

**Benjamin Franklin Elementary School Parent-Student Handbook  
2017-2018**

**Table of Contents**

School Calendar	Inside Front Cover
School Staff List	Inside Back Cover
Principal’s Letter of Welcome .....	iii
The Mission of the Keene School District .....	iv
The Mission of Benjamin Franklin Elementary School .....	iv
The Philosophy of Benjamin Franklin Elementary School .....	iv
School Song: Bridges .....	iv
Keene School District Administration .....	v
Keene Board of Education .....	v
<b>Section I – School Operations .....</b>	<b>6</b>
School Hours .....	6
Visitations.....	6
School Closing Announcements .....	6
Bus Transportation .....	6
Parent Pick-up and Drop-off of Students .....	6
Walkers .....	7
Bicycles.....	7
Absences, Dismissals, and Tardiness .....	7
Before and After School Activities .....	8
Schoolwork Requests .....	8
Student Placement for the Following Year .....	8
Parent Conferences / Student Report Cards & Progress Reports.....	9
Children of Divorced or Separated Parents .....	9
Benjamin Franklin Elementary School Parent Teacher Council .....	9
Volunteers.....	9
Keene Elementary Schools ~ Breakfast and Lunch Program - Keene Food Services 2017-2018.....	10
School Health Services .....	11
Immunizations .....	11
Prescribed Medication .....	11
Health and Wellness .....	11
Mandatory Medical Exclusions .....	12
Emergencies .....	12
Lost and Found .....	12
Party Invitations and Birthdays .....	12
<b>Section II – Educational Programs.....</b>	<b>13</b>
Response to Instruction .....	13
Kindergarten .....	13
Grades 1 & 2.....	13
Grade 3 .....	13
Grade 4 .....	14
Grade 5.....	14
Library .....	14
Art .....	14
Music.....	15
Physical Education .....	15
Technology .....	16
English Language Learner (ELL) Program .....	16
Band & Strings .....	16
Student Council .....	16
Field Trips .....	16

**Benjamin Franklin Elementary School Parent-Student Handbook  
2017-2018**

School Counseling Program .....	17
School Adjustment Counselor .....	17
Reading Specialist Services .....	18
Behavior Interventionist .....	18
Title I .....	18
Student Support Team .....	18
Special Education Services .....	18
The Collaborative Learning Center (CLC) .....	19
Speech and Language Services .....	19
Psychological Services .....	20
Physical Therapy .....	20
Occupational Therapy .....	20
<b>Section III – Rights and Responsibilities .....</b>	<b>21</b>
Positive School Climate and Culture .....	21
School Discipline .....	21
Electronic Devices and Cell Phones .....	22
Dress Expectations .....	22
Gum .....	23
School Bus Rules and Regulations .....	23
<b>Keene School District Policies .....</b>	<b>24</b>
Keene School District Internet Safety and Computer Network Policy .....	24
Sexual Harassment and Other Illegal Harassment, Discrimination and Sexual Violence Policy for Students (Policy JBAA) .....	25
Attendance, Absenteeism and Truancy (Policy JH) .....	28
Student Conduct (Policy JIC) .....	30
Safe School Zone (Policy JICD) .....	30
Hazing (Policy JICFA) .....	31
Substance Abuse By Students (Policy JICH) .....	31
Weapons on School Premises (Policy JICI) .....	32
Pupil Safety and Violence Prevention – Bullying (Policy JICK) .....	33
Student Acceptable Use Policy (Policy JICL) .....	35
<b>Section IV – School Safety .....</b>	<b>39</b>
Safety Committee .....	39
Emergency Information .....	39
Evacuation Procedure .....	39
Emergency Operations Plan .....	39
Street Crossing Safety .....	39
Safe Tips For Children .....	40
Safety Patrol .....	40
Fire Drill and Procedures .....	40
Asbestos-Containing Materials .....	41
<b>Section V – Keene School District Policies &amp; Compliance Statements .....</b>	<b>42</b>
Notification of Rights Under FERPA .....	42
Photo Waiver .....	43
Age of Entrance Requirements (Policy JEB) .....	43
Title IX Compliance Statement .....	43
Civil Rights .....	43
Normal Channel of Complaints .....	44

**Benjamin Franklin Elementary School Parent-Student Handbook  
2017-2018**

**Principal's Letter of Welcome**

Dear Parents,

It is with great pleasure that I welcome you to Benjamin Franklin Elementary School for the 2017-2018 school year, our 110th year providing quality education to the children of Keene! This Parent-Student Handbook has been created to provide you with as much information as possible in an easy-to-use format. We hope you find it helpful and welcome your suggestions for future revisions.

Our school goals this year will focus on giving students what they need in terms of their academic, social, and emotional development. We will continue to strive for high achievement and growth, and support students to reach their fullest potential. We will also be focused on continuing to build a strong school culture. Our common values and expectations, Cooperation, Achievement, Respect, and Effort, will be reinforced in every aspect of the school day, and I encourage you to instill these values at home as well.

As always, one of the most fundamental components of school success is being on time and present each day. Please make this the highest priority for you and your child, ensuring that he or she is well fed, well rested, and, of course, well loved. The example you set will influence your child's success in school and in life for all the years to come. We are also here to support you in your efforts at home, so please reach out to our staff if you have any questions or concerns.

We value the importance of communicating with you. We believe that your child's success at Benjamin Franklin Elementary School is dependent upon the quality of our school-parent partnership. I urge you to work closely with us, to take time to become actively involved in our school, and to become an active member of the Parent Teacher Council.

If after reading this handbook you still have questions, please do not hesitate to contact the school at 352-1712 or e-mail me at [ekress@sau29.org](mailto:ekress@sau29.org). Welcome to another amazing year at Benjamin Franklin Elementary School!

Sincerely,

Erik Kress  
Principal

**Benjamin Franklin Elementary School Parent-Student Handbook  
2017-2018**

**The Mission of the Keene School District**

To provide students with the tools to become productive and responsible citizens in an ever-changing world.

**The Mission of Benjamin Franklin Elementary School**

To encourage positive learning experiences, self-worth and respect for others, through a vibrant and caring environment, thus promoting responsible citizens for the future.

**The Philosophy of Benjamin Franklin Elementary School**

If your child is not learning the way we teach, we shall teach the way he or she learns - by providing experiences to develop your child to his or her fullest potential both socially and academically so that he or she will become a healthy, happy, responsible member of society.

**School Song: Bridges**

Bill Staines

There are bridges, bridges in the sky  
they are shining in the sun.  
They are stone and steel and wood and wire  
and they change two things to one.  
They are languages and letters, they are poetry and awe,  
they are love and understanding  
and they're better than a wall.  
They are languages and letters, they are poetry and awe,  
they are love and understanding  
and they're better than a wall.

Let us build a bridge with music, let us cross it with a song.  
Let us span another canyon, let us right another wrong.  
Oh! And if someone should ask us where we're off and bound today,  
we will tell them building bridges and be off and on our way.  
Oh! And if someone should ask us where we're off and bound today,  
We will tell them building bridges and be off and on our way.

**Benjamin Franklin Elementary School Parent-Student Handbook  
2017-2018**

**Keene School District Administration**

Robert Malay, Superintendent of Schools, 357-9002 ext. 221  
Dorothy Frazier, Interim Assistant Superintendent Keene, 357-9002 ext. 223  
Timothy Ruehr, Business Administrator, 357-9002 ext. 208  
Richard Matte, Director of Student Services, 357-9002 ext. 229  
Janel Swanson, Town Business Administrator, 357-9002 ext. 202  
Nancy Deutsch, Director of Human Resources, 357-9002 ext. 213  
Kenneth Dooley, Director of Building and Grounds, 352-8919  
Carolyn Paris, Director of Food Services, 357-9011

193 Maple Avenue  
Keene NH 03431

*All Central Office staff can be contacted via e-mail using the person's first initial followed by their last name attached to @sau29.org. For example, Mr. Malay's email is: rmalay@sau29.org*

**Keene Board of Education**

George Downing, Chair, 357-3999  
Julia Atkins, Vice Chair, 919-724-9628  
Jim Carley, 313-4065  
Susan Hay, 357-0372  
Edward Murdough, 352-8836  
Dawn Mutuski, 357-2712  
Christine Parshall, Secretary, 355-2437  
Kris Roberts, 352-1105  
Peter Starkey, 303-7242

193 Maple Avenue  
Keene. NH 03431

Susan Hay is the Board's liaison to Franklin School

## Section I – School Operations

### School Hours

School hours are 8:30 - 3:10.

- Children who walk to school, or are dropped off, should not arrive before **8:20**.
- Those students who come to school for breakfast may arrive at **8:05**.
- Children need to stay on the blacktop area once they arrive.
- Children will be marked tardy if they arrive after **8:40**.
- Children need to leave school grounds at the end of the day and may return after going home first after 3:30. The playground is unsupervised at that time.

### Visitations

Parents are welcome to visit the school. Please arrange your visit by calling the office or your child's teacher. When you come, remember that teachers are expected to supervise and teach students in their care and cannot visit with parents at this time. **For the safety of all children, we require that all visitors use the main entrance, check in at the office window, sign the visitation log and wear a "SCHOOL VISITOR" badge when entering the building.** All other entrances are locked during school hours.

### School Closing Announcements

Schools 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. Consideration will be given to problems of transportation in the districts whose pupils attend the schools in Keene. In cases of individual hardship under the above conditions, school attendance may be left to the discretion of parents of pupils involved. The school administration will use the media or radio for notification as early as possible.

