

# **John H. Fuller Elementary School**

**Be Responsible**

**Be Safe**



**Be Kind**

**Be Respectful**

**2016 – 2017  
School Handbook**

## **THE FULLER PHILOSOPHY**

We believe that the purpose of elementary education is to develop the whole child and to provide a continuation of essential learning that will enable them to meet the demands of a rapidly changing society. It is our goal to supply each student with basic facts and experiences that will aid them in becoming self-sufficient individuals mentally, physically, socially, and morally. It is essential to instill in each student the importance of individual worth and to develop a positive self-image through the personal development of initiative, resourcefulness, and responsibility.

It is the intent of our staff to lead students toward being disciplined, productive, informed, and fulfilled individuals. To achieve these ideas, mutual respect and understanding must be present in the learning process on the part of all participants - the school staff, students and community.

**Motto** - "Live and Learn at Fuller"

**School Colors** - Black and Red

**Mascot** – Panther

**Core Values** – Be Safe, Be Kind, Be Respectful, Be Responsible

## **KEENE SCHOOL DISTRICT MISSION STATEMENT**

The Mission of the Keene School District is to provide students with the tools to become productive and responsible citizens in an ever-changing world.

## **KEENE SCHOOL BOARD EDUCATIONAL GOALS 2016 – 2017**

- The Keene Board of Education will develop a comprehensive "State of the District" report by June 2016.
- The KBE will be fully transparent with the stakeholders of the education community, town of Keene and the sending schools by holding ourselves accountable, regular and accurate reporting, increased communication and visibility in our school and community.
- The KBE will continue with ongoing efforts in regard to the Strategic Plan, elementary restructuring, best practices, technology, professional development and facilities.

**422 ELM STREET  
(603) 352-1245  
FAX# (603) 357-9031**

**PRINCIPAL:** Emily Hartshorne (ehartshorne@sau29.org)  
**EXECUTIVE ADM. ASST:** Janet Blair (jblair@sau29.org)  
**NURSE:** Noreene Davis (ndavis@sau29.org)  
**COUNSELORS:** Kristie Quail ([kquail@sau29.org](mailto:kquail@sau29.org))  
Celia Slasson (cslasjon@sau29.org)  
**FSA PRESIDENT:** Tracy Beard (tracy.beard@edassist.com)

**KEENE BOARD OF EDUCATION**

Edward Murdough, Chair	352-8836
Julia Atkins	919-724-9628
Jim Carley	313-4065
George Downing	357-3999
Susan Hay, Vice Chair	357-0372
Dawn Mutuski	357-2712
Christine Parshall	355-2439
Kris Roberts	352-1105
Peter Starkey	303-7242

**SCHOOL ADMINISTRATIVE UNIT #29  
193 Maple Ave.  
Keene, New Hampshire  
357-9007**

Robert Malay, Superintendent, Keene  
Dan Black, Assistant Superintendent, Keene  
Timothy Ruehr, Business Administrator  
Janel Swanson, Town Business Administrator  
Nancy Deutsch, Director Of Human Services  
Liz Dunn, Acting Director of Special Education  
Daniel Kaplan, Director of Technology

**FULLER SCHOOL STAFF 2016-2017**

Principal		Mrs. Emily Hartshorne
Executive Administrative Assistant		Mrs. Janet Blair
Office Aide		Mrs. Jennifer Messer
Nurse		Mrs. Noreene Davis
Kindergarten	KB	Mrs. Emily Broadley
	KM	Mrs. Lisa Munroe
	KS	Mrs. Sara Snowling
First	1B	Mrs. Cynthia Bunn
	1C	Mrs. Jean Cornell
	1P	Mrs. Lauren Petersen
Second	2B	Mrs. Hannah Blair
	2L	Mrs. Bonnie LaRocca
	2S	Ms. Bethanne Spadaro
Third	3M	Mrs. Pam Merrow
	3N	Ms. Jamie Nowak
	3S	Mrs. Julie Shaffer
Fourth	4C	Mrs. Karen Cloutier
	4F	Mrs. Liesel Fagan
	4S	Mrs. Linda Sterling
Fifth	5L	Mrs. Bridget Lundin
	5M	Mrs. Joan Mastronardi
	5P	Mr. John Prior
Art		Mrs. Peg Hartz
Custodians		Ms. Vanessa Hazen
		Mr. John Kennedy
		Mrs. Karin Knudson
Education Evaluator		Mrs. Meaghan McCausland
Learning Center		Mrs. Deborah Reilly
		Ms. Kathy Peters
Library		Dr. Maureen Meyer
Lunch Program		Mrs. Susan Vanderwiel
Music		Ms. Ellen Jahos
		Mrs. Amanda Paul, Strings
		Mrs. Kim Clark, Band
Paraprofessionals		Mrs. Kelley Barker, Mrs. Heather Bower,
		Mrs. MaryAnn Ekblom, Ms. Tammy Judd,
		Mrs. Heather Ells, Mrs. Polly Seymour,
		Mrs. Jane Trombi, Mrs. Donna Robbins,
		Mrs. Paula Cunningham, Mrs. Shea Hopkins, Ms.
		Karen Ball
Physical Education		Mrs. Johanna Kress
Psychologist		Dr. Daniel Lafleur
Reading Specialist		Mrs. Teresa Starkey
School Counselor		Mrs. Kristie Quail
Special Education		Mrs. Kristin Bay
		Mr. Paul Kohler
Speech/Language		Mrs. Sadie Faber
		Mrs. Christine Walsh

## **FULLER SCHOOL ASSOCIATION (FSA)**

The Fuller School Parent Teacher Association is a supportive organization whose goal is to assist in improving the educational climate for all students. The FSA most often meet on the **1st Wednesday of each month at 6:30 pm**, to discuss pertinent educational and school issues and how they affect Fuller students. The FSA also sponsors and/or defrays the cost of a wide variety of activities throughout the school year. For example: Open House refreshments, Grade 5 Night, field trip transportation, Funesta (all school fair), and Last Day Picnic (lunch for all students and staff).

Funding for these events and others comes from annual dues (\$5 per adult member) and from various fundraisers held throughout the year. The FSA is unique in that their fundraising activities in the current year are earmarked to support the next year's programs. The FSA believes that this enables them to prepare their budget knowing that programs and activities can be planned with no chance of being canceled due to lack of funds. They also earn equipment for Fuller by collecting Campbell Soup labels and participating in various other programs.

Room parents are also under the "umbrella" of the FSA. These volunteers work with the classroom teachers to plan and coordinate Halloween, Holiday and Valentine parties and any other social events, which teachers may request for individual classes.

It is hoped that all parents and staff will become members by paying the membership fee of \$5.00 at any FSA meeting or by filling out an application that will be sent home with your student and sending it to the Fuller office with the \$5 fee. You can also join the FSA at the Open House.

Please join us by attending our meetings!!!

The **FULLER SCHOOL STUDENT DIRECTORY** is published each fall by the FSA for the private and personal use of its membership. This has proven to be an invaluable tool when planning school and home parties or for contacting other parents. This directory is free to paid members.

The elected FSA Board is here for **you** and your **children!!** Please feel free to call with suggestions, questions, or to lend a hand.

### **2016-2017 EXECUTIVE BOARD**

President – Tracy Beard  
VP (Volunteers) Sasha Watt  
VP (Fundraisers) Thais Frost  
Secretary – Ella Weber  
Treasurer – Andrea Ansevin-Allen

## **FULLER SCHOOL VOLUNTEER PROGRAM**

Fuller School can benefit greatly from your donated time and service. Do you have some time and energy to help in the classrooms, with small group or individual tutoring, or behind the scenes with preparation or enrichment?

