

Family Handbook 2016-2017



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Freedom, NH 03836
(603) 539-2077

**Freedom Elementary School Administration and Office
Staff**

Pat Stone, Principal
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SAU #13 Administration

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Children need...

- Appreciation - for all they bring into our lives.
- Balance - somewhere between too little and too much.
- Commitment - it's the little things we do each day that matter.
- Dreams - to touch the future.
- Empathy - remember what it was like to be a child.
- Family and friends - everyone needs someone to love.
- Guidance - actions speak louder than words.
- Healthy habits - to nurture body, mind and spirit.
- Inspiration - to explore beauty, wonder and mystery.
- Joy - sprinkle laughter and happiness daily.
- Kindness - to learn to care for others as they are cared for.
- Limits - set boundaries and consequences together.
- Mentors - to give wings to their aspirations.
- Nature - to delight in rainbows, butterflies, and shooting stars.
- Opportunities - to discover what truly makes their hearts sing.
- Play - the 'work' of childhood.
- Quiet time - to recharge their batteries.
- Responsibilities - to build self-esteem and self-confidence.
- Security - feeling safe is essential for growth.
- Traditions - keep the family tree alive and sprout new branches.
- Unconditional love - for who they are, not for what they do.
- Values - live yours and encourage them to find theirs.
- Words of encouragement - 'you can do it, I believe in you!'
- XOXOXO's - hug and kiss them each and every day.
- You - your presence more than your presents.
- ZZZZZZZ's - a good night's sleep.

~Meiji Stewart

Freedom Elementary School's Mission

The Mission of the Freedom Elementary School, a small rural community is: To prepare all students to become lifelong learners with the highest standards of personal and academic achievements and excellence; To develop responsible leaders who will participate in and meet the challenges to the competitive global society through the collaborative efforts and resources within the entire community and beyond.

Academic, Social, and Emotional Growth

All children should be held to high academic standards. To ensure this, the Freedom Elementary School's academic program shall be continually evaluated, revised, and enhanced to allow all children to reach their fullest potential. The New Hampshire Grade Level Expectations, the Common Core State Standards, and other appropriate resources as designated by the learning community guide instruction. The instructional team works together to build consistent strategies and programs across and between grade levels that meet the varying needs of the children. Students will have the opportunity to develop skills that will empower them to pursue learning independently beyond the classroom.

Children learn best in a nurturing yet challenging environment - a strength of Freedom Elementary School. Teachers and staff members strive to understand and respond to each child's uniqueness: academically and emotionally. The school continues to build positive community while challenging students to reach high standards. The Freedom School District is committed to providing materials and using instructional strategies that are research based and current, ensuring the appropriate access to technology, and supporting continued professional development. In the Freedom School learning community, each member is responsible for the success of the others. Students, parents, teachers, staff members, and administrators respect each other and themselves, live by the school's rules, work cooperatives, use self-knowledge for change, challenge themselves, and appreciate the ideas and experiences of others.

Community and Parent Involvement

One goal of Freedom Elementary School is to build strong partnerships. The staff's responsibilities to parents include clearly explaining what is to be learned and how children are progressing, as well as assisting parents as they support children's learning at home.

Parent's responsibilities to the school include making sure children come to school every day on time and ready to learn. Parents should actively support children's learning in all parts of their lives. Parents are encouraged to participate in their children's school experience by attending school events, volunteering, and openly communicating with the staff about their children.

Freedom Elementary has traditionally enjoyed the strong support of the community. The school continues to build that relationship by listening to community opinion, accessing resources, answering questions, and encouraging the community to learn about the school goals and programs. The school recognizes that it is part of a larger community with many diverse needs and the school must be responsive to these commitments.

Educational Services

Special Education

Special education is available to provide diagnostic, consultative, and remedial services for children who may qualify. This may include services to support learning from special education teachers, a psychologist, a speech pathologist, an occupational therapist, or a trained instructional assistant depending on the results of the evaluation or a diagnosis identifying special learning issues. Children with special needs are defined as those children between the ages of three (3) and twenty one (21) who require alternative instructional approaches to those provided through the regular classroom program in order to appropriately access curriculum and instruction. A referral/placement team consisting of parents and school personnel determines this need.

Response to Intervention (RtI)

We are creating a platform in which support is available to students in all grades who may need additional instruction and reinforcement in reading to meet grade level expectations. The need for this support is determined through the administration of a school-wide assessment at the beginning of each year. Children are offered short-term, focused, research-based instruction in areas of need. Progress monitoring is frequent and participation is adjusted based on the results.

Title 1

Title 1 is a federally funded program provided for the purpose of helping identified students to improve their basic skills by supporting and reinforcing classroom instruction. Depending on the availability of funds, eligible students may have access to supplemental help in math and reading. Eligibility is determined through the administration of an assessment and teacher referral. Progress monitoring is frequent and participation is adjusted based on the results.

Title 1 Parent / Guardian Involvement

This parent involvement policy was developed in cooperation by the administrative team at Title I schools, parents of participating students, and the school district. It will be made available to all parents/guardians of participating students.

District Requirements:

- Annually Title I Program staff will involve parents in the development of the Title I Plan and Title I Program Evaluation through feedback from surveys and interpersonal communication. The Title I staff will continue to solicit their involvement in school improvement efforts.
- The school district and administration team will strive to build a school and parent capacity for strong parental involvement. The team will also provide technical and advisory assistance in development and implementation of the plan and effective parent involvement activities.
- The school district staff will coordinate and integrate Title I parental involvement strategies with other programs.

Title I School Requirements:

- The Title I School will hold an annual meeting in a timely manner to inform participating families about the program, parental rights and responsibilities, and opportunities for

partnership between the school and home in building the student's academic skills. At the initial meeting the staff will....

