

Elementary School Student Handbook

Bluff Elementary School

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Claremont, NH 03743

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Student Service Coordinator: Sandra Wilson

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Disnard Elementary School

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Claremont, NH 03743

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Claremont, NH 03743

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TBD - Director of Business & Finance
Benjamin Nester - Director of Special Education
Jeff Small - Director of Technology
Leslie Peabody - Administrative Assistant to Director of Special Education
Melissa Small - Administrative Assistant to Assistant Superintendent
Jamie Martel - Administrative Assistant of Human Resources
Brandi Laffin - Administrative Assistant to Director of Technology
Steve Holt - Maintenance Director
Terri Casey - Truant Officer/Families in Transition
Samantha Hill - Payables Clerk
Shari Theriault- Payroll Clerk
Misty Hodgdon- Administrative Assistant to Superintendent
Tammy Morse - SRPDC Director/Technology Integration Specialist
Charles Gessner - Technology Integration Specialist
Jason Bonneville - Technology Support Technician
Shannon Howe - Data Systems Specialist
Pam Mley - Transportation Director
Susan Doody - Medicare Clerk
David Cochrane - Out of District Case Manager
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Elementary School Handbook

Bluff—Disnard—Maple

Accidents

We continually monitor our grounds and buildings to assure that they are safe for your children. Even with the best of precautions, accidents can occur when we least expect them. Should an accident occur, your child will be tended to in a careful and expedient manner. If your child is seriously hurt, you will be notified immediately.

It is the parents' responsibility to make sure all emergency information is up to date.

School personnel may NOT transport sick or injured children. If parents or their emergency contacts are unable to provide transportation, an ambulance service will be used. This service will be charged to the parent.

Allergies

The Claremont School District recognizes there are students with life-threatening allergies. Our schools strive to create and maintain a healthy and safe school environment for all students. It is a shared responsibility of all faculty, staff, students and families to support practices that reduce exposure to allergens and promote the health and comfort of all students.

Parents should notify the school of any food allergies upon enrollment to the school.

Animals in the School (School Board Policy IMG-Animals in the Classroom)

The Claremont School District believes that the health and safety of all students and staff are a top priority. The school nurse will advise the principal of any related health or safety issue(s) related to animals.

Unauthorized animals are not allowed in school buildings or on school grounds. Children and staff will be instructed to keep their own animals off the school grounds. The appropriate town official will be called and requested to impound all animals taken into custody by school personnel.

For complete policy information, including references – please see the Policy Section of our website (www.sau6.org). If you wish to receive a hard copy of this policy, please contact the Superintendent's office.

Arrival on School Grounds

Students should arrive no earlier than 8:15 am. Upon arrival at 8:15 am, students will go to the designated area and be directed inside, when appropriate, by the staff on duty.

Once the Breakfast Program starts, students are to go directly to the cafeteria. Breakfast runs from 8:15 am to 8:30 am. Bus students will go directly to their classrooms or to breakfast when directed to do so by the person on duty.

Prior to 8:15 am students are not allowed on the school grounds, as there is no one on duty.

Students are to be in their classroom by 8:30 am. **They will be marked tardy after 8:30 am.** Students who are tardy will need to go to the office for a tardy slip.

Due to safety concerns, we ask that all parents follow their school's student drop-off procedures.

All parents must sign in and receive a visitor's pass if they will be in the building.

Attendance (School Board Policy JH)

Regular attendance is the joint concern of pupils, parents and school personnel. Students are expected to be in attendance at the time when school is in session. Truancy is a violation of New Hampshire state statutes and will be reported to civil authorities. A student who is truant is liable for disciplinary action by the school administration.

RSA 193:1 A parent of any child at least 6 years of age and under 16 years of age shall cause such child to attend the public school to which the child is assigned in the child's resident district. Such child shall attend full time when such school is in session unless:

(a) The child is attending a public school outside the district to which the child is assigned or an approved private school for the same time;

(b) The child is receiving home education; or

(c) The relevant school district superintendent has excused a child from attendance because the child is physically or mentally unable to attend school, or has been temporarily excused upon the request of the parent for purposes agreed upon by the school authorities and the parent. Such excused absences shall not be permitted if they cause a serious adverse effect upon the student's educational progress. Students excused for such temporary absences may be claimed as full-time pupils for purposes of calculating state aid under RSA 186-C:18 and equitable education grants under RSA 198:41.

II. A child who reaches the sixth birthday after September 30 shall not be required to attend school under the provisions of this section until the following school year.

III. In this section, "parent" means a parent, guardian, or person having legal custody of a child.

A student is considered absent when not in school. Excessive absences and tardiness are not conducive to maximum learning; therefore, parents should make every attempt to have children in school, on time, every day. If a child is absent from school during the day or sent home, they are not permitted to attend evening events that are sponsored by the school.

Students arriving at school after 8:30 am are considered late/tardy. If students are late/tardy coming to school, they must report in at the office. Children will be issued a late slip to be given to the classroom teacher. This assures the teacher that the office knows the student has arrived. Students who are chronically tardy will be subject to disciplinary action and parents will be notified.

Parents are to notify the school before 8:45 am if their child is absent or tardy. If you do not call the school regarding your child's absence, the school will try to reach you. Should the absence be due to any communicable disease, a doctor's note must be brought, stating when he/she may return to school. If your child is out sick and sees a doctor for this illness, a note excusing the absence needs to be provided to the office upon their return to school. A doctor's note will be asked for an extended absence due to illness.

Medical or dental appointments should be made outside of school hours if possible. If this is impossible and a student needs to leave for an appointment during school hours, the child will need to present a note to the teacher. **Documentation from the medical provider/counselor/dentist will need to be provided when the child returns from the appointment.**

If families are planning a family vacation during school time, school board policy requires parents to request and complete an Extended Leave Form from the school office. This must be filled out prior to the absence. Taking vacations during school time tells your child that school is not important; therefore they can miss the days. These absences will be considered **unexcused absences.**

ABSENCE NOTES/PHONE CALLS

In order to verify that a parent or guardian is aware of a student's absence, the student must bring a note from the parent or guardian stating the date(s) and reason(s) for the absence. The parent/guardian may also telephone the school with this information in a timely manner. Failure to bring in a note or telephone the school will result in the absence not being excused.

ATTENDANCE/TARDINESS

Daily attendance, including arriving to school on time, is essential to a student's academic progress and achievement. Daily attendance is the responsibility of the student and parent, together with the support of teachers and administrators.

Absences that **DO COUNT** toward excessive absence (**unexcused absence**):

1. Undocumented absence (no note or telephone call from the parent/guardian)
2. Family trips
3. Child care (student remaining at home due to lack of child care)
4. Absences determined by the Principal or his/her designee to be unexcused for any other reason not listed above.