In an effort to let the Fuller staff know that you are available and what your talents are, please fill out the volunteer questionnaire in the back of this handbook. We would strongly encourage you to work wherever you are needed, not just in your child's class. Helping another child in your area of expertise will free someone to help your child in another area. Your name and talents will be put in a notebook, which is available to Fuller School staff. They will call on you as they need you. Additional opportunities will be listed in Focus on Fuller as they become available.

If you are willing and able to work/help in your child's classroom, please send a note or talk with the classroom teacher. It is helpful to let them know when you would be available and what you are willing to do (work with students, run the copier, craft projects, cooking projects, typing, bulletin boards, field trips, computer projects, etc.). Please let your child's teacher know if you would be able to provide the needed items.

We ask that all volunteers, when helping in the school, report to the school office and sign in and out in the Volunteer Sign-In Notebook. Please wear a nametag while you are working in the school.

## **SCHOOL HEALTH SERVICES**

### Mission Statement

School Health Services will promote health and wellness in order that students and staff may work in an environment conducive to learning.

The school health team for the elementary schools consists of school nurses Anna Blad, R.N., Noreene Davis, R.N., Diane Meagher, R.N. and Catherine Byrnes, R.N. Our school physician is Geraldine Rubin, M.D.

The primary responsibility for your child's health and well-being is the parents'. Your school nurse is available to assist students and families with questions and concerns that relate to your child's health. Parents are encouraged to call the nurse, Noreene Davis, for information and advice. The school nurse works closely with teachers and others to ensure that your child's educational goals are being met.

The school nurse will contact you if your child is ill at school and needs to go home, is injured at school and needs follow-up, or sustains a head injury during the day. The school nurse will not contact you regarding minor scrapes and bumps unless you specifically request that this be done.

The school nurse collaborates with parents and others in the assessment process to help identify children with special learning needs. She may initiate referrals. The school nurse provides the necessary link between educators and the medical community.

A cumulative health record is maintained on each child K-12. This includes a required physical examination and documentation of state mandates immunizations (RSA 200:38). A complete listing of immunization requirements can be obtained from the school nurse or your child's Primary Care Doctor. Children who are 11 years of age or older, must receive a one-time dose of Tdap vaccine if it has been 5 years or longer since the last documented dose of tetanus immunization.

Students who have not been fully immunized will not be in compliance with the law and will be placed on a "Conditional Enrollment", provided there is documentation of at least one dose of each required vaccine. The

parent or guardian will be asked to provide an appointment date for the next due dose of vaccine from a health care provider. This appointment date shall serve as the suspension date if the child fails to keep the scheduled appointment. This process shall continue until acceptable immunization status is attained.

The school health record also contains a health history, annual height and weight. GRADES 1, 3 and 5 include vision and hearing screening.

All transfer students must provide documentation of required immunization and/or a copy of the cumulative health records. A physician's report of physical examination is also required for all transfer students. Those students not in compliance will not be allowed to enter school.

### **PRESCRIBED MEDICATION**

Prescription and non-prescription medication to be taken during school time must be delivered to school by the parent in the original container. Written permission from the parent/guardian must be sent to the nurse for any student who will be taking medication during the school day. Prescription medications require authorization from the physician. If your child is taking daily medication at home, please inform the school nurse. The nurse can monitor for possible side effects.

### **HEALTH AND WELLNESS**

When in doubt about your child's health on any given day, please keep him/her home. Your child may be coming down with something that can be transmitted to other children. Any child with signs of illness (fever, rash, vomiting, etc.) should be kept home.

Children need fresh air and exercise. We expect that children will go out for recess breaks. Any long term request that a child stay in for recess will require a note from a physician. During inclement weather, the principal or the teacher on duty will make a decision whether the children should be kept in or out. A good rule to follow would be to always dress children for outdoor recess.

**STUDENTS MUST REMAIN EXCLUDED FROM SCHOOL WITH:**

CHICKEN POX - For 1 week after the first skin lesions appear.

STREP INFECTIONS - For 24 hours after treatment has started.

ALL OTHER COMMUNICABLE DISEASES - per NH State Law

The school nurse will determine when it is safe for the child to return to school.

### **MEDICAL EMERGENCIES**

In case of an emergency we always call the parents first. If parents cannot be reached we will call your emergency contact person. Please write an emergency name and telephone number on your child's enrollment card. Use the enrollment card to inform us of any conditions or problems we should be aware of (ex. allergies, asthma, hearing loss, glasses, etc.). If you are going away, please advise the school what to do if your child becomes ill or injured.

### **SCHOOL HOURS**

**8:20 am – 3:00 pm**

Daily school hours are from 8:20 a.m. until 3:00 p.m. Students should not arrive in the morning before 8:10 unless they are transported by the school bus. Morning supervision for bus students will begin at 8:10 with the bell to come into school ringing at 8:20 a.m. Students will go to the playground area when they arrive in the morning. Parents who bring or pick up students should do so at the back parking lot. Children arriving late must report to the office for an admittance slip to class. Dismissal time is at 3:00 p.m. Students being dismissed to their parents are to meet their parents in the back parking lot.

Breakfast Served: 8:10 - 8:25 am.

Lunch periods are as follows:

Grade	Recess	Lunch
<b>K</b>	<b>11:20 - 11:45</b>	<b>11:50 - 12:10</b>
<b>1</b>	<b>11:15 - 11:35</b>	<b>11:40 - 12:00</b>
<b>2</b>	<b>11:55 - 12:15</b>	<b>12:20 - 12:40</b>
<b>3</b>	<b>11:45 - 12:05</b>	<b>12:10 - 12:30</b>
<b>4</b>	<b>11:35 - 11:55</b>	<b>12:00 - 12:20</b>
<b>5</b>	<b>12:05 - 12:25</b>	<b>12:30 - 12:50</b>

### NOTES TO SCHOOL

When are parents required to send a note to school? The following list is a quick reference:

- Change in dismissal information, including plans to pick up your child or send your child home with a friend. **(A bus pass needs to be issued by the office in order for your child to ride on a different bus or to be dropped off at a different bus stop or location.)**
- Change of address or telephone number
- Change of emergency contact telephone number
- Planned absence
- Each time your child stays for an after-school activity

### AGE OF ENTRANCE

Children who are five years old on or before September 30<sup>th</sup> may attend kindergarten. Children who are six years old on or before September 30<sup>th</sup> may attend first grade.

### COMMUNICATION FROM SCHOOL

#### ***FULLER GOES DIGITAL!***

In an effort to reduce the amount of paper that gets sent home, Fuller School is moving to text messages and/or e-mail to communicate information to you as much as possible. This year is the last year that we send the opening letter home in the mail. We will send all appropriate school notices via our school messaging system, which will alert you through text messages and/or e-mail. If you are unable to access this digital information, please indicate this on the form included in your back to school packet and we will provide paper copies to your family.



## **TRANSPORTATION PROVIDED BY PARENTS**

**Parents providing transportation for their children are required to use the parking lot in the back of the school on Armory Street for both morning drop off and afternoon pick-up unless special arrangements have been made with the Principal.**

**Walking students and students transported by their parents may not arrive before 8:10 unless special arrangements have been made.**

Parents dropping off their children in the morning will enter the Armory Street parking lot from Armory street, pull up to the furthest spot in the drop off lane, stop, let their child out, and exit the parking lot by taking a **right** onto Mort Avenue.

Children meeting their parents after school will be dismissed at 3:00. Students will walk to the Armory Street parking lot. Parents must park their car and walk up to the entrance of the parking lot to meet their child. They can then assist their child in crossing the parking lot.

