



Maple Wood School
184 Maple Street
Somersworth, NH 03878
(603) 692-3331

Welcome to Maple Wood School! This handbook is for students, staff, and parents. It contains information, procedures, and rules that you will want to refer to throughout the year.

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

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

Sincerely,

Devin McNelly
Principal

Maple Wood Student and Family Handbook 2023-2024



Office Staff:

Principal - Devin McNelly

Assistant Principal - Max Ferguson

Administrative Assistant - Kelly Brennan

Administrative Assistant - Katrina Martel

Guidance Counselor: Erin Spain

Guidance Counselor (Fall): Judy MacDonald

Guidance Counselor (Spring): Arielle Marquis

Nurse: Jenna Tousignant

Important Phone Numbers

Maple Wood School: 692-3331

Somersworth School District SAU 56: 692-4450

First Student Bus Transportation: 692-4406

Please direct 504 and SPED concerns to the Special Education Coordinator at 692-4450.

Please direct Title IX concerns to the Title IX Coordinator at 692-2431 Ext. 1326.

This contact information and other handbook information is subject to change.

Our Mission:

Maple Wood School's mission is to promote a partnership of school, home, and community which builds courage, respects differences, and nurtures lifelong learning.

Our 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.

Our Expectations:

Be Safe, Be Respectful, Be Responsible

SECTION 1: PROCEDURES FOR SCHOOL DELAYS/CANCELLATIONS

SchoolMessenger:

SAU 56 uses the School Messenger notification 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. The successful delivery of information is dependent upon accurate contact information for each student, so please make certain that your most current contact information is accurate in PowerSchool. If this information changes during the year, please update it accordingly (Name, Email, and Phone numbers).

To change your contact information:

- Log into the parent portal and click on Forms
- Click on Form C Student Contacts 2023-2024 for new students and Form C Returning Student Contacts 2023-2024 for students returning
- Find your contact information box and click on the pencil to edit
- Click on Add, then Click Submit in the bottom right corner

“No School” and “Delayed Opening” television station - WMUR (CH9) Manchester

SECTION 2: SCHOOL COMMUNICATION

ELECTRONIC CORRESPONDENCE

Important information such as bus routes and lunch menus can be found on our school website at maplewoodschool.sau56.org

District information such as School Board information and links to each school can be found on the SAU 56 website at sau56.org

Newsletters and other schoolwide correspondence will be sent via email to families.

CONTACTING A TEACHER

It is often easiest to contact a teacher via email which is available at <http://www.sau56.org>, through our PowerSchool parent portal and should be provided by the teacher in a welcome letter. If you need to call a teacher, the best time to reach him/her is at 8:10 a.m. or at 2:50 p.m. Teachers can be reached by calling 692-3331. If the teacher is not available at the time you call, a message will be placed in the teacher's mailbox and the call will be returned at the earliest possible convenience. Most email or phone messages will be answered within a 24 hour period.

HOME TO SCHOOL FOLDER

Maple Wood provides each student with a folder which serves as a place for any paper which goes back and forth from school to home.

CONFERENCES

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

Parent-teacher conferences will be held on the evenings of **December 7th and December 11th**. Appointment times will be scheduled by our teachers, or parents can initiate conferences if they desire at any time.

REPORT CARDS

Paper Report cards will be issued: **At Parent Conferences (Dec 7th & Dec 11th), March 27th, and the Last Day of school**

SECTION 3: STUDENT EXPECTATIONS

Be Respectful Be Responsible Be Safe

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

Consequences may include a suspension from school or expulsion in extreme cases. Somersworth Elementary School principals/designees may suspend a student up to 10 school days. Depending on the severity of the offense, the Superintendent or School Board may add 10 more days. A due process hearing may be held by the School Board with police involvement if 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 during field trips. These items are not needed at school and can cause distractions. The school is not responsible for the damage or the loss of personal items. **Students are also reminded not to trade personal items with each other** as too often this leads to confusion and disappointment.