In the event school is canceled or delayed, such announcements will be made over radio stations WKNE and WKBK. WMUR Channel 9 also broadcasts school closing announcements on television. A phone call to your home from PowerSchool will also be made (please be sure that the office has a current phone number on file for you). If there is no announcement, school will be in session. Parents should use their discretion in sending children to school during a storm.

### Bus Transportation

Bus transportation is provided to all students, grades K-3, who live more than one-half mile from the school. Students in grades 4 and 5 who live more than a mile from school are also transported. Certain students may be eligible for transportation as part of their individualized educational plan.

**Parents must send a note to the school or call the office before 2:40, if a student is to have a change in transportation arrangements.**

### Parent Pick-up and Drop-off of Students

If your child is meeting you at your car after school, please ask him or her to come out of school quickly and meet you in the car pick-up line. Parents should line up south of the playground entrance while heading north on Washington Street. The pick-up/drop-off lane will be set with a sign and orange cones. Parents will pick-up and drop-off on Washington Street and then proceed north or turn west onto High Street. Stay in your car and let staff on duty bring your child to your car. Please bear in mind that our crossing guard's primary responsibility is safely crossing children on Washington Street and not to direct traffic. If you are parked on the opposite side of Washington Street and walking, **please be sure to use the crosswalk at all times.**

**It cannot be overemphasized that there is no pick up/drop off parking allowed in the front parking lot (unless requiring the handicapped parking spaces), Greenlawn Street, or behind the school on Page Street. Buses are the only vehicles that are to pick-up/drop-off at the back of the school.**

If you are meeting your child after school and remaining on the playground, please be respectful of our Project Keep students and take full responsibility for supervising your child.

Parents must make arrangements with the school office for older siblings, who do not attend Franklin School, to pick up their younger brothers and sisters.

**Parents must send a note to the school if a student is to have a change in pick up arrangements.**

### **Walkers**

Walkers should exit the gate nearest the playground or by the shed on Page Street. Walkers who need to cross Washington Street should walk north to the crossing guard to be crossed. **Walkers should not cross Washington Street in any place other than at the crossing guard. Students are expected to cross streets at crosswalks and will wait to be crossed by the Crossing Guards.**

**Parents must send a note to the school if a student is to have a change in walking arrangements.**

### **Bicycles**

Students in Grades Four and Five may ride bicycles to school. Bicycle safety is an integral part of the school program. Bicycle racks are provided and students must lock their bicycles on the playground. As requested by the Superintendent of Schools, students shall wear a helmet if riding a bicycle. Violations of this rule will mean that the privilege of riding the bicycle will be lost. Bicycles may not be ridden to school after the first snowfall or after the November time change, whichever comes first. Bicycle riding will resume after April vacation.

### **Absences, Dismissals, and Tardiness**

According to New Hampshire state law, all children from the age of 6 to 18 must attend school. Your cooperation in stressing the importance of regular attendance and punctuality is not only appreciated but is necessary to insure a successful school experience for your child.

1. **Parents need to notify school each day when their child is absent or late by calling 352-1712.**  
A message may be left on the answering machine. This assures us that the child is home and provides a safety precaution for the parent. If you do not call us, we will call you at home or at work.
2. All children should be at school on time. Please encourage your child as to the importance of being prompt in attendance. If a child is late to school for any reason, we must mark him/her tardy. Under state law, there are no excused tardies. If a child is present at school and has to leave for part of the day, this is recorded as a dismissal on our register.
3. Early dismissal from school requires written permission from the parent or guardian and must be brought to your child's teacher or to the main office. Children may not leave the school building unless accompanied by a designated adult. Children who are dismissed must check in at the office before leaving.

Children may be excused from school or class when illness or unusual circumstances arise during the day. Parents are notified and must normally provide transportation if the child is to return home.

The administration and staff strongly recommend that parents plan and schedule family trips during scheduled school vacations. Children 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.

CHILDREN MUST NEVER LEAVE THE SCHOOL OR THE GROUNDS WITHOUT PERMISSION OF THE TEACHER AND/OR THE SCHOOL PRINCIPAL.

### **Before and After School Activities**

Parents or designated others are expected to bring their children to school on time for scheduled before school activities and to pick up their children promptly at the conclusion of all after school activities. Except in unusual situations and with prior permission from the school principal or executive secretary, siblings will not be allowed to wait at school for brothers/sisters who are participating in after school activities.

Students may not throw snowballs, use hardballs, skateboards, roller skates, roller blades, or in-line skates on the way to and from school or at school.

### **Schoolwork Requests**

Teachers should have twenty-four hours advance notice to fill requests for homework assignments when students are ill. Schoolwork requests to accommodate student excursions with parents during school days will be allowed only with prior approval from the principal.

### **Student Placement for the Following Year**

Pupil placement is a complex process taking a great deal of staff time, and energy. It is not something that any of those included take lightly. Children presently at Franklin are assigned to next year's teachers by a team composed of the principal, sending teachers, resource room teacher, collaborative teacher, reading specialist, and school counselor. The team will consider a number of factors in making placement decisions. These include:

- 1) The need to have balanced classes in terms of the academic, intellectual, and social characteristics of the students (including roughly equal numbers of boys and girls)
- 2) The learning style and social/emotional make-up of individual children
- 3) Unique home/family circumstances
- 4) Specific health concerns
- 5) Information from parents
- 6) Requirements of students' IEPs

The team will consider information from parents that may be helpful in determining placement. No single factor will outweigh the composite of criteria. It is important that the team be afforded the flexibility necessary to determine the needs of the entire group as well as the individual student. We prefer that specific teacher requests not be made, for it is often difficult to accommodate these personal preferences given the numerous other factors which must be considered to assure balanced classes.

Additional written information from parents will receive serious consideration by the team provided that it is received in the Principal's Office prior to the first of May. The Principal will ensure that the information is shared with the team during placement meetings.



## **Parent Conferences / Student Report Cards & Progress Reports**

Report cards will be issued three times a year at the end of each trimester. Parent conferences will be held at the end of the first and second trimesters for all students. Please refer to the inside front cover of this handbook for a list of dates. Fourth and fifth grades receive mid-term progress reports if they are at risk of failing. Art, music, physical education and library progress reports are issued in grades 3-5 and are sent home twice a year, at the end of the first and third trimesters.

You are encouraged to meet with your child's teacher throughout the school year. Please contact the teacher directly to set up a convenient time.

## **Children of Divorced or Separated Parents**

The school recognizes and encourages the interest of both parents in the welfare and education of their child. Official communication from school to home will be to the parent with whom the child resides. It is expected that parents will keep each other informed regarding school matters. Both parents are invited to attend conferences. Separate parent conferences will not be held. Both parents have equal access to visit unless we have a court order to the contrary.

## **Benjamin Franklin Elementary School Parent Teacher Council**

Benjamin Franklin Elementary School is very fortunate to have an active Parent Teacher Council (PTC). Their mission is to support the students, families and staff in many ways throughout the school year. The success of the various fundraisers sponsored by the PTC throughout the year has allowed them to provide financial support for special activities, field trips, and classroom supplies. These fundraising events include a Yankee Candle sale, Ye Goodie Shoppe candy sale, and the famous "March Mania" raffle calendar. There are several fun family activities throughout the year including ice cream socials, the Holiday Breakfast, and Cabin Fever. All Franklin families are voting members of the PTC and are encouraged to attend their activities and meetings as often as possible. Free childcare is available at the PTC meetings. Visit our webpage at <http://fra.sau29.org/ptc> or drop us a note at [franklinptc@gmail.com](mailto:franklinptc@gmail.com) or at the school. We hope to see you soon!

### **2017-2018 PTC Officers**

Jessica Clay, President  
Kristen Hertzler, Vice President  
Dawn Thomas Smith, Secretary  
Unfilled, Treasurer

### **Volunteers**

All are encouraged to volunteer! There are many varied activities throughout the year. Some are a "one time" activity while others may continue sporadically throughout the year. Mrs. Ceil Scranton is the volunteer coordinator.

## Keene Elementary Schools ~ Breakfast and Lunch Program - Keene Food Services 2017-2018

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 2017-2018 school year.

	Daily	Weekly	Monthly
Full Paid Lunch (includes beverage)	\$2.70	\$13.50	\$54.00
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. Every student is 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 manage your child's account and make payments if you wish 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 5, 2017 for the 2017-2018 school year. If you do not re-apply, on October 5, 2017, 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)

### **School Health Services**

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

Emily Martineau, R.N., is our school nurse. Our school physician is Geraldine Rubin, M.D.

The primary responsibility for a child's health and well-being belongs with 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 (352-1712) 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 collaborates with parents and others in the assessment process to help identify children with special learning needs. She may initiate referrals. The school nurse can provide the necessary link between educators and the medical community.

### **Immunizations**

The school nurse provides the necessary link between parents, guardians, educators and the medical community. A cumulative health record is maintained on each child, K-12. This includes the required physical examination and documentation of state mandated immunizations (RSA200:38). Those students not in compliance will not be allowed to enter school.

Students partially immunized will not be in compliance with the law, and will be placed on a "Conditional Enrollment". The parent or guardian will be asked to provide an appointment date for the next dose of vaccine. 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.

