

*Idlehurst
Student
Handbook
2022-2023*

STRATEGIC PLANNING OF THE SOMERSWORTH SCHOOL DISTRICT

MISSION

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

BELIEFS

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

We believe that all children can learn.

We believe that learning is the purpose of schools.

We believe that education should help everyone reach full potential.

We believe that education must prepare us for the future.

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

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

STRATEGIES

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

IDLEHURST SCHOOL IMPROVEMENT PLAN

Idlehurst will have a collaborative team structure in place which includes a blended RtI/PBIS Leadership Team. The Leadership Team, with the assistance of NH Responds, will include administration, teachers, staff, and parent partnership. The Leadership Team will focus on improving differentiated core instruction, as well as Tier 2 and Tier 3 supports to improve teaching and learning including curriculum, instruction, and assessment.

Teachers and staff, working in instructional teams, will ensure that curriculum will be aligned to learning standards, using curriculum guides and a variety of resources, including textbooks, other commercial materials, and teacher-created activities and materials. Instructional Teams will organize the curriculum into unit plans that guide instruction for all students and for each student. The unit plans assure that students master standards-based objectives. All teachers will base weekly lesson plans on aligned units of instruction and differentiate assignments in response to individual student performance and methods of assessments. Instruction will clearly state objectives in terms of what the student should know or be able to perform.

TEACHER RESPONSIBILITIES

1. All teachers at Idlehurst 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.
3. All staff members are responsible for respecting the confidentiality of both children and adults.

DAILY SESSIONS

Grades K-2

- 8:45 – children may enter the building
- 8:55 – school day begins with announcements
- 3:13 – walkers and parent-pick-ups dismissed
- 3:15 – bus students are dismissed
- 3:25 – all students should have left the building

PROCEDURES FOR SCHOOL DELAYS/CANCELLATIONS

ALERTNOW

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

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

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

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

SCHOOL COMMUNICATION

ELECTRONIC CORRESPONDENCE

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

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

CONTACTING A TEACHER

It is often easiest to contact a teacher via email. E-mail addresses are available at <http://www.sau56.org> and through our PowerSchool parent portal. If you need to call a teacher, the best time to reach the teacher is at 8:45 a.m. or at 3:25 p.m. Teachers can be reached at 692-2435. If the teacher is not available at the time you call, you will be given the teacher's voicemail for you to leave a message and the call will be returned at the earliest possible convenience. Most email messages and phone messages will be answered within a 24 hour period.

WRITTEN COMMUNICATION

Your principal and teachers send notices when a special need for communication arises. A newsletter is also distributed. This communication will be electronic (or on the school website) unless otherwise requested. Parents are welcome in the school anytime; however, if you wish a lengthy conference with a teacher, please make an appointment. Students will receive a school-to-home folder which will be brought to/from school daily. Any questions/concerns/comments to the teacher can be communicated via this folder.

CONFERENCES

Parent-teacher conferences will be held on the evenings of December 8 and December 12. Appointment times will be scheduled by Idlehurst teachers, or parents may initiate conferences if they desire at any time.

REPORT CARDS

Report Cards:

December 8 and 12 (parent conferences held)
March 3/16/2023
Last day of school (currently set for 6/13/2022)

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-alikes including toys.

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

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

Positive Behavioral Intervention Supports (PBIS) is designed to promote a positive school community climate. The words, **Be Safe, Be Responsible, Be Respectful** form the basis of school-wide and classroom activities that teach and demonstrate these qualities. Staff members continually reinforce and model these expectations for our students.

The Idlehurst 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.

Just Right at Idlehurst

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

KEY TO SUCCESS AT IDLEHURST ELEMENTARY SCHOOL

Be Safe, Responsible, and Respectful.