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

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

	Be Safe	Be Respectful	Be Responsible
Bus Behavior	<ul style="list-style-type: none"> ● Once seated, stay seated ● Keep belongings, hands, and feet to self ● Keep Aisle Clear ● Enter and exit the bus as directed by the driver 	<ul style="list-style-type: none"> ● Use Kind words to others ● Thank your bus driver ● Use indoor voices 	<ul style="list-style-type: none"> ● Listen and follow bus driver’s directions ● Be prepared and ready to enter and exit the bus ● Keep bus clean

Bathroom Behavior	<ul style="list-style-type: none"> ● Use the facility appropriately ● Keep hands and feet to self ● Use good hygiene 	<ul style="list-style-type: none"> ● Give others privacy ● Use kind words to others ● Use indoor voices 	<ul style="list-style-type: none"> ● Use time wisely ● Use appropriate amount of soap/paper/water ● Help keep the bathrooms clean
Hallway Behavior	<ul style="list-style-type: none"> ● Walk quietly in a single line ● Keep your hands and feet to yourself 	<ul style="list-style-type: none"> ● Greet others with a quiet and safe wave ● Walk on right side of hallways and doorways. 	<ul style="list-style-type: none"> ● Report spills/unsafe conditions ● Report unsafe/suspicious behavior
Cafeteria Behavior	<ul style="list-style-type: none"> ● Walk and sit safely ● Receive permission before leaving ● Use utensils appropriately ● Keep hands and feet to self 	<ul style="list-style-type: none"> ● Use indoor voices ● Use table manners ● Raise hand for help ● Use kind words to others ● Listen and follow adult directions 	<ul style="list-style-type: none"> ● Come prepared for lunch and recess ● Keep cafeteria clean ● Stop, Look, Listen when signaled
Recess Behavior	<ul style="list-style-type: none"> ● Keep hands and feet to yourself. ● Watch where you are going ● Play safely on playground equipment ● Do not throw things like sand, snow, sticks or rocks. 	<ul style="list-style-type: none"> ● Share. Include others in your game ● Respect others' space and property ● Line up without pushing or cutting. ● Be friendly and polite to others 	<ul style="list-style-type: none"> ● Play in marked areas only ● Keep hardballs and other toys at home
Library Behavior	<ul style="list-style-type: none"> ● Keep hands and feet to yourself ● Use school supplies and furniture appropriately 	<ul style="list-style-type: none"> ● 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 	<ul style="list-style-type: none"> ● Put books back where you found them or put them in book drop if you don't remember ● Always use the library computers appropriately
Assembly Behavior	<ul style="list-style-type: none"> ● Walk quietly into the assembly area ● Sit quietly ● Keep hands and feet to yourself 	<ul style="list-style-type: none"> ● Keep eyes on performance ● Wait to be invited to participate ● Applaud appropriately when the performance is over 	<ul style="list-style-type: none"> ● Wait quietly for presentation to begin ● Sit on your bottom ● Wait for a signal from your teacher before leaving the cafeteria

SECTION 4: BEHAVIOR POLICIES - Policy JIC & JICD

GENERAL GUIDELINES

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

BEHAVIOR MANAGEMENT

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

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

MINOR OFFICE REFERRAL

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

Procedures will include:

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

Possible interventions/consequences for minor behaviors:

Verbal cue to change behavior

- Conference with student
- Relocate to a brief "time out"
- Re-teach school-wide behavior expectation
- Refer to Guidance
- Parent Contact
- Peer Mediator
- Loss of privileges
- Lunch time detention (LTD)

MAJOR OFFICE REFERRAL

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

Procedures to include:

- Staff will fill out the Major Office Discipline Referral Form
- Interventions include assigning consequences, contacting parent, and providing parent with a copy of the referral form

- Inform student of the rule violated
- Describe expected behavior
- Seek student input as to his/her version of the behavior
- Follow additional Due Process Guidelines listed within School Board Policies
- May warrant administrative response

Possible interventions/consequences for majors:

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

*Parent/guardian attendance at a re-entry meeting after a suspension may be required

