

# **Nelson School Student / Parent Handbook**

**2017-2018**



## Table of Contents

Staff List .....	
Welcome Letter.....	
Civil Rights.....	
Operations.....	
Annual AHERA Notification.....	
Internet and Computer Network Policy.....	
Volunteers.....	
Student Records.....	
Report Cards.....	
Homework.....	
Complaints.....	
Field trips .....	
Discipline .....	
Harris Center Update .....	
Title 1.....	
Student Services (previously Special Education Services).....	
Flre Drills/Safety.....	
Sexual Harassment Policy.....	
Pupil Harassment Policy (Bullying).....	
Health Services.....	
When should you keep your children home?.....	
Immunization Requirements for the 2016/2017 School Year.....	
Nelson School District Policy #2030 .....	
Notification of Rights Under “FERPA”.....	
Appendix / other information .....	

## Staff Directory

Ron Upton.....Principal  
Joy Birdsey.....Administrative Assistant  
Clndy Benner.....K/R Teacher  
Laurel Fortier.....1/2 Teacher  
Kristin Roach.....3/4 Teacher  
Emilia Whippie Prior.....5/6 Teacher  
Lara Underkoffler.....Student Services Teacher  
Glenn Berger.....Guidance  
Bill Slammon.....Psychologist  
Rebecca McLean.....Art Teacher  
Chris Albertson.....Music Teacher  
Michael Hightower.....Harris Center  
Teacher  
Judy Dubriske.....P. E.  
Teacher  
Stacey Gonzalez.....Spanish Teacher  
Erin Bowen.....Tutor  
Mary Symonds.....Tutor  
Cat Seltzer.....Tutor  
Julie Wilber.....Tutor  
Nicole Stevens.....Title 1  
Paulo Brago .....Custodian  
Cynthia Hutchins.....Food Services  
Pat Woodruff .....Nurse  
Joyce Porter .....Speech  
Jill Lewis.....OT  
Katey Davenport.....PT

## **Dear Parents and Guardians,**

Welcome to the 2017-2018 school year! The Nelson staff is excited to welcome back students and families to a year focused on building community within and beyond our school.

The grade groupings are as follows this year: Ms. Benner will be teaching the Kindergarten and Readiness students. Ms. Fortier will be teaching a grade 1. Mrs. Roach will have a combined grade 2 and 3 class. Rounding out our classroom teaching staff is Mrs. Whippie Prior, who will have the grade 4 and 5 students. Miss Underkoffler is our Student Services teacher. We will be sending home a more detailed informative letter once school begins, elaborating on other changes in staffing for the 17-18 school year.

In your registration packet there is an application for Free and Reduced Lunch. This program not only benefits families who may have experienced changes in their financial situation, it also greatly affects funds that are available to our school. Each year your efforts in completing this paperwork enables the school to qualify for federal Title One funds, which provide support for reading and math instruction as well as increased revenues from the State of New Hampshire. I encourage ALL of you to fill out and return the form, even if you do not think you qualify. The information is confidential, can be submitted directly to Keene Food Service, and the benefits for our school are tremendous. In these difficult economic times, I encourage you to take advantage of this opportunity to help your family and our school!

## **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 Superintendent’s office.

## **Operations**

### **Attendance**

1. If your child is going to be absent from school, or late to school, you are requested to call the school by 8:00am or send a note with a brother or sister. If your child does not arrive at school as expected, we want to be sure he/she is safe with you, so we will call home or work unless you have notified us.
2. Any child arriving late must report to the office with a parent or guardian before going to the classroom. This enables us to keep accurate attendance records.
3. A request to have your child excused from school early should be written and sent in on the morning of dismissal. The time and reason for leaving should be included. When possible, medical and dental appointments should be made outside of school hours. Parents, you will need to sign your child out in the school office when leaving and sign back in upon returning to school.
4. A child will be released only to parents unless the school has written notification from you granting permission for someone else to pick up your child.
5. A request to have a child excused from school for two or more days for reasons of family absence should be made in writing to the principal prior to the absence. Make-up work is required.
6. If students are to be allowed to participate in extracurricular activities, they must attend all classes on the day of the scheduled activity unless excused as per procedure written above.
7. The State of NH mandates attendance at schools. Missing more than 10 days (or 20 half days) constitutes truancy and forces us to take actions which involve filing paperwork with the court system. We will be in communication with families if attendance is poor to avoid this process. It is important for students to be in school for their academic progress.