- ensure that all parents receive the 'Parents Right to Know' document regarding teacher qualifications;
 - provide information about the assessments used in determining eligibility and the nature and content of specific programs that will be used to supplement classroom instruction;
 - provide written information about the results of their particular student's assessments and the content of the program in which their child will be participating in within one week of the start date for their child's instruction; and
 - follow-up with phone calls to clarify any information needed.
- Parents will be informed of meetings in writing and if possible, invited personally via phone call. If there is a need expressed for childcare or transportation the Title I program will make arrangements for students (when appropriate) and siblings to be cared for on-site during the meetings free of charge to the parents. If needed, transportation will be made available to parents wishing to attend.
 - Additional meetings may be scheduled during the year to provide an opportunity for parents to ask questions and gain information about academic development and strategies to help their students succeed. Meetings will be geared toward meeting the expressed needs of the parents with regard to their student's academic development and skills.
 - Parent feedback will be gathered to assess the program's effectiveness and to help inform future decisions about its scope and content.

School Counselor

The School Counselor assists students in the areas of personal, social, emotional, and academic needs so that they may fully access the school experience. The counselor works closely with staff and parents to provide appropriate support for children and families. The counselor has a myriad of responsibilities including facilitating classes about acceptance, decision-making, and problem solving. This person also helps individuals and small groups of children who may need support to be successful within the school setting.

Admissions

Kindergarten children must be five years of age on or before September 30th of the year they enter school. By law, any child age (6) six prior to September 30th must be enrolled in a public school, an approved private school, or an approved home school program. First grade students must be (6) six years of age on or before September 30th of the year they enter school and shall enroll at the beginning of the school year.

When registering at Freedom Elementary School, the following are required:

- Birth Certificate
- Proof of Residency
- Proof of Custody (as appropriate)
- Record of Immunizations
- Health History Form
- Record of Physical Examination within 1 year of registration
- Student Registration Form

- Request for Records (as appropriate)

Promotion and Retention of Students

In order to meet the needs of all students academically, socially, and physically a set of procedures are put in place (IKE-R).

- By Feb. 1st teachers must submit to the Principal the name of any student who MAY be considered for retention.
- During February the Principal and the teacher will meet to discuss the student's progress to date:
 - Academic strengths / weaknesses
 - Current performance level
 - Attendance
 - Possible interventions
- By March 1st the teacher will conduct a parent conference to discuss the possible retention.
- By May 15th teachers must submit to the Principal the name of any student who WILL be considered for retention.
- By May 20th the Principal will notify parents, in writing, of the consideration for retention and begin meeting with a student assessment team consisting of the Special Services Director, classroom teacher, guidance counselor, nurse, and parents to discuss the social, emotional, developmental, and academic implications of retention as well as the outcomes of previous interventions.
- The Principal will make the final decision whether it is in the student's best interest to be retained in the current grade, or, with a written recommendation, placed in the next grade and so notify parents prior to the last day of school.

Parent's Right To Know - Notification

The "ESSA" legislation includes provisions for all school districts receiving funds under the federal Title I grant guidance. FES receives Title I funds, therefore the school district is required to annually notify all parents of the following:

The Freedom School District is notifying every parent that you have the right and may request information regarding the professional qualifications of your child's classroom teacher. This information regarding the professional qualifications of your child's classroom teachers includes, at a minimum, the following:

- Whether or not the teacher has met state qualification and licensing criteria for the grade levels and subject areas taught
- Whether or not the teacher is teaching under emergency or other provisional status
- The baccalaureate degree of the teacher and any other graduate certification or degree held by the teacher, and the subject area of the certification or degree
- Whether or not their child is provided services by paraprofessionals, and if so, their qualifications
- Notification of your child's achievement

If at any time your child has been taught for 4 or more consecutive weeks by a teacher not highly qualified, the school will notify you.

Student Records

Parents may have access to their child's records and may have copies of any information in the record. If parents wish to review their child's record, they must first ask the building principal. The principal will then supervise the gathering of records and meet with the parents to review the contents. The parent must give a minimum of 24 hours notice before reviewing records.

Asbestos Annual Notification

It is a requirement of the Asbestos Hazard Emergency Act (AHERA) that building occupants and their legal guardians be notified of asbestos containing material in the Freedom Elementary School. The asbestos containing material is categorized under the Operations and Maintenance section of the AHERA Management Plan. This plan is available for review at the School Administrative Unit #13.

PLEASE NOTE: Tiles in the primary wing of the building probably contain asbestos; however, the floor has been properly sealed and inspected. There are no issues at this time per our most recent building inspection.

Disclosure of Directory Information

The School District of Freedom defines "Directory Information" as: Name, Address, Telephone Number, Date of Birth, Place of Birth, Major Field of Study, Participation in Officially Recognized Activities and Sports, Weight and Height of members of athletic teams, Dates of Attendance, Degree, Awards, Photographs, and most recent Educational Institution Attended. Effective October 1, 2014, upon written request, the Districts of Freedom Elementary School will release such directory information to all external institutions possessing a valid educational reason for using such information as determined solely by the School Principal. Parents and students may refuse designation of any or all of the above categories of personal information as directory information for a specific student, provided that a written request to that effect will be received by the Principal, no later than October 1, 2016.

Emergency Information

The Student Information sheet is completed each year for each student attending our school. This sheet indicates emergency as well as directory information which parents are requested to keep updated throughout the year.

Family Educational Rights and Privacy Act (FERPA)

~Notification of Rights under FERPA for Elementary and Secondary Schools~

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

- The right to inspect and review your student's education records within 45 days that the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the School to amend a record that they believe it to be inaccurate. They should write the School principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. The School can decide not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- 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 interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]**

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

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

Individuals with Disabilities Education Act (IDEA)

In 1975, Congress enacted the law now known as the Individuals with Disabilities Education Act (IDEA). This law was reauthorized in 1977, 1997 and 2004 and provides eligible children from ages 3 to 21 who have a disability adversely impacting their educational progress, with a free and appropriate education via a special education program and related services.