When dropping off your child in the morning, or picking your child up in the afternoon, there will be an adult in the parking lot directing traffic. Please treat this person with respect and cooperate so that traffic can proceed smoothly.

Students are also expected to leave school property at the end of the day (due to lack of supervision). Students may return to the playground after 3:20 p.m.

Parental attention and compliance to this matter is very important in order to ensure the safety of all. Thank you for your cooperation.

### **PARENTS SHOULD ESCORT CHILDREN ACROSS ALL PARKING LOTS**

### **BICYCLE RULES**

Students in grades 4 and 5 may ride their bicycles to school provided, however, that the student and their parents sign a statement stating that they will abide by the rules. All students riding a bike must wear a bike helmet. Bicycle safety must be stressed at all times. Bicycle racks are provided and all bicycles must be parked and securely locked at these racks. Although the school will take all practical precautions against damage and theft of bicycles, children should remember that they ride their bicycle to school at their own risk. Bicycle riding on school grounds is limited only to roadways. No bicycle riding is allowed in the playground or parking lots. Violation of these rules will mean that the privilege of riding the bicycle will be lost for one month. Bicycles may not be ridden to school after the changing of clocks in November, or the first snowfall (whichever comes first); bicycle riding may resume after April vacation.

### **STUDENT PLACEMENT**

Student placement decisions are made by our staff based on a number of educational considerations including achievement, peer relationships, learning styles, and individual personalities. In order to assure a balanced representation of all of the factors for each class group, the placement teams deliberate carefully over a period

of weeks considering all of the information available to them.

Parents may have pertinent information that they wish to share with the school regarding their child's potential assignment. This usually includes such factors as social interaction, structure of learning environment, personality characteristics of child, and attitude toward learning. Teacher requests may not be made, as it is extremely difficult to honor these personal preferences given the numerous other factors, which must be considered to assure a balanced representation for each class and each student.

Student placement is a complex process. Once this process is completed, student placement assignments will be reconsidered only when merited by the discovery of new educational information not previously available.

### SIX DAY SCHEDULE

Fuller School operates on a six day cycle (not Monday thru Friday). The first day of school is day 1, the second day is day 2, and so on until the 7th day of school, which becomes day 1 again. Days when there is no school, including snow days, holidays, and weekend days are not counted. Children have their special classes of Art, Music, Physical Education and Library during a block of time during this six day cycle. All children at a grade level have specials classes during the same time block. Students in grades kindergarten and 1<sup>st</sup> will have Spanish once in a 6 day cycle.

### **KEENE ELEMENTARY SCHOOL HANDBOOK- BREAKFAST AND LUNCH PROGRAM** **Keene Food Services 2016-2017**

All Keene Schools offer both breakfast and lunch programs every day. Breakfast is served beginning 15 minutes prior to the start of school. Snack Pak breakfast is available to all students at snack time. Lunch times vary by school. The following are the prices for the 2016-2017 school year.

	Daily	Weekly	Monthly
Full Paid Lunch (includes beverage)	\$2.60	\$13.00	\$52.00
Reduced Lunch	\$ .40	\$ 2.00	\$ 8.00
Milk	\$ .50	\$ 2.50	\$10.00
Juice	\$ .30	\$ 1.50	\$ 6.00
Full Paid Breakfast/Snack Pak	\$1.35	\$ 6.75	\$27.00
Reduced Breakfast /Snack Pak	\$ .30	\$ 1.50	\$ 6.00

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

**For those students who received free or reduced price meals last year, it will be necessary to re-apply by October 6, 2016 for the 2016-2017 school year. If you do not re-apply, on October 6, 2016, your child will revert to a PAID status and you will be responsible for all charges on your child's account until you have re-applied and been approved for free or reduced meals. The program is not retroactive.** Applications will be sent home on the first day of school and can be returned directly to the Keene

Food Services Office at 77 Arch Street, Keene, NH 03431. The address will also be on the application. You can also download an application on line at [www.keenefoodservices.com](http://www.keenefoodservices.com). You will be notified by mail as to the determination of the application. If you have not heard from us within a week, please call our office to confirm that we have indeed received your application. We urge all who believe they may be eligible to apply. All information is kept confidential. If you need assistance with this process, please call the school principal, guidance counselor or Keene Food Services directly.

Your school's menu and other information regarding the School Meals Program are posted on our website [www.keenefoodservices.com](http://www.keenefoodservices.com). You can also log on to [www.sau29.org](http://www.sau29.org) under Departments or the individual school's website to access the menus. There are copies of the school menus available in each school office if you do not have access to a computer and printer to print out your own menus. Parents are invited to join their child at breakfast for \$2.00 or lunch for \$3.25.

It has always been the policy of the Food Service Department to allow a student the courtesy to charge one lunch even if they do not have the money that day to pay for it. This courtesy is for emergency purposes only. If your child has a negative balance, they will not be allowed to purchase any a la carte items such as snack drinks, Snack Pak, or beverages at lunch time. If your child has a negative balance of (\$25.00) or more, they will receive a choice of sandwich for their lunch entrée. **Negative balances are not permitted by the school district or the State and Federal Government.**

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

USDA is an equal opportunity provider and employer. For the full Notice of Nondiscrimination please visit [www.keenefoodservices.com](http://www.keenefoodservices.com)

## **REGISTRATION INFORMATION VERIFICATION FORM**

During the first week of school, your child will be bringing home a Registration\Verification Form. This is a very important, confidential, school document that needs your immediate attention. Please do not fold or bend. The front of this form is pre-printed. You will need to verify all of the information contained on this page. The back portion should be carefully filled out and signed. Once you have completed all the necessary information, **please return it to the school office as soon as possible with proof of residency (copy of tax bill, electric bill, etc.) Proof of residency is now required every year.**

## **PUPIL ATTENDANCE**

Regular attendance is the joint concern of pupils, parents, and school personnel, all of whom should strive to cooperate with legal requirements and school regulation. Only a school official may excuse a student from school attendance (See NHRSA 193:1)

It is expected that children enrolled in school shall attend all the time it is in session. Illness, dental and medical appointments that cannot be scheduled other than on school days, will be considered excused absences. Excursions with parents during school days and of limited duration and educational in nature, may be allowed **with prior approval**. Special educational arrangements of the schools, such as field trips, are considered as part of the school program.

The administration, teachers, and staff expect all students to attend school on a daily basis to gain maximum benefit from the academic program, co-curricular activities, and the social interactions that occur at school. Excellent attendance is the first requirement for success in school. It is the belief of the administration and faculty that every class meeting is important. Anything less than perfect attendance could have a detrimental effect on the academic grade and learning since classroom experiences cannot be duplicated. Therefore, parents are encouraged to ensure that their child is in school unless absence is absolutely necessary. This includes students coming to school on time and remaining for the entire day. Students should not be tardy or dismissed unless there is a serious need or emergency.

Administrative regulations shall reflect primarily a concern for the health of pupils, and continued progress in studies; also, an understanding of the need to curb truancy, and develop maturity of pupils in assuming responsibility for their attendance. Pupils and their parents will be apprised annually of the regulations.

Students may participate in evening or after school programs **only if they attend school on that day.** Extenuating circumstances may be brought to the attention of the principal for a final decision.

### **FAMILY VACATIONS DURING THE SCHOOL YEAR**

It is strongly recommend that parents plan and schedule family trips during scheduled school vacations. Students who miss class time often find themselves at a disadvantage since no amount of make-up work can substitute for actual classroom and teacher instruction. Parents are urged to plan appropriately.