### **Annual AHERA Notification to Building Occupants:**

The Nelson Elementary School has been inspected for the presence of asbestos containing materials. The condition of these materials will be reviewed every six (6) 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 school office during normal business hours. Copies may be made on request at a cost of ten (10) cents per page.

NB: ACM were found in the boiler gaskets of the furnace which has since been completely removed and in the floor tiles, which have been encapsulated. Nelson School will continue to monitor the condition of the encapsulated ACM and post our notice annually.

- See appendix (pg. 23) for current notification regarding asbestos.

### **Internet and Computer Network Policy**

Our internet connection has been established for educational purposes which include staff development, curriculum improvement, classroom projects and limited individual research activities. Students and teachers have access to the World Wide Web in each classroom.

Student access to the Internet provides exciting educational opportunities. This access requires self-control and responsibility because of some of the material available and the exploratory nature of computer searching. Staff at Nelson School will supervise student Internet use. Remember that your child will not have open access to E-Mail correspondence, so the dangers about connecting with strangers online should not be a concern at school.

## **Volunteers**

Parents are welcome and encouraged to volunteer at school. Please arrange your visit by calling the office or your child's teacher. We will have a volunteer form that must be completed for each school year. We will then add you to our volunteer list. 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 visitors use the main entrance, sign in and check in at the office. All other entrances are locked during school hours.

## **Student Records**

All student records concerning an individual student in school are accessible to that student's parents. Parents who wish to review the school records of their child or children are asked to call the principal for an appointment.

Student records include testing information, grade reports, health data, and personal observations by members of the staff regarding strengths and weaknesses of an individual student. These records may not be shared with others outside the designated staff without your written permission under the provisions of the Family Educational Rights and Privacy Act (FERPA).

## **Report Cards**

Parents will receive school report cards three times a year. Two formal conferences are held each year, a parent/teacher conference in December and a parent/teacher/student conference in June. Additional conferences may be initiated by either the parent or the

teacher. We will keep close contact with you concerning the progress of your child(ren) and we expect the same from you. Please feel free to contact the classroom teacher regarding anything that concerns you or your child.

#### 2017-2018 Reporting Dates

October 20 Progress Reports go home

December 1 No School – Conference day

January 25 Progress Reports go home

March 22 Report Cards go home

May 5 progress Reports go home

Early June Parent/Student/Teacher Portfolio Conferences TBD

In order to receive a copy of your child's final report card, all school and classroom books must be returned or paid for if misplaced.

#### **Homework**

Challenging homework assignments and good study habits are keys to academic success and future success in adult work life. Homework is the practice that reinforces classroom work and becomes the link that can allow parents to become involved with their children's education. Homework teaches students to organize their time, to work independently and develop good study skills and self-discipline.

Parents can help by providing a study area at home, setting aside a specific homework time free from interruptions, monitoring work, and above all showing an interest.

Teachers will continue to help by informing parents of homework routines, being sure the child is prepared to handle the homework, and by working with the students on the results produced.



Homework is assigned beginning in the primary grades. Amounts and frequency of homework are determined by each teacher and depend on the age, ability and skills of individual students. Homework may include both short and long term assignments and may involve practice, enrichment, reading, writing, family projects and/or research. If your family is planning a vacation that will occur while school is in session, you should understand the following:

- Classroom instruction from the teacher will be missed and teachers cannot teach lessons over again upon your child's return.
- Materials cannot be sent with you if they are not yet prepared for the students who will be here. Plan on making up work upon your child's return.
- The teachers will save materials for your child to complete upon your return, but the responsibility for getting and completing those assignments will rest with you.