The law establishes a two-prong eligibility standard. Special education and related services of IDEA are available to students who have documented disabilities and who need special assistance to benefit from education. Once a child is found eligible, a team including the child's parents and representatives of the public education system develops an individualized education program (IEP) or individualized family service plan (IFSP) that includes the services and supports necessary to meet each child's unique needs. The Freedom School District fully complies with this law. For more

information or to initiate a referral for your child, contact the Building Principal. A description of parents' rights under the IDEA can be found at the New Hampshire Department of Education website by clicking on the Procedural Safeguards Handbook link or by contacting your local school to receive a hard copy.

IDEA, Section 504, and ADA Child Find Notice

It is the policy of the Freedom School District to generate public awareness of the rights of students with disabilities and to ensure that all students with disabilities are referred to the School District. All referrals will be directed to the Building Principal and the child's parent or guardian will be notified of any referral.

The Freedom School District provides special education, related services, and accommodations to eligible children with disabilities who reside within the District. Freedom School District desires to identify, locate, and provide notice of its responsibilities to every qualified child with disabilities in its jurisdiction, including children who are homeless, who are wards of the state, and who are being home-schooled. Freedom School District also seeks to identify and locate children with disabilities attending private schools located within the District.

If you suspect that your child or any child living within the boundaries of this school district, ages 0-21, is or might be a student with disabilities, please contact the Building Principal.

Protection of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

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

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

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

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

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

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and

3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

There are no activities requiring parental notice and consent of opt-out for the upcoming school year. However, if surveys and activities are scheduled after the school year begins; the Freedom School District will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and be provided an opportunity to opt their child out, as well as an opportunity to review the surveys.

Arrival

The school day begins at 9:00 a.m. Children enter the building at 8:50 a.m. or as otherwise allowed by the office. Students arriving prior to 8:50 a.m. will be expected to wait patiently, and calmly outside the front door as weather permits. Please be aware that no supervision is provided prior to this time.

Dismissal

The end of the school day is at 3:30 p.m. To ensure the safety of our school community, please come to the office to dismiss your child for an appointment. While we communicate with the classroom teacher, we ask that you wait in the Office or Lobby to meet your child. Students being picked up, walkers, and bike riders will wait in the library until the buses have departed. The teacher on duty will bring students to the lobby for dismissal. If you need to dismiss your child prior to the 3:30 p.m. bus departure, please park your car beyond the bus lane. Bicyclists, walkers, or student's being picked up need a note. Please Note: The driveway is a one-way road, so please exit properly.

Specials

Each K through 6th grade class will participate in a minimum of one session of art, music, library, guidance instruction, and two sessions of physical education each week. Each class will have an assigned day and time for each special. If school is not in session at that time, the special will not take place or be made up; the students will attend the next week. Technology instruction will be facilitated by classroom teachers at all grade levels throughout the school day based on the SAU curriculum and state guidelines.

Meal Programs

In cooperation with the Madison School, the Freedom Elementary School offers a breakfast and lunch program daily. The cost for breakfast is \$1.25 per student and lunch is \$2.45. Both meals include milk or juice. Snack milk costs 30 cents. Although we expect payment in advance, no child will be denied a meal. Checks should be made out to Madison Lunch Program. New this year parents may establish a "My School Bucks" account and use a credit or debit card to pay for their child's meals. Please note there is a \$1.95 fee per transaction when paying this way.

Homework Standards

Homework will be meaningful, varied, and related to current or past work based on individual and class needs. It is an opportunity for students to practice what they have learned and for

teachers to see how well students have understood an assignment. Homework IS a component of the grading process in grades 3-6. Students in upper grades are encouraged to keep homework assignment books. Long-term projects and studying for tests are considered when homework is assigned.

In assigning homework, your child's teacher will attempt to spread out assignments to "average" the following length per day:

*Grade K - 2: 10-20 minutes

*Grade 4: 30-45 minutes

*Grade 3: 20-30 minutes

*Grade 5 - 6: 30 - 60 minutes

Study Hall

Study Hall is for students who have not completed their daily assignment and/or homework. Once a student has completed their work, they are free to go out to recess. Study Hall is available Tuesday - Friday. Students are responsible for requesting, completing, and returning missed homework assignments to the teacher within a reasonable period of time. Teachers will arrange with each student a timetable for completing missed assignments.

Visitors to the School

All volunteers and visitors (persons not acting at the time as an employee of the School District) to the school must ring the bell to the left of the inner front doors and, when allowed, enter through the door and report immediately to the school office. Visitors will be asked to sign in upon arrival noting the time and their destination within the building. Volunteer or visitor passes will be issued and must be worn at all times while in the school building or on school grounds. Anyone not wearing a badge will be asked to return to the office immediately.

Please return the volunteer or visitor badge and sign out in the office prior to leaving the building. The school staff must know who is in the building at all times to ensure student safety as well as to account for all persons present in the event of an emergency.

Volunteers

The staff and students of FES are grateful for the many hours given by parents and community volunteers to assist in classrooms and to provide supervised direct instruction to individuals and small groups. Such a gift of time is invaluable to our children and, we hope, rewarding for our dedicated volunteers. Criminal background checks, as per state law, will be conducted for all employees and any volunteer who regularly is assigned and meets with students on a one-to-one basis.

Building Use

The community is encouraged to use the Freedom Elementary School for meetings, programs, activities, etc. To schedule an event please see the Administrative Assistant to complete the *Request For Use of Facilities Form* that will need to be approved by the Principal.

