

2017-2018 Wheelock School Handbook

School Hours, Absences, Closing & Delays

School Hours K-5

8:20 a.m. – 3:00 p.m.

The bell rings at 8:20, which will signify the students' entry into school. Classes begin at 8:30.

Students who walk to school or are driven, are to arrive at school no earlier than 8:10 a.m. Students will be supervised inside when the temperature is below 15 degrees or on stormy days.

Breakfast:	Grades K-5	8:05 – 8:20 am
Lunch:	Grades K-1	11:50 – 12:15 pm
	Grades 2-3	12:15 – 12:35 pm
	Grades 4-5	12:40 - 1:05 pm

Absences

Parents should call the school (352-2244) before 8:45 a.m. to inform us of children who are absent or tardy. Voice mail is available before and after office hours. Calling school saves us time and lets us know that your child is safe. If you do not call, school office personnel will call the home or workplace of parents or guardians for verification of the student's absence. IF NO CONTACT IS MADE BY TELEPHONE ON THE DAY OF THE ABSENCE, PARENTS OR GUARDIANS ARE REQUIRED TO SEND A NOTE GIVING THE REASON FOR ABSENCE upon the student's return to school.

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

School Closing Emergency Notification & Information

State law mandates we must have 180 days of school each year, and any day that school closes must be made up. The Keene School District seldom deviates from the school calendar. If school closes because of weather, emergency, or natural disaster, WORD OF THIS WILL BE BROADCAST OVER KEENE'S RADIO STATIONS AND WMUR TV (CHANNEL 9). This information may also be obtained by going to the SAU 29 website, www.sau29.org, and click on the school closings tab.

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Delayed Opening

Occasionally, school opening will be delayed for two hours due to a winter storm. Should this occur, buses will pick up children two hours later than their usual time. School will begin at 10:20, and students should not arrive before 10:05. A bagged breakfast will be available when there is a delay.

School delays are announced on local radio stations, on WMUR-TV (channel 9), or the SAU 29 website (school closings tab).

Emergency Notification (Blackboard Connect), Procedures & Evacuation

Emergency Notification

This is an automated message system to keep in touch with Wheelock School and Keene School District families. You will receive special notices, emergency information, school delays and cancellations through this electronic (email or phone) automated system.

In order for this system to work properly, it is imperative that you inform the school of any changes to your contact information, including phone numbers, cell phone numbers and e-mail addresses.

Emergency Procedures/Evacuation

In the event of an emergency, or severe weather warning such as a tornado, we ask that parents not call the schools, as we will need open phone lines to communicate with emergency services. Please tune in to local radio stations, or refer to 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 Atrium at Rhodes Hall at Keene State College. Rhodes Hall is the building to the left of the arch on Main Street at Appian Way.

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In the event of an emergency, parents should:

1. Remain calm.
2. Refrain from calling or coming to the school.
3. Follow instructions received by automated phone system.
4. Listen for instructions on the local radio stations.

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

Student-Parent Emergency Reunification Procedures

Should an emergency require us to relocate Wheelock students and personnel to Rhodes Hall, or should there be an unexpected event that substantially changes our dismissal procedures, the following process will be followed:

- Teachers will not be permitted to dismiss students directly to parents.
- An orderly student sign-out process will take place.
- Please bring identification to the pickup site.
- Parents will sign out their children with the school secretary and office aide. Parents will only be allowed to sign out their own children, or children for whom we have written consent on file.
- The school will provide transportation for those who are not picked up. For those within walking distance, the school will provide a safe escort at the conclusion of normal school hours.

Emergencies are times of stress. Please assist us by adhering to these procedures, which will enable us to concentrate on caring for our students.

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

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Social Curriculum/Guidelines

Student Conduct

Wheelock School and Home Compact

This is an agreement between students' families and school staff. Families and schools working together create successful students.