## **Complaints**

Parents should speak first to their child's teacher if they have a question or concern about their child's progress, program, or school. Most concerns are answered by speaking directly with a child's teacher. If for any reason parents are not satisfied at this level, they should go to the principal. If a matter remains unresolved after going to the principal, parents are asked to contact the Assistant Superintendent of the Towns and the School Board in that order, until the matter is resolved.

## **Field Trips**

Field trips are a valuable extension of the classroom that can bring to life classroom learning. These trips are considered to be school activities and require that school regulations shall be in effect. Parental permission slips are sent home and must be returned to school in order that the student is allowed to participate in the scheduled event. Phone calls will not be allowed on the day of the trip for verbal permission.

Students are still required to attend school and alternative academic lessons will be provided for any student who does not attend the field trip. Due to the ever increasing transportation and admission costs, parents may be asked to contribute financially towards certain field trips. At any time you have a concern or need in regard to the cost involved, please call the school.

## **Discipline**

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

The children of Nelson School are expected to follow the following principles of student conduct:

- Respect for law and those given the authority to administer it shall be required of all students. This includes conformity to school rules, as well as general provisions of the law.
- Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall be expected of all members of the school community.
- Respect for real and personal property, pride in one's work, achievement within the range of one's ability, and exemplary personal standards of courtesy, decency, honesty, and wholesome attitudes shall be maintained.

## **Harris Center for Conservation Education**

The Harris Center, a non-profit organization based in Hancock, New Hampshire, provides classrooms in the Monadnock region with expertise in environmental education. The Harris Center's goal in elementary schools is to cultivate a personal relationship between children and nature by:

- bringing students in contact with the local landscape
- guiding the development and use of age appropriate science skills in an environmental context
- encouraging students to experience nature as a source of inspiration and creativity
- building and experiential foundation for ecological literacy
- instilling appreciation in students which will cause them to behave in an environmentally responsible way

We here at Nelson School are fortunate to have the opportunity to provide instruction from the Harris Center included as a weekly special for each classroom. Students will be outdoors as much as possible for that time, so please be sure they're dressed appropriately.

## **Title I**

Title I is a federally funded program which provides supplemental help in reading and math. It is funded entirely through a Federal Grant known as Title I ECIA (Educational Consolidation and Improvement Act). This program is available for Nelson School children in Kindergarten through fifth grade.

Students are referred by their classroom teacher. Standardized tests, and teacher recommendations are used to determine Title I eligibility. The student will receive extra help in reading and/or math from a trained Title I Instructional Associate, who works

closely with the regular classroom teacher. It may take place in the classroom or in another work space. The instruction is always in small groups or one-on-one.

Parent involvement is extremely important and necessary. Communication with parents is instrumental throughout the school year. Three progress reports are sent to parents during the school year. One parent conference is scheduled during the school year to share the child's performance and progress. Parents are also encouraged to visit and participate in the Title I program throughout the year. Suggestions to parents on how to help provide and promote education in the home setting is always emphasized and encouraged.

Near the end of the year, all Title I children are given another Standardized test to show the growth the child has made in reading and math. The results are shared with the classroom teacher and the parent. This helps to determine the child's eligibility for Title I services for the following school year.

### **Student Services (previously Special Education Services)**

Since the early 1970's many changes have been made in laws affecting the education of handicapped children. This is known as Student Services. The Federal Laws are Public Law 94-142 (the Education for All Handicapped Children Act) and Section 504 of the Rehabilitation Act of 1973. The state law in New Hampshire is RSA 186:C. Here in brief, is what these changes mean for your child.

