication assistance, yearly screenings, and as a resource for parents, staff, and students. The nurse also supports the teachers with health education classes.

Screenings include yearly heights and weights for all students, hearing and vision for grades 1, 3, 5, 7, and upon request of the teacher or parent. Scoliosis screening will be provided for the fifth and seventh grades.

The state of New Hampshire requires that each student have a physical exam prior to entrance to school, and immunizations that meet current standards. The school is required to report to the state regarding these immunizations yearly.

Medications may be taken at school provided we have a written order from the physician and written parent permission. **All medication must be delivered to school by an adult, in its original container (this includes any over the counter medications), and taken in the health office.** This is mandated by state regulations for the safety of all students. EpiPens, and inhalers may be carried by the student, but the school needs to be informed, and a doctor's note is still required along with your written permission.

Cheshire Smiles offers dental screenings and follow up with sealants and cleanings when a student does not have access to dental care. Cheshire Smiles will also offer a Fluoride Varnish to students in grades K-3, with parental permission. This replaces the weekly rinse program. This is done twice yearly in the fall and spring.

If your child has a *fever* (100 degrees or above) they will be sent home. Your child must free of fever for 24 hours (off medication) to return to school.

Lockers and Personal Property

Personal lockers are available for use by all middle school students. The school does not provide locks. Students are responsible for all of their belongings brought to school. The school cannot be responsible for items missing from lockers. Do not to bring valuables to school.

Open House

Our school's open house is scheduled for **Thursday evening, September 7th** this year beginning at 6pm in our gym. An invitation detailing the agenda will be forthcoming.

PTA

The Marlborough PTA consists of parents, teachers, and community members working together with the goal of improving our children's school, our community, and state and national education and health policies. The mission of the organization is to support and strengthen the partnership between parents, teachers, students and the community toward those goals.

PTA meetings are typically held on the **3rd Wednesday of every month at 3:30 pm in our Library**. Exceptions or changes will be posted on our website and on the bulletin board outside the main entrance. Meetings are open to all and a great way to keep in touch with school-related issues and activities. Parents, teachers, staff and community members are all invited to attend and may join the association.

Publication of Names & Picture

At times during the school year we hope to have articles and photos published in local newspapers, school web site, and in the school yearbook. Parents who have objections to their child's name or picture appearing in these features must notify the school office within ten days of receipt of this hand-book. A general permission form is sent home with first-day information papers.

Periodically, N.H. School Administrative Unit 29 publishes printed material, prepares PowerPoint presentations, and updates web sites that may use photographs of students in a classroom or school setting. Parents, who do not want their child's photo used, please notify the principal. Names of students will not be used except to celebrate achievement.

School Board Policies

All school policies are listed in the Marlborough Policy Manual which is located in the school Office. The manual is available for community members to read at any time. Also, they are posted on the SAU 29 website, <http://www.sau29.org/policies63.html>, as they are updated.

Examples of policies include:

- Access to student records
- Residency
- Harassment and Bullying

- Title IX
- Search and Seizure
- Due Process

School Pictures

Geskus Photography & Yearbook Publishing Company is scheduled to take students' pictures this year on Wednesday, October 4th with retakes on November 8th. If for some reason you are absent on that day, a make-up day will be scheduled on which you can have your picture taken.

Skateboards and Scooters

For your safety, students are not allowed to ride skateboards or scooters on school grounds during school hours from 8:00 a.m. to 4:00 p.m.

Visitors

Important Message: For the protection of your children, all entry doors are locked during school hours. The front lobby door at Marlborough School can be buzzed open for parents and visitors. All doors can be opened from the inside at all times. All parents/guardians, vendors, visitors, and volunteers must sign the visitor log in the main office. If anyone chooses to bypass the office, he/she will be directed to come back and sign in. If there is any refusal, emergency procedures will go into effect which may include the removal of the individual.

Weekly Folders

Each Friday, all students child will be given a folder containing information of general interest to the school and community. Please return it to school each Monday. As the year progresses, there will be digital opportunities for receiving much of the paperwork.