Absences that **DO NOT COUNT** toward excessive absence (**excused absence**) may include, but are not limited to:

1. Medical records attendance restrictions (lack of current physical examination)
2. Confirmed religious observances
3. Documented appointments (i.e. counseling appointment, court appointment, doctor's appointment, etc.)
4. Documented family emergencies (phone call or written note received by school office)
5. Documented illness (phone call or written note received by school office; 3 consecutive days absent may require a doctor's note)
6. School nurse's documented recommendation that a student be sent home
7. Death in the family
8. School sponsored and/or approved activities

EARLY DISMISSALS & TARDINESS

- Students who arrive more than three hours late (tardy) to school will be marked absent for half the school day.
- Students who are dismissed up to three hours before the end of the school day will be marked absent for half the school day.
- Dismissals raise safety concerns for the school and disrupt a student's academic work. In accordance with New Hampshire State Statute involving attendance, dismissals will be confined to medical, legal, or emergency matters.

- A note signed by a parent or guardian giving the date, time, a phone number where the parent or guardian may be reached, and the reason for dismissal must be given to the school administration no later than the day of the dismissal.
- All students being dismissed must report to the school main office before leaving school grounds. A parent may sign out their son or daughter through the school main office.
- No student will be dismissed by phone except in an extreme emergency.
- No student can be dismissed without parental/guardian approval. Students will be released only to an adult recognized as an emergency contact. Photo I.D. will be required.

MAKE-UP WORK

If a student is expected to be out for five (5) days or more for an **EXCUSED** absence, the school principal should be notified as soon as possible by the parent. The administration will notify teachers and they will be asked to prepare assignments for the time the student will be absent. Arrangements should be made to pick up make-up work for the student.

- Teachers will not prepare lessons for **UNEXCUSED ABSENCES**.
- **Family trips** are not sanctioned and will be recorded as **UNEXCUSED ABSENCES**.

The truant officer will monitor student absences. If found to be truant, parents will be required to meet with the truancy board to discuss their child's attendance concerns.

If truant absences are not resolved, possible steps that may be taken:

1. Voluntary CHINS Petition filed.
2. Involuntary CHINS Petition filed with the court if the voluntary CHINS Is not successful.
3. Report made to DCYF for possible Educational Neglect.
4. Report to the Claremont Police Department for review of the file for charges of Duty of a Parent.

For complete policy information, including references – please see the Policy Section of our website (www.sau6.org). If you wish to receive a hard copy of this policy, please contact the Superintendent's office.

Bicycles

Each of the three elementary schools has a different practice regarding bicycles because of their location. Please contact the school office for more information.

Bullying and Cyberbullying (School Board Policy JICIB)

We take bullying very seriously and strive to create school environments where students, parents, guardians, and all staff are able to learn and work free of bullying of any sort. One way that parents can support their children is to adhere to all age requirements related to social media (minimum age for most social media is 13 years old).

We teach about respectful behavior and help children and adults understand the definitions of bullying: 1) Teasing that does not stop, 2) Verbal insults, taunts, or challenges which are likely to intimidate, and 3) Physical aggression that is likely to intimidate.

We investigate alleged bullying when we are told about it and we take appropriate action upon completion of the investigation. We keep all parties informed about the investigation and the results or consequences of the investigation. We inform the superintendent and the school board of all bullying incidents.

For complete policy information, including references – please see the Policy Section of our website (www.sau6.org). If you wish to receive a hard copy of this policy, please contact the Superintendent’s office.

Burbee Fund

Many years ago, Mary Burbee established a fund to encourage students’ attendance at school. In June of each year, money is distributed to students in the district based on their attendance record up to a predetermined date.

Busing – Routes

The only children eligible to ride the school bus are those who live beyond one mile from school. Though some students may live within a house or two of this spot, they may not ride the bus. Some students will have special needs that permit them to ride the bus if they live within that line. These arrangements are made through the Special Education Department and only for students with certain handicapping conditions.

Call Pam Mley, Transportation Director, at 543-4290 if you have any questions regarding bus routes and rules.

Bus Rules/Consequences

These rules are taken from the Claremont School District Transportation Procedures and are in effect for regular bus routes and field trips.

- 1) The driver is in charge of the bus and has the right to assign seats.
- 2) Keep voices at a classroom level; do not yell.

- 3) Be courteous, use no profane language, obscene gestures and follow directions the first time they are given.
- 4) Do not eat or drink on the bus.
- 5) Keep hands, feet, and negative comments to self.
- 6) Keep all harmful objects (drugs, alcohol, tobacco, e-cigarettes , and weapons and any controlled substance) off the bus.
- 7) Do not be destructive.
- 8) Stay in seat at all times and keep aisles and exits clear.
- 9) Keep all parts of your body and all objects inside the bus.
- 10) Bring no hazardous materials or animals onto the bus.
- 11) Large musical instruments, school projects, or skateboards are to be kept in a bag and held on one's lap.
- 12) Arrive at the bus stop at least 5 minutes before the bus is scheduled to arrive.
- 13) Shirts, pants, and shoes must be worn while on the school bus. No cleats are allowed.
- 14) There is no throwing or passing objects on, from or into buses.
- 15) There is no smoking, vaping or e-cigarettes allowed on the bus.

Consequences:

First Notice: Driver verbally warns the student and takes down the name.

Second Notice: Principal is notified by the driver; a discipline report is filed with the principal and the operations department. The principal will follow-up on the discipline issue.

Third Notice: After notice one and two are followed, the principal will conference with the parent, student, and other parties deemed appropriate. At this time students may be suspended for up to 20 school days as set forth in RSA 189:9a.
The suspension will begin the day following parent notification.

Fourth Notice: Notice one, two and three are followed. At this time a suspension can occur beyond 20 days and bus privileges may be denied given the scope of behavior. Any suspension beyond the 20 school days must be approved by the school board. Due Process will be given.

Note: If a student has been denied the right to ride the school bus for disciplinary reasons the parent or guardian of that pupil has the right to appeal within 10 days of suspension to the authority that suspended this pupil's right. Until the appeal is heard, or the suspension of the pupil's right to ride the school bus is upheld, it shall be the parent's or guardian's responsibility to provide the transportation to and from school for that pupil for the period of suspension. Students are required to attend school when bus privileges are denied.

The District shall provide transportation for pupils to schools in the Claremont District consistent with provisions of RSA 189:6, 189:9 provided they live one mile or more from the school. The following policies shall apply.

Riding the bus is a privilege. This privilege can be taken away from any student who is not courteous, who endangers the health or safety of any student or bus driver, or who violates any school handbook policy. Any decision revoking the privileges of a student to ride the school bus will be made only by school authorities. Before a student can have their bus privileges reinstated, the student parents must meet with the school principal or designee.

General Operating Policy

- A. The Superintendent or his /her designee shall establish bus routes. Routes will be developed annually, updated throughout the year and posted.
- B. Private school transportation will be integrated where possible and when required by law.
- C. Bus stops shall be established under the direction of the Superintendent. Bus drivers may not load or unload pupils at another location other than authorized bus stops.