- Your handicapped child between the ages of 3 and 21 is entitled to a free public education that is appropriate to meet his/her needs.
- Your child should be educated as close to home as possible with children who are not handicapped. (This is often referred to as education in the least restrictive environment).

- Tests given to your child must not discriminate on the basis of handicap, racial, or cultural background.
- You, as the parent or guardian, can participate in making decisions about your child's education.
- You must be notified in writing when changes in your child's education are being considered.
- You and the school are entitled to make use of an appeal when differences of opinion occur.
- You have the right to see your child's school records, to have them explained, and to obtain copies.

#### What Handicaps Entitle Children to receive Student Services?

The handicapping conditions that are mentioned in student services laws are:

- visual impairments
- hearing impairments
- speech and language impairments
- mental retardation
- multi-handicapping conditions
- serious emotional disturbances
- physical impairments
- learning disabilities
- other health impairments (e.g., epilepsy, diabetes)

If a child is found to have one or more of these conditions and it substantially interferes with his/her ability to learn and perform in school, then the child is entitled to student services and related services.

The kind of help and student services a child may need depends on the nature of the handicap and the degree to which it affects his/her ability to learn.

### *Inclusion Student Services*

Nelson School believes in and celebrates the individuality and uniqueness of every child. Its practice of inclusion – to meet the individual needs of each student within the regular classroom to the greatest extent possible-reflects that philosophy. We strive to provide students, staff and parents with the support to enable all students to be successful in their classrooms!

### *Where Do You Begin?*

If you suspect that your child has a handicapping condition that may require student services, contact the school and let us know your concerns.

### Steps to Take?

#### *Step One: Referral*

If a student is having difficulties, parents are encouraged to talk with the teacher. If difficulties are not corrected, parents and the teacher have a responsibility to bring the matter to the attention of the school's Child Study Team. To make a student referral, a parent should contact the child's teacher and or school counselor.

#### *Step Two: Evaluation*

Information is gathered from multiple reports in order to develop a specific plan based off of the child's needs.

#### *Step Three: Individualized Education Plan (IEP) Meeting*

After determining that your child is educationally handicapped, a written Individualized Education Plan (IEP) must be developed to fit your child's needs and abilities. You MUST be invested to the planning meeting to discuss your child's Individualized Education Plan (IEP). IT IS ESSENTIAL FOR YOU TO ATTEND IF YOU WISH TO BE INVOLVED IN YOUR CHILD'S PLAN. Remember, you have known your child longer than anyone at school and have important information to offer.

The IEP is a written plan outlining what kinds of services your child will receive during the school year. It should state, among other things, who will provide the services, and when and how your child is currently performing, and the goals set for him/her for the year. The IEP is written annually and must be reviewed and updated at least once a year.

#### *Step Four: Placement*

Where your child is "placed" will be decided, in large part, by the services and goals set out for him/her in the IEP. In almost every instance, however, this will mean the same public school any other child of similar age would normally attend. Some children may need to attend a private day school or residential facility to receive appropriate services. Since each handicapped child is different, placement decisions must be decided on an individual basis. Above all, all handicapped children are entitled to be educated as close to home as possible and, wherever appropriate, with other non-handicapped children. Once the placement decision is made, you will receive a document called the Annual Statement of Placement (ASP), along with your child's IEP. The ASP contains all the important information which has been determined throughout the educational planning process such as your child's educational evaluation and information concerning placement. You will be asked to sign this form stating your approval or disapproval. If you approve the ASP, your child will begin to receive services. If you do not approve the ASP, you have the right to appeal it or any other decisions you don't agree with to a state impartial hearing officer.