### **NO SCHOOL ANNOUNCEMENTS**

School shall remain open unless, in the opinion of the Superintendent, conditions are such as to result in hazards to the safety and health of the pupils. Considerations will be given to problems of transportation in the districts whose pupils attend the schools in Keene. In cases of individual hardship, school attendance may be left to the discretion of the parents of the students involved. The school administration will use the media or radio for notification as early as possible.

In the event school is canceled or delayed, announcements will be made over radio stations WKNE 103.7FM/1290AM, WKBK 98.7FM/1220AM, and WYRY 104.9FM. In addition, the SAU 29 uses a program that sends announcements to all phone numbers on record at the school. This system may also be used to notify parents in the event that schools are dismissed early. Fuller School is announced as Supervisory Union #29. Every effort will be made to make an announcement by 6:00 am. If there is no radio announcement, school will be in session. Parents should use their discretion in sending children to school during a storm. At times, during the winter, the driveway up to the school can be treacherous, especially during an ice storm.

### **NOTIFICATION OF ABSENCE**

To properly ensure the safety and protection of all Fuller School children, it is necessary to establish a strong absentee policy.

In order to accomplish this, we are requesting that you notify the school in the event your child is to be absent. During the school year, the office is staffed from 7:15 am until 3:45 pm. If it is more convenient, you may call the school (352-1245) at any time and leave a message on the school answering machine. Please be sure to leave the reason why your child will be absent.

If your child is absent without notification, we will contact you.

Your support and cooperation in this important matter will save the school time and effort, which can be utilized for the good of the entire student body.

If your child is absent from school, he or she may not partake in any school sponsored afternoon or evening events that day unless special permission is received from the Principal.

### **SCHOOLWORK REQUESTS**

Teachers will have 24 hours to fill requests for homework assignments when students are ill.

School work requests to accommodate student excursions with parents during school days will be allowed only with prior approval from the Principal.

## **CURRICULUM**

In all four of the Keene Elementary Schools, teachers use the state developed grade level expectations to guide their units of instruction in all areas of the curriculum. In the area of literacy instruction, the Keene School System is making the transition to a standards based curriculum that is aligned with the Common Core State Standards, which focus on the areas reading, writing, speaking, and listening. A Comprehensive Literacy Framework has been developed for kindergarten through grade 8, and outlines the essential components of literacy instruction, using systematic, highly-researched approaches in the instruction of reading and writing, which include word study, as well as instruction in speaking and listening. Students will have opportunities to practice skills and will receive remediation and extension when needed.

Teachers at the elementary level use Eureka Math as a basis for instruction in math. Teachers also follow rigorous science and social studies curriculum standards.

In addition to the above mentioned core programs, teachers use many other sources from which they provide appropriate instruction to students. Fuller School also implements a social curriculum - based on the Responsive Classroom. Practices such as morning meeting and logical consequences are part of our approach in teaching the social curriculum.

## **HOMEWORK**

Homework is the practice that reinforces classroom work and becomes the link that can allow parents to get involved with their children's education. Homework teaches students to organize their time, to work independently, to use good study skills, and to develop self-discipline.

Parents can help with homework by providing a study area at home, setting aside a specific time free from interruptions and monitoring work.

Each teacher determines amounts and frequency of homework. We recommend homework for all students beginning in the primary grades. In Kindergarten this may include things like, "remember lunch money" or "remember sneakers for gym tomorrow". It also includes weekly handwriting practice, coloring of the letter person paper and occasional math assignments. Monthly family assignments come home for fun. In the late winter, journal writing will begin. Parents are encouraged to read to their children daily.

First graders can expect daily homework. This may include math, reading and spelling. Long-term projects should be expected later in the year. Second graders will receive homework daily. Eureka Math includes nightly homework and extension activities. Students may also receive homework in spelling, reading or writing. Homework should not exceed 20 minutes. Please contact your child's teacher if their homework is taking more than the 20 minute maximum

In grades 3, 4, and 5, students often handle independent research, writing projects, studying spelling words/skills, or completing math and reading assignments. It is recommended that students in grades 2-5 read an average of 10-15 minutes per night.

## **SPECIALS**

Fuller School has special teachers in the fields of art, music, physical education, library and in Kindergarten

and 1<sup>st</sup> grade, Spanish. Each child receives instruction from these special teachers on a regular schedule. In addition students in grades 3, 4, and 5 may elect to participate in strings lessons (viola, violin, etc.) Students in grade 4 and 5 may choose to enroll in the instrumental band program.

### **READING SPECIALIST**

The reading specialist at Fuller School provides leadership to the principal and the teaching staff in the area of literacy. She assists in the selection of reading material and provides in-service training in the implementation of new programs. She does group and individual testing to provide teachers with diagnostic information. She assists teachers in grouping children for instruction and provides alternative materials for reviewing skills as well as enrichment. Occasionally, she works with individuals or small groups of children who need special help or enrichment activities.

### **TITLE ONE**

The Title One program at Fuller School is a federally funded program that provides reading and math support to students in grades K through three who meet certain criteria. Title One teachers offer supplemental services, in addition to what is provided in the classroom, for individuals and small groups. Title One staff offers Parent Involvement Activities throughout the year. During this school year in Title One, we will have one full time teacher and three part-time teachers who will provide services during the school day. This program works in collaboration with our reading specialist. This year we are planning to provide before school services for reading and math.

### **LEARNING CENTER**

The Learning Center has been designated to provide specialized services and programs for children with mild to moderate educational learning disabilities or other educational disabilities.

Children receiving these services are included in regular classes as much as possible. Coordination and joint planning between the learning center teacher and the classroom teacher is of the highest priority. In many instances learning center staff will provide services in the regular classroom.

### **SCHOOL COUNSELING**

The school counselor is available to all students at Fuller School. The school counselor works closely with staff and parents to help achieve the goals stated in the Fuller School philosophy. The elementary school counseling program is preventative and developmental in nature. Our multifaceted program consists of these major components: Individual counseling, small group counseling, consultation and classroom curriculum units.

### **COMMUNICATION DISORDERS COLLABORATIVE**

The Communication Disorders Collaborative is designed to serve children with language disabilities. This program provides individual training, direct instruction, and a high teacher-student ratio, based on each student's specific needs.

Students spend their school day between a self-contained classroom and their typical classroom. Inclusionary opportunities are available to all students. Collaborative efforts between the Communication Disorders teacher and the elementary teacher are critical to the successful inclusion of all children.

## **PSYCHOLOGICAL SERVICES**

The services of a psychologist are available to staff, children and parents several days during the week. The psychologist is available to administer psychological and educational tests, interpret assessment results, interpret information about student behavior and conditions related to learning, and to consult with students, parents and staff.

### **TESTING PROGRAM**

We administer Aimsweb and NWEA Measures of Academic Progress (MAP) in grades K-5 as periodic assessments. The results are used to determine students' strengths and needs. In addition, students in grades 3-5 will take the Smarter Balanced Assessment, which is the statewide assessment.

### **SPEECH THERAPY**

The speech therapist works with children with identified speech or language disorders, does evaluations of children referred through the special education referral process, and consults with teachers and parents. Speech therapy is given in both individual and small group environments.

### **PHYSICAL THERAPY**

Physical therapy is the treatment of disorders of the muscle, bones, joints and nervous system by physical means such as exercise. In the school system the therapist works with the child, teachers, and parents, as well as other team members to help set up an environment suitable to the individual child's needs, regarding adaptive equipment, physical education and provide, if need be, direct physical therapy service.