BEHAVIOR DEFINITIONS

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

BEHAVIOR	MINOR	MAJOR
INAPPROPRIATE LANGUAGE	Unintentional profanity exclaimed, and not directed toward an individual.	Offensive gestures, swears, racial slurs that are directed towards others and does not reach the level of harassment.
DISRESPECT	Low-intensity of socially rude interaction (i.e. rude facial gesture) Verbal or written messages or gestures that result in hurt feelings and/or embarrassment to another person.	Three or more minors Student engages in purposeful and socially rude (i.e. obscene gesture) behavior with the intent of hurting a person's feelings or embarrassing a person.
DEFIANCE	Failure to follow directions/requests (not academic work request) within a reasonable amount of time. Student is outside their scheduled location without adult permission.	Continued refusal to follow directions (not academic work requests), arguing with adult. This includes continued refusal to be in scheduled location. Three or more minors
DISRUPTION	Any low-level activity that disrupts the learning environment.	Any higher intensity activity that not only interrupts the educational process but is persistent and intended to draw attention.
PHYSICAL CONTACT / PHYSICAL AGGRESSION	Non-serious but inappropriate physical contact (i.e. pushing in line or unintentional rough play – tagging too hard, etc.).	Actions involving serious physical contact where injury may occur (i.e. punching or kicking with force, hair pulling, scratching, etc). Student employs mannerisms or language which conveys a

		challenge to fight, or create an unsafe environment. Non mutual horseplay.
PROPERTY MISUSE / DAMAGE	Misuse of school or other's property (i.e. not using items appropriately)	Property damage or destruction, theft, vandalism. Notification of law enforcement, out-of-school suspension, restitution possible. Expulsion if it meets the SAFE SCHOOL ZONE POLICY
DRESS CODE VIOLATION	The following are not acceptable: Wheeled types of sneakers Student wears clothing or accessories that make their identity difficult to determine. <i>Hats are at the discretion of the individual classroom teacher.</i> Student wears underwear not covered by outer clothing. Student has any portion of buttocks visible. Student has their belly showing. Student wears apparel or accessories which, through words or design, is sexually suggestive or offensive; promotes the use or consumption of alcohol, drugs, or tobacco, including drug paraphernalia; suggests intolerance or lack of respect to others on the basis of gender, race, religion, or ethnic, social, or economic background; promotes violence. Student wears, carries or displays gang paraphernalia. Student will be asked to turn clothing inside out, change clothes or contact home for a change of clothing.	Three or more minor incidents. Images/content that are blatantly pornographic, profane, intolerant or disrespectful towards others.
ELECTRONIC TECHNOLOGY VIOLATION	All cell phones, pagers, music/video players, electronic games and cameras must be off and out of sight while in the school building. (board policy JICJ) Devices will be confiscated and turned over to an Administrator and returned to student at the end of the day Student being irresponsible with school technology, first violation of any of the following will be a verbal warning or loss of privileges for one day, second violation will be loss of privilege for 1-3 days:	Second technology violation with cell phone, the parent and student must meet with an Administrator Third cell phone violation, the phone is to be brought to the Administrator's office each morning and can be picked up at the end of the school day. Student being irresponsible with school technology on a third occasion will lose privileges for 3 days or more, including the remainder of the year.

	<ul style="list-style-type: none"> ● Carrying a device inappropriately (i.e. a Chromebook by the screen) ● Not being careful with opening, closing or hardware connected to a device. ● Visiting any website not designated by the teacher ● Vandalizing device without need for device to be repaired or replaced ● Having food/drink near a device or not cleaning hands after eating ● Carrying a Chromebook in the hall while open ● Leaving a device unattended ● Signing into any non-school provided account ● Use of google account as a messenger ● Changing device backgrounds or adding extensions/apps onto device ● Use of other's passwords or allowed use of own password by others 	<p>Student taking screenshots and/or posting images of Google Classroom (including chats)</p> <p>Student being irresponsible with school technology which leads to serious damage requiring a device to be repaired or replaced. Student and his/her family will be responsible for the cost of the repair or replacement.</p>
FIGHTING	No Minor	<p>Student engages in significant physical contact with another person (student or adult) with the intent to harm.</p> <p>Minimum of a two day suspension and possible expulsion if misbehavior meets the criteria within the SAFE SCHOOLS TONE POLICY</p>
HARASSMENT	No Minor	<p>Disrespectful, hurtful messages (written, verbal or gesture) to another person that includes threats, intimidation, and/or obscenities. that is carried out with the intention of, or has the effect of violating a person's dignity; or creating an intimidating, hostile, degrading, humiliating or offensive environment. (Policy JBAAB)</p>
BULLYING	No Minor	<p>A single significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another student which: (1) Physically harms a student or damages the student's property; (2) Causes emotional distress to a student; (3) Interferes with a student's educational opportunities; (4) Creates a hostile educational environment; or (5)</p>