### *What Rights Do Parents and Students Have?*

As the parent of a handicapped child, you and your child have several rights that are protected throughout the educational planning process including:

- Prior Written Notice: You will be notified in writing whenever the school proposed to initiate or change, or refuse to initiate or change, the identification, evaluation or placement of your child. The written notice must include a description of the action planned by the school and reasons for such action.
- Written Consent: Your informed written consent is required before the school tests your child, places your child in a special education program, or changes the services offered to him/her.
- Independent Evaluation: You have the right to have your child evaluated at your own expense, and to have the results of that evaluation considered by the Evaluation Placement Team. If you feel that the school's evaluation is incomplete or inaccurate, you may request that the school pay for the independent evaluation. The school can then either agree to pay for the evaluation, or request and (an) appeal (Due Process Hearing) from the State Department of Education which will decide whether or not the original evaluation was adequate.
- Examination of Records: You have the right to review your child's file from the school at any reasonable time. If you wish, you may obtain copies of your child's file from the school at a reasonable cost. For further details, see Keene School District Policy #8801. "Access to Student Records."

### **Fire Drills/Safety**

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



## PURPOSE OF EMERGENCY RESPONSE PROCEDURES

1. Drop, Cover, and Hold Procedure: The drop cover and Hold is activated in order to protect students and staff from falling objects or items that may become “projectiles”. Incidents that may require the activation of this response action may include but are not limited to; explosions, earthquakes, gunshots and unannounced severe wind events.
2. Secure Campus (lockout): The secure Campus response is activated when necessary to protect staff and students from a threat from outside the school building. Incidents that may require the activation of this response action include but are not limited to; a police chase near school and a direct or indirect threat to a school.
3. Shelter-In-Place Procedures: The Shelter-In-Place response action is activated when it is necessary to protect staff and students from airborne hazardous materials, toxic smoke or nuclear material. Shelter-In-Place may be activated when there isn't sufficient time to safely Off-Site evacuate a school or as a precautionary measure while awaiting transportation resources to arrive.
4. Lockdown Procedure: The Lockdown response action procedure is activated when it is necessary to protect staff and students from a violent intruder or any other situation, such as a wild animal in the school, that would entail securing staff and students in their classrooms or other areas that are able to be locked.
5. Evacuation Procedure: The evacuation response action procedure is activated when it is necessary for staff and students to exit the school building when the fire alarm activates or an incident in the building poses an unsafe environment.
6. Reverse Evacuation Procedure: The Reverse Evacuation response action procedure is activated when it is necessary for staff and students to enter the school quickly in order to avoid a dangerous or potentially dangerous situation outside the school. Examples of some potential situations are; rabid animal or a stranger on grounds, or an external Hazardous Material event.

7. Scan Procedure: The Scan response action is activated when it is necessary for staff to look around any area for any item which doesn't belong there. Scan will be activated in the case of a Bomb Threat but could be utilized for any situations that require the staff to look for an item which may cause harm.

## **Sexual Harassment Policy**

No student should be made to feel uncomfortable because of remarks or touching directed to or about the student in a way that is sexually offensive. That is sexual harassment. Students are encouraged to discuss such harassment, whether by a peer or an adult, with their parents and or with school personnel – teacher, counselor or administrator – with whom the student feels comfortable. The teacher, counselor or administrator shall immediately involve the building principal for appropriate resolution. A copy of 2065 Board Policy #5052 on sexual harassment can be obtained by contacting the SAU #29 Title IX Compliance Administrator, 193 Maple Ave, 357-9005.

## **Pupil Harassment Policy/Bullying**

Nelson School District Policy # 2064

The Board is committed to providing a safe school environment in which the members of the school community are treated with respect. "Bullying" interferes with the proper school environment. Accordingly, the Board has established a procedure intended to minimize and prevent bullying by dealing with such acts of verbal or physical abuse.

This policy and procedure is directed to students who bully other students.

Nevertheless, adults bully too. Any employee or contractor who bullies students shall be referred to appropriate personnel for prompt and appropriate investigation, discipline and or assistance.