During the school year, the school nurse will be providing health screenings for students. These include, but are not limited to, heights & weights, hearing, and vision. When appropriate, guest experts may assist the nurse with these screenings (ie. Lion's Club eyesight testing).

### **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.

### **Mandatory Medical Exclusions**

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.

### **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 form. Use the enrollment form 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.

### **Lost and Found**

Please write your child's name INSIDE clothing, hats and lunch boxes. Our lost and found area is located in the lower level of the school. We invite you to check this area often; all unclaimed items are donated to charity.

### **Party Invitations and Birthdays**

Invitations to parties may only be distributed at school if a whole class is invited. This helps reduce competition and hurt feelings. If you require assistance with addresses, please contact the office. Refreshments are welcomed for birthdays, but please do not have flowers, packages, or balloons delivered to the school.

## **Section II – Educational Programs**

### **Response to Instruction**

During the 2017-2018 school year, the Keene Elementary Schools will continue our Response to Instruction (RtI) Model. This will outline the steps we take when a student is having difficulty with academic skills, behavior, or attendance. We will also work closely with families if these concerns arise.

### **Kindergarten**

It is the intent of Franklin School Kindergarten to make this first year one of the most exciting and valuable years your child will spend in public school. Much of the excitement comes through learning experiences involving seasonal holidays, family, home, community, animals, and more. Your child can easily relate to these themes. Our reading and math instruction will be centered around the Common Core State Standards, and will be consistent with the other Keene elementary schools. Health, safety, science, social studies, physical education, art, technology, music, Spanish, and library skills are also introduced. We do teacher directed journals and also enjoy oral language with the speech pathologist in our classroom.

Your child takes an active role in his or her kindergarten year. Responsibility for self and “doing your best” is stressed daily. Appropriate behavior is expected. The children will be guided in social skills using the Responsive Classroom model and regular instruction from the school counselor.

It is understood that your child is an individual. Just as children sit, walk, talk at different times, we know that your child’s ‘readiness’ is the key to his/her successful learning. The whole child is considered - emotionally, socially, developmentally, physically and academically.

Cooperation between home and school is so important. We look forward to providing a quality, nurturing program that will meet the needs of our children. Our plans include a balance of curriculum, play, and rest. Together we can make this year one of the very best!

### **Grades 1 & 2**

The first and second grades at Franklin School focus on teaching skills that align with local, state and federal guidelines. Teachers utilize methods and materials appropriate to the developmental, academic, and social needs of their students. The Common Core State Standards guide what is taught, with teachers using a variety of materials that meet best practice guidelines. Science and Social Studies topics specific to each grade level are integrated throughout the curriculum. Essential and appropriate social skills are developed through daily practice and community building activities. Collaboration, planning and discussion is ongoing at and between grade levels.

### **Grade 3**

In third grade students continue to strive to be safe, responsible, respectful, and the best learners that they can be. They will be learning new things by building on past experiences. We will be using a variety of programs and projects to ensure students have practice with the Common Core expectations. In reading, students will practice thinking about the text in many ways. Some of the skills include: recalling information, making inferences, and finding the author’s purpose. Along with reviewing the math skills gained in previous years we take an in-depth look at multiplication. Students work at home and at school to memorize their multiplication facts. Students use each math skill and apply that knowledge through a variety of problem solving strategies. Our science and social studies units include: animals, electricity and magnets, space, and Keene history. We use a homework folder that should be brought back and forth to school every day. All notices, corrected work and homework are put in the folder. Please look for our monthly newsletter to learn what is happening in third grade.

## Grade 4

Fourth grade students continue to develop their reading skills but spend increasing amounts of time developing their oral and written communication skills. Study skills and reference skills are also emphasized. Many math skills, including math facts, multiplication of two-by-three digit numbers and long division are taught with an emphasis on problem solving and increasing reasoning skills.

Land and water, the human body and nutrition, and heat-light-sound energy are studied in science and health. New Hampshire history, landforms, and state government are the social studies units.

## Grade 5

A variety of literature is used to implement the Common Core State Standards for English Language Arts. Using the Collins Writing Program, the students' writing continues to develop as we focus on using rich details and fluent multi-paragraph writing of essays and stories.

Fifth grade math skills are taught including multiplying and dividing whole numbers and decimals, measurement, geometry and fractions, with an emphasis on problem solving and reasoning skills.

Weather, matter and ecosystems are studies in science. Social studies units include the Constitution and three branches of the United States government, the regions of the United States, economics, Canada, Mexico, Central America and South America.

## Library

All students have library class once a week. Students have a literature and/or information literacy skills lesson and select books to borrow for independent reading. Students also use the library for individual research projects and class assignments.

When students borrow books from the library they are expected to take care of them. Books are due back the next time students have library class. **Overdue books must be returned, and lost or damaged books paid for before any other books are checked out.**

Parents are welcome to use the library and check out books. Parent volunteer work is an important part of the library program. Please contact Ms. Julie Odato if you are interested in helping in the library.

## Art

All students receive art instruction once a week for a total of one hour.

The Art program is designed to provide all students with a balanced variety of art experiences at each grade level. Children are encouraged to be very creative and inventive in their approach to their art work.

The elements and principles of design, which are the essential content of the art curriculum include: line, color, shape, form, texture, pattern, space, balance, rhythm, and composition.

These concepts are taught through the media areas of drawing, printing, collage, printmaking, ceramics, textiles and sculpture. Art appreciation is also taught through the use of art objects, art reproductions and visual media.

Art instruction encourages exploration and experimentation to integrate the students' creative, intellectual, and manual capabilities.

## **Music**

All students receive music instruction twice a week for a total of one hour.

Music is a part of every student's daily experience, both in school and out. The arts are as basic to general education as reading, writing, social studies, and mathematics. They offer a unique form of awareness of creativity in one's self and in others.

Music education should provide students with experiences that otherwise might not be available to them. While the importance of popular music cannot be ignored, every student should become acquainted with music of many styles, especially those which reflect our culture and history.

One purpose of music education is to equip students with the ability to sort, use, enjoy, analyze, judge, create, and finally to value the combination of sounds and silences that make music. Perhaps the most useful outcome of music education is the ability of a person to make aesthetic choices based on knowledgeable consideration of the function and value of music in society.

The content of classroom music experiences endeavors to meet the goals implicit in these ideas. Emphasis in the lower grades is on the acquisition of the basic skills in an in-tune singing, rhythmic response, ear-training and music reading based on the Kodaly philosophy of music education. In addition, children listen to several examples of folk and classical music.

Older students are given opportunities to use the accumulated skills and concepts in various ways with emphasis on developing creative, descriptive, performance, analytical and listening skills. Students in grades 4 and 5 may also participate in the chorus program.

Students in grades 3, 4, & 5 may participate in the strings program and students in grades 4 & 5 may participate in the band program.

In addition to the regular curriculum we offer an after school Opera Club. Thanks to the generosity of the Colonial Theatre and the Metropolitan Opera in New York we are able to study certain operas and attend the HD live performance at the Colonial Theatre. This is an exciting program of which we are very proud.

## **Physical Education**

All students receive physical education (PE) instruction for a total of one hour during the regular school week.

Physical Education at Benjamin Franklin Elementary School is a period for guided activities which help students to learn and understand more about the body, movement, and skill development through fun experiences.

Students are exposed to a variety of activities depending on grade level. Kindergarten, First, and Second graders spend considerable time on exploratory and developmental movement, low organizational games, and gymnastics. Third, Fourth, and Fifth graders are introduced to organized sports such as soccer, football, basketball, softball, and tennis in addition to gymnastics. These upper grades also work more heavily with fitness concepts such as taking one's pulse, calculating one's target heart rate, the FITT principle, and setting and attaining personal fitness goals. Occasionally, homework may be assigned to help students continue to practice a physically active lifestyle at home.

For maximum safety and fun conducive to a learning environment, students must be prepared for physical education classes by wearing sneakers and loose, comfortable clothing.

## **Technology**

Students have integrated computer instruction every week. Ms. Julie Odatto works closely with classroom teachers to plan lessons and projects that integrate the use of technology into the class curriculum. Computer instruction in the Keene School District is based on the National Education Technology (NET) Standards and the NH Information and Communication Technology (ICT) Standards. All students are expected to follow our Internet Safety and Network Citizenship Policy, which can be found in Section V of this handbook.

## **English Language Learner (ELL) Program**

The English Language Learner (ELL) program supports children coming from homes where English is not spoken or is not the sole language used. The ELL teachers provide academic support, consult with classroom teachers and staff on how to best accommodate the ELL students, and help the students understand and explore American culture as well as their own. Benjamin Franklin School is the magnet elementary school for the district: ELL students enrolled here receive ESOL services in addition to participating in the activities of their regular classes.

The ELL students bring a wide set of experiences and backgrounds that greatly enrich the overall school environment.

The ELL teachers also work with the children's families, assisting with paperwork, explaining unfamiliar parts of the American school system, obtaining outside services for the students and families when necessary, and joining in parent-teacher conferences.

## **Band & Strings**

Lessons on basic band instruments are available to students in grades 4 and 5, and strings are available to students in grades 3, 4 and 5. These lessons take place once per week during the school day and after school. The lessons are at no charge, however, there is a rental charge for those children who do not have the instrument. Seasonal concerts during the winter holidays and during the spring season allow students to perform in public.