Dress Code

"The responsibility for appearance rests with the parents and the students themselves. Parents have the right to determine their student's dress, providing that such attire complies with the health code of the State of New Hampshire and does not interfere nor disrupt the educational

process of the school. The building principal is authorized to implement this policy, provided such regulations are approved by the Superintendent.' ~Policy JICA

Students should be dressed in a manner appropriate to school. ***Some current clothing styles should be reserved for family time or recreational purposes.*** Short skirts, tops such as halter, half-tops or those with very thin or no straps, and other similar items are not allowed.

Students may not wear clothing that advertises alcohol or tobacco, contains profanity, or promotes the use of an illegal substance. Students are not allowed to wear hats, hoods, bandanas, or sunglasses while inside the school building.

Footwear must be safe. Sneakers are required for P.E. Should a difficulty arise due to a child's attire that cannot be immediately handled at school, his/her parents will be notified and asked to bring a change of clothing.

Backpacks

Backpacks should be sized to fit into the school cubicles provided for their storage. We are not promoting a particular product but suggest a basic or youth sized bag.

Research has shown that carrying excessive weight in a backpack can lead to various health problems for children. Experts recommend adjusting the weight and distribution of items to prevent shoulder, neck, and back problems. The following should be used as a guide:

- The weight of the loaded backpack should not exceed 15% of the child's body weight.
- Straps should be padded.
- Both straps of the backpack should be worn over the shoulders.
- The bottom of the pack should rest on the curve of the lower back. It should not rest more than 4" below the waistline.
- Pack waist belts should be fastened for extra support.
- The weight in the backpack should be kept close to the body with the heaviest items closest to the back.
- Consider a backpack with wheels if the loaded pack is above the recommended weight.
- Only carry necessary items to and from school each day.

Much of what students carry back and forth to school could easily be left at one place or the other. Boys and girls should bring only the items needed for learning each day.

Drug Free/Smoke Free Zone

Freedom Elementary School is a Drug Free / Smoke Free environment. Smoking is not allowed on school property.

Electronic Devices

Technology can be the basis of misunderstandings and misuse. Family owned electronic devices are not permitted to be used during school hours and are not recommended to be brought to school. This includes cell phone, iPods, digital cameras, and handheld video games. Students are responsible for the safety of these devices. They are to be turned off and stored in their backpack. If you feel that a cell phone is a necessity, please tell your son or daughter to be sure that it is off and in his/her backpack during the school day. While your child is at school, contact can be made through the office. Any device seen, heard, or found being used by a student during school hours will be turned into the office and a parent/guardian will need to claim it.

Attendance and Dismissal Procedures

School Attendance

School attendance is an important factor of learning. The New Hampshire Truancy Law was revised to emphasize that every effort must be made by parents to have their child(ren) regularly attend ready to participate in all aspects of the school day. Children should be in school every day except in the case of personal illness, a death in the family, legal appearances, professional appointments that cannot be made at any other time, religious holidays or family emergencies. All other absences are recorded as unexcused. If a child is well enough to attend school, s/he is usually able to fully participate in all daily activities. A doctor's note excusing a child from P.E. or recess for a brief time will be honored.

State law and school policy require the school to monitor and enforce attendance requirements. Students with more than 10 absences per quarter will receive a letter from the Principal. The state defines truancy as ten half-days of unexcused absence. If attendance continues to be problematic, the appropriate agency will be informed and asked to intervene on the child's behalf. The state monitors student attendance on an annual basis.

Family vacations should be planned to coincide with school vacation times or days missed will be noted as unexcused. Students who are absent from school will not be allowed to attend any after-school or evening activity or school performance on the day of their absence.

Absences and Written Excuses

If a child will be absent, it is the parent's responsibility to call the school office (539-2077) by 8:45 a.m. and leave a message that includes the child's name and the reason for absence. There is a voice mailbox available from 4:00 p.m. to 8:30 a.m. to report absences or late arrivals. The office staff will answer calls during school hours. A note, signed by a parent or guardian, stating the reason for the absence must accompany each child upon his / her return to school.

The children's safety is a priority with us. Freedom staff members carefully follow an approved administrative procedure if a child is absent and no notification has been received:

- Students arrive at school and report to their classrooms. Teachers take attendance within the first few minutes. The office reviews this as quickly as possible, usually by 9:15 a.m.
- The classroom attendance is carefully checked against the daily list of parental calls. When it is noted that the office has received no notification, the teacher is immediately contacted and asked if s/he knew the child would be absent. If not, an older sibling may be questioned as to whether a child is at home.
- If these steps do not account for the student's whereabouts, a telephone call is made to the parent.

As the school year progresses, more parents forget to call school requiring follow-up by school personnel. Often there are three or more numbers to call in order to contact one parent.

If parents notify the office of absences regularly, the process will progress much more efficiently allowing the school to account for all children's whereabouts in a safe and timely manner.

Tardiness

Parents are responsible for their children's timely arrival to school. Tardiness is to be avoided as it causes children to miss out on beginning directions and the plans for the day. Missing this time puts a student at a disadvantage for the remainder of the day and catching up one

student takes teacher time away from those who arrived on time. When a child is late for school, s/he must report to the office immediately.

Dismissal to a Parent - Early and End of the School Day

Students are expected to be present at school for the entire school day. Early dismissal from school should be requested only when absolutely necessary because of an emergency or an appointment that cannot be made at any other time. Early dismissal must be done through the school office. When taking your child out of school, please send a note with him/her in the morning stating the reason for, and time of, dismissal.

Prior to 3:30 p.m., parents must come to the office to sign students out of school. Once the adult has arrived, the child will be called to the office for dismissal. An adult not known to the school must provide picture identification matching the name in the note from the parent. For safety reasons, no child will be allowed to meet anyone outside of the school office.