### **OCCUPATIONAL THERAPY**

Occupational therapy helps an individual develop or maintain improvement in skills supporting independence in personal, social, academic and vocational pursuits. These can include:

- more effective motor-performance for school tasks, including play and work
- better organizational abilities for successful completion of assignments, jobs and carrying out personal responsibilities
- developing strategies to assist children in managing the classroom sensory environment or modifying the environment to foster improved function
- increasing capacities to perform self-care, home-living or pre-vocational activities

As the child's competency in work and play improves, their social relationships improve as well.

## **EXTENDED EDUCATION OPPORTUNITIES AT FULLER**

Education for is an on-going process through which we recognize and nurture each student's potential. Effective programming expands and enhances learning opportunities, creating an environment in which deliberate efforts are made to be responsive to emerging strengths, talents, and interests of individual students. The regular school curriculum provides the foundation upon which many activities and options are built. All staff members work together to plan and implement programs for each student.

Effective planning is concerned with extending or enhancing learning opportunities for all students. Developing

and fulfilling students' strengths and talents is not accomplished through a single fixed program, but through a variety of opportunities.

Thus, we strive towards a well-rounded student by meeting students' individual needs and nurturing excellence. This is accomplished through: individualizing basic instruction; enrichment opportunities for appropriate acceleration; and activities, which promote independence and self-direction, personal growth, and social development.

### **HARRIS CENTER**

The Harris Center for Education Conservation has been providing standards-based science education to the Keene School District for many years. They connect students to their natural environment by using the school yard and neighborhood as their classroom, in addition to teaching the science skills necessary for designing, implementing, documenting, and reflecting upon an investigation. This year we are fortunate to offer a program to all 3<sup>rd</sup> graders focusing on “Birds in Our Neighborhood”.

### **FIELD TRIPS**

Throughout the course of the school year, different grade levels will take various field trips. If a field trip involves bus transportation, a permission slip will be sent home for the parent’s signature. If a parent does not return the signed permission slip, the child will be unable to go on the field trip.

There are times when classes do a walking field trip in the vicinity of the school. This means that if a teacher decides that a walk would be beneficial for a group of students for curricular reasons they have the flexibility to take one. A member of the certified teaching staff would always supervise walks. Among other things, this flexibility enables teachers to use the outdoors as a more integrated teaching resource and to teach about safety within, and respect for the natural world. We will be using a blanket permission form for these types of field trips. This permission will be effective one week after all forms are returned through the end of the school year (which remains flexible due to snow days). The Principal and office will always be aware of such field trips. If you feel more notice about walks is necessary, please check the appropriate line on the permission form. If you have any questions about this permission please contact your child’s classroom teacher.

### **STUDENT COUNCIL**

The purpose of the Fuller School Student Council will be service to school and community. Each elected group will be responsible for two major activities, one to school and one to community, during their term as members of student council. They will also be responsible for lesser activities on a weekly basis. These activities might include the whole school but will be student council directed. The student council will consist of fifth grade students.

### **STUDENT CONDUCT**



Children are expected to follow the following principles of student conduct. (School Board Policy #5108)

1. Respect for law and those given the authority to administer it shall be required of all students. This includes conformity to school rules, as well as general provisions of the law.
2. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall be expected of all members of the school community.
3. Respect for real and personal property, pride in one's work, achievement within the range of one's ability, and exemplary personal standards of courtesy, decency, honesty, and wholesome attitudes shall be maintained.
4. Respect for individual worth to the end that every student shall be assisted to the limit of his ability is an obligation of the school. Diligence and a sincere desire to profit from the opportunity offered is an obligation of the student.

The Keene School Board expects student conduct to be such as to contribute to a productive learning climate. Individual rights are to be honored and protected in all instances; however, the rights of one individual shall not take precedence over those of another individual or of the group itself, and all pupils shall have equal rights and equal responsibilities in their demeanor in the classroom or on any school property.

At Fuller School our core values are: Be Kind, Be Responsible, Be Safe and Be respectful. We teach and practice responsibility and respect every day. We show consideration for others through kind words and actions. We are careful to keep ourselves and others safe.

## FULLER SCHOOL STUDENT DRESS CODE

Students are expected to dress in clothes which are suitable for school activities. The responsibility for determining what students are wearing rests with the parents. It is our assumption that the clothing a child arrives at school wearing is the clothing that his or her parent wishes the child to wear that day. Shorts:

- Shorts may be worn in warm weather and must be long enough to reach the tips of extended arms and fingers when in a standing position.

These may **not** be worn:

- short gym shorts
- short shorts
- boxer shorts
- bathing suits

Shoes (for safety reasons)

- no sandals (unless secure on feet with straps in the front and back)
- no flip flops
- no high heels
- no platform shoes
- no heeies (shoes with wheels in them)

Other

- no undergarments or parts of undergarments are to be visible
- no midriff exposure
- no other body part exposure considered distracting from the educational process
- no clothing is to be worn that has inappropriate graphics or language that represents drugs, tobacco, or offensive innuendo.

Hats may not be worn inside during the school day. They may be stored in the student's coat area.

Fifteen degrees is a guideline for outdoor recess; please dress your child appropriately.

## **PERSONAL ITEMS AND TOYS**

Students should not bring valuables to school. It is recommended that personal toys be left at home. Possible exceptions may be made at certain times of the year.

## **LOST AND FOUND**

The "Lost and Found" box is located on the bottom floor. Parents are encouraged to come in any time to look for items lost by their children.

PLEASE MARK ALL OUTER WEAR, INCLUDING RUBBER BOOTS, WITH YOUR CHILD'S NAME. Also, mark all lunch boxes. If articles are not claimed within a reasonable length of time, the school will dispose of them as it sees fit.

## **FIRST STUDENT SCHOOL BUS RULES AND REGULATIONS**

Students living outside the walking limits to school are granted the privilege of riding the school buses to and from school. In order to maintain an efficient, orderly and safe means of transportation, students must display acceptable behavior.

1. The school bus driver is in complete charge of the bus and the pupils. The bus driver shall have the same authority in maintaining discipline as a teacher in the classroom.
2. Pupils must be at their designated bus stops five (5) minutes prior to the pickup time. Schedules will not allow waiting for late students.
3. Permission to get off at a stop that is not the student's regular stop shall follow individual school policy.
4. All pupils must remain properly seated until the bus comes to a complete stop and the eight way lights are activated.
5. Emergency exits are to be used for emergency drills twice a calendar year and emergency situations only.
6. Pupils shall hold onto the handrail when loading and unloading.
7. Students may bring acceptable items on the bus only if the item can be held in the student's lap.
8. Skateboards, skis, rollerblades, animals, glass containers, nuisance items and other objects of injurious or objectionable nature are prohibited on the school bus. Articles not allowed in the school are also prohibited.
9. Students who are confronted by the bus driver for unacceptable behavior shall provide the driver with their name. Failure to do so may result in suspension from riding the bus for up to three (3) days.
10. The bus driver is authorized to assign seats whenever necessary.
11. Students shall not be destructive of the school bus seats, sidewalls, floors and/or windows, nor shall they tamper with any other bus equipment. The cost of any intentional damage will be the responsibility of the student/parent. Destruction of Laidlaw property will result in a five (5) day mandatory suspension from the bus and the student will remain off all Laidlaw Transportation until such time as a suitable payment agreement can be met.
12. While classroom voice between students is permitted, loud, vulgar, obscene and improper language or gestures will not be tolerated on the bus.
13. Pupils will refrain from throwing things in the windows, out the windows or around the inside of the bus. Trash will be placed in receptacles on the bus. **NO LITTERING.**
14. Eating and drinking are not allowed.
15. Smoking, smokeless tobacco, alcohol, drug use and the use of lighters or matches are forbidden.
16. No spraying of perfumes, deodorants, hairspray, air fresheners, etc. is allowed on the bus.
17. Fighting, pushing, tripping, bullying, or spitting will not be tolerated.