The Family will:

- Encourage respectful, responsible and safe behavior at all time
- Ensure my child consistently attends and arrives to school on time
- Share information about needs and concerns with school staff
- Check backpacks, folders, or HABS daily
- Support homework completion and WEB reading
- Attend school sponsored events and conferences
- Pick up my child on time from school or the bus stop

The Student will:

- Arrive at school on time, prepared and ready to learn
- Follow school rules of Respect, Responsibility and Safety
- Ask for help when needed
- Share the school day with my family
- Complete and return homework
- Develop skills to persevere, overcome obstacles and succeed

The School Staff will:

- Create a welcoming, safe and supportive learning environment to foster student learning
- Communicate regularly with families about student progress
- Demonstrate and expect respectful, responsible and safe behavior
- Provide high-quality curriculum and instruction
- Be positive role models
- Provide opportunity for parent involvement

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To make our school a safe environment for all, the following are expected behaviors upon which school rules are developed (Note that the school bus is considered 'school' for expected behaviors):

1. Be Respectful

- Treat others as you want to be treated
- Celebrate differences
- Be a good listener

2. Be Responsible

- Take care of school tools and property
- Use self-control
- Own your actions and accept consequences

3. Be Safe

- Follow directions
- Be aware of your surroundings
- Be in control of your body

Code of Conduct

How to be Respectful, Responsible and Safe at Wheelock School:

- Be Respectful. Follow directions. Listen to others. Follow the rules for classrooms, hallways cafeteria, specials, bathrooms, etc. Be a good sport. Respect others' space, privacy and property. Students may not be verbally or physically defiant, threatening or hurtful. Students may not swear, fight kick shove, grab, punch, spit or bite.
- Be Responsible. Use kind words and manners. Take care of your things and school tools. Keep your area clean and neat. Help keep the school clean. Raise your hand. Ask for help. Tell an adult if there is a problem.
Students may not mistreat instructional tools.
Students may not intentionally hurt other's feelings or be mean.
Students may not scream, tease, bully, harass or use rude or abusive language.
Students may not leave a mess for others to clean up.
- Be Safe. Students must listen to adult directions, stay with their class, and make safe choices. Students may not leave school grounds without an adult.
Students may not throw objects, tip over furniture, vandalize or steal.
Students may not possess cigarettes, lighters, matches, caps, fireworks, ammunition, empty bullets, or bullet casings, drugs or alcohol.
Students may not possess knives, guns, weapons or toy weapons.

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Possession of a weapon is considered a serious offense. Further definition is available by reviewing NH RSA 193:13.

Student Expectations

- Attend school daily and on time.
- Do your work.
- Place backpacks and outdoor clothing neatly in classroom closet.
- Be respectful. Learn to disagree without being disagreeable.
- Listen to adults.
- Be safe in school and on the bus.
- Bring a note from your parent/guardian with any changes to your daily routine.
- Invitations to parties may only be distributed at school if a whole class is invited.
- After school plans are to be made at home.
- Electronic devices such as iPods or games may not be brought to school.
- Respect all areas of the school building and grounds.
- Cell phones must be turned off during school and stored in backpacks
- Walkers go directly home after school unless supervised by a parent. Children returning to play on the playground may do so only after 3:30 p.m.
- Follow playground rules.

Playground:

For the safety and enjoyment of all, children are expected to comply with playground rules before, during, and after school. For consistency, parents are asked to reinforce these rules after school hours.

- Go upstairs and ladders and down slides.
- Establish and follow rules of the game.
- Do not jump off swings or platforms.
- There is no crashing and banging into others nor is there pig-piling allowed.

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In winter:

Students are to be suitably dressed for outdoor play. Students are required to wear snow boots whenever there is snow on the ground. In addition, students in grades K-2 are required to wear snow pants when there is snow on the ground. Students without warm weather clothing will be limited in areas they can play.

- No throwing snowballs or ice.
- No whitewashing.
- Access to snow hills is determined daily based on safety.

Behavioral Interventions/Consequences (examples):

- Take a break
- Brief "think out" time in the classroom
- Redirection
- Time out in another area - "Buddy" teacher's room
- Conversation with principal and/or parents
- Fresh start
- Stay after school
- Organizational tools
- Referral to School Counselor
- Homework Contract
- Community service in school
- Removal from the classroom
- Parent conference
- A written plan for improved behavior
- Restitution
- In School or out of school suspension, etc.