Student Conduct on School Buses

The bus driver will have responsibility to maintain orderly behavior of students on school buses and will report misconduct to the student's Principal in writing. Video cameras may be used on buses to support the bus driver's reports of unacceptable conduct. The school principal will have the authority delegated by the Superintendent to suspend the riding privileges of students who are disciplinary problems on the bus and fail to conform to the rules and regulations approved by the School Board. Parents of children whose pattern of behavior and conduct on school buses endangers the health, safety and welfare of other riders will be notified that their children face the loss of school bus riding privileges, in accordance with the Claremont School Board *Student Rules and Conduct on the School Bus Policy* (Appendix JICC-R). Suspensions that continue beyond twenty (20) days must be approved by the Board (RSA 189:9a).

Disciplinary Procedure: Responsibility of Bus Driver

All drivers should utilize good judgment, experience, and maturity in handling of students. Drivers should use good common sense and never exceed the bounds of good taste in redirecting a student and certainly never strike a child or use profane language. If the driver cannot correct the situation to provide a safe environment, he/she must take the following action (s):

1. Return to school if possible.

2. Otherwise, pull the bus over to a safe location and immediately radio the dispatcher for police and school administrator assistance. Do not allow anyone off or on the bus until police or other authorities arrive at the scene except as needed in number three below.
3. Do not put a pupil off the bus or deny transportation to any student(s). In the event of a need to take emergency action (i.e., students are fighting), if possible, separate students by re-assigning seats. The driver will notify the respective school administrator via radio or telephone as to the exact name(s) of those students who were involved.
4. Maintain a written record of the incident including the date, student(s) name, address, school, nature of the offense, date report is submitted to the building principal and Transportation Director.
5. The building principal, or designee, will respond to the driver's written report explain the outcome the next day.

Drivers should always report whatever corrective action is taken on the bus immediately to the building principal and to the Transportation Director.

Resolution of Conflicts

A parent who wishes to request a change or exemption from any of the Student Transportation policies shall direct that request first to the Superintendent of Schools. If the parent is not satisfied by the ruling of the Superintendent of Schools, he or she may request to appear before the Claremont School Board.

Students may only ride their assigned buses.

Parents may not ask a bus driver to adjust their child's bus stop. Requests for transportation to a bus stop other than the student's home address will only be allowed, if approved by the school principal or his/her designee.

Riding the school bus is a privilege. This privilege can be taken away from any student who is not courteous, who endangers the health or safety of any student or bus driver, or who violates any school handbook policy. Any decision revoking the privileges of a student to ride the school bus will be made only by school authorities. Before a student can have the bus privilege reinstated, the student and the student's parents must meet with the school principal or designee.

The Superintendent of Schools or his/her designee shall establish bus schedules, routes, and stops.

In order to transport children to and from school safely, it shall remain the responsibility of parents/guardians to ensure the safety of their children prior to boarding the bus, and after the students depart from the bus at their "return from school" destination.

Students are to board the bus promptly when it stops and opens the doors.

Expectations of Students and Parents/Guardians

Students shall be on time at the point of pickup 5 minutes before the scheduled time. Bus drivers cannot wait for those who are not promptly at the pickup location.

Students Who Miss the Bus at the Beginning of the School Day

If a student misses the bus, it will be the parent's responsibility to transport the student to school.

Students Who Miss the Bus at the End of the School Day

School busses will not return to school when a student misses their bus. Teachers will notify the main office to hold a school bus if a student is likely to be late for the afternoon bus.

Early Dismissal Due to Inclement Weather

Parents will be notified in advance if students need to be released due to inclement weather. Parents are encouraged to have secondary supervision plans in place in case they are unable to be at home when their child is dismissed from school before the regularly scheduled time.

Student Misbehavior on School Buses

Refer to Student Discipline Policy in the school's Student Handbook and the Claremont School Board *Student Rules and Conduct on the School Bus Policy* (Appendix JICC-R).

Student behavior issues will be addressed by the building principal, or designee, who will notify the Transportation Director and the bus driver of consequences for unacceptable behavior.

Return to School for Students in Grades Pre-K, K, 1, and 2 (Only)

Students who attend Pre-K, Kindergarten, First and Second grade, must be accompanied by a parent both in the AM pickup and PM drop-off. If a parent is not present in the PM, the student will be returned to the school.

The Claremont Police Department will be contacted in the event that we are not able to reach parents or emergency contacts for pick up of students who are returned to the school.

Kindergarten, first and second grade students are the only children who will be returned to school if their parent, guardian, or older sibling is not present to receive them at the bus stop.

The bus driver will radio the dispatcher indicating the circumstances. The dispatcher will call the school involved so the returning student is expected. At no time shall the driver leave a Kindergarten, first grade, or second grade student unattended at a bus stop.

Objects Brought on Buses

Objects brought on the bus, with the exception of musical instruments, must be small enough to be brought in a school or book bag, held on one's own lap, or at one's feet, provided it does not extend into the aisle.

For complete policy information, including references – please see the Policy Section of our website (www.sau6.org). If you wish to receive a hard copy of this policy, please contact the Superintendent's Office.

Calendar

The school calendar can be found as the last page of this booklet so you may tear it off and place in a handy place. Please check the calendar for reference to holidays, early release days and vacations. Should a change in the calendar be required, you will be notified in writing through your child's school. The school calendar is also available on the SAU 6 website www.sau6.org.

Cell Phones

Students may bring cellphones to school but phones must be turned off and stowed in their bags during the school day. If these devices are used during the school day they will be taken by a staff member and delivered to the office for the remainder of the school day. **Lost and stolen cell phones are not the responsibility of the school.**

Compacts (Title I)

All parents, students and teachers will be asked to sign a compact with the school principal indicating the expected involvement for each individual. This compact creates a partnership in education to assist each child in succeeding. This assures the child that they are also responsible for their own education within this partnership.

Please be sure to sign the compact that will be sent home with your child and send it back to school.

Computers (School Board Policy EGA)

Unauthorized use of technology and information gained through its use without permission is prohibited. Students have access to computers within their classroom and in the computer room. In order to have students use the computers they and their parents must agree to comply with all requirements as spelled out in school board policy. Without this signed agreement students will not be able to access a computer within the Claremont School District.

Parents or guardians are asked to review the regulations regarding Internet access including the Code of Conduct and the Unacceptable Use Procedures with their children. Parent or guardian permission is required for student use of Internet resources. Parents must sign the District Appropriate Use Agreement Form.

Please be sure to sign the release form that will be sent home with you child and send it back to school.

For complete policy information, including references – please see the Policy Section of our website (www.sau6.org). If you wish to receive a hard copy of this policy, please contact the Superintendent's office.

Conferences

A parent-teacher conference is a meeting between a child's parent and teacher (and when appropriate with the student) to discuss the child's education. It is a time to talk about any challenges your child may be having, and to learn about those areas in which your child does well. Conferences give the teacher a chance to learn about your child's life outside school. They allow parents and educators to plan and work together so your child can get the most out of his or her education.

If your child is experiencing a change within his/her life, i.e., separation, divorce, death or illness of a family member or even a pet, please notify the school. These changes can affect your child's school life. If we are aware of them, we can assist them in dealing with the situation. This information may also be shared at a conference or in a phone call.