18. Any other behavior relating to the safety, well-being and respect for others in a harmful, destructive or degrading manner is not acceptable.

Parents please note: There may be circumstances that could result in immediate suspension from the bus. If this should happen, the parent/guardian shall be responsible for providing transportation.

### **EMERGENCY/SAFETY FIRE DRILLS**

By state statute each school is required to conduct a fire drill each month. These drills are important and ensure the safety of each child in the event of fire at the school. Drills are held at the discretion of the principal with consideration given to program, weather and health. Normally, children do not remain outside for more than three minutes.

### **EMERGENCY INFORMATION**

In the event of an emergency, or severe weather warning such as tornados, we ask that parents do not call the schools as we will need clear phone lines to communicate with emergency services. Please tune in to local radio stations, or refer to the school website <http://fuller.keene.k12.nh.us/> or the SAU 29 website <http://www.sau29.org/> for further information. In addition, the SAU 29 uses a program that sends announcements to all phone numbers (and/or e-mails) on record at the school. This system may also be used to notify parents in the event of an emergency.

If student safety is in jeopardy students will not be dismissed but kept in a safe sheltered location within the school building until such time as dismissal is considered safe and prudent. Should the type of emergency encountered require that students be evacuated from school, our evacuation site is the Keene Recreation Center.

If further information is needed, please call the Office of the Superintendent of Schools at 357-9001.

### **JOHN H. FULLER ELEMENTARY SCHOOL EVACUATION PLAN**

This plan has been developed to ensure the safety of our students and staff in the event that circumstances develop which require a school evacuation. A safe school evacuation would be necessary in response to a variety of situations which could include fire, bomb threat, toxic spill, loss of electric power, heat, etc. Occasionally the school may hold an evacuation drill to practice this plan.

The Principal (or designee) will:

1. Activate the procedures by informing staff and students of the situation and the initial instructions. This shall be communicated by the method deemed most appropriate for the situation.
2. Notify the necessary agencies/parties about the situation:
3. Be responsible for the safety and welfare of all children, staff and visitors.

4. Be responsible for the protection of school property until the proper authorities assume full command.
5. Ensure that initial instructions are being followed in a safe and orderly manner.
6. Notify parents of the situation through the media, if possible and appropriate, to disseminate telephone numbers and student pick-up information.

Classroom teachers will:

1. Follow initial instructions maintaining student safety.
2. Follow appropriate evacuation proceedings if called for.
3. Get students in coats during the evacuation, as students should be prepared for at least one-half hour of inclement weather.
4. All teachers must have an emergency folder with them on all evacuation situations. This folder must contain attendance information, this protocol and any other pertinent information in it.
5. Maintain accurate attendance records of their class throughout the situation
6. Only release students to parents or designees once all classrooms and students are accounted for at the evacuation site.
7. Keep written record of discharge information.
8. Each classroom should have a neighbor class to help account for people and to help out in any way needed.
9. Teacher should periodically remind their students not to cover their ears in the event of an alarm. Students must be able to hear any directions or information that is given out.
10. Teachers should take a first aid pack with them on any evacuation situation.

The evacuation sites for Fuller School students would be either the **Keene Recreation Center or Sturtevant Chapel.**

## **THE TODD BOWEN MEMORIAL FUND**

The Todd Bowen Memorial Fund is a scholarship fund, which was created in memory of a Fuller first grader who died in a sledding accident in 1984.

Todd was a youngster who was adopted by a Fuller family. Through his adoptive family's love and encouragement and provision of special activities including gymnastics and swimming, Todd was beginning to overcome his severe physical and emotional challenges.

After Todd's death, the scholarship fund was created to offer extracurricular activities to low income children of Keene. The fund provides money for such things as summer camperships, gymnastic lessons, and swimming lessons.

The fund is administered by the guidance counselor and school nurse . It has been kept active largely by donations from friends of Fuller, Fuller staff, and Fuller families. The school show is used as an opportunity for Fuller families to contribute.

Application for scholarships may be made by teachers, guidance counselors, principals, community leaders, or others on behalf of any child in Keene. Those interested in applying or in making a donation should contact the school. People lending support to this fund can be assured that their donations will not be diminished by any administrative costs.

## **MATT SWETT MEMORIAL GARDEN**

On June 6, 1997 Matthew D. Swett, at the age of 11, lost his four-year fight with leukemia. In the front of the building a garden beautification project was dedicated to Matt. The marker stones, "Student", "Friend", "Classmate", "Imagine", and "In Loving Memory", were presented by school staff, friends, and family and placed in the garden. The blank stone was identified by a student to represent "For Words Cannot Express". Matt's experience at Fuller School was one of the highlights of his life. He found great joy in his time spent here, and his family and friends will find comfort in his remembrance found in the garden.

## **MARK TELLIER MEMORIAL**

The Mark Tellier Memorial is located in the front of the school near the gym. It is readily identifiable by its attractive boulder and plaque.

Mark's death was the result of being hit by a car on June 8, 1998 while playing "Capture the Flag" with neighborhood children.

His memorial was carefully planned by his teachers and classmates. The "rock" was one of his favorite places to sit on top of when he had the chance. This memorial site was designed by Mark's friends to provide an attractive area for visitors to relax and reflect.

## **FULLER ELEMENTARY SCHOOL INTERNET AND COMPUTER NETWORK POLICY**

The Network/Internet is provided for the students and staff to promote educational excellence in our schools through resource sharing, innovation and communication. Access to Network/Internet services will be provided to users who agree to act in a considerate and responsible manner consistent with the educational mission of Fuller School.

You are responsible for using the Network/Internet only in the presence of staff or teachers and according to the following Network Citizen Rules that are listed below.

### Network Citizenship Rules

1. Use all computers carefully and courteously
  - Touch the keys softly and with clean hands
  - Handle the mouse gently
  - Do not touch the screen
  - Do not change the settings or control panel
  - Do not attempt to gain access to the File Server or any unauthorized computer
  - Do not deliberately disrupt the computer network or damage equipment
2. Use school software on school computers and use it properly
  - Place CDs in the computer according to classroom rules
  - Follow the program directions and ask for help when needed
  - Report any CD problems to your teacher
  - Do not load programs from an outside source
  - Do not copy any school programs for other uses
3. Respect the privacy of others
  - Do not log in under another student's account
  - Do not open, copy or change a folder or file that does not belong to you.
4. Use the Internet and any other computer resource for educational purposes only
5. While accessing the Internet you must conform to any additional site restrictions that may be in effect. A user may not:
  - Send, display, or receive offensive messages, pictures or other media which is defamatory, abusive, obscene, profane or sexually oriented, threatening, racially offensive, or offensive to human dignity
  - Send, display, or receive hate mail, discriminatory or other antisocial remarks, or other information which is intended to harass
  - Employ the network for commercial purposes
  - Access the Network/Internet to play non-educational games, access personal e-mail, or for other nonacademic activities
  - Participate in any type of teleconferencing, blogging or chat without the permission of instructional staff

6. Users should be aware that there are people on the Network/Internet who cannot be trusted. Many people on the Internet pretend to be someone that they are not. Please be aware that this kind of deception is widespread and common.