- Attend school each day
- Arrive on time
- Stay on school grounds
- Be attentive, cooperative and participate in each lesson taught
- Participate in school activities
- Respect the rights and property of others

GENERAL INFORMATION

ABSENCE

Children are expected to attend school daily and arrive on time (no sooner than 8:45 a.m.) . ***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 of unexcused absences.**

APPROPRIATE CLOTHING

Students' preparedness for school includes the choice of appropriate clothing. Clothes that are comfortable to walk and play in and are warm during winter months are appropriate. Wearing shoes that lace, buckle, zip or close with Velcro are best. **Flip flops are discouraged.** Boots are necessary for snow and mud season, but should not be worn in the classroom. Please make sure you send in a pair of shoes for your child to wear in the classroom during winter months. Shoes (no slippers please) must be worn in school. During winter, students should come to school with hats, gloves, snow pants and boots to wear for outside recess. Sneakers are required for physical education class. "Wheeled" types of sneakers are **not permitted.** Hats, bandanas, or other forms of headwear shall **not** be worn during the school day. Clothing or accessories should not distract staff or students (for example, body jewelry other than small earrings or brightly colored hair). T-shirts with messages of a sexual or violent nature or including drugs/alcohol are not school appropriate; a student wearing one of these t-shirts will be asked to turn the shirt inside out and will be reminded of this policy. In addition, we ask that children do not wear attire that is not covering their body appropriately. For example, belly shirts, pants that show underwear, or some tank tops that will not be allowed at school. This is at the discretion of the Administration.

ARRIVAL AT SCHOOL

Walkers and bicycle riders should arrive between **8:45 a.m.** and **8:55 a.m.**. When students arrive at school, they go directly to their classroom. 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. Parents are asked to allow the tardy student to go to class on their own as it will cause less of a disruption to the classroom. Teachers are not available at these times to speak with parents. It is expected that children will arrive on time unless an emergency causes a delay.

BEFORE AND AFTER SCHOOL CHILDCARE

Somerset Youth Connection (SYC), a 21st century community learning center project through the NH Dept. of Education will once again be providing an extended day learning program for grades K-5 this Fall. Please contact the SYC Director at 692-2126 for more information regarding the program.

BICYCLES

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

DISMISSALS

At times we realize that parents may need to have a child dismissed from school early. Only a student's parents or legal guardians may give permission for a student to be dismissed. All early dismissals must be before 2:55 p.m.

No changes in dismissal routines will be accepted after 2:00 PM.

Parents (or designee listed on the emergency card) must come to the office and request that their child be dismissed. **Please note: people listed as emergency contacts must be at least 18 years of age.** The teacher will be informed and the child will come to the office.

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.

FAMILY VACATIONS OR TRIPS

Unless the child is absent for reasons of illness or emergency, teachers are not required to provide work to cover a student's absence; however, by consulting with the teacher a meaningful education plan can be developed. **State law defines truancy as ten half days of unexcused absences.**

FIELD TRIPS

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

FIRE AND EMERGENCY DRILLS

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

HOMEWORK

Homework at Idlehurst 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.

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

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

Homework assigned to Idlehurst 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
- 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

LOST AND FOUND

A "lost and found" box is maintained near the cafeteria. Parents are welcome to examine this box for lost items. After 30 days, items of value that remain unclaimed are eventually given to a charitable organization. Labeling your child's clothing, backpack, lunchbox, etc. reduces the number of items that are placed in the lost and found box.

LUNCH

Hot lunch money will be collected each Monday. The cost is \$2.85 per day or \$14.25 per week per student. Please make checks payable to the Somersworth Hot Lunch Program. An application for free or reduced hot lunch is available to parents or guardians who qualify. Please see below for more information. **Please note that snack milk is not a part of the free lunch program. If your child orders snack milk and you receive free or reduced lunch, then you will be charged.** Snack milk will be \$.50 per day. Milk can also be purchased at lunchtime to accompany a lunch the child brings from home. It is much easier for everyone (student, teacher, and cafeteria staff) if the child pays by the week. Please send all money in a sealed envelope with the child's name, teacher's name and what the money's for stated on the envelope. We will be serving breakfast from 8:45-8:55 daily for grades K-2. Breakfast will cost \$1.75. Cereal and other choices, as well as juice and milk will be on the menu. If weather conditions require a delayed opening **NO** breakfast will be served. **Café Services will be sending home more information at the beginning of the year regarding the program and guidelines for unpaid balances.**

FREE AND REDUCED LUNCH PROGRAM

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

PETS

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

RECESS

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

SNACK TIME

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

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

For more information about this program, and many helpful resources that can be used at home, look at the NH Fruit and Vegetable Program's website: www.dhhs.nh.gov/DHHS/NHP/fruitsandveggies. Eating plenty of fruits and vegetables helps us get the fiber, vitamins, and minerals we need to stay healthy and fight off illness and obesity. We are very excited to bring this great program to our students!