House Bill 1523, the Bullying Bill, has been enacted into law. This Law prohibits bullying, harassment, intimidation and cyberbullying. Cyberbullying includes the use of

electronic devices, including cell phones, email, text messaging and websites. The cyberbullying definition includes Facebook bullying incidents. Cyberbullying may include a single incident, as well as a pattern of conduct. Bullying activities may take place on school grounds, at a school-sponsored event or outside of school if the conduct that occurs outside of school substantially disrupts orderly school operations.

The law mandates investigations of bullying, harassment, intimidation or cyberbullying and must be initiated within five school days of a reported incident. The law also requires our school to provide training on preventing, identifying, and responding to incidents of bullying, harassment, intimidation or cyberbullying. The training must be provided to school employees, volunteers, parents, and employees of any company under contract with a school who will have significant contact with students.

## **Health Services**

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

Nelson School employs a registered nurse for six hours per week. In the absence of the nurse there will be at least one person currently trained in first aid and CPR available. The school nurse is available to assist with questions and concerns that relate to your child's health. The school nurse works closely with teachers and others to ensure that your child's educational goals are being met.

It is critical that the school has a way to reach you in case of illness or injury. This can be updated on the enrollment form, and by calling the school whenever there is a change. The emergency contacts also need to be kept current.

The school nurse will annually conduct health screenings. These include distance vision and hearing for grades K-5 and upon referral, height and weight for all students, and postural screening for scoliosis for the fifth and sixth grades. You will be notified of any abnormal results with a recommendation for follow up with your healthcare provider.

The school nurse maintains health records for every student. It is important to keep these records current as they will go with your child through high school. If you have any health concerns and how this may impact their school day, please let us know. Medical information is confidential. As your child ages, boosters of immunizations are required for school. When your child gets a shot, please ask for a copy for their school health record.

Any medication brought to school must be delivered by an adult and given to the school nurse or designated assistant. The student must take any medication with the supervision of the nurse or designated assistant.

Non-Prescription Medications – if your child requires an over the counter medication, we must have your written permission, and the medication in its original container. The use of over the counter medications at school is discouraged.

Prescription Medications – There are times when it is necessary for children to take medicine at school, for example an antibiotic. In order to do this we must have a written order from the doctor, written permission from a parent or guardian, and the medication must be in the original pharmacy labeled container. The school can only keep a 30 day supply of any medication. These rules are to ensure the safe administration of medication.

*When You Should Keep Your Child Home From School* – You should keep your child home if he/she has a fever associated with symptoms or behavior changes, vomiting,

diarrhea, or rash that is associated with a fever or change in behavior. If your child is not well enough to fully participate in the day's activities, this is a good indicator to keep them home. If your child has signs of any communicable disease they will be sent home, and excluded from school as per New Hampshire State Law. Some common diseases are listed below with specific times they can return to school:

- Chickenpox – 1 week after skin lesions appear, lesions must be all crusted over.
- Conjunctivitis – 24 hours after the start of medication if bacterial (determined by Dr.)
- Impetigo – 24 hours after treatment started
- Strep – 24 hours after treatment started
- Hepatitis – when cleared by a physician to return
- Mononucleosis – when child is able to fully participate
- Pinworm and Ringworm – 24 hours after treatment started
- Scabies – after treatment is completed
- Pertussis – after five days of antibiotic treatment
- Mumps – 9 days after onset of swelling
- Measles – 4 days after onset of rash.
- Poison Ivy, Oak, Sumac lesions are not contagious. Only send your child to school if they are able to fully participate.

### *Physicals and Immunizations*

All students need to be immunized and have a physical examination prior to school entry in accordance with New Hampshire State Law. All immunizations must meet the required intervals between dose and age requirements.