So that you do not become a victim, you should following these rules:

- Do not reveal your personal address or phone number or those of other people
- Do not use another's password
- There is no such thing as privacy on the Network/Internet. Someone else is always listening so do not share personal information that you might not want strangers to know about. Never **send** or **keep** anything that you would not mind seeing in the daily newspaper
- Do not share personal information with friends who might carelessly share it with a stranger on the Network/Internet

It is the student's responsibility to abide by all rules set forth in this policy. Violation will result in immediate loss of access and will be referred to the principal for other disciplinary or legal action.

## **KEENE SCHOOL DISTRICT POLICIES & PROCEDURES**

Full copies of all Keene School District policies are available on the Keene District website at <https://ksd-sau29-nh.schoolloop.com/knedispol>. You may contact the school for copies of specific policies or call the Superintendent of Schools at 357-9001.

### **Sexual Harassment**

(Pertaining to Keene Board of Education Policy JBAA and GBAA)

No student should be made to feel uncomfortable because of remarks or touching directed to or about the student in a way that is sexually offensive. That is sexual harassment. Students are encouraged to discuss such harassment, whether by a peer or by an adult, with their parents and/or with school personnel - teacher, counselor or administrator - with whom the student feels comfortable. The teacher, counselor or administrator shall immediately involve the building principal for appropriate resolution. A copy of Board Policy on sexual harassment can be obtained by contacting SAU #29 Title IX Compliance Administrator, Manager of Personnel Services, at 34 West Street, 357-9007.

### **Normal Channel of Complaints**

(Keene Board of Education Policy #1330)

The citizens of the Union School District of Keene may address their concern and/or complaints relative to any operation of the Keene Public Schools in several alternative channels.

- The most preferable channel of resolving the complaint would be at the point of origin. Therefore, the employee or teacher involved should first be aware of the concern. If not resolved, the complainant may carry it to the appropriate administrative assistant (middle, senior high); the directors, e.g., student activities, media services; the appropriate building principal; the superintendent's office; the Board of Education.
- If the citizen so desires, the complaint may be directed to members of the Keene Board of Education and/or Superintendent of Schools. Any concerns and/or complaints relative to the operation of the Keene Public Schools received by members of the Keene Board of Education should be referred to the Superintendent of Schools, in writing, for disposition and/or action. Within a reasonable length of time, concerns or complaints that have been received in writing by the Superintendent of Schools will be reported to the appropriate board member(s) as to the resolution and/or disposition. If the concerns



and/or complaints have not been acted upon to the satisfaction of the board member(s) or complainant, the matter shall be called to the attention of the Keene Board of Education at its regularly scheduled monthly meeting.

### **Pupil Safety and Violence Prevention Policy - Bullying**

(Keene Board of Education Policy JICK)

The School is committed to providing a safe school environment in which the members of the school community are treated with respect. ‘Bullying’ interferes with this proper school environment. Accordingly, the school follows a procedure intended to minimize and prevent bullying by dealing with such acts of verbal or physical abuse. THIS INCLUDES AN INVESTIGATION INTO ALL REPORTS OF BULLYING, WITH RECOURSE TO THE SUPERINTENDENT’S OFFICE, THE KEENE BOARD OF EDUCATION, AND THE STATE BOARD OF EDUCATION. Please see Keene School District Policy and Procedure #4125/5148 or Policy JICK available at the office of the school.” The handbooks may contain such further statements intended to minimize the occurrence of bullying as the principal may determine is useful.

### **Hazing**

(Keene Board of Education Policy JICFA)

It is the policy of the District that no student or employee of the District shall participate in or be a member of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. No student organization sanctioned by the Board of Education shall engage or participate in hazing. For the purposes of this policy, hazing is defined as an activity which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the Board of Education.

“Endanger the physical health” shall include, but is not limited to, any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug or controlled dangerous substance; or any forced physical activity which could adversely affect the physical health or safety of the individual.

“Endanger the mental health” shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact which could result in extreme embarrassment, or any other force activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by the Board of Education is conditioned, directly or indirectly, shall be presumed to be a forced activity, even if the student willingly participates in such activity.

This policy is not intended to deprive School District authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action which may include expulsion for students and employment termination for employees.

A copy of this policy will be included in all school handbooks, provided to coaches and all staff.

## **Compliance Statement/ Civil Rights/Non Discrimination**

(Keene Board of Education Policy AC)

The Keene School District does not discriminate in the administration of its admissions and educational programs, activities or employment practice on the basis of race, color, religion, national origin, age, sex, disability, sexual orientation or marital status. If you think there is a problem please contact: The Title IX Coordinator: Nancy Deutsch, Director of Human Resources, SAU 29, 34 West St., Keene NH 03431 or [ndeutsch@sau29.org](mailto:ndeutsch@sau29.org) or The Section 504 Coordinator: Dan Black, Associate Superintendent, SAU 29, 34 West St., Keene, NH 03431 or [dblack@sau29.org](mailto:dblack@sau29.org).

### **Title IX Compliance Statement**

This school district receives federal financial assistance. In order to continue receiving such federal assistance, this school district will not discriminate in their educational programs, activities, or employment practices on the basis of race, language, sex, age, or handicapping condition, under the provisions of Title IX of the 1972 Educational Amendments; Section 504 of the Rehabilitation Act of 1973.

Complaints regarding compliance with Title IX regulations should be submitted in writing to Manager of Personnel Services, Title IX Liaison for School Administrative Unit #29, 193 Maple Avenue, Keene, New Hampshire.

Complaints regarding compliance with Rehabilitation Act of 1973-Section 504 should be submitted to the Director of Special Education, 193 Maple Avenue, Keene, New Hampshire.

### **Student Conduct, Discipline, and Due Process**

(Excerpts from Keene Board of Education Policy JI, JIA, JICD)

The board endorses the following principles of student conduct:

- Respect for law and those given the authority to administer it shall be required of all students. This includes conformity to school rules as well as general provisions of the law regarding minors.
- Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall be expected of all members of the school community.
- Respect for real and personal property, pride in one's work, achievement within the range of one's ability, and exemplary personal standards of courtesy, decency, honesty, and wholesome attitudes shall be maintained.
- Respect for individual worth to the end that all students shall be assisted to the extent of their ability is an obligation of the school. Diligence and a sincere desire to profit from the opportunity offered is an obligation of the student.

The board expects student conduct to be such as to contribute to a productive learning climate. Individual rights are to be honored and protected in all instances; however, the rights of one individual shall not take precedence over those of another individual or of the group itself, and all pupils shall have equal rights and equal responsibilities in their demeanor in the classroom or on any school property.

The Board further recognizes the right of each school to establish disciplinary procedures in accordance with R.S.A. 193-D through the development of administrative procedures which are approved by the Assistant Superintendent of Schools. Due process and equal protection of the law shall be afforded to any pupil involved in a proceeding which may result in suspension, exclusion, or expulsion. Students expelled from school may be reinstated by the Board under the provisions of R.S.A. 193:13.

Violence in the school interferes with the educational process. Violence is invited by the possession of weapons. Violence and/or the possession of weapons in the schools shall not be tolerated.

A weapon is defined as (1) a firearm to include a pellet or BB gun; (2) any object prohibited, licensed, or regulated under RSA 159; (3) a knife, but not a folding pocket knife or cafeteria-issued dining utensil; and/or (4) a knife and/or any other substance or object which, in the manner it is used, intended to be used, or threatened to be used, is known to be capable of producing serious injury.

Possession shall include, but not be limited to having control over a weapon during any part of a school day or during any part of a school-related activity, including transporting the weapon to school or to a school-related activity and storage of the weapon anywhere on school premises.