STUDENT DROP OFF AND PICK UP PROCEDURES

BUSES

All buses will come to the front of the building for morning drop off and afternoon pick up. The car drop off and car pick up will be in the back of the building at the portico.

DROP OFF AND PICK UP

For morning drop off, adults that wish to accompany their child into the building will use the front entrance where you will be asked to sign in and wear a visitor badge. For afternoon pick up, parents wishing to greet their child(ren) are asked to wait outside by the front entrance.

Kindergarten Parent Car Pick-Up Procedures

All kindergarten parents will be asked to park in the K designated spots on the side of the school building near the gym entrance. Your children (including their older siblings) will be near the entrance of the gym where you can get them and put them in the cars. Parents waiting for spots to open will form a line in the designated area and will pull in to a spot once there is an available spot.

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 Idlehurst 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 Idlehurst 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, the ESOL teacher, and/or 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.

Somersworth Early Education – (SEE): The SEE program is a preschool program located at Idlehurst that provides opportunity through language-based programming to children in the areas of early education, speech and language therapy, motor development, social experiences, hands-on learning and community experiences.

Reading Consultant Services: The Reading Specialist and Title 1 tutors at Idlehurst 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. Idlehurst is a school-wide program. In a school-wide program, all students are eligible to receive services, thus parental permission is not required. However, parents of students receiving services will be notified.

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

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

TRANSPORTATION

1. Please review the rules and consequences with your child as stated in the School Board Policy. 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 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.

VISITING & BADGES

All visitors ARE REQUIRED to check in at the front office prior to going to a class or the common areas. This is to be done at ALL times during the day for our children’s safety. Please sign in even if you are just walking your child to class in the morning and obtain a visitors badge to wear.

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

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 **prior to volunteering**. This includes being fingerprinted, which takes up to three weeks to complete. Please go to the SAU #56 Central Office at 51 West High Street and they will provide you with the paperwork. Volunteers are asked to sign the Volunteer Log Book in the office.

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 is **fever free for 24 hours**.
8. Parents are requested to notify the school nurse of any change in their child's health status throughout the school year. Medical examination by their own physicians, immunizations and booster shots, and any medication taken regularly or treatment required for any condition should be reported. Allergies (such as bee stings, food, etc.) must be made known to the School Nurse. Health records on each child shall be maintained throughout the school years and shall be kept confidential.
9. Students who are unable to participate in the total school program shall present a letter from the physician stating the reasons and the approximate duration of limitation. This includes recess.
10. When other arrangements can be made, medication should not be taken during school hours. Most prescription medications can be regulated around school hours. When medication **MUST** be taken during the school day, it must be a prescribed medication. Aspirin, over-the-counter cough syrups, etc. can be taken before and after school.

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

- A prescription written by the doctor stating what the medication is, the dosage, and that it is necessary for the child to take it in school.
- A properly labeled container (from 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.

School-wide Title I

PARENT'S RIGHT TO KNOW

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

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

If you would like to request any of the above information, please call the 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.

IDLEHURST SCHOOL TITLE I - PARENT INVOLVEMENT PHILOSOPHY PROCEDURES & GUIDELINES

Idlehurst 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. Idlehurst will establish programs and practices that enhance parent involvement and reflect the specific needs of students and their families. They will include, but not be limited to, the following components of successful parent involvement programs:

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

TITLE I – PARENT/GUARDIAN INVOLVEMENT POLICY

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

District Requirements:

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

Title I School Requirements:

- The Title I School will hold an annual meeting in a timely manner to inform participating families about the program, parental rights and responsibilities, and opportunities for partnership between the school and the home in building the student's academic skills. At the initial meeting, the staff will
 - ensure that all parents receive the "parents right to know" document, regarding teacher qualifications;
 - provide information about the assessments used in determining eligibility and the nature and content of specific programs that will be used to supplement classroom instruction;
 - provide written information about the results of their particular student's assessment and the content of the program in which their child will be participating within one week of the start date for their child's instruction; and
 - follow-up with phone calls to clarify any information needed.
- Parents will be informed of meetings in writing and if possible, invited personally via phone call. If there is a need expressed for childcare or transportation, the Title I program will make arrangements for students (when appropriate) and siblings to be cared for on-site during the meetings free of charge to the parents. If needed, transportation will be made available to parents wishing to attend.
- Additional meetings may be scheduled during the year to provide an opportunity for parents to ask questions and gain information about academic development and strategies to help their students succeed. Meetings will be geared toward meeting the expressed needs of the parents with regard to their student's academic development and skills.
- Parent feedback will be gathered to assess the program's effectiveness and to help inform future decisions about its scope and content.

National PTA Standards for Parent/Family Involvement Program

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

- Attend an annual meeting to understand the Title I Program, i.e. planning, reviewing, offering suggestions for improvements, and evaluating the Title I program, parent policies, and the Title I grant application.
- Meet with Idlehurst reading staff members at the school's Open House in the fall and Parent/Teacher Conferences at the end of the first marking term to share information about the program and individual student progress. Additional conferences may be scheduled upon request. Parents will regularly receive written progress reports.
- Sign a *School Family Compact*.
- Obtain information about the school's curriculum, assessments used to measure a child's progress including state assessments, and instructional strategies used in the learning process.
- Attend meetings organized by the PTA and Title I designed to assist parents in understanding how students can improve skills, get help when needed, meet class expectations, and perform well on assessments.
- Participate in activities and programs sponsored by the PTA to increase parents awareness of curriculum, school environment, and resources to enhance parenting skills.
- Receive written or verbal communication on a regular basis including:
 - Student progress
 - Suggestions for working with students at home
 - The school newsletter
- Have access to the Parent Resource Collection that includes pamphlets, books and videos about working with children, and games/activities that will assist students in the learning process.
- Seek additional information through various methods including:
 - Contacting Idlehurst School at 692-2435.
 - Contacting the Title I Project Manager at 692-2126
 - Viewing the district website at www.sau56.org

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

SCHOOL POLICIES

SECTION 7: SCHOOL WIDE TITLE I

PARENT'S RIGHT TO KNOW

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

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

If you would like to request any of the above information, please call Caroline Butler, Title 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.

MAPLE WOOD SCHOOL TITLE I PARENT INVOLVEMENT PHILOSOPHY PROCEDURES & GUIDELINES

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

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

TITLE I PARENT/GUARDIAN INVOLVEMENT POLICY

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

District Requirements:

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

Title I School Requirements:

- The Title I School will hold an annual meeting in a timely manner to inform participating families about the program, parental rights and responsibilities, and opportunities for partnership between the school and the home in building the student's academic skills. At the initial meeting the staff will...
 - ensure that all parents receive the 'parents right to know' document, regarding teacher qualifications;

- provide information about the assessments used in determining eligibility and the nature and content of specific programs that will be used to supplement classroom instruction;
- provide written information about the results of their particular student's assessment and the content of the program in which their child will be participating within one week of the start date for their child's instruction; and
- follow-up with phone calls to clarify any information needed.
- Parents will be informed of meetings in writing and if possible, invited personally via phone call. If there is a need expressed for childcare or transportation, the Title I program will make arrangements for students (when appropriate) and siblings to be cared for on-site during the meetings free of charge to the parents. If needed, transportation will be made available to parents wishing to attend.
 - Additional meetings may be scheduled during the year to provide an opportunity for parents to ask questions and gain information about academic development and strategies to help their students succeed. Meetings will be geared toward meeting the expressed needs of the parents with regard to their student's academic development and skills.
 - Parent feedback will be gathered to assess the program's effectiveness and to help inform future decisions about its scope and content.