		Substantially disrupts the orderly operation of the school. (Policy JICK)
INAPPROPRIATE LOCATION	No Minor	Student leaves school buildings or grounds without authorization.

SECTION 5: GENERAL INFORMATION

ABSENCE (School Board Policy JH)

Children are expected to attend school daily and arrive on time (**no sooner than 8:10**). **Please call the school by 8:35 a.m. if your child is absent.** A note should accompany the child when returning to school stating the reason for the absence. School administrators, in conjunction with the truant officer, will address issues of chronic absence on an individual basis.

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

APPROPRIATE CLOTHING

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

DAILY Schedule

- 8:10 ☒ Children may enter the building
- 8:20 ☒ School day begins with announcements
- 2:40 ☒ Walkers & parent pick-up dismissed
- 2:45 ☒ Bus students begin being dismissed
- 2:50 ☒ All students should have left the building

ARRIVAL AT SCHOOL

Walkers and bicycle riders should arrive between **8:10 a.m.** and **8:20 a.m.** When students arrive at school, they are asked to report directly to their assigned homeroom. Children who are tardy, arriving after 8:20am, must report to the main office through the visitor entrance. Once the student(s) is signed in and a tardy slip is issued the student(s) will then go to class. 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.

AFTER SCHOOL CARE

Somersworth Youth Connection (SYC), a 21st century community learning center project funded by the city of Somersworth and Somersworth School District will once again be providing an extended day learning program for grades K-8 this fall. Please contact Coty Donohue for more information regarding the program. The after school program is held at Idlehurst. He can be reached at 692-692-2126.

BICYCLES

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

BUILDING AND SAFETY POLICIES AND PROCEDURES (School Board Policy EBB & EBCB)

School Safety Policy EBB can be found at the sau56.org website

Fire & Hazard Drills Policy EBCB can be found at the sau56.org website

DISMISSALS

At times we realize that parents may need to have a child dismissed from school early, all dismissals must be before 2:20pm. Only a student's Parents or legal guardian may give permission for a student to be dismissed. A dismissal notice must be submitted to the office before 1pm the day of dismissal. A parent (or designee listed on the emergency card) must come to the office and request that their child be dismissed. **Please note: people listed as emergency contacts MUST BE at least 18 years of age.** The teacher will be informed and the child will come to the office.

FAMILY VACATIONS OR TRIPS (School Board Policy JH Attendance, Absenteeism and Truancy)

Families taking trips during the regular school year have requested teachers provide work to cover the period of time the family will be away. Unless the child is absent for reasons of illness or emergency, this is not a service the teachers are required to provide, however, by consulting with the teacher a meaningful education plan can be developed. Vacations/trips count towards truancy. **State law defines truancy as ten half days of unexcused absences.**

FIELD TRIPS AND EXCURSIONS (School Board Policy IJOA)

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

HOMEWORK (School Board Policy IKB)

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

Homework assigned to Maple Wood students will:

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

Each homework assignment should be purposeful. Homework may be enriched by including visits to the public library, a museum, arts performance, and physical activities. While we believe homework is important, we also encourage at least

thirty minutes of daily physical activity or play. One of the best ways a parent can support their child is to read to or listen to a child read twenty minutes each day. Ongoing communication between school and home is very important. Teachers use “school-home folders” to promote communication. Parents are encouraged to write comments or to ask questions of the teachers.

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

LOST AND FOUND

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

LUNCH (School Board Policy EFAA & EFC)

Hot lunch money will be collected each Monday. Please make checks payable to the Somersworth Schools Lunch Program. Please make sure to include the child’s name in the memo line. 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.** 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 8:10 to 8:20 daily for grades 3-5. 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.