First quarter parent-teacher conferences are scheduled for November 4, 2019 to discuss your child's progress.

Discipline

Claremont Elementary Schools use a variety of practices within a Multi Tiered System of Support (MTSS), such as positive behavioral interventions and Responsive Classroom.

For an infraction that is significantly beyond the norm for a school or if a child has multiple days of repeated offenses, the parent will immediately be notified, a conference will occur with the parent, and/or a suspension may be necessary. Two types of suspension are given: In-School Suspension where the child will be in school but spend the day away from his/her peers. He/she will be expected to do all class work and credit will be given. He/she may not interact with their class. Out-of-School Suspensions are used for major infractions, especially where safety is a concern. If a student receives an out-of-school suspension, a re-entry meeting upon their return is required between a school administrator, parent and the student.

The Claremont School System holds students responsible for threats of violence toward each other or any staff member. Should your child threaten someone with any form of violent behavior or verbal threats they will be subject to disciplinary actions that may include immediate removal from the school setting. Some situations will require parents to seek professional assessment of the child prior to their being readmitted to school. Please reinforce this with your child so that they can make appropriate decisions, as they will be held accountable for their actions and words.

Dismissal

School starts at 8:30am and ends at 3:10pm. This means that instruction starts at 8:30am and continues until 3:10pm. Students will not be dismissed from the building by anyone other than the office staff. Please send a written request for early dismissal in the morning with your child. Office staff need to be notified of changes in a child's routine as soon as possible. Parents must come into the office to sign their children out. All students being picked up by parents at any time must leave by the front door near the office. We ask that parents avoid dismissing their children early except for emergency situations.

Students will only be dismissed to adults listed as emergency pick up contacts. Adults who are unknown to office staff will be asked to show a photo ID.

Dress Code

Personal appearance at elementary schools reflects the attitude and behavior of students. Our expectation is that each child will be neat and clean upon entering school. Good judgment in clothing is a must. Listed below are items that are inappropriate for school, but are not limited to:

- Half shirts and thin strapped tank tops
- Short shorts (good rule of thumb, shorts should fall at the same level of your fingertips when arms are at your side)
- Shirts or other articles with inappropriate sayings or gestures
- Sayings on the back of shorts or pants
- Advertising items illegal for school age children
- Slippers, flip flops and high heels (due to safety concerns for active young children)
- Hats and sunglasses (can be worn outside only)

Parents will be called to bring in replacement clothing for children who are inappropriately dressed.

From the Claremont School Board Policy JICA...

Cleanliness and Safety – Clothing and grooming must be such that they do not constitute a health or safety hazard.

Educational Distraction – Grooming and dress must not be so unusual or bizarre as to cause a distraction or to interfere with the educational opportunities of other students.

Offensiveness – Clothing must be free of provocative features, obscene writing or graphics. Writing, graphics, or logos that promote sex, drugs, alcohol, gangs, tobacco, or any form of harassment are not allowed.

Common Courtesy – Common courtesy dictates that head coverings (with the exception of medical/cultural/religious coverings) and sunglasses will not be worn inside school buildings.

Emergency Closing of School

Periodically the school may be forced to close early. This may be due to inclement weather, utility difficulties, etc. **When school is to be closed for the day, the automated phone system will be used and Superintendent of Schools or designee will issue the school closing.** Closings will also be announced on the Claremont School District Facebook page and WMUR Channel 9, WNNE Channel 31 and WPTZ Channel 5 Television.

Our automated phone system relies on the school having current contact information at all times. Please make sure the school office has up to date contact information at all times.

ESOL/ESL Program

The Claremont School Board has an adopted policy and compliance plan that assures the delivery of services to students in an English as a Second Language Program.

The program director is Mrs. Jean Fahey. Her office is at Stevens High School on 155 Broad Street. Mrs. Fahey can be reached at (603) 543-4220, ext. 1047.

Families in Transition

Terri Casey – Truant Officer/ Families in Transition Coordinator, 603-219-2147
Courtney Porter -- Homeless Education Liaison, 543-4250

McKinney-Vento Homeless Assistance Act

If a family becomes homeless and is a family in transition any time during the school year, please notify the school principal or in Claremont, the Claremont School District's Families in Transition program (543-4200) in order to receive services to help you during this transition. The Families in Transition Program (FiT) is a program offered through the Claremont School District (and through the principal's office in Cornish and Unity School Districts) to help families and students experiencing homelessness/ life transitions, such as temporary housing or displacement, that cause excessive hardships. FiT advocates for the students by: 1) working with the schools to uphold the McKinney-Vento Homeless Assistance Act which is designed to address the problems that children and youth face in enrolling, attending, and succeeding in school; and 2) working with the schools and community providers to help overcome any barriers to each student's education.

According to the McKinney-Vento Homeless Act, a family or youth may be homeless if:

1. They are sharing the housing of other persons due to loss of housing, economic hardship, or similar reason
2. Living in motels, hotels, trailer parks or camping grounds due to the lack of alternative accommodations
3. Living in emergency or transitional shelters
4. Abandoned in hospitals
5. Living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings
6. Migratory children
7. Unaccompanied youth who are youth not in the physical custody of a parent or guardian

Remember that the school district and the Families in Transition program are available to assist families and lend support, so that each child and youth is in school and achieving. Please speak with your school principal and/or the Families in Transition Program. All matters of this concern will always be confidential and will be dealt with sensitively.

Field Trips

Field trips may require transportation to another area or consist of exploring our own city. All children must ride school transportation on these trips and abide by school bus regulations. We will occasionally request parents to chaperone. **Parents who are interested must participate and be approved through a fingerprinting and background check process at the SAU office.** We cannot allow siblings to attend these trips. Before going on a field trip, the teacher will send home a notice explaining the details of the trip. The student is expected to return a permission slip, signed by the parent or guardian prior to leaving. Students should remember that when they are away from school people judge their school and town by the way they behave. Misbehavior on a field trip may result in the loss of future field trip privileges.

Field trips are to be regarded as a privilege. In order to be eligible to participate, the student must:

- a) Have a disciplinary record that demonstrates ability and willingness to conduct oneself in an appropriate manner, as a heightened degree of cooperation is necessary on field trips.
- b) Have academic work complete and up-to-date in all areas.
- c) If not participating in a specific field trip, students will be expected to attend school if it is in regular session and will be given alternative assignments and activities related to the trip or regular school program.

Note: The school is not responsible for personal items, including cell phones, lost during a field trip.

Guidance Services

All students receive the services of the guidance counselor in varying degrees. Classroom Guidance is given in every classroom with a variety of topics being discussed. Some children will see the counselor in small groups as necessary, i.e. children of recent divorce, social skills groups, etc. Still other children may see the counselor on an individual basis. The number of children that can be seen individually is severely limited because of time constraints. Children will be chosen for individual counseling on a need basis and for only a limited time. If you wish to have your child seen by the counselor, contact your school's guidance counselor, your child's teacher or the principal.