In an effort to ensure the safety of all children, records are kept indicating where children are going after school or who is picking them up at the end of the day. In situations where legal custody of a pupil is a serious matter, please be sure that the school office has a copy of the relevant court order so that school personnel may act accordingly.

Dismissal Due to Illness/Injury in School

If a child becomes ill or is injured while at school, the parent will be contacted as quickly as possible. To expedite this process, it is important that current phone numbers for home, cell phones, work, and the emergency contact person(s) are on file. Please call the school immediately if any of these numbers change. If the nurse determines that a child needs emergency medical care, she will call 911, request an ambulance for transport, and notify parents as soon as possible.

Field Trips

A Field Trip is an extension of the classroom to offer a unique learning experience to all students. It is the prerogative of each teacher to plan a Field Trip, which enriches classroom instruction. Parents will be notified in advance and must provide specific permission for their child to participate. Each Field Trip Permission Slip will include a packet for the parent/guardian to review. This pack will contain information regarding the learning experience so the parent/guardian may make an informed decision regarding their child's attendance.

Ski Program & Winter Sports Program

Working in conjunction with the Eastern Slope Ski Club, Freedom offers downhill, snowboarding and cross country skiing lessons to its students which are held at King Pine Ski Area in Madison. This program is considered part of our physical education curriculum. The ski program is available to all students in grades 1-6 for minimal cost. Students not participating in this program will be expected to participate in the Winter Sports Program that offers skating and snow shoeing. Students who are dismissed from school by parents are considered absent from school. Volunteer support is critical; please call for more information.

Bus Behavior

Getting On The Bus:

- Be at the bus stop (5) minutes before the scheduled pick-up.
- Stand at least (10) feet away from the road.
- Wait until the bus comes to a complete stop.
- Watch for the Bus Driver to signal it is safe to board or cross the street.
- Have notes ready and available in a timely manner.

Getting Off The Bus:

- Remain seated until the bus comes to a complete stop.
- Be prepared and ready to exit at your bus stop.
- If you must cross the road, WAIT for the driver to signal BEFORE entering the road.

On The Bus:

- Sit up and face forward.
- Keep hands and feet to self and inside the bus and aisles at all times.
- Talk quietly and use kind words or actions.
- Keep the bus clean and in good condition.
- Listen for and follow adult directions.

Altering Routine After-School Plans

Prior to the Student's Arrival at School

If a parent is requesting that a child alter his / her usual dismissal routine, the child **MUST** have a written note stating the change. If there are after-school activities that require a child to go to an alternative destination, parents will need to send a note to this effect to school. If an adult other than the parent is picking up a child, please be sure that the person has picture identification that matches the name in the note.

Dismissal After the Student's Arrival at School

Safety of our students is an utmost importance. Parents are expected to meet their children at their bus stop, unless specifically specified in a note from a parent / guardian. If the parents or guardians are not at the bus stop, the bus driver will alert the school. The school, in turn will attempt to contact the parents for instructions. If no contact can be made, the bus will return the student at the end of the bus route. The child will stay at school under supervision until someone can be contacted to pick the child up.

School Cancellation, Delayed Opening, and Early Dismissal Procedures

If it becomes necessary to close or delay school because of weather conditions, you will receive a call via the Blackboard Connect Notification Service. Closings and delays will also be announced on WBNC, WMWV (1050 on the AM dial and 93.5 of the FM dial), WIGY (106 on the FM dial), WLNH (1350 on the AM dial and 98 on the FM dial), and WMUR TV (Channel 9). All efforts will be made to make a decision prior to 7:00 AM. A two-hour delayed school opening means school will begin at 11:00 AM.

In the case of an unscheduled early dismissal due to inclement weather or a situation that could impact the students' health or safety, a decision to dismiss will be made by the Superintendent and the radio and television stations will be notified. The Blackboard Connect Notification Service will be activated as well. Parents should discuss the possibility of this happening with their children and ensure that arrangements for their care are in place and known to them. These procedures should be frequently reviewed so that every child will be comfortable if the need arises to send him or her home at a time different from the usual dismissal.

If there is any question as to the destination of a child in the event of an emergency dismissal, the child(ren) will remain at school under adult supervision until it can be resolved.

Transfers to Other Schools

If you anticipate moving, please notify the school as soon as possible either via a telephone call or with a note. This provides the teachers with adequate time to update student information included in the cumulative folder. Before moving, a parent or guardian will need to sign a 'Record Release Authorization.' Student records will not be released to parents but will be mailed directly to the receiving school.

Lost and Found

A 'Lost and Found' bin is located in the hallway between the primary and intermediate classrooms. Please sign in at the office, get a badge, and take a few moments while at the school to check for missing clothing and belongings. Every effort is made to return lost items to their rightful owners. Identification is facilitated when clothing and all personal belongings are clearly marked with the child's name. Unclaimed 'Lost and Found' articles are periodically donated to local charities.

Health Services

The school nurse is responsible for the first aid care of the children who are injured or become ill while under school jurisdiction. This is defined as assistance that will protect the life and comfort of a child until professional care is secured and it is limited to first aid treatment only.

The nurse keeps emergency information for every child on file. This information is necessary and is used in case of illness or injury. Parents should immediately notify the office of any change of telephone number(s), addresses, or places of work for themselves or their emergency contacts.

The nurse must be informed by the parents/guardians of any child who has special medical needs, such as allergies. A child must be kept home if s/he has a temperature, sore throat, earache, cough, contagious rash, or other illness that can be spread to other children. S/he must be kept home if s/he cannot participate in all of the school activities, including recess. In circumstances where a physician's report requires a student to stay indoors or not participate in P.E., the school will request a copy of the report.