BEVERAGES FROM HOME

Other than during an assigned snack time or lunch, students are only permitted to drink water throughout the day.

FREE AND REDUCED LUNCH PROGRAM (School Board Policy EFC)

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

PETS

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

RECESS

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

SNACK TIME

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

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

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

STUDENT DROP OFF PROCEDURES

- In the morning drive through the staff parking lot between 8:10 – 8:20.
- Children **must be dropped off at the Meeting Place, NOT at the front entrance** of the school.
- Students need to **exit their vehicles on the SIDEWALK SIDE** of the vehicle(passengers side). PLEASE DO NOT let your child exit onto the driveway side of the vehicle.
- Students are NOT to cross the driveway themselves.
- If you choose to park and walk with your child across the driveway to the main entrance your child will need to enter the school building on their own. In order to maintain a secure school building visitors must sign and wear a visitor's badge.
- Students who arrive after 8:20am must enter the building through the visitor entrance and check-in with the school administrative assistant at the main office entrance.

STUDENT PICK UP PROCEDURES

- We prefer that any change in your child's normal schedule for returning home be communicated in a written signed note. If you are changing the normal schedule by calling the main office, this must be done before 1pm.
- If you are dismissing your child from school early, we ask that you do this before 2:20pm.
- At the **end of the day**, walkers and students being picked up will be dismissed first. All students being picked up will meet their rides at **the meeting place**. Our buses begin arriving between 2:40 and 2:55pm.
- Parents or other child transporters are asked to please come through the staff parking lot and line up at the stop sign. When space is available, pull across the driveway to **the meeting place**.
- Please remain in your car with the engine off.
- Students will meet their transporter at the **Meeting Place**.
- **Do not park on the left side of the driveway.**

SUPPORT SERVICES

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

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

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

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

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

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

TRANSPORTATION

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

VISITING & BADGES

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

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

VOLUNTEERS (School Board Policy IJOC)

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

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

SECTION 6: HEALTH AND WELLNESS - School Board Policies JLC, JLCB, JLCF, JLCG, JLCD, & EBCG

The responsibility for the health of each child is primarily that of the parents. The school health services program will strive to protect and improve health in cooperation with parents, making use of community resources, educational materials, and a sound health program.

First aid will be given to pupils while at school with **parental permission**. Injuries occurring at home are the responsibility of the family and should be treated at home. If a student has an injury at home that requires any accommodations please send all medical recommendations from the doctor into the school and make sure that it is given to the nurse. This information can also be sent via email to jtousignant@sau56.org

Student Wellness Policy (JLCF)

Nutrition Standards: The District will meet all nutritional requirements for reimbursable meals set forth by the United States Department of Agriculture (USDA). Students will be encouraged to make healthy food choices based on low fat, high fiber, and low sugar menu options. The district will offer whole grain products to ensure lower fats and sugars are served. Food and beverage will be monitored for appropriate portion size and content for age/grade level according to the USDA guidelines. The district will strive for a policy to reduce Trans-fats served. The policy will comply with the regulations and guidance issued by the US Secretary of Agriculture as applicable to schools. Healthy foods may be used as incentives. Healthful options of food and beverages will be encouraged at parties/celebrations/meetings during the school day.

Permissions for vision and hearing screenings as well as basic first aid and assessment are on PowerSchool. **Students will not be able to receive medical care or assessment unless parents give their permission.**

In case of extreme emergency, the pupil will be transported to the hospital and the parent will be notified as soon as possible.

Students are required to stay current on required immunizations. Students who do not have the proper immunizations **will not be allowed to attend school** unless they can show proof of an upcoming appointment for missing immunizations.

If a student has a chronic medical condition (allergies to food, allergy to bee stings, diabetes, asthma, seizures, etc.) it is the responsibility of the PARENTS OR GUARDIANS to inform the school nurse. The school nurse will work with parents and the school team to develop appropriate plans for school. This information must be made known to the school nurse.