Zero Tolerance Behaviors

- Weapons possession, threat to use, or actual use (KSB Policy JICD #5132)
- Drugs and/or alcohol possession or use (KSB Policy JICH #5144)
- Verbal aggressions, harassment or threat (KSB Policy JICK #5148)
- Disrespect for or damage to property (KSB Policy JICB #5136)
- Physical altercations (KSB Policy JICD #5108)
- Non-compliant behavior (KSB Policy JICD #5108)
- Chronic violation of school or classroom rules (KSB Policy JICD #5108)

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Dealing with these behaviors is the responsibility of the administration and results in individually-determined consequences that may include one of the following:

- Home/school coordination and support
- Restitution
- Suspension
- Interagency referral and planning

The staff of Wheelock School believes that it is imperative that students, parents, and others know exactly what is expected in terms of pupil behavior. It is essential that all parties concerned work together to see that these guidelines and procedures are carried out for health and safety reasons, and to promote good citizenship. The staff believes that the school environment must be conducive to learning. We believe in positive reinforcement of acceptable behavior. Students and families will be treated respectfully, and expect the students to treat each other and the Wheelock School staff respectfully as well.

Curriculum and Assessment

All SAU #29 grade level curricula are available for viewing on the SAU#29 website, www.sau29.org and click on the tab for Departments and then the tab labeled Curriculum and Assessment.

Assessment

SAU 29 believes in "triangulation" or looking at multiple data points in an effort to drive instructional decision-making.

- **Preassessments:** assessments that gauge the learners' prior knowledge, skill, or understanding before initial instruction occurs. An example of this would be a teacher-created quiz utilized about multiplication prior to a new multiplication math unit.
- **Formative Assessment:** assessments that occur during instruction to provide data on how to steer or "inform" subsequent instruction. An example of this is the NWEA MAP test.
- **Summative Assessment:** assessments that occur at the end of instruction to get a final read on what the learner obtained. An example of this has been the NECAP test administered in grades 3-8 and 11, or an end of unit performance task.

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Instruction

Children enrolled at Wheelock School work with their classroom teacher as well as specialists in music, art, physical education, and media. The nurse, guidance counselor, and reading specialist also work with individual students and classes. Title I services are available for supplemental help in math and reading/language arts to students in grades K-4.

Responsive Classroom/Social Curriculum

The five Keene elementary schools follow the Responsive Classroom approach to elementary teaching. The Responsive Classroom model has seven guiding principles:

- The social curriculum is as important as the academic curriculum.
- How children learn is as important as what they learn: Process and content go hand in hand.
- The greatest cognitive growth occurs through social interaction.
- To be successful academically and socially, children need a set of social skills: cooperation, assertion, responsibility, empathy, and self-control.
- Knowing the children we teach; individually, culturally, and developmentally, is as important as knowing the content we teach.
- Knowing the families of the children we teach and working with them as partners is essential to children's education.
- How the adults at school work together is as important as their individual competence: Lasting change begins with the adult community.

Common Core

The Keene School District has adopted the Common Core State Standards (CCSS). These are educational standards adopted by the NH Department of Education along with many other states.

The Common Core Standards focus on increasing students' readiness for career and college. Students explore real life problems as part of their learning. More information will be provided throughout the school year.

Language Arts/Literacy

Language Arts includes phonics, phonemic awareness, reading, oral and written language, handwriting, spelling, and literature. Success in language arts is based upon the student's ability to use and understand words and word patterns with ease, clarity, and purpose. These skills begin with oral language but then become the breakthrough to successful reading and writing. The child's ability to use phonetic and structural analysis to develop comprehension and reference and research skills is involved, as is vocabulary development and extension. Proficient reading comprehension skills enable students to interact effectively with technology, a growing need for all children. The focus of the program is to prepare each student to assume more and more of the responsibility for the satisfaction of his personal, physical, emotional, vocational, and intellectual needs.

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Reading Specialist

The Reading Specialist provides school-wide leadership in the area of literacy. As a member of the Data Team, the Reading Specialist assists in student assessment of literacy skills, progress monitoring, and response to intervention. The Reading Specialist assists in the selection of materials and instructional approaches in all areas of English/Language Arts.