## **Student Council**

The Student Council is a committee made up of representatives from each class, grades 2 through 5. As well as these representatives, there are alternative representatives in case of absences. The representatives change three times throughout the year. These children are often representing Benjamin Franklin Elementary School both in school and in public, good behavior is expected at all times.

## **Field Trips**

Field trips are a valuable extension of the classroom that can bring to life classroom learning. Field trips are limited to trips within traveling distance of the school during a single day. All transportation of students on field trips is done by school bus. Prior to trips being taken, the teacher will inform parents of plans for the trip and will seek permission for a child to participate. Each grade plans at least one "special" trip during the year and in addition many smaller trips are taken. The school or PTC pays the cost of the bus, however, there are often admissions charged which parents are requested to pay.



## **School Counseling Program**

The Benjamin Franklin School Counseling Program offers students many opportunities to excel socially and academically. The program is available for all children to help them develop to their maximum potential in both the social and academic arenas. We strive to meet the needs of the whole child.

*Friendship Groups* are available to all students to help them foster friendships and develop positive peer relations with their classmates. Friendship Groups typically meet once per week and provide students with an opportunity to meet with fellow classmates on a more personal level. As part of the typical school day, your child may be invited to participate in a Friendship Group. If you do not want your child to participate in a group please send your request in writing to our school counselor.

*Classroom Instruction* occurs in all classrooms grades kindergarten through 5. The lessons address a variety of topics that include: Conflict Resolution & Problem Solving, Career Awareness, and Cooperation & Friendship Skills. Students are also given many opportunities for self-discovery. The students are encouraged to express their feelings and to learn methods to express them. In addition, several character values are addressed as part of our weekly classroom lessons.

*Individual Counseling* is available to all students at the request of a parent. Children receive one-to-one counseling when parents, teacher and the counselor feel that it is appropriate. Children can also refer themselves. Children could see the counselor for a variety of reasons such as for problems with peers, problems at home or difficulty being successful learners.

*Consultation* is also available for teachers and for parents whenever it is deemed necessary. Teachers and parents can consult the school counselor when they have concerns about their child's emotional and academic development. Parents may contact the counselor about the school progress, behavior management, social adjustment, health concerns, family problems, and for assistance in arranging referrals with outside agencies.

*Coordination* of the Standardized Testing Program is also part our school counselor's role at the Franklin School. This includes the state and district testing programs.

*Transition and Placement* is another facet of the school counselor's role. The school counselor helps with the transition of preschoolers into kindergarten and the fifth graders into Keene Middle School. Also, the school counselor helps with the placement decisions.

Parents are invited to contact the school counselor if they have any concerns they would like to share about their child. Please contact our school counselor if you have any concerns or good news about your child that you would like us to know. The school counselor will set up an appointment to discuss any concerns and work with you to find ways to solve them.

Mrs.Celia Slason is the school counselor at Benjamin Franklin Elementary School. Please call her at 352-1712 if you would like to schedule an appointment.

## **School Adjustment Counselor**

The School Adjustment Counselor at Benjamin Franklin Elementary School acts as pivotal link among school, home, and the community in an effort to address social, emotional, and environmental issues that interfere with a student's educational process. The School Adjustment Counselor provides direct services to students and their families, including: crisis intervention, casework, group work, and referrals to community agencies. Through working with Parents/Guardians, Teachers, School Administration, and community based resources, the School Adjustment Counselor implements strategies to promote student success within the classroom.

### **Reading Specialist Services**

The Reading Specialist's services are available to all students, teachers and parents at Benjamin Franklin School, providing assistance and support in a variety of ways.

As an instructor, the Reading Specialist works with children in Kindergarten through grade five in a variety of small and whole group settings. These include enrichment, remedial and regular instruction. The program emphasizes the five essential areas of reading: phonemic awareness, phonics, fluency, vocabulary and comprehension. The overall goal is to create a love of reading in our students.

As a resource person, the Reading Specialist provides materials to help teachers implement the school reading program, administers diagnostic and placement testing, and helps coordinate school-wide reading activities throughout the year.

Parents may contact the Reading Specialist if their child is having difficulty in reading, or if they would like information about the school's reading program. Mrs. Holly Sturgill is the Reading Specialist at Benjamin Franklin Elementary School. Her office is located on the top floor of the school. Please call her at 352-1712 if you would like to schedule an appointment.

### **Behavior Interventionist**

The Behavior Interventionist position was created at Benjamin Franklin School to provide intensive support and/or specialized social/emotional instruction to students who exhibit behaviors that take away from their own learning or the learning of others in the classroom. The Behavior Interventionist will provide instruction to individuals and small groups, in addition to being a resource to students in their regular classroom. Mrs. Kate Shanks will serve as Franklin's Behavior Interventionist for the 2017-18 school year, bringing a wealth of knowledge and experience working with at-risk students.

### **Title I**

The Title I Program at Benjamin Franklin Elementary School is a federally funded program that provides targeted reading and math support to students in grades K-5.

Each year, the Keene School District receives a federal grant through Title I of the ESEA (Elementary and Secondary Education Act). Keene uses its grant money to hire staff. Our Title I staff offer supplemental targeted instruction in reading and mathematics. Lessons are closely coordinated with the regular classroom teachers. Students enjoy participating in the program and teachers and parents appreciate the benefits the program brings.

We look forward to teaming with our parents and guardians to create a positive and successful year for our students at Benjamin Franklin School.

### **Student Support Team**

The Student Support Team provides a forum for teachers and parents to voice concerns about students' behavioral and academic progress, a process for developing tiered intervention strategies to support teachers' efforts to meet student needs. The Student Support Team also helps track student progress, and informs parents, the In-House Team and service providers about student concerns. Erik Kress, Celia Slason, Kate Shanks, David Maleski and Holly Sturgill are members of the Student Support Team.

### **Special Education Services**

The Special Education Program at Benjamin Franklin School provides specialized services, programs, and support for students in grades K-5 with specific disabilities that affect the educational process.

Students may be referred for special services through the In-House Team, by parents, teachers, physicians, or others with knowledge of the child's ability and skills or through the Student Support Team.

After parental permission is obtained, students are evaluated to determine whether a disability exists. Any determination will be consistent with N. H. Special Education disability code guidelines. Assessments are completed by trained staff members in the area(s) indicated on the referral and permission forms. If, after the assessments are completed, a disability condition is found to exist, an individual education plan is then written and implemented in the least restrictive environment possible.

In-House Team: Erik Kress, Principal  
Rand Lounsbury, Elementary Special Education Coordinator  
Kara Cote, Special Educator  
Jessica Hall, Special Educator  
Stephanie Moody, Special Educator  
Donna MacKenzie, Special Educator  
Celia Slason, Counselor  
Holly Sturgill, Reading Specialist  
Trudy Dean, Speech Pathologist  
Melissa Reichert, Speech Pathologist  
David Maleski, Psychologist  
Hannah French, Occupational Therapist  
Jane Mazanowski, Certified Occupational Therapy Assistant  
Karen Antonellis, Educational Evaluator  
Emily Martineau, R.N., School Nurse

Services are provided by the special education teachers, Mrs. Kara Cote, Mrs. Jessica Hall, Mrs. Stephanie Moody, Mrs. Donna MacKenzie and four instructional paraprofessionals.

### **The Collaborative Learning Center (CLC)**

The CLC program provides individualized instruction to students requiring intensive Specialized instruction in a small group setting. Students are included in general education classes in areas to which they can be successful. The goal of the CLC is to provide a structured, individualized and modified education for students and to maximize inclusion and independence for all students. Students are included in general education classes as appropriate for each student. The extent of inclusion is determined on an individual basis with a goal of maximum successful inclusion with general education peers. The staff works with the general education teachers regularly to meet individual needs and to provide support in the regular classroom. Modifications and adaptations are provided to meet individual needs. There is a life skills and social skill development component to the program.

Speech and language support is provided in all areas of the curriculum. Students are provided with adaptive physical education, speech services, occupational and physical therapy, music, art and library.

There are two sections in the CLC, one primary and one intermediate. The lower CLC teacher is Mrs. Jessica Hall and the upper CLC teacher is Mrs. Kara Cote. For the 2017-18 school year there will be an added special education teacher and a paraprofessional due to increasing enrollment.

### **Speech and Language Services**

The school speech and language pathologists work with children who have been determined to be speech and language impaired. "Speech and Language Impaired" means a communication disorder such as stuttering, impaired articulation, a language impairment, or a voice disorder which adversely affects a student's educational performance. A child with a communication disorder may experience difficulty comprehending or expressing ideas, experiences, knowledge and feelings. Services provided by the speech and language pathologist include consultation, observation, screenings, diagnostics, development of individual educational plans, therapy, classroom activities, and referrals to other professionals (i.e. audiologist, ENT, etc.).

The speech and language pathologists usually work with students individually or in small groups. Services may occur within the classroom as well as the speech room.

### **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. Dr. David Maleski is the school psychologist at Benjamin Franklin Elementary School.

### **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.

## Section III – Rights and Responsibilities

### Positive School Climate and Culture

The staff at Franklin Elementary School believes that learning best takes place in a healthy and safe environment, designed to meet the academic, social, and emotional needs of each and all students. Our core set of values and expectations at Franklin, C.A.R.E., stands for Cooperation, Achievement, Respect, and Effort. Through instruction, modeling, and practice, we feel all students have the ability to learn and understand appropriate behavior in every aspect of school life. With a positive school climate and culture, students and staff at Franklin will be able to achieve high standards of excellence.