Reviewed: May 4, 2010

Discussion: May 11, 2010

Revised: May 25, 2010

Approved by NHSBA: August 2011

National PTA Standards for Parent/Family Involvement Program

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

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

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

SECTION 8: OTHER SCHOOL POLICIES and INFORMATION

IMMUNIZATIONS (School Board Policy JLCB)

Immunizations Required. Any child being admitted to the District must present written documentation of meeting the then current New Hampshire immunization requirements, unless exempted for medical reasons under RSA 141-C:20-c, or for religious reasons as provided in paragraph D of this policy. All immunizations must meet minimum age and interval requirements for each vaccine. A 4-day grace period is allowed; however, live attenuated vaccines (e.g., MMR, Varicella, nasal influenza vaccine, etc.) that are not administered on the same day must be administered at least 28 days apart.

Reference School Board Policy JLCB for further information

NONDISCRIMINATION POLICY STATEMENT

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

UNLAWFUL HARASSMENT AND VIOLENCE POLICY

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

ANTI-HARASSMENT FOR ELEMENTARY SCHOOL STUDENTS (School Board Policy JBAAB)

General Statement Policy

It is the policy of the Somersworth School District that all children have a right to learn and play in a school that is free from harassment.

Reference School Board Policy JBAAB for further information.

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>.

BULLYING (School Board Policy JICK)

The Somersworth School Board is committed to providing all students 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. The Superintendent is responsible for implementing this policy, but may delegate specific responsibilities to administrators and other as deemed appropriate. 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.

Reference School Board Policy JICK for further information.

DANGEROUS WEAPONS ON SCHOOL PROPERTY (School Board Policy JICI)

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

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

Weapons under control of law enforcement personnel are permitted.

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

DRUG-FREE WORKPLACE POLICY

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

1. Notify all employees, in writing, that the unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs and alcohol is prohibited in the District's workplace and that any violation is subject to disciplinary action. Notification will be accomplished by distribution of this policy to all employees.
2. Provide a drug-free awareness program to inform employees about:
 - a. The dangers of illicit drugs in the workplace;
 - b. The District's policy of maintaining a drug-free workplace;
 - c. Available drug and alcohol counseling, rehabilitation, and employee assistance and/or reentry programs; and
 - d. The penalty/penalties that may be imposed on employees for drug and alcohol violations occurring in the workplace.
3. Notify employees that, as a condition of employment in the District, they will agree to and abide by the terms of the policy, and will notify the District of any drug statute conviction resulting from workplace conduct within five days of the conviction.
4. Establish the following as grounds for disciplinary action:
 - a. Working under the influence of alcohol or illegal drugs, no matter where consumed.
 - b. Having an unsealed container of alcohol, or consuming alcohol on school property. (Any employee who finds any type of container of alcohol on school property should report it to the administration as soon as possible.)
 - c. Possessing or distributing controlled substances on school property.

- d. Consuming, possessing, or distributing alcohol or illegal drugs at official* school functions not on school property.

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

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

NO SMOKING POLICY

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

STUDENT ATTENDANCE AND ABSENTEEISM (School Board Policy JH)

The Board requires that school-aged children enrolled in the District attend school in accordance with all applicable state laws and Board policies. The educational program offered by the District is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress.

Attendance shall be required of all students enrolled in the District during the days and hours that school is in session, except that the Principal may excuse a student for temporary absences when receiving satisfactory evidence of conditions or reasons that may reasonably cause the student's absence.

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 (School Board Policy JH)

Truancy is defined as any unexcused absence from class or school. Any absence that has not been excused for any of the reasons listed above will be considered an unexcused absence.

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

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

Any absence of more than three and one-half hours of instructional time shall be considered a full-day absence. The Principal or Truant Officer is hereby designated as the District employee responsible for overseeing truancy issues.

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

I. Introduction

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

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

II. Student Meal Account Management

A. Meal Payment Options

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

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

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

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

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

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

B. Parental Restrictions for the Use of Student Meal Accounts

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

C. Meal Charging and Account Balance Management

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

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

2. Negative Balance Management – because the District believes that good nutrition is a central component for school success, students in grades K-12 will be allowed to occasionally charge a regular meal. No charging will be allowed for a la carte items at any time.