The Wheelock Reading Specialist facilitates our pre-referral process through the KIDS Team (Kind Intervention Directed at Students). The Reading Specialist works closely with the Title 1 staff in assessing, developing intervention programs, and monitoring students requiring remediation. Additionally the Reading Specialist will work directly with selected classroom groups or individual students.

Mathematics

It is the ultimate goals of the mathematics program to have the children recognize the many quantitative and spatial relationships in the world and to be able to use mathematics to understand them. Through the use of concrete, semi-concrete, and abstract experiences, a child is provided with alternative ways of learning to his/her own capabilities and motivation. The staff believes that learning the number facts is basic to success in mathematics.

The Keene School District utilizes the mathematics program, Eureka Math. This program uses a much different approach from the way most of us were taught mathematics. The program utilizes approaches that result in a deeper understanding of mathematics concepts, while still striving for fluency. There will be a great deal of communication from teachers to parents explaining the program and providing homework hints. Please read all math information carefully!

Science

The science program is devoted to the precept that children learn best by inquiry and active engagement. To accomplish this end several hands-on science programs are used.

The science program centers on major concepts to elaborate the interactive principles of science. Concepts include matter, energy, organisms, weather, and ecosystems. Children's experiences and investigations focus on the physical and life sciences. Many science units and study programs are added to the existing curriculum by the creative skills of the classroom teacher and visiting instructors.

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Physical Education

The physical education program is a developmental PE program that focuses on the components of health related fitness. These are cardio-respiratory endurance, flexibility, muscular strength and muscular endurance. Students participate in activities such as running, jump rope, curl-ups, push-ups, shoulder taps, and stretching to help them reach their fitness goals.

Students in grades K-2 concentrate on basic movements called loco-motor and manipulative skills.

Students in grades 3-5 work on putting skills and movements together in games and activities. These may include soccer, Ultimate Frisbee, basketball, volleyball, gymnastics, lacrosse and softball.

All students must wear sneakers and pants or shorts for physical education class.

Health/Wellness

Good health is essential for everyone; therefore, it is a necessity that we emphasize its importance and prepare our students for a healthy, as well as productive life. There are three areas in the health education program - environmental health, personal health, and mental/social health. The health curriculum strives to develop desirable lifelong health habits and attitudes in the students.

Social Studies

Social studies is composed of units of study that can be classified under the topics of sociology, government, economics, history, geography, and anthropology. Social studies are made relevant and meaningful through the extensive use of integrated and multi-media approaches, which may include literature as well as computer-accessed information. Various units of study are carried out at each grade level. Field trips within and outside of Keene serve to enrich the program. The social studies program helps children understand the complex and diverse world in which they live.

Technology

Wheelock School is a fully networked building and classrooms have at least one computer connected to the network. A computer lab of twenty-four stations is located in Wheelock's Media Center. In compliance with CIPA certification, Wheelock uses a filtering program. Security software is also in place for protection and confidentiality of student and staff work. An additional computer and scanner on a portable table are available for classroom use. There are many iPads and Google Chromebooks available in the classrooms for instruction.

All computers are connected to the school network and ultimately the Internet. We have a security program which requires all users to identify themselves for network access. The Keene School District has an Acceptable Use Policy, which must be signed by both parent and student annually in order for a student to use our school computers.

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All classes have weekly instruction in the computer lab, developing basic skills such as signing in, keyboarding, word processing, editing, internet searches, the use of media, etc. The State of New Hampshire requires that each student graduating our schools have a digital portfolio of artifacts upon graduation. That portfolio is begun in kindergarten, and will follow your child to graduation. Each artifact in the digital portfolio is directly related to the grade level curriculum.

Music

Music is a part of every child's experience in school and out. The philosophy of the music program is to develop an appreciation and understanding of all types of music, to provide experiences that otherwise might not be available and to help each child acquire skills towards literacy and musicianship.

Through participation in a variety of musical activities, students have opportunities to develop self-confidence, social interaction and cooperation, responsibility and leadership. They find an outlet to express, to perform, and to create. The ultimate objective of the music program is to enable children to enjoy and appreciate music and things musical for the rest of their lives.