The counselors are particularly interested in letting parents know that they should feel welcome to call or come in for an appointment to discuss any particular concern that they may have regarding their child and their education. Parents are an essential part of their child's education, and the counselors are open to talking and meeting with parents. Being a parent is one of the hardest jobs in the world, and the counselors hope that parents will feel comfortable coming to them with any concerns they may have about their child whether it is a concern about school or about home. Counselors care about kids and their families too. We welcome parents and their involvement in their child's life.

If it appears that students may need services beyond the short-term counseling provided by the school guidance and counseling program, parents may obtain counseling for their child at a mental health clinic, or from a private counselor outside of the school.

Head Lice

Please refer to the most recent school board policy.

For complete policy information, including references – please see the Policy Section of our website (www.sau6.org). If you wish to receive a hard copy of this policy, please contact the Superintendent's office.

Health Services

During the school year, the school nurse will complete screenings for hearing, vision, height, weight and verify up to date vaccinations. Grade 5 students are given a screening for scoliosis. If your child does not pass a screening, you will be notified by the school nurse. Any parent who chooses to excuse their child from a routine school health screening by the school nurse should notify the school nurse early in the school year.

A film on puberty is shown in the spring for 5th graders. Parents will be notified prior to their children viewing the video.

In the event of school emergencies, it is important that home and work telephone numbers and the number of a neighbor or relative be recorded in Power School. **(Please keep us updated**

on any changes that may occur throughout the year). This is especially important since school employees may not transport sick or injured children. If parents or emergency contacts are unable to provide transportation, an ambulance service will be used and this will be at the expense of the parents.

Medication: Medication During the School Day (School Board Policy JHCD)

Students are not allowed to carry medicine in school. All medication must be submitted to the school nurse and kept in a locked cabinet. The school nurse or his/her designee shall assist any students who are required or in need of medication during the school day.

- The administration of all medication shall be documented.
- Permission **must** be renewed annually with any change in medication or dosage.

Prescribed Medication:

- Must be received in its original bottle with a label stating directions for administration.
- Written permission must be received from the parent or guardian prior to the administration of the medication.
- The parent or guardian must deliver the medication to the school.
- No more than a one-month supply of medication should be kept in the school.

Over the Counter Medication:

- Must be in the original container.
- Written permission must be received from the parent or guardian prior to the administration of the medication.

Exceptions:

- When a physician deems it necessary for you to carry medication on your person, a statement **must** be received from the prescribing doctor.

Signs and Symptoms to Keep Your Child Home OR To Be Sent Home From School

- Fever, over 100 Degrees**
- Diarrhea or vomiting, within past 24 hours**
- Persistent sore throat with fever or enlarged tonsils/glands**
- Undetermined rash**
- Reddened, itchy eyes with white, sticky drainage**

Ticks: Parents should be aware of ticks and should check their child(ren) often. If you have concerns, call your doctor. For specific concerns or questions about Lyme disease, call the NH Department of Health and Human Services at 603-271-4496 or refer to the Centers for Disease Control and Prevention website at www.cdc.gov or the New Hampshire Department of Health and Human Services website at www.dhhs.state.nh.us.

Homework

Homework is an essential ingredient of a quality education. It teaches responsibility and discipline. The student practices and reinforces daily lessons through homework. You can help your children learn these lessons by giving them a quiet, undisturbed place in which to work at a certain time each day. If there is no assigned work, parents can read daily and practice math facts with their child. When homework is assigned, please spend some time reviewing what needs to be done and checking it for completeness when it is done. If you notice that your child is having a particularly difficult time with an assignment, please contact the teacher. Homework planners are provided to Disnard students in grades 2-5. Homework planners are provided to Bluff Students in grades 4 & 5. Homework planners are provided to Maple Ave students in grades 3-5. These planners are also a great communication tool between home and school.

Immunization

Immunization and medical requirements for students entering our SAU #6 schools for the first time has changed a bit. This memo is intended to explain what is required to help you through the registration process for your child (or children).

LEAD TESTING REQUIRED FOR CHILDREN ENTERING PRE-KINDERGARTEN/KINDERGARTEN

The high levels of special education, crime and mental health in Claremont suggests there has not been enough lead screening assessments of children at an early age. The effects of lead poisoning are both cumulative and irreversible.

As a result, the SAU #6 requires all children entering Pre-Kindergarten or Kindergarten to have had two blood lead level tests documented, along with the required immunization, for school entry.

Children must have proof of all required immunizations, or valid exemptions, in order to attend the first day of school. Documentation of immunity by confirming laboratory test results is acceptable. All vaccine immunizations must meet minimum intervals and age requirements for each vaccine.

RSA 200:38 – 1 (NH Law) states, “All children shall be immunized prior to school entrance” according to the current recommendations of the State Public Health Agency.

The recommendation of the Division of Public Health becomes the requirements of the State Board of Education and the local school boards by this law.

The immunizations listed below are required for school entry.

1. **Measles, Mumps, Rubella (MMR)** -Grades K-12: 2 doses required, at least one on or after the first birthday.

1. **Polio -Grades K-2:** 3-4 doses with one dose on or after the 4th birthday, with the last two doses separated by 6 months. **Grades 3-12:** 3 doses, with the last dose given on or after 4th birthday, or 4 doses regardless of age at administration.

1. **Diphtheria, Pertussis, and tetanus (DTaP, DT/DTP, Td/Tdap) -6 years and under:** 4 or 5 doses, with the last dose given on or after the 4th birthday. **7 years and older:** 3 or 4 doses, with the last dose given on or after the 4th birthday. **11 years and older:** A one-time dose of **Tdap** when more than 5 years have passed since the last tetanus toxoid containing vaccine; then boost with Td every 10 years. If a child turns 11 on or after the first day of school, they are required to have Tdap prior to first day of the next school year.

1. **Hepatitis B- Grades K-12:** 3 doses at acceptable intervals.

1. **Varicella (Chicken Pox) –Grades K-5:** 2 doses. **Grades 6-11:** 2 doses. Proof of Chickenpox is required. We must have a laboratory confirmation of the child having had the disease OR evidence that the child has had two varicella vaccines before entering kindergarten or grade 1.

RSA 200:38 11– states “any child may be exempt from the above immunization requirements If he or she presents evidence from his/her physician that immunization will be detrimental to his/her health.” If a parent or legal guardian objects to immunization because of religious beliefs that parent or legal guardian shall sign a notarized form attesting to this.

RSA 200:32 – states that there shall be a “complete medical examination” of all school entrants. Forms for this purpose will be available at each elementary school and the Office of the Superintendent.

The Superintendent’s Office interprets RSA 200: 32 “complete medical examination” to mean students entering any SAU #6 school must furnish evidence that a medical examination has been completed on the student’s first entering a New Hampshire school. Physical exams should have been completed within the prior 12 months. If such evidence is presented, another medical examination will not be required.

All health information (complete immunization record and evidence of a medical examination) must be presented to the school principal/nurse upon entering. Students will not be allowed to remain in school without the above named information.