### **Immunization requirements 2017-2018 School Year**

- Four or five Diphtheria, Pertussis & Tetanus (DTP/DT/DTap)

- Four or Three Polio Vaccine
- Two Measles, Mumps, Rubella (MMR Vaccine) (after 12 months of age)
- Three Hepatitis B Vaccine
- Two Varicella (Chickenpox) Vaccine

## **Nelson School District – Policy #2030**

Fully acknowledging that the Superintendent has the statutory authority to assign all public school pupils according to their educational needs, it is the intention of the Nelson School Board that placement and assignment of pupils to classes in the Nelson School will be based on the following criteria:

1. Academic achievement of the student
2. Development of maturity of the student, considering mental, physical, emotional, and social growth
3. R.S.A. 10:1 and R.S.A. 193:14

### *Administrative Procedure to Accompany Policy #2030*

#### Entrance and Assignment of Pupils

In admitting and assigning students to Nelson School, the following criteria will be utilized by the school staff that is given this responsibility by the Superintendent of Schools:

- A. In general, pupils transferring into the school will be placed in the same grade level and program as the school from which they transferred.
- B. Coded students will be placed under regulation of R.S.A. 186-c
- C. Entering Kindergarten pupils shall have evidence of reaching the age of five years on or before September 30 following the opening of the school in September.
- D. Entering grade one pupils shall have evidence of reaching the age of six on or before September 30 following the opening of school in September.
- E. Requests for variance to the above criteria must be made in writing and submitted to the Assistant Superintendent of the Towns no later than May 30 preceding the opening of school. With variance requests, the administration will arrange to have the child observed, assessed or tested, using appropriate school

tests, at parental expense. These observations and assessments may include and are not limited to the following:

1. permission to contact and speak with the child's preschool
2. permission given to visit and observe child in preschool setting
3. child visitation to Kindergarten class for period of time without parent
4. assessment completed by the following members of the placement team:
  - Kindergarten teacher
  - Speech and language teacher
  - Physical therapist
  - Reading specialist
  - Readiness/first grade teacher
  - Guidance counselor
  - Student Services teacher
  - Principal

Parents of children becoming residents of the school district between May 30<sup>th</sup> and the opening of the next school year may apply to the Superintendent of Towns office in accordance with the above procedure. The observation/assessments/tests that your child will participate in, provide the placement team with information on your child's cognitive, social, emotional, and physical readiness for entering kindergarten and will serve as the basis for granting or denying the request for early admission.

### **Notification of Rights Under "FERPA"**

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (eligible students), certain rights with respect to the student's education records. They are:



- The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the Principal a written request that identifies the records that the parent of the 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.
- The right to request the amendment of the student's education records that the parent or eligible student believes is 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 Principal, clearly identify the part of the record which is believed to be in need of change, and specify why it is inaccurate or misleading.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorized 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 personnel); a person serving on the School Board 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, or assisting another school official in performing his or her tasks. A school official has legitimate educational interest if the official needs to review an education record or to fulfill his or her professional responsibility.
- 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 name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education

600 Independence Avenue, SW  
Washington, D.C. 20202-4605

Directory information is not published by the School Districts of SAU #29 except as this may occur in school formats such as yearbooks, award announcements, programs/bulletins published for athletic or other co-curricular events, and similar achievement oriented publications. A parent of an eligible student, who objects to a student's directory listing in such publications, should contact the Superintendent of Schools in writing by September 20<sup>th</sup> of the school year.

ANNUAL NOTIFICATION OF BUILDING OCCUPANTS

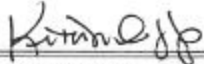
TO: The Students and Staff of

Nelson Elementary School

The Nelson Elementary School School 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 location identified below during normal business hours. Copies may be made on request at a cost of 10 cents per page.

FROM:

ASBESTOS COORDINATOR:	Kenneth Dooley		
SIGNATURE:		DATE:	August, 2017
LOCAL EDUCATION AGENCY:			
SCHOOL BUILDING:	Nelson Elementary School		
ADDRESS:	441 Granite Lake Road		
CITY:	Nelson	STATE:	NH
		ZIP CODE:	03457