Medications (JLCD-2015)

Students are NOT permitted to carry **ANY** medications on their person. ALL medications and prescriptions MUST be checked in with the nurse before school. Unless they have an allergy that requires medication (epi-pen) or Asthma and need a rescue inhaler. They are allowed to keep them with a doctor's order and written parents' approval is given to the nurse. They need to report to the nurse if they need to use epi-pen or inhaler.

At the beginning of the school year, a list of common over the counter (OTC) medications will be available on PowerSchool seeking written parental permission. If this permission form is not completed, no OTC medications will be given. (NH DOE Rule 311.02)

The nurse will need your written permission; she is unable to just get verbal permission.

- Any OTC medication on the list is available to students, with parental permission, and should not be brought into the school. If a student needs to take an OTC medication that is not on the list, the medication must be in its original container and the student must have a parent note explaining what is to be taken and when.
- Prescription medication must be in a prescription labeled bottle with the student's information on the bottle. State law requires a physician's note to include the detailed names of medication, dosage, & times to be given in order for it to be administered by the school nurse, principal or other designee.
- A written authorization from the parent/guardian indicating the desire that the School assist the student in taking the prescribed medication.
- The school nurse is directed to keep such medications in a locked cabinet or refrigerator. No more than a 30-day supply will be kept and maintained by the school. The school nurse will contact the parent/guardian regarding any unused medication. Such medication shall be picked up by parent/guardian within ten days after its use is discontinued. If the parent/guardian does not pick up the medication within ten days, the school nurse may dispose of the unused medication and record as such in the student's health record file.

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. 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.**

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.

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 and PE class.

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 without the use of medication.

Recommended school control measures for communicable diseases from the NH Bureau of Communicable Diseases Control:

- Chicken Pox: Excluded 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): Excluded 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/vomiting 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, students are excluded from school until adequate treatment is completed. Students with nits will not be excluded from school, but their parent will be notified and encouraged to check daily until nits are no longer present.
- Scabies: Excluded from school until adequate treatment is completed.
- Strep Throat: Exclude from school until the student has been on effective antibiotic treatment for 24 hours.

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

SECTION 7: SCHOOL-WIDE TITLE I - School Board Policy KB

PARENT'S RIGHT TO KNOW

Somersworth elementary and middle schools receive Title I funds to help students reach established academic standards. Currently teachers within each school are qualified to teach in their assigned grade levels and subject areas. Under the Federal law, Every Student Succeeds Act, 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 the State qualifications for the grade level and subject area of instruction;
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived ; and
- 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 Susan Blair, Title I Project Manager at 692-4450.

A written request may be sent to:

SAU 56
Attention: Title I Project Manager
51 West High Street
Somersworth, NH 03878

All responses will be made in a timely manner.

PARENT INVOLVEMENT PHILOSOPHY -PROCEDURES & GUIDELINES

The elementary and middle schools recognize 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 together as knowledgeable partners. The schools 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:

- Communications between home and school are 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 to strengthen school programs, family practices, and student learning.

GUARDIAN INVOLVEMENT POLICY

SOMERSWORTH KB Priority/Required by Law for all Title I Districts
 TITLE I Family and Community Engagement Policy
 This policy is required for school districts receiving Title I funds.
 (e.g., Title IA, Focus/Priority, SIG.)

The School Board endorses the family and community engagement goals of the Every Student Succeeds Act and encourages regular collaboration between family members, community members, and school leadership. The education of children is viewed as a cooperative effort among the parents, school and community, other family members involved in supporting the child's development and education.

Pursuant to federal law, the District will develop jointly with distribute to parents of children participating in the Title I program a written family and community engagement policy.

The goal of this policy is to:

- Honor and recognize families' funds of knowledge,
- Connect family engagement to student learning,
- Create welcoming, inviting cultures, and
- Develop the capacity of families to negotiate the roles of supporters, advocates, and collaborators.

The District will implement at least one annual meeting that is available to all families of students attending Title I schools and/or for families that include a student who receives Title I services (Targeted Schools). These meeting will provide parents and family members opportunities to participate in the design, development, operation and evaluation of the program for the next school year. Additional meetings may be held at the will of the Superintendent or school board.