Because the district believes that communication with parents is critical to maintaining positive account balances for all students, the following management process will be instituted:

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

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

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

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

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

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

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

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

3. Positive Meal Account Balances – any student meal accounts with positive balances at the end of the school year will be automatically carried over to the next school year. Upon request of the parent who owns the account, any positive balance remaining at the end of the school year will be refunded. Students who have graduated or students who leave the school district during the school year will have account balances refunded to the owner or transferred to another student account at the request of the parent who owns the account. If the parent who owns the account does not request a refund by October 1st of the following school year, all unclaimed balances will be applied to the District’s food service account and subsequently forwarded to the State of New Hampshire’s Abandoned Property Division.

D. Communication with Parents

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

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

STUDENT TRANSPORTATION SERVICES

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

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

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

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

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

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

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

SCHOOL BUS CAMERA POLICY

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

TRANSPORTATION VEHICLE RULES

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

BUS BEHAVIOR EXPECTATIONS

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

7. Treat all transportation vehicles with care and respect.
8. Follow the directions of your authorized bus monitors (or other supervisors) until you are loaded onto the transportation vehicle.
9. Follow the directions of the driver while loading, riding and unloading the transportation vehicle.
10. Be courteous toward your fellow riders as well as the driver.

BUS DISCIPLINE

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

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

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

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

RESPONSIBLE BUS RIDING

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

APPEAL PROCESS

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

RSA 265:54 Overtaking and passing a school bus

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

USE OF RESTRAINTS

(School Board Policy JKAA)

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

STUDENT RECORDS AND ACCESS

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

DEFINITIONS

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

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

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

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

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

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

ANNUAL NOTIFICATION

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

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

RECORD OF REQUESTS FOR DISCLOSURE

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

PROCEDURE TO INSPECT EDUCATIONAL RECORDS

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

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

Refusal to Provide Copies:

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

Fees for Copies of Records:

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

Disclosure of Education Records:

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

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

A school official is:

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

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

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

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

DIRECTORY INFORMATION

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

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

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

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

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

CORRECTION OF EDUCATIONAL RECORDS

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

1. Parents or the eligible student must request in writing that the District amend the record. In so doing, they should identify the part of the record they want changed and specify why they believe it is inaccurate, misleading or in violation of the student's privacy or other rights.
2. The District may comply with the request or it may decide not to comply. If it decides not to comply, the District will notify the parents or eligible student of the decision and advise them of their right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's rights.
3. Upon written request, the District will arrange for a hearing, and notify the parents or eligible student, reasonably in advance, of the date, place, and time of the hearing.
4. The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the District or School Administrative Unit. The parents or eligible student will be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The parents or student may be assisted by one or more individuals, including an attorney at the *parent or eligible student's expense*.
5. The District will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reason for the decision.
6. If the District decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the parents or eligible student that they have a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.
7. The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If the school District discloses the contested portion of the record, it will also disclose the statement.

8. If the District decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the parents or eligible student, in writing, that the record has been amended.

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

IDLEHURST EXPECTATIONS

(Please post this in your home)

Be Safe

Be Respectful

Be Responsible

Classroom Expectations

- ❖ Keep your hands and feet to yourself
- ❖ Make eye contact when talking to someone
- ❖ Raise your hand to speak
- ❖ Wait your turn
- ❖ Speak with respect
- ❖ Listen actively. Be alert and responsive
- ❖ Work quietly by yourself
- ❖ Use 'indoor' voices
- ❖ Share
- ❖ Be friendly to others
- ❖ Use kind words and actions.
- ❖ Ignore students who are not behaving politely.
- ❖ Treat others property with respect – do not take, destroy or vandalize.

Cafeteria Expectations

- ❖ Walk at all times while in the cafeteria
- ❖ Keep your hands and feet to yourself
- ❖ Sit with good posture and good spacing
- ❖ Sit facing the table with food in front of you
- ❖ Chew food with mouth closed
- ❖ Use 'indoor' voices to talk with people in front of you, beside you or diagonally across the table
- ❖ Hold utensils and napkins with care
- ❖ Don't play with food
- ❖ Keep your table neat
- ❖ Put trash and uneaten food in trash barrel when your table is called
- ❖ Wipe your face and hands with a napkin after you finish eating.