Lost and Found

A lost and found box is kept in the school. If your child is missing an item, please contact the school or the classroom teacher to reclaim the item. All items of clothing should be marked with the child's name. Unclaimed items will be donated to local agencies in need.

Meal Program

If you are unsure whether you qualify for free or reduced lunch we encourage you to fill out the federal guideline form for eligibility. Many of our district's programs and the money we get from the federal government require this information.

Students may either bring their lunch to school or buy a school lunch.

New Students

Students enrolling are required to present to the school a **birth certificate, proof of address, and proof of immunization as required by NH State Law**, and a **physical exam within the past year**. Students will be registered into the school and will enter the classroom **within 24 hours after the receipt of necessary information**. This will allow the classroom teacher to be prepared to welcome the child into the room with all needed materials.

Newsletter

Newsletters will be posted to our school website periodically. Please review the newsletter with your child. This is a great way to become familiar with what is going on in class, at school and for upcoming events. Please take time to read the newsletter.

Non-Discrimination Statement

"In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer."

Notice for Directory Information (FERPA)

The Family Educational Rights and Privacy Act, a Federal law, requires Claremont School District, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child's education records.

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act, a Federal law, affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records.

Please see page 35 for complete notification of these rights.

Notification of Rights Under the Protection of Pupil Rights

Amendment (PPRA)

PPRA affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, a collection and use of information for marketing purposes, and certain physical exams.

Please see page 36 for complete notification of these rights.

Notification of Title IX Coordinator

The Claremont School District does not discriminate on the basis of race, color, national origin, sex, or handicap in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Title: Superintendent of Schools
Address: 165 Broad St., Claremont NH. 03743
Telephone: 603-543-4200

Parents’ Right to Know

Through federal education law, parents have the right to request information on the professional qualifications of the teachers and paraprofessionals at our school. If you are interested in learning this information, please contact the school administration office at (603) 543-4200. Upon this request, you will receive a detailed explanation of the licensing, education and experience of each of our teachers. You will also receive information regarding the names and qualifications of the paraprofessionals at our school.

At any time during the school year, parents must be notified if a child is assigned, or taught by, a teacher who is not highly qualified for four or more consecutive weeks.

The parents’ right-to-know provision also requires that each Title I school furnish, to each individual parent, information on the level of achievement of the parent’s child in each of the state academic assessments required under the law.

Parent-Teacher Organization/Parent-Teacher Association

All interested parents are invited to become involved in your local PTO/PTA. The PTA/PTO meets once a month. This group is responsible for supporting activities for your children as well as other educational endeavors. All efforts are made to provide childcare at each meeting. Being involved in the PTO/PTA is a good way to keep abreast of things happening at the school and in the district. PLEASE JOIN US!! All meetings will be announced by individual schools.

Photo/Video Release

Periodically, videos or pictures will be taken of classes either for teacher workshops or public relations photos in the local newspapers, school website, social media, district reports, or programs. Parental permission is needed in order for student photos/videos to be used on various social media, school website and news formats. If you do not mind your child being photographed with the possibility of it being published in local materials, check the appropriate space on the online registration form giving us permission. If you do not want your child photographed, please check the appropriate space on the online registration form.

Pledge of Allegiance – New Hampshire School Patriot Act

- I. As a continuation of the policy of teaching our country's history to the elementary and secondary pupils of this state, this section shall be known as the New Hampshire School Patriot Act.
- II. A school district shall authorize a period of time during the school day for the recitation of the Pledge of Allegiance. Pupil participation in the recitation of the Pledge of Allegiance shall be voluntary.
- III. Pupils not participating in the recitation of the Pledge of Allegiance may silently stand or remain seated but shall be required to respect the rights of those pupils electing to participate. If this paragraph shall be declared to be unconstitutional or otherwise invalid, the remaining paragraphs in this section shall not be affected, and shall continue in full force and effect.

Release of Student Information

Student information can only be released to legal birth parents or legal guardians unless other court documentation is provided to the school. Parents can also approve the release of relevant student information to agencies, health care providers, etc.

Report Card Schedule

[PowerSchool Parent Portal](#)

Grades Close:

November 4, 2019
Jan. 24, 2020
April 3, 2020
TBD

Cards Available:

Parent Teacher conference discussion
January 31, 2020
April 10, 2020
Last day of school

Residency-Elementary School Attendance Zones

These attendance zones will be reviewed on a yearly basis. All elementary students attend their neighborhood school as follows:

Disnard: All properties north of the Sugar River.

Main Street crosses the river so 160 Main Street and higher goes to Disnard and below 160 goes to Bluff.

Bluff: All properties south of the Sugar River, west of Pleasant Street, and north of the railroad tracks, including Beauregard Village, below 160 Main Street, below 154 Pleasant Street, and below 122 Mulberry goes to Bluff.

Maple: All properties south of the Sugar River, east of Pleasant Street, and south of the railroad tracks. Students residing at 154 and above on Pleasant Street and 122 and above on Mulberry Street goes to Maple.

IF YOUR ADDRESS CHANGES, PLEASE CONTACT YOUR CHILD'S SCHOOL OFFICE.

Claremont School District Revised JCA Policy: Redistricting

Impact of Mobility on Students

“Changing schools significantly impedes a student’s academic and social growth. The literature on highly mobile students indicates that it can take a student four to six months to recover academically after changing schools. Highly mobile students have also been found to have lower test scores and overall academic performance than peers who do not change schools.” Additionally, research indicates that students who are highly mobile are more likely to have behavioral problems and to be retained than their non-mobile peers.

Key Features of Revised JCA Policy Redistricting

Each elementary school will have attendance zones.

The boundaries of the attendance zones will be reviewed annually. The School Board will revise the zone boundaries for the following school year as needed based on recommendation of the Superintendent.

Students will be allowed to remain in their school of origin, even if they move to another attendance zone within the city. They may remain in their school of origin until they complete the grades available at that school or until they move out of district. Parents accessing this option are required to provide timely transportation to and from school.

Siblings will attend the same school if approved by the Superintendent unless parents or the school district request other arrangements.

Parents may request a waiver if they would like their child to attend a school other than that to which they are assigned.

Revised JCA Policy

Elementary students are assigned to schools according to their residence within an attendance zone. The School Board has the authority to assign legal pupils to attend school within the Claremont School District based on a recommendation from the Superintendent's office. In doing so, the Board recognizes three attendance zones that will be reviewed on an annual basis:

- Bluff Elementary School Zone
- Disnard Elementary School Zone
- Maple Avenue Elementary School Zone

The Board will annually review and approve the zone boundaries based on the operational needs of the school system, demographic data, and the impact upon the educational programs of the district no later than the third Wednesday of January in any given year for the following school year.

For complete policy information, including references – please see the Policy Section of our website (www.sau6.org). If you wish to receive a hard copy of this policy, please contact the Superintendent's office.