These meetings will be used to:

- Involve parents in the joint development of the Title I program plan, the process of reviewing the implementation of the plan, and suggesting overall school improvements goals.
- Provide the coordination, technical assistance and other support necessary to assist participating schools in planning and implementing effective family and community engagement activities to improve student academic achievement and school performance.
- Build the schools' and parents' capacity for strong family and community engagement.
- Coordinate and integrate Title I family and community engagement strategies with those of other educational programs.
- Conduct, with the involvement of families, an annual evaluation of the content of the family engagement policy and its effectiveness in improving the academic quality of the schools served. This will include identifying barriers to greater participation by parents in activities authorized by law, particularly by parents who are economically disadvantaged, have disabilities, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background. The district will use the findings of such evaluation to design strategies for more effective parental involvement and to revise, if necessary, the parental involvement policies.

- Involve families in the activities of the schools served.

Title I funding, if sufficient, may be used to facilitate parent attendance at meetings through payment of transportation, childcare costs, food for the event, and academic based supplies and activities during the event. In targeted assistance programs, the families of children identified to participate in Title I programs will receive from the school Principal and/or Title I staff an explanation of the reasons supporting each child's selection for the program, a set of objectives to be addressed, and a description of the services to be provided. Opportunities will be provided for the parents to meet with the classroom and Title I teachers to discuss their child's progress. Parents will also receive guidance as to how they can assist in the education of their children at home.

Legal References:

20 U.S.C. §6318, Title I - Parental Involvement

Revised: September 2016

Revised: April 2003, April 2010

Reviewed: October 18, 2016

1st Reading: November 15, 2016

2nd Reading: December 13, 2016

Approved: December 13, 2016

NATIONAL PTA

The elementary and middle schools seek and encourage 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 the school's 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 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 your child’s school.
 - Idlehurst Elementary School, (603)692-2435
 - Maple Wood Elementary School (603) 692-3331
 - Somersworth Middle School (603) 692-2126
- Contact the Title I Project Manager, Susan Blair at (603) 692-4450.
- View 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.

SECTION 8: OTHER SCHOOL POLICIES and INFORMATION

NON-DISCRIMINATION POLICY STATEMENT (School Board Policy AC)

Under New Hampshire law and Board policy, no person shall be excluded from, denied the benefits of, or subjected to discrimination in the District’s public schools because of their age, sex, gender identity, sexual orientation, race, color, marital status, familial status, disability, religion or national origin. Discrimination, including harassment, against any student in the District’s education programs, on the basis of any of the above classes, or a student’s creed, is prohibited. Finally, there shall be no denial to any person of the benefits of educational programs or activities, on the basis of any of the above classes, or economic status. Harassment of students other than on the basis of any of the classes or categories listed above is prohibited under Board policy JICK, Pupil Safety and Violence Prevention.

Reference School Board Policy AC for further information.

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.

STUDENT SAFETY AND VIOLENCE PREVENTION - 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.

TITLE IX SEXUAL HARASSMENT POLICY AND GRIEVANCE PROCESS (School Board Policy ACAC)

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.

NON-DISCRIMINATION - TITLE IX GRIEVANCES (School Board Policy AC-R)

Reference School Board Policy AC-R 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.

PROHIBITIONS REGARDING USE AND POSSESSION OF TOBACCO PRODUCTS, E-CIGARETTES AND E-LIQUIDS IN AND ON SCHOOL FACILITIES AND GROUNDS AND DURING SCHOOL ACTIVITIES HELD OFF SCHOOL GROUNDS (School Board Policy ADC/GBED/JICG)

State law prohibits the use of any tobacco product, device, E-cigarette, E-liquid, or liquid nicotine in any facility or upon any grounds maintained by the District. Students and minors are further prohibited from possessing such items in or upon any facility, school vehicle, on grounds owned or maintained by the District or during participation in a school activity off school grounds.

STUDENT SUBSTANCE ABUSE (School Board Policy JICH)

Dangerous and narcotic drugs, which a student has on prescription and carries onto school property for ingestion as prescribed by a doctor, will be kept in the Nurse's or Principal's office. Taking of illegal drugs, and/or possession of same, in any form, is not permitted at any time. Parents will be informed immediately if a student is in violation of this policy.