Instrumental Music

Strings – Beginning in grade 3, students have the opportunity to learn orchestral stringed instruments, violin or cello. This program continues through the grades with small group lessons and ensembles.

Band – Band instruments are taught in grades 4-5 continuing into middle and high school. Instruments are taught in small groups, and there is opportunity for evening band work and performances.

Art

The art program is based on the elements and principles of design. Art experiences related to shape, line, color, form, values, texture, balance, variety, symmetry and space are introduced within developmentally appropriate concepts. Students are exposed to a visual environment in which they learn to create, read, write, talk and learn about art. Using a variety of materials, students learn techniques in ceramics, drawing, painting, crafts and sculpture.

The art program is grounded in whole school community activities. Lessons are integrated with language, science, math, and social studies. Appreciation of the arts through community and visiting art specialists helps students become aware of the role of artists, designers and craftsmen.

Students are encouraged to reflect on their own personal experiences and include their own interpretations based on new and previous skills and interests. During a crucial part of a child's development, the art program allows students to learn how to make good choices, reflect on humanity and learn respect for individuality. Students learn how to deal with planning, problem solving and decision-making.

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Library/Media Center

The Library/Media Center functions as the curriculum core of our school. Our resources include not only books and reference materials for all grade levels, but also videos, CDs, DVD's, computer software, magazines, and multi-media kits. Our audio-visual equipment includes TVs/DVD's, computers, video and digital cameras, scanners, photo printers, an interactive whiteboard and iPads. In addition, we also house a multi-media computer lab (for more information please read the technology section).

The Library/Media Center is student-centered and staffed by one professional librarian and loyal parent volunteers. (If there are any parents who would like to volunteer their time, please call the school.) All circulation and catalog functions are fully automated. Each student is assigned a patron bar code number, which s/he then uses to check out materials from the library. Students can access our collection from computer research workstations. In addition, the collection can also be accessed from classroom computers.

Students may check out materials for one week. Teachers, staff and parents may borrow materials for as long as they need them. All materials can be renewed. The number of items borrowed is left up to the discretion of the librarian and teacher.

Parents also may borrow materials from our collection. They are especially encouraged to borrow items from our professional and parenting collections. Parents are responsible for any materials that are damaged or lost by students. A list of missing materials will be sent home at the end of the school year. The original purchase price of a lost book or other item will be charged.

All library materials are carefully chosen for reading level, interest, and relevance to the curriculum. As such they are carefully judged through professional reviews before being purchased by the Media Generalist. The Media Generalist welcomes suggestions for possible selections.

Each classroom has at least one hour of instruction weekly in the Media Center to integrate all aspects of the Center into the curriculum. Subjects and areas covered are direct instruction, book selection, research skills, internet research skills, and various software applications. In order to balance this, collaboration between the classroom teacher and the librarian are necessary. During class time, students have access to all the Media Center offers.

Guidance/School Counselor

The major purpose of guidance education is instruction. School Counseling services are designed to aid each student to obtain the maximum benefit from the instructional program. In addition to acquiring academic skills, each student needs to develop feelings of self-worth, respect for others and a sense of accomplishment.

The guidance program provides direct services to students as well as consulting services to staff, parents and other involved agencies or personnel. Individual and small group counseling are among the services provided. These programs address issues such as appropriate behavior in the classroom and on the playground, and peer and adult relationships. In addition, the counselor serves as a resource person to

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teachers and parents regarding personal safety issues such as human development, substance abuse, child abuse and neglect, death and dying.

The counselor is also responsible for overseeing the administration of standardized testing and student record keeping.

Response to Instruction

During the 2015-16 school year the Keene Elementary Schools will continue to refine our Response to Instruction model (RTI). RTI provides students with targeted instruction in a specific skill area if a student is not demonstrating proficiency in reading and in math.

Special Education

The Wheelock Special Education program provides education services to those pupils with identified special needs. These services include individually prescribed academic programs and may also include speech therapy, physical therapy, occupational therapy, or counseling.

Parents are encouraged to communicate regularly with their child's teacher. Should a parent have concerns regarding a student's progress, then a discussion with the classroom teacher and the Guidance Counselor is recommended. The Guidance Counselor will advise the parent around evaluation of students learning accomplishments or share further concerns with additional staff and/or may assist parents in the referral stages of special education.