Children who come to school with contagious conditions will be sent home immediately. It is the responsibility of the parents to provide transportation.

Administering Medication to Students (RSA 541:A)

In accordance with the State Board of Education and Division of Public Health Regulations, a pupil who is required to take medication prescribed by a health care practitioner during the school day, shall be assisted by the school nurse or another member of the school staff designated by the building principal. This will only occur when the school district has received and filed with the student's health record:

- An adult must bring the medication and correct forms directly to the school nurse or office. For his / her safety and that of the other children, **MEDICATION MUST NEVER BE SENT TO SCHOOL WITH A STUDENT.**
- Children are never to handle medication at school or going to or from school.
- The medication must be in a container with a properly completed pharmacy label including the student's name, the physician's name, the date of the original prescription, the name and strength of the medication, and the dosage directions.
- A written authorization (request from the parent or guardian indicating their desire that the school assist the pupil in matters set forth in the physician's statement), accompanied by a hold harmless release, signed by the parent / guardian.
- The legislature has acted to allow students to possess and self-administer asthma inhalers and epinephrine when specific provisions are met (HB 57&92). Provisions include having a written approval from a health care practitioner with the authority to write prescriptions as well as a parent's written approval. School shall not prohibit students from carrying these medications if the appropriate paperwork is in place.
- Written authorization from a parent/guardian is required for a student to take non-prescription medication. All such medication must be in the original packaging and labeled with the child's name. All non-prescription medication will be stored in the Nurse's Office. Authorization via the telephone will be used only in emergency situations.

Immunization

All children shall be immunized prior to school entrance, according to the current recommendation of the State Public Health Agency. Proof of immunization is a letter, statement or record from your health provider showing each dose of vaccine and the date administered. The law provides that children not in compliance with these requirements may be excluded from school.

A parent/guardian requesting a child be exempt from immunization for religious or medical reasons shall complete an application for exemption. Any child may, at the discretion of the School Board, be exempt for health reasons from all or part of the immunization requirement. Please contact the school principal or nurse for the full school procedure and application.

Insurance

Student Accident Insurance Program is available to all students. Please visit www.NAHGA.com for a registration form or contact the Office.

HIPAA Privacy Rules

The HIPAA Privacy Rule establishes national standards to protect individuals' medical records and other personal health information and applies to health plans, health care clearinghouses, and those health care providers that conduct certain health care transactions electronically. The Rule requires appropriate safeguards to protect the privacy of personal health

information, and sets limits and conditions on the uses and disclosures that may be made of such information without patient authorization. The Rule also gives patients rights over their health information, including rights to examine and obtain a copy of their health records, and to request corrections. Refer to the following website for more information~~

<http://www.hhs.gov/ocr/privacy/hipaa/administrative/privacyrule/index.html>

Rules and Behavioral Expectations

Freedom Elementary School Code of Conduct

The Freedom School Board, administration, and staff are committed to providing a quality education in an environment that is safe and secure. All members of the Freedom community are expected to behave responsibly and be respectful of the school rules and policies as well as the persons and environment around them. Students know what is expected of them behaviorally. If inappropriate behavior occurs or language is used, logical consequences will be initiated to ensure that the behavior will not be repeated. The vast majority of our boys and girls are serious about wanting to take full advantage of the time they spend in school. They are conscientious about their academic endeavors and their school behavior. Most behavioral mistakes are approached as learning opportunities. The child is asked to identify the problem and make a plan to approach future situations differently. It is our goal to keep communication open between home and school. If an incident of a serious nature takes place, parents will be notified.

Parent Responsibilities Include:

- Sending your child to school prepared to participate having had adequate rest and nourishment.
- Actively participating in resolving conflict and problems fairly.
- Communicating your respect for the role of teachers and other school personnel and encouraging your child to do the same.
- Notifying your child's teacher, guidance counselor, or the principal of concerns or issues that may impact your child.

Teacher Responsibilities Include:

- Collaborating with the students in the classroom to establish and maintain a responsible plan of expected behavior. These rules will be communicated to the home at the beginning of the year.
- Maintaining a safe environment for all children in the school building and on the playground.
- Actively participating in resolving conflict and problems fairly.

Student Responsibilities Include:

- Respecting the personal space and property of others.
- Actively participating in resolving conflict and problems fairly.
- Conducting one's self in a safe manner and encouraging the same in others.
- Communicating by listening and showing you value the input of others and sharing your own ideas, thoughts, and feelings in a calm manner.
- Being prepared for school in order to take advantage of every opportunity.

Examples of Misconduct

The list below identifies types of behaviors that are unacceptable anytime during the school day including bus transportation to and from school, anywhere on school property, or at any school sponsored function outside of the school grounds.

This list is not all-inclusive but rather an attempt to provide examples of things that children do that may require disciplinary intervention. The associated responses are guidelines to help faculty and staff provide a fair and consistent response to a discipline problem. The intent of this list is also to provide clarification for students and parents as to the expectations and consequences of behavior.

*Behavior that interferes with the positive school environment. Some examples of this are: Littering, disrespect to classmates or adults, failure to follow school rules, disrupting instruction, pushing / shoving, running / yelling, or cheating.

- Consequences may include but are not limited to the following: A verbal explanation/warning from an adult; a class meeting, taking a break in the classroom; eating lunch in a setting other than the cafeteria; spending time with an adult at recess; an assigned seat on the bus; or making reparations for damaged materials.

*Any frequent, repeated, or serious behavior that disrupts the learning environment or climate of the school. Some examples of this are: Inappropriate language, reckless behavior, teasing or taunting others, defiance or willful disobedience, verbal abuse, or repeated incidences of behaviors such as those listed above.