~Academics~

Basic Core Curriculum

All students, grades K-8, receive instruction in the four basic academic areas of Language Arts (reading, writing, spelling), Math, Social Studies, and Science. Our school's curriculum is developed in accordance with the Common Core State Standards for these subjects (for detailed information about the standards, visit www.corestandards.org).

Your teachers are responsible for scheduling these classes for you. The time you spend in each class will vary, depending on the unit of study on which you are working. Often times, teachers will integrate the subjects into one major learning project. Consequently, you may work on a single topic with a team of teachers for a period of time.

Unified Arts Program and Schedule

All students in grades K-8 will rotate through classes in music, art, wellness (phys. ed. and health) Spanish and computer skills throughout the school year.

Homework

Homework is assigned for the purpose of extending/enriching regular lessons or providing additional practice and support. Below are some helpful hints for completing homework successfully:

- Set aside a time each night (about 1hr.) for the sole purpose of doing homework.
- Shut off The T.V. and don't take any phone calls at this time.
- Make a list of everything you need to complete and gather all your necessary materials before you sit down to do your work.
- Before you begin your homework, set a goal to complete all your work within the hour.
- Share your work with an adult when you're done. (Show it off a little bit!)
- Now reward yourself!

~Awards and Recognition~

School Community Assembly

Periodically throughout the year we will hold School Community Assemblies. The assemblies will be grade specific and will honor the accomplishments and talents of students. Parents are invited to attend the assemblies. Information will be sent out prior to the assemblies regarding the participating grades and content.

Honor Roll

We will be on a Trimester grading schedule this year. Mid-term reports and report cards will be issued three times a year.

Students in grades 6-8 are eligible to receive Honors or High Honors recognition for their academic efforts.

Criteria for Honor Roll:

High Honors:

All report card grades must be **A-** or above

Honors:

All report card grades must be **B-** or above

Honorable Mention:

All report card grades must be **B-** or above with the exception of one grade of **C**.

~Code of Conduct~

Respect, Responsibility & Safety

Living by these principles and expecting others to live by these principles contributes to developing healthy relationships with others. They also contribute a to the positive, safe school environment that exists in our school. You and everyone else at Marlborough School deserve to be treated with respect. To earn respect we must consistently show respect to one another. The same is true for responsibility and safety. Your teachers will discuss the rules that relate to our code of conduct with you and help you list specific ways in which you can demonstrate *respect, responsibility* and *safety* in class.

Self-Discipline and Positive Choices

At Marlborough School, we teach and promote self-discipline among students. We know that self-disciplined students are happier, more productive, more responsible, and more successful than those students who have not learned self-discipline. Teachers want to help students make good choices and manage their own behavior in a responsible, positive way. We believe that self-discipline is YOUR job, not your teachers'.

Protecting Your Right To Learn

Should a student choose to violate our school's code of conduct, the teacher will follow the procedure below in an effort to help him/her think about his/her behavior and make better choices about the way he/she will behave in the future.

Violating our Code of Conduct and Classroom Disruptions

You deserve a safe school and a positive learning environment. Any student who is jeopardizing your ability to learn will be dealt with in the following manner:

First, the teacher will verbally remind the student of the rule and redirect the student to follow the rule.

Second, if the student chooses to ignore the reminder, the teacher will assign the student to a "think area" in the classroom (or outside of the classroom).

Lastly, if the student does not change his/her behavior after given time to think, the teacher will send him/her to his/her advisor, the planning room, or the principal to discuss/address the immediate problem and develop a plan for positive behavior in the future.

Note: The student is responsible to schedule a time with his/her teachers to make up all work missed during the time he/she is out of class working on a plan.

Major Violations of the Marlborough School Code of Conduct and Physical Contact

For your safety and in order to maintain a proper learning environment:

Students who demonstrate aggressive behavior, behave in a manner that threatens the safety of themselves or others (this includes any type of negative physical contact), leave school without

permission, or repeatedly violate our code of conduct may be assigned to In-School Suspension & Support Program until he/she develops an acceptable plan for addressing the misbehavior.