Related Services

Wheelock School receives the services of a speech therapist, a school psychologist and an occupational therapist on a part-time basis through the Keene School District. The services of these specialists are available to all students in a consultation model. Our specialists are members of our larger special education team.

Title 1

The Title 1 Program in the Keene elementary schools is a federally funded program that provides supplemental remediation to Kindergarten through Grade 4 students in reading and math. Each student's individual program is based on his/her needs. Lessons are individually designed and closely coordinated with the regular classroom activities. The program is administered through the SAU #29 Title 1 office. Parents of Title 1 students are encouraged to attend Open Houses and visit the Title 1 teachers. Parent involvement can have a positive effect on the children in the program. For further information, please feel free to contact Wheelock School.

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Homework, Vacations, Report Cards & Conferences

Homework

Homework is a necessary learning tool that helps to develop learned skills and responsibility. Homework reinforces the skills learned in school and provides an opportunity for students and parents to work together on learning projects. In order to help pupils in the beginning grades develop these skills, assigning homework on a specific night each week may be helpful to both children and parents. Teachers at grade levels K-2 will assign homework when appropriate. Upper grade teachers will assign homework more frequently to develop study skills that will be necessary to meet the demands of the Keene Middle School.

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 get involved with their children's education. Homework teaches students to organize their time, work independently, use good study skills, and develop 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 student on the results produced.

We assign homework 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 includes both short and long term assignments and may involve practice, enrichment, reading, writing, family projects, and/or research.

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Vacations during school

If your family is planning a vacation that will occur while school is in session please understand the following:

- Classroom instruction will be missed, and teachers cannot re-teach lessons upon your child's return.
- Materials cannot be sent with your child if the materials haven't yet been prepared for the students who will be in class. It is best to plan on making up missed work upon your child's return.
- Teachers will save materials for your child to complete upon their return, however, the responsibility for getting and completing those assignments will rest with you.
- The faculty understands the value of family vacations, but wishes they could all occur when school is not in session. There is no substitute for in-class instruction.

Report Cards/Conferences

A close teacher-parent relationship helps to improve a pupil's performance. Parents are always welcome to call the school office to schedule a conference. Friday, December 1st will be the date of the first scheduled conference day for this school year. Other dates will be announced in monthly notices.

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Dress Expectations

Keene Elementary Dress Expectations

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

Shorts may be worn in warm weather if they are of the following types:

- hiking type
- culottes

A host of other types (many without specific names) long enough to reach the tips of extended arms and fingers when in a standing position that are not:

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

Shoes (for safety reasons primarily associated with stairs, Physical Education and playground equipment):

- sandals must be secure on feet
- no flip flops
- no high heels
- no platform or wedges
- no clogs
- no shoes with wheels

Other:

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

Hats should be stored in closets and may not be worn in the building during the school day.

Appropriate dress for bike/scooter/skateboard riding includes the mandatory helmet.

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School Bus Information

Children living outside the walking limits to school, which is a half-mile for grades K-3 and one mile for grades 4 and 5, are granted the privilege of riding the school buses to and from school. In order to maintain an efficient, orderly and safe means of transportation, children must display acceptable behavior when riding the bus. If good safe behavior should NOT PREVAIL, offending children may LOSE THEIR BUS PRIVILEGE. Immediately prior to school opening, the First Student Transportation Company will publish a bus schedule in the Keene Sentinel.

One of the most important things we do the first day of school, and everyday thereafter, is to make sure each student rider gets on the right bus at dismissal time. Each child boarding a bus at Wheelock has his/her name checked off on the daily bus list. This reduces the chance of students going to the wrong destination at the end of the day. Kindergarten children who ride the bus will wear nametags. Parents can help us by seeing to it that children wear their tags for at least the first two weeks of school. Kindergarten students must be met by an adult at the bus stop. Walking students may not ride the bus without a written note from their parents.

Bus routes and stops are published in local newspapers prior the start of school.