ATTENDANCE, ABSENTEEISM AND TRUANCY (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 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)

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.

STUDENT TRANSPORTATION SERVICES Policy EEA

The District shall provide transportation for students consistent with the provisions of RSA 189:6, RSA 189:9 and RSA 189:9-a and this Policy. Students using the Somersworth School District transportation services are under the jurisdiction of the District from the time they board at the bus stop until they exit at the bus stop. The use of the District's transportation services is a privilege so that students can be safely transported to and from school. It is the responsibility of both the parent/caregiver and the student to ensure appropriate student behavior/conduct is displayed while students are riding the bus. The Superintendent of Schools has complete and final authority over students who utilize the district's transportation system. The Superintendent, or designee, will coordinate with the private contractor to fulfill the responsibilities described in this and other applicable Board policies.

Students using school buses and other district-provided transportation are under the jurisdiction of the District from the time they board the bus until they exit the bus.

Student conduct while on District transportation is regulated in accordance with relevant School Board policy and any District or school rules implementing the same.

The Superintendent or designee will develop rules and regulations for student conduct on buses in conjunction with the private contractor. Behavior expectations are outlined in the SAU 56 Student Bus Behavior Matrix.

The Superintendent designates the responsibility of managing daily student conduct to the private contractor.

Bus drivers have the responsibility to maintain orderly behavior of students on school buses and will report, in writing, misconduct to their immediate supervisor.

If a student is reported, the Transportation Coordinator of the private contractor will follow the SAU 56 Bus Behavior Matrix to determine action or consequences and shall notify the building principal of all violations.

Reference School Board Policy EEA for further information.

VIDEO AND AUDIO SURVEILLANCE ON SCHOOL PROPERTY AND STUDENT TRANSPORTATION (School Board Policy ECAF/EEAA)

Video surveillance is authorized on district property, including, without limitation, school buses and other district provided transportation. Video surveillance is to ensure the health, welfare, and safety of all students, staff, and visitors while on district property as well as to safeguard district buildings, grounds, and equipment. Although video surveillance is permitted, surveillance with audio recording is only permitted on school buses – whether such buses are operated by the District or by a private contractor - in accordance with RSA 570-A:2, II (k). Audio recordings are also authorized in classrooms per Section D below. The Board authorizes the use of video and/or audio devices consistent with applicable law and School Board policies. Notwithstanding other Board policies, the Superintendent is authorized to allow video and/or audio recordings on school property and school buses to the extent allowed by applicable law.

Reference School Board Policy ECAF/EEAA for further information.

USE OF RESTRAINTS AND SECLUSION (School Board Policy JKAA & JKAA-R)

Reference School Board Policy JKAA and JKAA-R for further information.

STUDENT RECORDS AND ACCESS (School Board Policy JRA)

It is the policy of the School Board that all school district personnel will follow the procedures outlined herein as they pertain to the maintenance of student records. Furthermore, it is the policy of the School Board that all school district personnel will follow the provisions of the Family Educational Rights Privacy Act (FERPA) and its corresponding regulations.

DIRECTORY INFORMATION (Within School Board Policy JRA)

For the purposes of this policy, and in accordance with the provisions of FERPA and New Hampshire RSA 189:1-e, the term “directory information” means:

- Students' name, address, telephone number, date and place of birth, dates of enrollment
- Parents'/guardians' name and address
- Students' grade level, enrollment status and dates of attendance
- Students' photograph
- Students' participation in recognized school activities and sports
- Weight and height of members of athletic teams
- Students' diplomas, certificates, awards and honors received

The District may release or disclose student directory information without prior consent of the student's parents/eligible students. Within the first three weeks of each school year, the District will provide notice to parents/eligible students of their rights under FERPA and that the District may publish directory information without their prior consent.

Parents/eligible students will be given until [September 15th to be determined after consultation with Superintendent] to notify the District in writing of any or all directory information items that they refuse to permit the District to release or disclose. Notice from a parent/eligible student that any or all directory information shall not be released will only be valid for that school year and must be re-issued each school year.