Responsive Classroom principles will guide our work as we build our positive school climate, and the following practices will support the expectations within C.A.R.E.:

**Classroom Expectations:** Teachers work with students to create classroom rules that support safety, learning, and a caring community.

**Guided Discovery:** Teachers introduce students to all classroom and school materials, spaces, and expected behaviors through modeling and practicing responsible actions.

**Morning Meeting:** Teachers lead a daily gathering in each classroom for students to greet one another, share news, solve classroom problems, and practice academic and social skills in a relaxed atmosphere.

**School-Home Partnership:** Teachers will communicate with parents at open house and through newsletters and other informal contact so families are aware of classroom rules and school wide expectations.

**Logical Consequences:** When students do not follow the classroom expectations, teachers will remind students of the agreed upon rules, redirect their behavior, and reinforce positive behavior. Students may be asked to take time to think; talk about what happened; and apologize if appropriate. All classrooms at Benjamin Franklin Elementary School have a designated “regroup and return space”.

Along with Responsive Classroom practices, regular classroom guidance Instruction in kindergarten through grade five is delivered at the developmentally appropriate level supporting the above expectations.

If students are consistently having trouble meeting the **classroom or school expectations**, the teacher will inform parents of the areas of concern and a plan will be developed to address the concern(s). Interventions at this supplemental level will be determined by the child’s age, developmental needs, and specific skills identified for remediation. Interventions may include, but are not limited to: Extra opportunities for practice and role-play, focused small group participation, making amends for hurtful actions, removal from the classroom to another space such as a neighboring classroom for reflection, behavior contracts, loss of privileges.

### School Discipline

If students do not respond to supplemental interventions and challenging behaviors reach a level of severity that threatens the emotional and physical safety of the school environment, more intensive and individualized interventions will be sought by the teacher, counselor, and principal. Behaviors at this level may include verbal harassment, threatening and/or bullying, fighting and other serious physical altercations, noncompliant behavior, property destruction, and chronic violation of school or classroom rules. These behaviors require immediate referral to the principal and a parent conference. Interventions can include but are not limited to loss of privileges (such as recess and lunch with peers, participation in extracurricular activities and field trips), restitution through formal apologies and community service, removal from the classroom to another supervised space for processing, behavior plans, in-school or out-of-school suspensions, and contact with the police if indicated.

Parents are reminded that the **student expectations** extend to the walk to and from school, all buses and bus stops, before and after school times, and all school sponsored activities on or off school property.

### **Electronic Devices and Cell Phones**

Students should not bring cell phones, electronic games or other electronic devices to school. Too often these devices pose a distraction to our educational mission. If a parent wishes their child to have a cell phone at school, please obtain prior approval from the principal. It is expected that once approval has been received, the cell phone will remain off and out of sight during the school day and during arrival and dismissal times.

### **Dress Expectations**

Students are expected to dress in clothes that are suitable for school activities. The following are expectations that will help students to be prepared for recess play and for walking up and down the staircases. Please check to be sure your child is dressed appropriately for school. Fifteen degrees will be used as a guideline for outdoor recess. Please dress your children appropriately for outdoor recess every day! Hopefully, the following guidelines will help you.

#### **Hats / Bandanas -**

Hats and bandanas may not be worn in school

#### **Shorts -**

These types of shorts MAY be worn in warm weather:

- hiking type
- culottes
- shorts that are long enough to reach the tips of extended arms and fingers when standing

These types of shorts may NOT be worn:

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

#### **Shoes -**

- sandals only if they are secured on the feet
- no flip-flops
- no platform shoes or high heels
- no wheel shoes

#### **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 inappropriate language or graphics

These expectations are similar to Keene Middle School and, therefore, students will know what is expected of them in future years as well. We appreciate parental support in this regard.

### Gum

Students are not allowed to chew gum in school or on the school grounds.

### 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 a safe, efficient and orderly means of transportation, students must choose to display acceptable behavior.

**Parents please note!** There may be circumstances that could result in immediate suspension from the bus. If reported to the school for misbehavior on the bus, a student could have the privilege of riding the bus suspended for a specific period of time. The school will notify parents who shall be responsible for providing transportation.

1. The school bus driver is in complete charge of the school bus and the pupils. The bus driver has the same authority in maintaining discipline as a teacher in the classroom. The driver can assign seats as needed.
2. Pupils must be at their designated bus stops five (5) minutes prior to the pick-up time. Schedules do not allow waiting for late students.
3. All pupils must remain properly seated until the bus comes to a complete stop and the eight way lights are activated.
4. Emergency exits are to be used for emergency drills twice a calendar year and emergency situations only.
5. Pupils may bring acceptable items on the bus only if the item can be held in the pupil's lap.
6. 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 school are also prohibited.
7. Pupils 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.
8. Pupils 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 pupil/parent. Destruction of First Student property will result in a 5-day mandatory suspension from the bus and pupil will remain off all First Student Transportation until such time as a suitable payment agreement can be met.**
9. While classroom voices between pupils is permitted, loud, vulgar, obscene and improper language or gestures will not be tolerated on the bus.
10. 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.
11. Eating and drinking are not allowed.
12. Smoking, smokeless tobacco, alcohol, drug use and the use of lighters or matches are forbidden.
13. No spraying of perfumes, deodorants, hairspray, air fresheners, etc. is allowed on the bus.
14. Fighting, pushing, tripping, bullying, or spitting will not be tolerated.
15. Any other behavior relating to the safety, well-being and respect for others in a harmful, destructive or degrading manner is not acceptable.

Disciplinary action is at the discretion of the appropriate school administrator or bus company coordinator. Generally, however, the following procedure will be followed:

1. Written warning to parents for first offense
2. Three day bus suspension on second offense, call and send letter to parents
3. Five days bus suspension on third offense
4. On fourth offense, pupil will be suspended from the bus for ten days
5. Meeting with parent(s) before the student may ride again

When a pupil has been suspended, the district will not be responsible for providing transportation. Before a pupil is reinstated, a meeting between the parent, pupil, bus company coordinator, and appropriate school administrator must take place.

The preceding procedure will be enforced in accordance with RSA189.9a as follows:

RSA189.9a PUPILS PROHIBITED FOR DISCIPLINARY REASONS. Notwithstanding the provisions of RSA 189.6-8, the superintendent, or his representative as designated in writing, is authorized to suspend the right of pupils from riding in a school bus when said pupils fail to conform to the reasonable rules and regulations as may be promulgated by the school board. Said suspension shall not begin until the next school day following the day of notification of suspension is sent to pupil's parent or legal guardian.

1. If a pupil has been denied the right to ride a school bus for disciplinary reasons, the parent or guardian of that pupil has a right of appeal within ten days of suspension to the authority that suspended this pupil's right.
2. Until the appeal is heard, or if the suspension of pupil's right to ride the school bus is upheld, it shall be the parent's or guardian's responsibility to provide transportation to and from school for that pupil the period of suspension.

We expect all parents and pupils to cooperate in implementing these regulations. They are essential to the safety and well-being of everyone concerned.

## **Keene School District Policies**

### **Keene School District Internet Safety 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 Benjamin Franklin Elementary 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.

**Sexual Harassment and Other Illegal Harassment, Discrimination and Sexual Violence Policy for Students (Policy JBAA)**

**ANTI-HARASSMENT POLICY FOR YOUNG STUDENTS**

***Your Rights and Responsibilities***

All children have a right to learn and play in a school that is free from harassment

**At Keene School District, we believe that:**

We should respect ourselves and the rights of others.

We all have a right to feel safe and to be treated with respect.

We must learn, practice and understand the procedures for reporting harassment.

## ***HARASSMENT IS WRONG***

Harassment is when someone such as a student, adult, or a group of people, repeatedly do things or say things that can hurt you and make you feel:

afraid  
upset  
angry  
unsafe  
embarrassed  
uncomfortable

### **Harassment is:**

not wanted  
not asked for  
not welcome

### **Harassment includes words or conduct involving:**

**gender** (boy or girl)

**race** (White-American, Asian, African-American, for example)

**religion** (such as Protestant, Catholic, Jewish, for example)

**sexual orientation** (whether you like boys or girls)

what **country** you or your family come from (Ireland, France, or Nigeria, for example) and whether you speak English at home

**age**

**disability** (if you have an illness or condition that makes it hard to walk or participate in certain activities or if it is hard to think and talk like other students)

### **Some kinds of harassment are:**

teasing and name calling  
dirty jokes or talk  
bullying  
rude signs  
offensive pictures, drawings or language  
offensive writing, notes or messages  
inappropriate touching, particularly of private body parts  
putting people down because of their gender, family background, religion, or disability

## ***A HAPPY SCHOOL IS HARASSMENT FREE***

You can be kind and thoughtful and respect others by:

greeting people with a smile  
saying nice things to others  
including people in games and activities  
being aware of how your behavior affects others  
changing your behavior when it is upsetting someone  
getting to know new people and making them feel welcome

**If you are being harassed:**

**1. TALK TO THE PERSON WHO IS HARASSING YOU:**

Tell the person you don't like whatever it is he/she is doing and that you want it to stop.  
Take a friend with you if that makes you feel more comfortable.  
Tell the person he/she is breaking the school rules.