First Student Transportation Rules and Regulations

(352-2303)

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

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

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

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Crossing Guards/Safety Patrol, After School Plans, Bicycles & Parking

Crossing Guards/Safety Patrol

Children crossing Marlboro Street cross at the corner of Grove Street. Children needing to cross Baker Street should cross at the bridge. Guards are on duty from 8:00 to 8:20 a.m. and 3:00 to 3:10 p.m.

The schools regularly caution children about talking with "strangers". We hope parents do likewise. We require that children go directly to and from school and that they walk where they can be clearly seen along the established routes mentioned above. Now would be a particularly good time for you to stress these cautions.

Parents driving their children to school or walking with their children to school should always cross the street at the marked crosswalks. Children should never be sent across the street when there is a lull in traffic.

Wheelock School's Safety Patrol Program works in conjunction with the Keene Police Department. It is supervised under the direction of Mrs. Amy Ballou. The purpose of the program is to provide a safe environment for crossing streets and waiting at bus stops.

Safety patrol members are students in the fifth grade, who have demonstrated qualities of leadership and responsibility. They work very hard in all kinds of weather and deserve the respect, appreciation, and cooperation of all parents and students.

Children are expected to arrive at crossing areas only when patrols are on duty, not before. It is the parent's responsibility to send children at the proper time. Safety is very important to us and is continually stressed at our school. We need your help as parents in reviewing with your child good safety rules and regulations.

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Afternoon Dismissal and After School Plans

Children and their parents should plan after school activities before the children come to school. Children are not allowed to use school telephones or cell phones to arrange after school play dates.

Parents should write a note detailing any change in after school plans. We will not interrupt classes with messages after 2:00 unless it is an emergency.

Afternoon Dismissal is at 3:00 PM. Kindergarten dismissal is at 2:55.

Walkers are dismissed at the same time as bus students. If parents are picking up their children, they must meet them on the walkway in front of the Main Entrance. This enables teachers to see that students and parents have connected.

Parents may not have children meet them off school grounds. We are unable to properly supervise students who are waiting on a corner for a parent who might be caught in traffic or running late.

Bus students, who are riding the bus home, line up in the same location each day. We take safety very seriously, and to this end, check off the names of each student boarding our school buses. This cuts down on students missing buses because of lateness, as well as making sure students are going to the correct destination.

If at the last minute, a parent decides to pick up their child rather than having them ride the bus, please be sure to notify any of the three teachers on duty that you are taking your child. We are able to communicate with each other by radio, and by notifying us, we will know your child is safe.

A Bus Pass is needed whenever a child's after school routine is different. Children must bring a note from home giving permission for them to ride a different bus, or their regular bus to a different stop (friend's, grandparent, or to be picked up by a friend).

Bicycles and Other Transportation

As requested by the Keene Superintendent of Schools, only fourth and fifth graders are permitted to ride bikes, scooters or skateboards to school. By law, helmets are required for all such modes of transportation. Upon arrival on school grounds, students must dismount and walk bikes, etc., to the bicycle racks. Children are urged to lock bikes to the rack. Bicycles should be registered with the Keene Police Department. Students may not ride their bikes to school between the first snowfall and April vacation.

Parking

We apologize for not being able to offer parents parking in our school parking lot. We do not even have enough spaces for all of our employees. All parking at the rear of the building is reserved for staff. Parking is available on the streets around Wheelock, but please look for parking time limits posted on signs. Please do not block the bus loading zones at any time OR PARK IN NEIGHBORS' DRIVEWAYS.

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Telephones, Permissions, Payments & Insurance

Telephone

Except in true emergencies, we discourage use of the school phone by students. If an emergency arises, the student may use the phone with permission from the teacher. Because telephone calls are disruptive to classes, we request that parents call before 11:30 with messages for teachers or students. After that time, we cannot guarantee that the teacher will receive messages before the end of the school day. In an effort to minimize interruptions, calls will rarely be put through to classrooms during the school day.

Cell Phones

Some families choose to have their children carry cell phones. To accommodate this choice, and eliminate distractions, the following will apply:

- Cell phones must be turned off at school and may NOT be used during the school day.
- Cell phones are to be kept in backpacks (in off mode).
- Using the cell phone during the school day to make phone calls, text, access the Internet or take pictures is not allowed.
- Cell phones may not be used on school buses.