The purpose of this is to preserve your right to safety by removing any student from your class who attempts to violate this right. Students assigned to the in-house suspension & support program are expected to:

- Complete all class work.
- Complete a personal improvement plan, approved by Mrs. Whitney, their advisor, and their parent(s).

Any student who behaves in a dangerous manner or in a way as to cause harm or potential harm to him/herself and/or others will be **suspended from school**. (This includes students who violate our district's policy pertaining to bullying, and possession of drugs, alcohol, tobacco or weapons). A student who is uncooperative in the in-school suspension & support program will also be suspended from school. The duration of each suspension period will be determined by the principal and in accordance with Marlborough district policy. Students suspended from school are not allowed to participate in any school related activities during anytime of the day or evening. This includes evening performances (with the band, drama club, etc.), dances, sporting events or any other event.

~Emergency Management Procedures~

Building Evacuation and Drills

Fire Drills

We will have ten fire drills each year. Your teachers will review the process and procedures for exiting the building. It is posted on the wall by the main exit of every classroom. Make sure you ask questions if you do not understand. Once you have evacuated the building, line up on the field in the designated area for your class and stay with your class. Your teacher will take attendance and then let you know when it's time to reenter the building. Mrs. Whitney will make an announcement to give you feedback on how well you followed the procedures of the drill.

Snow Days/School Cancellations

Local television and radio stations, along with SAU 29 website, will announce the cancellation or a two-hour delay in opening from 6:30 AM to 9:00 AM. (a two-hour delay means that the school day will begin at 10:15 am, but will end at the regular time of 2:45). You will also receive an automated telephone message on your family's primary phone advising you of the delay or cancellation.

Policies of SAU 29

Child Find

N.H. SCHOOL ADMINISTRATIVE UNIT 29
CHESTERFIELD, HARRISVILLE,
KEENE, MARLBOROUGH,
MARLOW, NELSON, WESTMORELAND

CHILD FIND

In accordance with Public Law 108-446, the Individuals with Disabilities Education Act (IDEA), the school districts of Chesterfield, Harrisville, Keene, Marlborough, Marlow, Nelson, and Westmoreland are required to seek and identify children with disabilities, ages birth through 21, including children placed in private schools, charter schools, and home school settings.

If you know of a child who may be in need of special education services, please contact the Director of Special Education, 193 Maple Avenue, Keene, New Hampshire (Telephone: 357-9001).

Robert H. Malay
Superintendent of Schools

NOTIFICATION OF RIGHTS UNDER "FERPA"

NEW HAMPSHIRE SCHOOL ADMINISTRATIVE UNIT 29

**THE SCHOOL DISTRICTS OF CHESTERFIELD, HARRISVILLE,
KEENE, MARLBOROUGH, MARLOW, NELSON, WESTMORELAND**

NOTIFICATION OF RIGHTS UNDER "FERPA"

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 14 days of the day the District receives a request for access.
Parents or eligible students should submit to the appropriate school principal a written request that identifies the record(s) the parent or eligible student wishes to inspect. The

principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may request the school district amend a record that is believed to be inaccurate or misleading. The parent or eligible student should write the appropriate school principal, clearly identify in such letter the part of the record which is believed to be in need of change, and specify why it is inaccurate or misleading.

If the district decides not amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise the parent or eligible student of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. 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.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Directory information is not published by the school districts of SAU 29 except as it may occur in school formats such as yearbooks, award announcements, school newsletters, programs/ bulletins published for athletic or other co-curricular events, and similar achievement-oriented publications. A parent or eligible student who objects to a student's directory listing in such publications should contact the building principal or the Superintendent of Schools in writing by September 20 of the school year. In addition, federal laws require school districts to release names, addresses and telephone listings of secondary school students to United States Armed Forces recruiters unless a

parent or eligible student directs the school district in writing not to disclose such data to armed forces recruiters. Such direction must be submitted in writing prior to release of information to the recruiter.

Robert H. Malay
Superintendent of Schools

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Have a great year Dukes!