- Consequences may include but are not limited to the following: A conference with the school counselor or principal; a behavior plan that designated logical consequences for continued misbehavior; a phone call to, or a conference with a parent, detention, and/or, in-school suspension.

*Any intentional behavior that causes harm to property or endangering the safety of others. Some examples of this are: Threats, verbal abuse, theft, damaging or destroying property, harassment, bullying, disrespect to others, smoking or possessing smoking materials, or fighting.

- Each incidence will be fully investigated by the Principal or their designee. Consequences will follow Freedom School Board Policies. This may include but is not limited to the following: A phone call to a parent; a plan for restitution; a conference with all involved parties; in-school suspension; detentions; notification of the Superintendent; notification of the police; suspension, and / or the involvement of outside agencies.

*Any behavior that poses an immediate threat or danger. Examples of this may include: a verbal or written threat of physical or psychological harm, possession of a controlled substance {a drug or other substance identified under Schedules I, II, III, IV, or V of Section 202 (c) of the Controlled Substances Act [U.S.C. §812 (c)]. "Illegal drug" has the same definition as "controlled substance" but does not include such a substance that is legally possessed or under the supervision of a licensed health care professional, or is legally possessed or used under the other authority under the Controlled Substance Act or other provision of Federal Law}, possession of a weapon (weapon means a device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury.

- Each incidence will be fully investigated by the principal. Consequences will follow Freedom School Board Policies. This may include but is not limited to the following; the student's removal from the situation and to the office; an interview of the student and any witnesses by the principal or her designee; the notification of the

student's parents and a request for them to come to the school to pick up the child; notification of the Superintendent of Schools and the Freedom police; suspension from school pending an emergency evaluation by the school psychologist to determine that the individual is not a threat to himself or others; a determination by the principal of under what conditions the student may return to school, upon the information gained from the evaluation consultation and report; and/or, outside placement for educational purpose. All school personnel will honor the student's right to confidentiality.

All weapons will be taken from any person on school property. The Superintendent of Schools, the Freedom Police Department, and parents will immediately be notified. The student shall be suspended from school until such time as said student and his/her parents/guardians meet with the Superintendent, Principal, and the School Board. The Board will decide to reinstate the student, suspend the student for an extended period of time, or expel the student.

Cafeteria

The students and staff want the Freedom cafeteria to be a calm place to eat where there is quiet conversation, cooperation, and everyone takes responsibility for his or her self and area. To maintain a respectful, responsible, and safe environment during lunchtime students are expected to:

- Wash hands before eating.
- Touch and eat only your own food.
- Keep feet and hands to yourselves.
- Promptly find a seat to sit in for the entire lunch period.
- Sit patiently and talk quietly until the table is selected to line-up for hot lunch.
- Be polite and remember to say "please" or "thank-you."
- Ask permission to leave the table.
- Ask for a bathroom pass if the restroom is needed.
- Clean up your area when you are finished eating.
- Enter and leave quietly so that directions may be heard.

Playground

Playing safely is the most important playground behavior!

- Students need to remain within the Freedom Elementary School boundaries.
- Ask permission of the duty teacher to: use the basketball or tennis courts, use shed area, or use the bathroom.
- Use equipment appropriately, properly, and carefully to avoid injury to self or others.
- Wear clothing appropriate for the season and weather.

Pupil Safety and Violence Prevention - Bullying & Cyber bullying (Policy JICK and JICK-R)

Prohibited Conduct

Students are prohibited from bullying and cyber-bullying actions or communications directed toward other students which:

- Occur on, or are delivered to, school property or a school-sponsored activity or event on or off school property; or

- Occur off school property or outside of a school-sponsored activity or event, if the conduct interferes with a student's educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event.

Students are further prohibited from retaliating or making false accusations against a victim, witness, or anyone else who in good faith provides information about an alleged act of bullying or cyber-bullying.

Definitions For the purposes of this policy, the following definitions shall apply:

- "Bullying" means a single significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another student which:
 - Physically harms a student or damages the student's property;
 - Causes emotional distress to a student. For the purposes of this policy, the term "emotional distress" means distress that materially impairs the student's participation in academic or other school-sponsored activities. The term "emotional distress" does not include the unpleasantness or discomfort that accompanies an unpopular viewpoint;
 - Interferes with a student's educational environment;
 - Creates a hostile educational environment; or
 - Substantially disrupts the orderly operation of the school.

"Bullying" shall also include actions motivated by an imbalance of power based on a student's actual or perceived personal characteristics, behaviors or beliefs, or motivated by the student's association with another person and based on the other person's characteristics, behaviors or beliefs if those actions cause one or more of the results in paragraphs (a) through (d) above.

Bullying or cyber-bullying of a student on the basis of sex, sexual orientation, race, color, ancestry, national origin, religion, age, marital status, familial status, pregnancy, or physical or mental disability may constitute illegal discrimination under federal and / or state laws. Complaints regarding such conduct may be processed through the board's procedure described in JBAA, Sexual Harassment and Violence - Students.

- "Cyber-bullying" means conduct defined in Paragraph 1 that occurs through the use of electronic devices.
- "Electronic devices" include but are not limited to telephones, cellular phones, computers, electronic mail, instant messaging, text messaging and websites.
- "School property" means all real property and all physical building and equipment used for school purposes, including public or private school buses or vans.
- "Perpetrator" means a student who engages in bullying or cyber-bullying.
- "Victim" means a student against whom bullying or cyber-bullying has been perpetrated.

Freedom School District Acceptable Uses Policy (see JICL and JICL-R)

The school district has an *Acceptable Use* Policy to efficient, safe, ethical, and legal use of network and Internet resources within the Freedom School District.