Violations will result in confiscation of the phone and require a parent to pick up the phone at school.

Permissions

Periodically NH School Administrative Unit 29 publishes printed material, prepares power point presentations and updates web sites 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's school of attendance.

School Insurance

Parents are given the opportunity to purchase accident insurance for their child. Parents electing to join may do so by contacting the carrier whose name may be obtained on the KSD website www.sau29.org. Click on Parents & Students, Back to School Info and the Student Accident Brochure. If further information is needed, please call the Office of the Superintendent of Schools at 357-9001.

Payments to School

All monies sent to school should be in a sealed envelope with the student's name, classroom and the purpose of the payment, e.g. lunch, field trip, book order. When sending in a check, please include the same information on the check.

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Lost and Found

Please write your child's name INSIDE clothing, hats and lunch boxes. Our lost and found area is located in the hallway outside the main office. We invite you to check this area often. Items are displayed in school, and all unclaimed items are donated to charity.

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Keene School District Policies and Procedures

Full copies of all Keene School District policies are available on the Keene District website at:

http://www.keeneschoolsnh.org/about_us/district_policies

You may contact the school for copies of specific policies or call the Superintendent of Schools at 357-9001.

Sexual Harassment

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

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

Sexual Harassment and Other Illegal Harassment, Discrimination and Sexual Violence Policy for Students

(Excerpts from Keene Board of Education Policy GBAA)

Elementary School Student Policy:

All advances are considered to be unwanted.

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.

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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.

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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, 8th 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.

Approved KBE – 6/9/15

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Normal Channel of Complaints

(Keene Board of Education Policy #1330)

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

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

Pupil Safety and Violence Prevention Policy - Bullying

(Keene Board of Education Policy JICK)

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

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Hazing

(Keene Board of Education Policy JICFA)

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

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

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

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

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

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

Compliance Statement/ Civil Rights/Non Discrimination

(Keene Board of Education Policy AC)

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

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Title IX Compliance Statement

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

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

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

Student Conduct, Discipline, and Due Process

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

The board endorses the following principles of student conduct:

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

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

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

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

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

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

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

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

Attendance, Absenteeism and Truancy

(Keene Board of Education Policy JH)

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

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

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

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

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

Student Dress

(Keene Board of Education Policy JICA)

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

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

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

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

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School Records

(Keene Board of Education Policy JRA)

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

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

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

Data/Records Retention

(Keene Board of Education Policy EHB)

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

Students:

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

A student's Cumulative Folder is a non-permanent record which contains basic biographical information, report cards, standardized test results, examples of work, anecdotal reports, attendance data, disciplinary records¹, and such other information, data, opinions, reports, records, etc. as are inserted by educational personnel and parents in an effort to provide useful information to other educators who participate or will participate in the education of the student.

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

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

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Notification of Rights under FERPA

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

The Keene School District shall not disclose the educational records of a student without the consent of a parent or eligible student except as specifically authorized under the act. A parent or eligible student who believes that a school district is not in compliance with the act has a right to file a complaint with the United States Department of Education at the following address:

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

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

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

Tobacco Products Ban Use and Possession In and On School Facilities and Grounds

(Keene Board of Education Policy ADC)

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

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

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

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

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

Volunteers

Volunteering at Wheelock School provides a way for parents and interested members of the community to give a few hours of their time, individual talents, and enthusiasm, to enrich the school curriculum, build solid relationships and better understanding between the community and school.

How Can You Help?

Volunteers are needed to help in classrooms, the library/media center, the office, with special activities in support of the school, make copies, lead nature walks, go on field trips, listen to young readers who need special attention, share a talent or your experiences traveling, bake for an event, and much more.

What are the Qualifications?

There are no qualifications for volunteers! If you care, you are qualified. No degree, special educational background, expertise or experience is necessary. There is no age limit. All that is required is a fondness for children, an interest in education and a desire to contribute.

School volunteers always work under the supervision of school personnel. If you are interested in volunteering, please contact Wheelock School's Secretary, Ann MacKenzie at 352-2244.