AND/OR

**2. TALK TO GUIDANCE COUNSELOR:**

Go to any teacher or Guidance Director and tell him/her what is happening and ask him/her to help you talk to the Principal or the Director of Human Resources

Go to the Principal

Go to the Director of Human Resources

If the complaint involves the Principal or Director of Human Resources, Go to the Superintendent

If the complaint involves the Superintendent, Go to the School Board

Go to a parent or other adult for help in talking to the school

Tell everything about what happened

Remember that a school rule is being broken

The Principal, Director of Human Resources, or the Superintendent will decide what action to take

Know that there are people at the school who can help you

**HARASSMENT IS SERIOUS**

At this school the staff will:

Listen when you tell.

Let you know that telling is a sensible thing to do.

Work out the best way to handle the situation.

Respect your confidentiality. Protect you from anyone that bothers or threatens you for talking about it.

Discipline people who do or say things that are wrong.

Discipline people who try to get back at you for telling the School about it.

***THEN WHAT HAPPENS?***

The Principal, Director of Human Resources, Superintendent or other adult in charge of handling your problem will talk or meet with you to find out what happened.

He or she may talk to whoever else is involved and/or other people who saw the behavior.

He or she will write a report.

After that, the person who broke school rules will have consequences or the school will do something else to make you feel more comfortable at school.

They will try to do this within 10 days, but it may take longer.

The Superintendent is someone you or your parents or guardian can talk to if you are not satisfied with the outcome. If your complaint involves the Superintendent, you or your parents can talk to the School Board.

Also, you, your parents or guardian can contact:

Office of Civil Rights, Region I, U.S. Department of Education, 5 Post Office Square, 8<sup>th</sup> Floor, Boston, MA 02109-3921, (617) 289-0111.

**NOTICE AND PUBLICATION**

The District shall provide notice of this policy to students and school employees by including it in the student handbook and by posting it in each school. The District shall also use its discretion in developing programs and/or procedures to further inform students and employees about the substance of this policy and procedures.

## **Attendance, Absenteeism and Truancy (Policy JH)**

### **Absences**

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

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

The Board considers the following to be excused absences:

1. Illness
2. Recovery from an accident
3. Required court attendance
4. Medical and dental appointments
5. Death in the immediate family
6. Observation or celebration of a bona fide religious holiday
7. Such other good cause as may be acceptable to the Principal or permitted by law

Any absence that has not been excused for any of these reasons will be considered an unexcused absence, except in the case of administrative absence (i.e. out of school suspension).

In the event of an illness, parents must call the school and inform the District of the student's illness and absence. For other absences, parents must provide written notice or a written excuse that states one of these reasons for non-attendance. The Principal may require parents to provide additional documentation in support of their written notice, including but not limited to doctor's notes, court documents, obituaries, or other documents supporting the claimed reason for non-attendance.

If parents wish for their child to be absent for a reason not listed above, the parent must provide a written explanation of the reason for such absence, including why the student will be absent and for how long the student will be absent. The Principal will make a determination as to whether the stated reason for the student's absence constitutes good cause and will notify the parents via telephone and writing of his/her decision. If the Principal determines that good cause does not exist, the parents may request a conference with the Principal to again explain the reasons for non-attendance. The Principal may then reconsider his initial determination. However, at this juncture, the Principal's decision shall be final.

### **Family Vacations/Educational Opportunities**

Generally, absences other than for illness during the school year are discouraged. The school principal or his/her designee may, however, grant special approval of absence for family vacations, provided written approval is given in advance. Parents are asked to write a note to their child's teacher at least two weeks before the trip. This advance planning will allow the teacher enough time to work with parents and the student regarding homework completion. The principal can determine if the student should be given full credit for work they turn in under these circumstances.

### **Truancy**

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

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

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

Any absence of more than three and one-half hours of instructional time shall be considered a full-day absence.

The Principal or Truant Officer is hereby designated as the District employee responsible for overseeing truancy issues.

### **Intervention Process to Address Truancy**

The Principal shall ensure that the administrative guidelines on attendance properly address the matter of truancy by including a process that identifies students who are habitually truant, as defined above.

When the Principal identifies a student who is habitually truant or who is in danger of becoming habitually truant, he/she shall commence an intervention with the student, the student's parents, and other staff members as may be deemed necessary. The intervention shall include processes including, but not limited to:

1. Investigates the cause(s) of the student's truant behavior;
2. Considers, when appropriate, modification of his/her educational program to meet particular needs that may be causing the truancy;
3. Involves the parents in the development of a plan designed to reduce the truancy;
4. Seeks alternative disciplinary measures, but still retains the right to impose discipline in accordance with the District's policies and administrative guidelines on student discipline.

### **Parental Involvement in Truancy Intervention**

When a student reaches habitual truancy status or is in danger of reaching habitual truancy status, the Principal will send the student's parent a letter which includes:

1. A statement that the student has become or is in danger of becoming habitually truant;
2. A statement of the parent's responsibility to ensure that the student attends school; and
3. A request for a meeting between the parents and the Principal to discuss the student's truancy and to develop a plan for reducing the student's truancy.

### **Developing and Coordinating Strategies for Truancy Reduction**

The Board encourages the administration to seek truancy-prevention and truancy-reduction strategies along the recommendations listed below. However, these guidelines shall be advisory only. The Superintendent is authorized to develop and utilize other means, guidelines and programs aimed at preventing and reducing truancy.

1. Coordinate truancy-prevention strategies based on the early identification of truancy, such as prompt notification of absences to parents.
2. Assist school staff to develop site attendance plans by providing development strategies, resources, and referral procedures.
3. Encourage and coordinate the adoption of attendance-incentive programs at school sites and in individual classrooms that reward and celebrate good attendance and significant improvements in attendance.

### **Parental Notification of Truancy Policy**

Prior to adopting this policy, the Board will place the item on the agenda of a public school board meeting and will allow two weeks for public input as to the policy's provisions. Any public input shall be advisory only and final adoption as to the policy's provisions will remain solely with the Board.

Additionally, the Superintendent shall also ensure that this policy is included in or referenced in the student handbook and is mailed to parents annually at the beginning of each school year.

## **Student Conduct (Policy JIC)**

All student behavior must be based on respect and consideration for diversity and the rights of others.

Students have the further responsibility to behave in a manner appropriate to good citizenship everywhere. This includes respectful use of language, and behavior that avoids ethnic, racial, and sexual stereotypes and biases. Insults, force, or verbal threats shall not be used.

Students have a responsibility to know and respect the rules and regulations of the school.

Students shall receive annually at the opening of school a publication listing the rules and regulations to which they are subject. This Parent-Student Handbook complies with the above requirement. Such publication will be made available in another language or presented orally upon request.

## **Safe School Zone (Policy JICD)**

Inappropriate student conduct that causes material and substantial disruption to the school environment, interferes with the rights of others, or presents a threat to the health and safety of others will not be tolerated. Students are expected to exhibit appropriate classroom behavior that allows teachers to communicate and educate effectively.

Students will conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Consequences for the misconduct will be fair and developmentally appropriate in light of the circumstances.

Students who fail to abide by this policy and the administrative regulations supporting it may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to participate in or obtain their education; conduct that is violent or destructive; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion.

Suspension means an in-school suspension, an out-of-school suspension, a restriction from activities or loss of eligibility. An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten consecutive school days. An out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed ten days. A restriction from school activities means a student will attend school and classes and practice but will not participate in school activities.

Probation means a student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension will mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms will result in immediate reinstatement of the penalty.

Expulsion means an action by the board to remove a student from the school environment, which includes, but is not limited to, classes and activities, for a period of time set by the board.

Due process in accordance with all applicable laws will be afforded to any student involved in a proceeding that may result in suspension, exclusion, or expulsion. Students expelled from school may be reinstated by the Board under the provisions of RSA 193:13.

The Superintendent may modify expulsion requirements as provided in RSA 193:14, IV.

Students receiving special education services will be disciplined in accordance with the student's IEP and all applicable provisions of the Individual With Disabilities Education Act (IDEA).

### **Hazing (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 or any person associated with any 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 forced 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.

### **Substance Abuse By Students (Policy JICH)**

**Definitions** for the purposes of this policy (in order of appearance).

**Tobacco** is defined as tobacco products and other nicotine delivery substances.

**Other drugs** is defined as unauthorized prescription drugs or over the counter drugs, controlled substances or any other mind or mood altering substance including but not limited to narcotics, unauthorized inhalants or vapors, illegal drugs, or synthetics. A controlled substance shall include any controlled substance as defined in the Controlled Substances Act, 21 U.S.C. § 812(c), or RSA 318-B, Controlled Drug Act and in Keene City Ordinance Chapter 66.

**Involvement** is defined as use or misuse, possession, being under the influence, sharing, transfer, distribution, sale, purporting to be, manufacturing, and/or marketing of substances referred to in this policy.

**Drug paraphernalia** is defined as any equipment, product, or material of any kind which is primarily intended or designed for use in manufacturing, compounding, converting, concealing, producing, processing, preparing, injecting, ingesting, inhaling, or otherwise introducing into the human body alcohol, tobacco or other drugs.

### **Policy**

The Keene School District values and supports a safe environment free of alcohol, tobacco or other drugs (and drug paraphernalia) as part of our school culture. This value is based upon the current knowledge that it is the responsibility of the whole community - students, parents, school, community at large - to support the academic, physical, social and emotional health and career development potential of each student. A student's involvement with alcohol, tobacco or other drugs can negatively impact the student directly as well as his/her peers and the larger school community.