A student who brings a weapon upon school premises shall be suspended or expelled and/or otherwise subject to appropriate discipline to be determined in accordance with law and in view of all attendant circumstances, including progressive discipline.

An act of "theft, destruction, or violence," as defined in RSA 193-D shall be cause for suspension or expulsion to be determined in accordance with law and in view of all attendant circumstances, including progressive discipline. For further definitions of above policy, or a copy of the full policy, contact the Superintendent's Office, 357-9002 and ask for Administrative Procedure to Accompany Policy #5108, Student Conduct, Discipline, and Due Process.

### **Attendance, Absenteeism and Truancy** (Keene Board of Education Policy JH)

Truancy is defined as any unexcused absence from class or school. If a student is habitually truant or in danger of becoming habitually truant, the principal will begin an intervention to investigate the causes of the truancy, and design a plan to reduce the truancy.

The administration, teachers, and staff expect all students to attend school on a daily basis to gain maximum benefit from the academic program, co-curricular activities, and the social interactions that occur at school. Excellent attendance is the first requirement for success in school. It is the belief of the administration and faculty that every class meeting is important. Unnecessary absences might have a detrimental effect on the academic grade and learning since classroom experiences cannot be duplicated. Therefore, parents are encouraged to ensure that their child is in school unless absence is absolutely necessary. This includes students coming to school on time and remaining for the entire day. Students should not be tardy or dismissed unless there is a serious need or emergency.

Students may participate in evening or after school programs only if they attend school on that day. Extenuating circumstances may be brought to the attention of the principal for a final decision on participation.

(Keene Board of Education Policy JE, JEA, JEB, #5113)

Regular attendance is the joint concern of students, parents and school personnel, all of whom should strive to cooperate with legal requirements and school regulations.

It is expected that children enrolled in school shall attend all the time it is in session. Illness, dental and medical appointments that cannot be scheduled other than on school days, are considered excused absences. Special educational arrangements of the schools such as field trips are considered part of the school program.

### **Student Dress**

(Keene Board of Education Policy JICA)

It is the policy of the Keene School District that a student's appearance is the responsibility of the student and the student's parents. However, a student's attire and grooming must be of a nature so as not to endanger health or safety of the student or others, or cause damage to property, or otherwise disrupt the educational process. Further, clothing and/or accessories that are hostile, sexually offensive or intimidating are prohibited and shall not be worn under any circumstances. Clothing which advertises, promotes, depicts or demonstrates the use of drugs, alcohol, and/or tobacco is prohibited and shall not be worn.

All students shall wear appropriate and safe footwear at all times.

Subject to the above, specific dress requirements for each school building within the school district and for district-sponsored events shall be established and published by the building administrator, who may seek input from staff, parents and/or students on the development of a specific dress code applicable to that building. Disciplinary action will be outlined in the school policy. The dress code adopted by the building administrator, together with a copy of this policy, shall be published in the student handbook and distributed to all students and parents at the start of each school year. Further, this policy, together with the dress code policy applicable to a school, shall be printed separately and sent home periodically at the discretion of the building administrator.

The school principal, or his/her designee, shall have the conclusive authority to determine whether a student's appearance conforms to this district policy and/or to the applicable building dress code policy. All staff members shall be aware of this policy and shall enforce it in a non-discriminatory, consistent manner. Staff members who question a student's attire shall bring the issue to the attention of the building administrator, or his/her designee, and a conference shall be arranged between the administrator, student, and parents, if available. If the building administrator, or his/her designee, determines that the student's attire is in violation of this policy or the applicable building dress code policy, the student will be required to find acceptable clothing or will be sent home to correct the situation after the parents have been notified. Any refusal to comply with this policy or the building dress code policy shall result in disciplinary action in compliance with the school's policy.

### **School Records**

(Keene Board of Education Policy JRA)

School records attempt to portray an educational history of the child as he progresses through the public school. These records may include such items as testing, health data, personal comments by teachers and those of us who may have occasion to work with a child, etc.

In compliance with federal legislation, all school records are accessible to the interested parents. Parental rights in regard to the school records of their child are very clearly spelled out in a policy approved by the Keene School Board. This policy is available to all parents upon request.

Parents who wish to review the school records of their child may do so by appointment with the school guidance counselor or principal.

### **Data/Records Retention**

(Keene Board of Education Policy EHB)

The Superintendent shall develop procedures for a records retention system that is in compliance with RSA 189:29-a and Department of Education regulations. The procedures should ensure that all pertinent records are stored safely and are stored for such durations as are required by law. Additionally, the Superintendent shall develop procedures necessary to protect individual rights and preserve confidential information.

## Students

Student educational records are maintained by the Keene School District in a Cumulative Folder and a Transcript.

A student's Cumulative Folder is a non-permanent record which contains basic biographical information, report cards, standardized test results, examples of work, anecdotal reports, attendance data, disciplinary records<sup>1</sup>, and such other information, data, opinions, reports, records, etc. as are inserted by educational personnel and parents in an effort to provide useful information to other educators who participate or will participate in the education of the student.

A student's Transcript is a permanent record which contains identifying biographical information, grades issued to the student in courses taken in grades 9 through 12, standardized test results, class rank, and date of graduation or withdrawal from Keene High School.

Both the Cumulative Folder and the Transcript are subject to the provisions of the Family Educational Rights and Privacy Act and other rules concerning student records.

## **Notification of Rights Under FERPA**

It is the policy of the Keene School District to comply with the Family Educational Rights and Privacy Act (FERPA), 20 USC §1232(g). This act provides parents and eligible students with access to educational records maintained by the district, including the right to inspect and review educational records and to request their amendment to ensure that the records are not inaccurate, misleading, or in violation of a student's privacy or other rights.

The Keene School District shall not disclose the educational records of a student without the consent of a parent or eligible student except as specifically authorized under the act.

A parent or eligible student who believes that a school district is not in compliance with the act has a right to file a complaint with the United States Department of Education at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, D.C. 20202-4605

A procedure is established for the inspection and review of student educational records. A copy of the Keene School District's policy and procedure is available from the building principal of each school. Upon any inconsistency between FERPA and its regulations and the policy and procedures of the Keene School District, FERPA shall control. The school board authorized the Superintendent of Schools to inform parents, students and public of FERPA and to use administrative resources to implement this policy and procedure and to deal with individuals who violate FERPA, this policy, and/or its procedures.

Directory information is not published by the Keene School District except as it may occur in school formats such as yearbooks, award announcements, programs/bulletins published for athletic or other co-curricular events, and similar achievement-oriented publications. A parent or eligible student who objects to a student's directory listing in such publications should contact the building principal or the Superintendent of Schools in writing by September 20 of the school year.

## **Tobacco Products Ban Use and Possession In and On School Facilities and Grounds** (Keene Board of Education Policy ADC)

No person shall use any tobacco product in any facility maintained by the School District, playing fields nor on

any of the grounds of the District.

“Tobacco products” means cigarettes, cigars, snuff, smokeless tobacco, smokeless cigarettes, products containing tobacco, and tobacco in any other form.

"Facility" is any school district property, in any district-owned vehicle, or in any other district-approved vehicle used to transport students to and from school or district activities. This will also apply to any district-sponsored or district-approved activity, event or function.

Signs shall be placed by the District in all buildings, facilities and school vehicles stating that the use of tobacco products is prohibited.

It is the responsibility of the building principal(s), or designee, to initially enforce this policy by requesting that any person who is violating this policy to immediately cease the use of tobacco products. After this request is made, if any person refuses to refrain from using tobacco products in violation of this policy, the principal or designee may call the local police who shall then be responsible for all enforcement proceedings and applicable fines and penalties.