Safe School Zones

State law requires that all schools within New Hampshire have a 1,000 foot radius around the school boundary that is drug and gun free. This means that “no person shall manufacture, sell, prescribe, administer, dispense or possess with intent to sell, dispense or compound any controlled drug or its analog (unless duly licensed) as defined by RSA 318-BI, VI and VI-a” within 1,000 feet of school boundaries. Guns of any kind are not permitted on school grounds unless worn by a law officer in the course of their duty. Any student that brings weapons to school will be punished according to school board policy, as well as state and federal laws. All schools in Claremont are smoke free everywhere on school grounds.

School Evacuation

Should an emergency make it necessary to evacuate the school building each school has a plan in place. The students' safety is the priority and is taken into account at all times. Students will be evacuated to a safe and secure location. You will be kept informed of the situation by automated phone message. It is critical that you keep the school up to date with current contact information.

By law, students will periodically practice required procedures for fire drills, lock downs, and other types of evacuations.

In the event of an emergency, please do not come to the school to pick up your child until you receive directions to do so through our automated phone messaging system.

School Prayer

Please see page 39 (SEC.9524. School Prayer) that describes the policy for school prayer.

School Resource Officer

Our School Resource Officer is an integral part of our school system. The School Resource Officer can be contacted at Claremont PD, 542-9538. If not available please leave a voicemail message or a message at your respective Elementary School. We look forward to a continued positive relationship between the Claremont PD, the Claremont Schools and our families.

School Website

Each of our elementary schools have a website specific to their school containing school newsletters, calendar information, links to various resources for families and much more. Please visit our school websites frequently to gain information about your child's school.

Bluff Elementary School: <https://bes.sau6.org/>

Disnard Elementary School: <https://des.sau6.org/>

Maple Avenue Elementary School: <https://maes.sau6.org/>

Sexual Harassment (School Board Policy JBAA)

The School District maintains a firm policy prohibiting all forms of discrimination based on sex. Sexual harassment and sexual violence against students or employees is sex discrimination. All persons are to be treated with respect and dignity. Sexual violence, sexual advances or other forms of personal harassment by any person, male or female, which create an intimidating, hostile or offensive environment, will not be tolerated under any circumstances.

Incidents of sexual harassment or violence should be reported to the principal for investigation and appropriate action. The principal will notify the superintendent of incidents of sexual harassment.

Special Classes- Art, Music, Physical Education, Library, Technology

Students have Art, Music, Technology, Library and Physical Education weekly. Please remember which days your student has Art and PE to make sure your child dresses appropriately for these classes. Art can be messy. Children should wear clothes that are easily washed. A smock or old shirt may be kept at school. Sneakers or soft-soled shoes are required for safety in physical education classes. **Flip flops are not allowed.** Instrumental music lessons are available for students in fourth and fifth grades. Information about the instrumental music program will be sent home with the students.

Student Assistance Team

Each elementary school has a group of school and community professionals that responds to parent/teacher concerns regarding a child. They make recommendations to assist the teacher, child, or family so the child will be more successful in school. If a child is having academic or emotional difficulties, this is where we begin problem solving. The parent is an important member of the team and will be invited to all meetings concerning your child. If you wish to make a referral, please ask the classroom teacher or school secretary for a copy of the form.

Student Release

No child will be released to anyone without permission of the parent/legal guardian. Parents will provide emergency contacts through Power School Parent Portal. **PLEASE keep this information up to date.** You may send in written notification to the office to add or delete names at any time during the school year.

Students will be released to a parent, unless the custodial parent has provided the school with a copy of the court order/decreed that specifically limits the rights of one of the parents. **It is the responsibility of the parent to provide copies to the school of all court documents that restrict the release of a student to a parent. Parent in this situation refers to parent, guardian, or family member.**

Sullivan County Dental Initiative

A registered public health dental hygienist rotates through all three elementary schools and the Claremont Early Childhood Program to provide a brief, free dental screening to children in pre-K through 5th grade. Also available are preventive dental services – cleaning, fluoride varnish, sealants, temporary fillings and decay stopping fluoride treatment - to those families who would benefit from these services. To receive these preventive services, each family must fill out and sign a dental form. The hygienist will report on the child's oral health needs and help to

connect families to area dental offices. **If you do not want your child to be a part of a brief dental screening provided to children in grades pre-K-8th, please notify the school.**

Technology

Technology in the Claremont Elementary Schools

Claremont elementary schools provide students access to computers for instructional use and to participate in a technology integrated curriculum to improve their learning experience. Audio-visual tools like interactive whiteboards, LCD projectors, and speaker systems are used throughout each building to collaboratively deliver the latest relevant online content and instructional software. We use modern communication platforms for teacher, student, and parent collaboration and 24/7 access to resources. Technology provides the foundation for delivering online standardized testing to each student throughout the school year and support personalized learning. The District offers several technology professional development opportunities for teachers and administrators to ensure that technology resources are utilized effectively. The technology program is continually evolving to meet the need of teachers, students, and parents. All of this is made possible through the continued support of our School Board and Community.

Title I

Title I Director: TBD, 543-4200

Bluff, Maple Avenue and Disnard are School-wide Programs, so all students are eligible for Title I services.

We focus on **K-3** students who need greater support in reading and/or math to be successful.

Federal taxes pay for the Title I program. The State uses the free and reduced lunch forms to decide how much money each school gets for Title I each year. It is important for all families to return these forms to school so that the Claremont Title I program can continue to help your child grow into a successful reader and mathematician.

All parents, students and teachers will be asked to sign a compact with the school principal indicating the expected involvement for each individual. This compact creates a partnership in education to assist each child in succeeding. This assures the child that they are also responsible for their own education within this partnership.

Please be sure to sign the compact that will be sent home with your child and send it back to school.

Toys and Electronic Devices

Toys and electronic devices are not allowed in school. The only exceptions are balls or jump ropes for the playground on approval of the principal and items requested by the teacher for an in-class activity.

Vandalism

Any willful act of defacing, damaging, or destroying school property belonging to another person is an act of vandalism. Vandalism will result in the administrator taking disciplinary action such as notification of parents, full restitution, notification of police, and possible suspension from school. Any act of vandalism should be reported to the administrator immediately.

Volunteers

The District recognizes the valuable contribution made to the total school program through the volunteer assistance of parents and other citizens. If you are interested in volunteering, please contact your building principal. School Board policy requires that volunteers who work unassisted with children on a regular and periodic basis **must be fingerprinted**. This may be done through the SAU at 165 Broad Street, Claremont.

Weapons

Students are not allowed to possess weapons, weapon look-alikes, weapon paraphernalia, handcuffs, or fireworks on school property. An administrator or his/her designee will confiscate weapons and take disciplinary actions such as notification of parents, police, and Superintendent of Schools. Due to the severity of this offense, an evaluation of the student will be necessary before re-entering school.

Notice for Directory Information

Family Educational Rights and Privacy Act (FERPA)

Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that the Claremont School District with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Claremont School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Claremont School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;

- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

If you do not want the Claremont School District to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing by October 1st. The Claremont School District has designated the following information as directory information: **(Note: an LEA may, but does not have to, include all the information listed below.)**

- Student’s name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended

Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

- (1) The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- (2) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent of eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

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

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

Upon request, the School discloses education records without consent of the officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.)