As part of its commitment to the school culture and the health and well-being of its students, Keene School District considers developmentally appropriate, evidence-based substance use prevention an important part of K-12 education. The district recognizes that to be most effective, prevention, education, and intervention needs to start at the earliest grade levels with special attention provided at key transition times. To help ensure appropriate prevention and intervention for students, the district is committed to regularly scheduled training for staff related to alcohol, tobacco or other drug use. The district will also do regular assessments (surveys, other data, etc.) to monitor student behavior related to these substances and will share the assessment results with the community.

The Keene School District recognizes that substance abuse and dependency are treatable health problems and that students need support in addressing the use or effects of use of these substances. The district will create a climate in which students can seek help concerning their own or another's use of alcohol, tobacco or other drugs. In addition, the district values and supports working with the community to provide K-12 prevention, intervention, treatment and recovery support for students and families as well as related training for staff.

Each individual in the school community has a responsibility to herself/ himself and to others to keep the district an environment free of these substances.

Therefore, the involvement in alcohol, tobacco or other drugs, and/or drug paraphernalia is prohibited on 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 regardless of location.

Violations of this policy shall result in the Keene School District applying supportive discipline which will include school disciplinary actions and may include legal ramifications.

### **Weapons on School Premises (Policy JCI)**

Weapons are not permitted on school property, in school vehicles or at school-sponsored activities. This policy applies to students and members of the public alike. Student violations of this policy will result in both school disciplinary action and notification of local law enforcement authorities. Members of the public who violate this policy will be reported to local law enforcement authorities.

The term "weapons" includes, but is not limited to, firearms (rifles, pistols, revolvers, pellet guns, BB guns, etc.) knives, slingshots, metallic knuckles, firecrackers, billy-clubs, stilettos, switchblade knives, swords, pistol canes, black jacks, daggers, dirk knives, explosives, incendiaries, martial arts weapons or self-defense weapons (as defined by RSA 159:24 and RSA 159:20 respectively), or any other object or substance which, in the manner it is used or threatened to be used, is known to be capable of producing death or bodily injury.



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

All Students will receive written notice of this policy at least once each year. This handbook statement is the annual written notification.

### **Pupil Safety and Violence Prevention – Bullying (Policy JICK)**

The Board is committed to providing all pupils a safe and secure school environment. This policy is intended to comply with RSA 193-F. What follows in this handbook is an abridged version of Policy JICK only. Conduct constituting bullying and/or cyberbullying will not be tolerated and is hereby prohibited. Further, in accordance with RSA 193-F:4, the District reserves the right to address bullying and, if necessary, impose discipline for bullying that:

- (1) Occurs on, or is delivered to, school property or a school-sponsored activity or event on or off school property; or
- (2) Occurs off of school property or outside of a school-sponsored activity or event, if the conduct interferes with a pupil's educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event.

Bullying is hereby defined as a single significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another pupil which:

- (1) Physically harms a pupil or damages the pupil's property;
- (2) Causes emotional distress to a pupil;
- (3) Interferes with a pupil's educational opportunities;
- (4) Creates a hostile educational environment; or
- (5) Substantially disrupts the orderly operation of the school.

Bullying shall also include actions motivated by an imbalance of power based on a pupil's actual or perceived personal characteristics, behaviors, or beliefs, or motivated by the pupil's association with another person and based on the other person's characteristics, behaviors, or beliefs.

Cyberbullying is defined as any conduct defined as "bullying" in this policy that is undertaken through the use of electronic devices. For purposes of this policy, any references to the term bullying shall include cyberbullying.

Electronic devices include, but are not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, and websites.

School property means all real property and all physical plant and equipment used for school purposes, including public or private school buses or vans.

Any reference in this policy to "parent" shall include parents or legal guardians.

#### **Student Reporting**

1. Any student who believes he or she has been the victim of bullying should report the alleged acts immediately to the Principal. If the student is more comfortable reporting the alleged act to a person other than the Principal, the student may tell any school district employee or volunteer about the alleged bullying.

2. Any school employee or volunteers who witnesses, receives a report of, or has knowledge or belief that bullying may have occurred shall inform the Principal as soon as possible, but no later than the end of the school day.
3. The Principal may develop a system or method for receiving anonymous reports of bullying. Although students, parents, volunteers and visitors may report anonymously, formal disciplinary action may not be based solely on an anonymous report. Independent verification of the anonymous report shall be necessary in order for any disciplinary action to be applied.
4. The administration may develop student reporting forms to assist students and staff in filing such reports. An investigation shall still proceed even if a student is reluctant to fill out the designated form and chooses not to do so.
5. Upon receipt of a report of bullying, the Principal shall commence an investigation consistent with the provisions of Section XI of this policy.

The Principal shall report to the parents of a student who has been reported as a victim of bullying and to the parents of a student who has been reported as a perpetrator of bullying within 48 hours of receiving the report. Such notification may be made by telephone, writing or personal conference. The date, time, method, and location (if applicable) of such notification and communication shall be noted in the report. All notifications shall be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

The Superintendent may, within a 48 hour time period, grant the Principal a waiver from the requirement that the parents of the alleged victim and the alleged perpetrator be notified of the filing of a report. A waiver may only be granted if the Superintendent deems such a waiver to be in the best interest of the victim or perpetrator. Any waiver granted shall be in writing.

The District will discipline and take appropriate action against any student, teacher, administrator, volunteer, or other employee who retaliates against any person who makes a good faith report of alleged bullying or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying. The district reserves the right to impose disciplinary measures against any student who commits an act of bullying, falsely accuses another student of bullying, or who retaliates against any student or witness who provides information about an act of bullying. In addition to imposing discipline under such circumstances, the board encourages the administration and school district staff to seek alternatives to traditional discipline, including but not limited to early intervention measures, alternative dispute resolution, conflict resolution and other similar measures.

Examples of consequences may include, but are not limited to:

- Admonishment
- Temporary removal from classroom
- Deprivation of privileges
- Classroom or administrative detention
- Referral to disciplinarian
- In-school suspension
- Out-of-school suspension
- Expulsion

Examples of remedial measures may include, but are not limited to:

- Restitution
- Mediation
- Peer support group
- Corrective instruction or other relevant learning experience
- Behavior assessment
- Student counseling
- Parent conferences

All parents will be provided with a copy of this policy annually. Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

1. Report bullying when it occurs;
2. Take advantage of opportunities to talk to their children about bullying;
3. Inform the school immediately if they think their child is being bullied or is bullying other students;
4. Cooperate fully with school personnel in identifying and resolving incidents.

## **Student Acceptable Use Policy (Policy JICL)**

### **SAU #29 STUDENTS ACCEPTABLE USE POLICY (AUP) FOR ELEMENTARY GRADES**

#### **AUP: General Computer, Network Use and Technology**

Technology in the Keene School District is provided to students and staff to promote educational excellence through resource sharing and communication.

All technology must be used in an ethical and legal manner. Technology includes but is not limited to networked computers, laptops, cameras, e-readers, video cameras, MP3 players, flash drives, fax machines and printers.

#### **Network Accounts:**

- Users must always log off the network when leaving a computer for any period of time.
- Users may not trespass in any other person's folders, work, or files.
- Users may not log into two computers at the same time.
- Users may not allow another student access to their account.
- Users may not download application programs.
- Users may not stream music, play games, or access any audio/video streaming unless under the direct supervision of a teacher.
- Users are responsible for keeping backup copies of their data.
- Users may only access social media resources when under the direct supervision of a teacher who is using it for educational purposes.
- Users will adhere to the "Bring Your Own Device Policy" when using personal technology through the school network.

#### **Ethical Use:**

- Users may not cause malicious or intentional damage to school technology.
- Users may not plagiarize or violate copyright law in any way from any source (see Honor Code on next page).
- Users may not send, display or receive messages, pictures, or other media which are abusive, obscene, sexually inappropriate, threatening, and racially offensive, considered harassment or offensive to human dignity.
- Users must comply with New Hampshire Law regarding cyber bullying. Cyber bullying is willful and repeated harm inflicted through the use of computers, cell phones, and other electronic devices. The policies regarding these situations will follow the NH Pupil Safety and Violence Prevention Act, RSA 193-F: 3-10.
- Users may not intentionally waste limited resources (paper, ink, toner, CDs, DVDs, etc.).
- Inadvertent access to any inappropriate content using school technology needs to be reported to a teacher or administrator immediately.

## Cautionary Notes

- Users should protect themselves on the school network and the Internet. Users should never reveal their personal address or phone numbers or those of others. They should never share personal information that they might not want strangers to know about. They should never share personal information with friends who might carelessly share it with a stranger.
- The School District and its employees cannot be held responsible for improper student use of the technology. The school district's employees cannot be held liable for any information that may be lost, damaged, or unavailable due to technical or other difficulties.
- Students who do not return a signed compliance statement will not be able to use **any** technology at school.

## Cell Phones:

- **Classrooms and Cell Phones** - No phone may be used unless the classroom teacher specifically and directly allows phone use for educational purposes. For example, a student may wish to use the phone as a calendar for assignments, allow phones to be used for assessment feedback (phone clicker), or other educational instructional use. Cell phones may not be used to take incoming calls or text messages or to make calls or send text messages during class time. Cell phones are typically kept in backpacks during school hours unless being used for classroom purposes. Violations or infractions will be determined by the administration.

## Honesty Code:

An Honesty Code represents a level of conduct and truthfulness that everyone should strive to meet. As a community of teachers, staff members, and students, we pledge to be truthful in our words and in our deeds.