Recess Expectations

- ❖ Keep your hands and feet to yourself.
- ❖ Watch where you are going
- ❖ Share. Include others in your game
- ❖ Play in marked areas only
- ❖ Respect others' space and property
- ❖ Line up without pushing or cutting.
- ❖ Be friendly and polite to others
- ❖ Play safely on playground equipment
- ❖ Keep hardballs and other toys at home
- ❖ Do not throw things like sand, snow, sticks or rocks.

Bus Expectations

- ❖ Follow the driver's instruction
- ❖ Sit in assigned seat
- ❖ Respect others' space and property
- ❖ **B (Back to back; Bottom to bottom) Facing forward)**
- ❖ **U (Use quiet, respectful words)**
- ❖ **S (Safe hands and feet)**

Assembly Expectations

- ❖ Walk quietly into the assembly area
- ❖ Sit quietly
- ❖ Keep your hands and feet to yourself
- ❖ Wait quietly for presentation to begin
- ❖ Sit on your bottom
- ❖ Keep eyes on performance
- ❖ Wait to be invited to participate
- ❖ Applaud appropriately when the performance is over
- ❖ Wait for a signal from your teacher before leaving the cafeteria

Hallway Expectations

- ❖ Walk quietly in a single line
- ❖ Keep your hands and feet to yourself
- ❖ Walk on right side of hallways and doorways.
- ❖ Greet others with a quiet and safe wave

Library Expectations

- ❖ Keep your hands and feet to yourself
- ❖ Walk quietly at all times while entering, exiting and working in the library
- ❖ Be especially quiet when others are studying or a library class is in session.
- ❖ Sit quietly with a book if you are not checking out a book with your class
- ❖ Put books back where you found them or put them in book drop if you don't remember
- ❖ Always use the library computers respectfully

Bathroom Expectations

- ❖ D (Do your business)
- ❖ R (Respect privacy)
- ❖ U (Use the trash can)
- ❖ M (Minimum quiet talking)
- ❖ S (Straight to and from bathroom)
- ❖ S (Scrub your hands)

Permission to post student items on a school website:

Occasionally we wish to post a picture of a particular school activity (such as a play, artwork, science project, sporting event, or other activity) on a school department’s website. This may involve posting a picture showing a student or group of students or posting a sample of a student’s work. If a student’s picture or work is used:

- *He/she is only identified by first name
- *Personal information (phone #, address, etc.) will **not** be published
- *Documents will not include information that indicates the physical location of a student at a given time other than attendance at a particular school or participation in an activity.

_____ **Yes, I do grant permission** to the Somersworth School District to post pictures of my son/daughter or samples of his/ her work on a school department’s website. I understand these pictures may distinctly identify him or her. I further release the City of Somersworth, and the Somersworth School District and its employees, officials, and agents from liability of any claims including without limitations, claims of libel, defamation, invasion of privacy and right of publicity, and infringement of proprietary rights, arising out of or relating to the exercise of rights granted under this CONSENT AND RELEASE.

_____ **No, I do not grant permission** to post pictures or work samples of my son/daughter on a school website.

Permission to videotape or photograph:

Throughout the school year, we sometimes videotape or photograph teaching activities and school events. Videotapes may be shown in the classroom, at parent meetings, at events such as open house, etc. A member of the school staff or a PTA volunteer will do the videotaping or photographing.

_____ **Yes, I do grant permission** to have my son/daughter included in school videotapes and photographs.

_____ **No, I do not grant permission** to have my son/daughter included in school videotapes and photographs.

Idlehurst School Handbook:

_____ Yes, I have reviewed the 2022–2023 Idlehurst School Handbook.

Please complete this form and return it to your child’s teacher tomorrow.

Thank you very much!

Child’s Name: _____

Teacher’s Name: _____

Parent’s Signature: _____

Date: _____