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

**Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U. S. Department of Education (ED) –

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;

3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

**Receive notice and an opportunity to opt a student out of –*

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

**Inspect, upon request and before administration or use-*

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, D. C. 20202-5920

Notification of Title IX Coordinator

RESPECT AND RESPONSIBILITY

Everyone, Everywhere, Every Time

NOTICE OF NON-DISCRIMINATION

It is the policy of the Claremont School District that there will be no discrimination in its educational programs, activities, or employment practices on the basis of religion, race, color, national origin, age, sex, or handicap. The Claremont School District complies with the provisions of:

- **Title VI & Title VII of the Civil Rights Act of 1964**
- **Age Discrimination Act of 1967**

- **Title IX of the Educational Amendment of 1972**
- **Section 504 of the Rehabilitation Act of 1973**
- **Americans With Disabilities Act of 1975**
- **New Hampshire Law Against Discrimination (RSA 354-A), and**
- **State Rule: Ed. 303.01 (i), (j), (k).**

Any person having inquiries concerning compliance with these regulations or laws may contact:

**Dale Chenette
Bluff Elementary School Principal
Bluff Elementary School Section 504 Coordinator
10 Summit Rd.
Claremont, NH 03743
603-543-4273**

**Melissa Lewis
Disnard Elementary School Principal
Disnard Elementary School Section 504 Coordinator
160 Hanover Street
Claremont, NH 03743
603-543-4260**

**Kathleen Bunnell
Maple Elementary School Principal
Maple Elementary School Section 504 Coordinator
Claremont, NH 03743
603-543-4270**

**Michael Tempesta
Claremont School District Title IX Coordinator
165 Broad Street
Claremont, New Hampshire 03743
603-543-4200**

**New Hampshire Department of Education (NHDOE)
Re: Section 504 of Rehabilitation Act of 1973
101 Pleasant Street
Concord, NH 03301
603-271-2610**

**New Hampshire Department of Education (NHDOE)
Supervisor of National Origin & Equal Education Opportunity
Re: Title VI of the Civil Rights Act of 1964
101 Pleasant Street
Concord, NH 03301
603-271-2582**

Any person may contact:

**U.S. Department of Education
Office for Civil Rights, Region 1
33 Arch Street, Ninth Floor
Boston, MA 02110
617-289-0001**

**NH Commission for Human Rights
2 Chennell Drive
Concord, NH 03301
603-271-6613**

**Equal Employment Opportunity Commission
JFK Federal Building, Room 475
Government Center
Boston, MA 02203
617-565-3200**

Any person having a complaint may contact the Superintendent of the Claremont School District for a copy of the District's grievance procedure:

**Office of the Superintendent
SAU # 6
165 Broad Street
Claremont, NH 03743
603-543-4200**

Section 504 of the Rehabilitation Act of 1973

As required by Section 504 of the Rehabilitation Act of 1973, The Claremont School District, Claremont, New Hampshire, does not discriminate on the basis of handicap. The District further gives notice that it does not discriminate on the basis of handicap in admission or access to its programs and activities, including vocational education programs. No person shall be denied employment solely because of any physical, mental or medical impairment, which is unrelated to

the person's ability to engage in the activities involved in the job for which application has been made.

Grievance Procedures

Grievance procedures are available which provide for prompt and equitable resolution of complaints alleging violation of Title IX or Section 504. These may be obtained from:

Special Education Director
165 Broad Street
Claremont, NH 03743
(603) 543-4212

SEC.9524. School Prayer

(a) Guidance-The Secretary shall provide and revise guidance, not later than September 1, 2003, and of every second year thereafter, to State educational agencies, local educational agencies, and the public on constitutionally protected prayer in public elementary schools and secondary schools, including making the guidance available on the Internet. The guidance shall be reviewed, prior to distribution, by the Office of Legal Counsel of the Department of Justice for verification that the guidance represents the current state of the law concerning constitutionally protected prayer in public elementary schools and secondary schools.

(b) Certification-As a condition of receiving funds under this Act, a local educational agency shall certify in writing to the State educational agency involved that no policy of the local educational agency prevents, or otherwise denies participation in, constitutionally protected prayer in public elementary schools and secondary schools, as detailed in the guidance required under subsection (a). The certification shall be provided by October 1 of each year. The State educational agency shall report to the Secretary by November 1 of each year a list of those local educational agencies that have not filed the certification or against which complaints have been made to the State educational agency that the local educational agencies are not in compliance with this section.

(c) Enforcement-The Secretary is authorized and directed to effectuate subsection (b) by issuing and securing compliance with, rules or orders with respect to a local educational agency that fails to certify, or is found to have certified in bad faith, that no policy of the local educational agency prevents, or otherwise denies participation in, constitutionally protected prayer in public elementary schools and secondary schools.

Section 9524* of NCLBA requires the U.S. Secretary of Education to provide guidance as to what is constitutionally protected prayer in public elementary schools and secondary schools.” Each school district must then certify to the State that the school district has no policy which prevents or otherwise denies participation in constitutionally protected prayer as detailed in the guidance from the Secretary.

The certification from school districts was due under the terms of the Act on October 1, 2002. However, the Guidance from the Secretary was not promulgated until February 7, 2003. The Guidance extended the deadline for initial certification from school districts to March 15, 2003. Annual certifications from school districts must now be made by October 1st of each year.

“The First Amendment requires public school officials to be neutral in their treatment of religion, showing neither favoritism toward nor hostility against religious expression such as prayer. Accordingly, the First Amendment forbids religious activity that is sponsored by the government but protects religious activity that is initiated by private individuals. . . “

Instead of just providing guidance on “constitutionally protected prayer” as the state directed, the Guidance extends to all forms of religious activity and speech, including such things as homework and advertising and announcements by religious clubs.

2019-2020 School Calendar Notes

School starts on September 3, 2019 for students in Grades 1-12. Kindergarten Students start on September 10, 2019. Pending the number of snow days, the tentative last day for students is on June 16, 2020.

Below is a list of all the weekdays that school is not in session between September 3, 2019 and June 16, 2020.

<u>Date</u>	<u>Change in Schedule</u>
October 14th	Columbus Day
November 4th	Parent-Teacher Conferences 12:30pm-8:00pm
November 5th	Voting Day
November 11th	Veteran's Day
November 27th-29th	Thanksgiving Recess
December 23rd-Jan 1st	Holiday Break
January 20th	MLK Day
February 12th	Staff PD day
February 24th-28th	Winter Break
March 10th	Staff PD day
April 20th-24th	Spring Break
May 25th	Memorial Day

The 2019-2020 school calendar includes **early release days**:

Please make a note of the following early release days planned for 2019-2020.

Early release days (1/2 day of school for students dismissed at 11:40AM):

- October 25th**
- January 24th**
- March 27th**
- April 10th**
- May 15th**