SAU #29 values honor above all else. To be honorable is to possess and act with integrity and honesty. An honest person is one who does not lie, cheat, steal, or take unfair advantage. SAU #29 students are expected to behave honorably and to follow the school's Academic Honesty Code.

## Students will:

- Acknowledge that cheating is an act of dishonesty.
- Understand and accept that if an act of dishonesty is committed, he/she will receive the consequences as outlined in the school's Student Handbook, which include, but are not limited to, receiving a zero for the assignment or exam; parent/guardian notification, administrative notification, and appropriate disciplinary consequences.

## Definition of Academic Dishonesty

- Academic Dishonesty is the use of someone else's words, ideas, or information as one's own or giving unauthorized assistance to others.
- Academic Dishonesty can take the form of cheating or plagiarism and can occur through the use of any unauthorized methods, including, but not limited to, written, verbal, or electronic means.

## Examples of Academic Dishonesty

### *Plagiarism* –

- The intentional or unintentional copying of the essential character of someone else's work, whether visual or written, and submitting it as your own. (Note: Certain art and writing projects may require a student to simulate subject matter, technique, form, style, etc. This requirement will be explained by the course teacher as necessary.)

- Breaking copyright law, whether in print or electronic form, including music.

*Cheating –*

- Either receiving or providing unauthorized assistance on assignments or assessments through any means.
- Giving or receiving information on tests, projects, or classroom assignments, including homework. In this instance, both parties are guilty of committing acts of academic dishonesty.
- Using any type of illegal aide for a test, quiz, or written work; including, but not limited to, cheat-sheets, electronic devices, the sharing of information between one student who has taken the test and another, or advanced information taken from a teacher answer key or assignment completed by another student.
- Copying tests, homework, essays, etc. In this instance, both the student copying the work and the student giving his/her work to be copied are guilty of committing acts of academic dishonesty.
- Talking during a test or quiz at any time.
- Accepting more than guidance and advice from others who support students in their work (parents, guardians, friends, tutors). Keene schools encourage the involvement of families and others in the support of students' academic progress, including homework and projects. However, the student must prepare the work and accept only guidance and advice from others. Suggested ways of assisting students: proof reading or editing, and the students make corrections; offering advice to research information for accuracy; suggestions about project ideas or details.

**SAU #29  
Elementary Level  
Acceptable Use Policy (AUP),  
Honor Code, &  
Cell Phone Policy**

We have read, understand, and agree to follow the guidelines set forth in this Acceptable Use Policy.

Please return this signed document to the School Office with your child’s registration materials.

Student Name: \_\_\_\_\_  
Student Print Name

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Student Signature

Parent/Guardian: \_\_\_\_\_  
Parent/Guardian Print Name

\_\_\_\_\_  
Parent/Guardian Signature

Date: \_\_\_\_\_

Comments:

## Section IV – School Safety

### Safety Committee

The purpose of the Franklin School Safety Committee is to keep safe all students and staff at Franklin School by developing, updating and communicating procedures, conducting required drills, and debriefing. The safety committee works closely with the SAU 29 Safety Committee, the Keene Police and Fire Departments. The chairpersons are Mr. Phillips and Mr. Kress.

### Emergency Information

In the event of an emergency, or severe weather warning such as tornados, we ask that parents not call the school, as we will need clear phone lines to communicate with emergency services. Please tune in to local radio stations, or refer to our school website <http://fra.keeneschoolsnh.org> or the SAU 29 website <http://www.sau29.org/> for further information.

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 at 312 Washington Street.

If further information is needed, please call the Office of the Superintendent of Schools at 357-9002.

### Evacuation Procedure

In the event of a school emergency requiring the evacuation of Benjamin Franklin Elementary School, all children will be walked to our primary staging and evacuation site, the Keene Recreation Center at 312 Washington Street. If the general area remains unsafe, all children will be bussed from the Recreation Center to Keene High School at 43 Arch Street where they will remain until their parents are notified to pick them up. Parents must show a photo ID to pick their children up.

### Emergency Operations Plan

Benjamin Franklin Elementary School has developed an Emergency Operations Plan which follows the National Incident Command System. A full copy of this plan is available for review in the school office.

### Street Crossing Safety

The following are the locations and times of the Crossing Guards:

Beaver and Page Streets	8:10 - 8:35 and 3:10 - 3:30
Washington and High Streets	8:10 - 8:40 and 3:10 - 3:30

For the safety of your child, only the front door at Franklin School is open for parents and visitors. It is the lobby door on Washington Street. All other doors can be opened from the inside at all times. **PLEASE HAVE YOUR CHILDREN ALWAYS WAIT FOR THE CROSSING GUARDS.**

## **Safe Tips For Children**

To ensure your child's safety to and from school, we would ask you to discuss the following tips:  
CHILDREN SHOULD BE CAREFUL IF A STRANGER:

- tries to give them candy or money
- asks them to go somewhere or get in a car
- tries to follow them
- hangs around the playground
- tries to touch them

Instruct your child to walk away if a stranger does one of these things and then tell parents, principal, teachers, or a police officer what happened.

Make sure you know where your children are going when they go out. Ask them for their friends' names and telephone numbers so you can reach them.

Encourage your children to play with other kids. It's not only more fun, it's safer. Make sure they understand that there are certain people they can depend on: parents, police officers, teachers and principals.

### **Safety Patrol**

Safety patrol members work very hard in all kinds of weather to assist us in providing a safe environment for our walkers and the students boarding the bus. If a student is not following the safety rules, they will be reported to the teacher in charge of safety patrols.

Benjamin Franklin Elementary School's safety patrol members are selected from interested fifth grade students who have demonstrated qualities of leadership and responsibility. More information will go home with the fifth grade students who would like to participate.

### **Fire Drill and Procedures**

1. The alarm system at Benjamin Franklin Elementary School is a loud continuous horn and blinking strobes.
2. At the sound of the alarm, all students are to file quietly to the nearest outside exit as determined by the staff member on duty.
3. Students are to keep to the right when passing through the hallways.
4. Upon reaching the outside exits, the students should open both doors.
5. Students should walk to the front of the building with their teacher or supervisor to their homeroom assigned location on the blacktop.
6. Students may return to the building when an office staff has given the all-clear announcement.
7. All fire alarm boxes in and outside of the school are connected directly with the central fire station.
8. There will be at least ten (10) fire drills, including at least one (1) full evacuation drill, during the school year.
9. Before exiting their classes, teachers are to check the hallway for clearance from any smoke and fire and close the classroom door. They should be ready to direct their class to an alternate route if necessary. Teachers are responsible for checking their rooms for tardy students and for taking attendance of their class once they are outside.
10. Periodically, during fire drills, regular exits are to be blocked and alternate routes used.



### **Asbestos-Containing Materials**

The Benjamin Franklin Elementary School building has been inspected for the presence of asbestos-containing materials. The condition of these materials will be reviewed every six months until they have been removed from the building.

A written plan has been developed for managing these materials while they remain in place. This plan is on file in the office. Copies may be made on request at a cost of .10¢ per page. Questions should be directed to Mr. Kenneth Dooley, Director of Buildings and Grounds, 77 Arch Street, Keene.

## Section V – Keene School District Policies & Compliance Statements

All Keene School District policies are available on the web at <http://www.sau29.org/policies201.html>, or by calling the school office at 352-1712 or the Superintendent's office at 357-9002 ext. 221.

### Notification of Rights Under FERPA

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. They are:

1. The right to inspect and review the student's education records within 14 days of the day the district receives a request for access.

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

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

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

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

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

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

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

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

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

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

### **Photo Waiver**

Periodically N.H. School Administrative Unit 29 publishes printed material, prepares PowerPoint presentations and updates websites that may use photographs of students in a classroom or school setting. Names of students are not used except to celebrate achievement. If you do not want your child's photo used, please notify the principal of your child(ren)'s school(s) by September 30th.

### **Age of Entrance Requirements (Policy JEB)**

Students shall be eligible to attend kindergarten if they have reached age 5 by September 30, with no exceptions made for early entrance. Students shall attend first grade if they have reached age 6 by September 30 or completed a Department of Education approved kindergarten program, with no other exceptions for early entrance, save for transfers from states or communities with differing eligibility requirements that shall be left to the discretion of the Superintendent and/or his/her designee.

Proof of residency of the student and/or his/her legal guardian(s) will be required by the school Principal at the time of registration and annually thereafter.

See Board Policy JEBB for Administrative Procedure for Kindergarten Placement

### **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 disability, 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 the Human Resources Manager, Title IX Liaison for School Administrative Unit #29, 193 Maple Avenue, Keene, New Hampshire 03431.

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 03431.

### **Civil Rights**

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, School Administrative Unit #29, 193 Maple Avenue, Keene, New Hampshire 03431 or [ndeutsch@sau29.org](mailto:ndeutsch@sau29.org)) or the Section 504 Coordinator: (Richard Matte, Director of Student Services, School Administrative Unit #29, 193 Maple Avenue, Keene, New Hampshire 03431 or [rmatte@sau29.org](mailto:rmatte@sau29.org)).

### **Normal Channel of Complaints**

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

1. 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 complaint may carry it to the appropriate administrative assistant, (Middle School, High School); the directors, e.g. student activities, media services; the appropriate building principal, the Superintendent's office; the Board of Education.
2. If the citizen 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.