Each student is given a copy of the full Acceptable Use Policy with a signature page, which must be signed and returned by each student, and a parent or guardian before the student will be permitted to use any of the school's computers. (Additional copies of the *Acceptable Use Policy* are always available in the Main Office or on the Freedom Elementary School website.

We depend upon families to assist us in making clear to each student the expectations for proper and ethical use of information resources, the importance of assuming that responsibility, and the possible consequences for misuse.

Notice of Nondiscrimination

The Freedom School District does not discriminate in its educational programs, activities or employment practices on the basis of race, color, national origin, age, sex or handicap under the provisions of the Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1967, Title IX of the Education Amendment of 1972, Title 1 Part C Education of Migratory Children, Section 504 of the Rehabilitation Act of 1973, the Education for all Handicapped Children Act of 1975, the McKinney-Vento Homeless Assistance Act. Any person having inquiries concerning discrimination in School Administrative Unit #13 and its school districts as outlined above, and in compliance with the regulations implementing these laws may contact:

Maria Dryer	OR	Assistant Secretary for Civil Rights
Non-Discrimination Coordinator		U.S. Department of Education
SAU #13		Office for Civil Right, Region I
881A Tamworth Road		Boston, Massachusetts.
Tamworth, NH 03886		

School Board

School Board Members

For reference, the Freedom School Board members are listed below. Meetings are generally held at 6 p.m. at Freedom Elementary School on the first Monday of the month. The dates will be listed on the Freedom Elementary School website and at the Freedom Post Office. The Agenda is posted prior to the meeting. Occasionally, there is a need to schedule a Special Meeting and these will be posted the same way. Meeting minutes can be found on the Freedom Elementary School website under the School Board tab.

Todd Desmarais (C)	todd.d@roadrunner.com
Annie-Rae Marques)	986-4139 annieraemarques@gmail.com
Gail Bizer	539-6299 gpb.enchantedcottage@gmail.com
Lisa Charrette	539-2733 lisa_charrette@yahoo.com
Jennifer Viger (VC)	539-7496 jenniferviger21@gmail.com

FREEDOM ELEMENTARY SCHOOL STAFF

Name	Homeroom/Position	Email
Ames, Shannon	Grade 1/2	sames@freedomelschool.com
Briggs, Kareen	Grade 4/5	kbriggs@freedomelschool.com
Stone, Pat	Principal	pstone@freedomelschool.com
TBD	Title I Aide	
Burdette, Sharyn	Transportation	
Cunio, Frank	Custodian	
Desharais, Ray	Transportation	
Deussen, Marsha	Preschool / Primary Teacher	mdeussen@freedomelschool.com
Devine, Mary Pat	School Psychologist	mdevine@freedomelschool.com
Fortier, Phyllis	Nurse	pfortier@freedomelschool.com
Giles, Todd	Grade 6	sixth@freedomelschool.com
Hoyt, Barbara	Administrative Assistant	admin@freedomelschool.com
Knox, Ann-Marie	Occupational Therapist	aknoxot@freedomelschool.com
Lee, Elizabeth	Guidance	guidance@freedomelschool.com
Morgan, Susan	Physical Therapist	
Palmer, Lori	Grade 3/4	fourth@freedomelschool.com
Pohl, Suzanne	Kindergarten	spohl@freedomelschool.com
TBD	Music	
Dacey, Thomas	Art	tdacey@freedomelschool.com
Rivera, Lisa	Custodian	
Shackford, Karen	Reading & Writing Specialist	kshackford@freedomelschool.com
Shackford, KathyJo	Physical Education	physed@freedomelschool.com
TBD	Media Specialist	
Lachowski, Crista	Lunch Coordinator	
Zalenski, Katrina	Special Ed. Teacher	kzalenski@freedomelschool.com

Freedom School Board Adopted: April 13, 2015
 Madison School Board Adopted: April 6, 2015
 Tamworth School Board Adopted: April 16, 2015

School Administrative Unit No. 13 2015-16 School Calendar

September - 19T/17S days

<u>M</u>	<u>T</u>	<u>W</u>	<u>Th</u>	<u>F</u>
	TW	TW	X	X
X	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

January - 19T/18S days

<u>M</u>	<u>T</u>	<u>W</u>	<u>Th</u>	<u>F</u>
				X
4	5	6	7	8
11	12	13	14	15
X	19	20	21	22
25	26	27	28*	TW

May - 21T/21S days

<u>M</u>	<u>T</u>	<u>W</u>	<u>Th</u>	<u>F</u>
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
X	31			

October - 21T/21S days

<u>M</u>	<u>T</u>	<u>W</u>	<u>Th</u>	<u>F</u>
			1	2
5	6	7	8	9
X	13	14	15	16
19	20	21	22	23
26	27	28	29	30

February - 16T/16S days

<u>M</u>	<u>T</u>	<u>W</u>	<u>Th</u>	<u>F</u>
1	2	3	4	5
8	9	10	11	12
X	X	X	X	X
22	23	24	25	26
29				

June - 16T/15S days

<u>M</u>	<u>T</u>	<u>W</u>	<u>Th</u>	<u>F</u>
			1	2
6	7	8	9	10
13	14	15	16	17
20	ER	TW	MU	MU
MU	MU	MU	MU	<u>MU</u>

November - 17T/16S days

<u>M</u>	<u>T</u>	<u>W</u>	<u>Th</u>	<u>F</u>
2	3	4	5	6*
9	10	X	12	13
PC	17	18	19	20
23	24	X	X	X
30				

March - 23T/23S days

<u>M</u>	<u>T</u>	<u>W</u>	<u>Th</u>	<u>F</u>
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

December - 17T/17S days

<u>M</u>	<u>T</u>	<u>W</u>	<u>Th</u>	<u>F</u>
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	ER	X	X
X	X	X	X	

April 16T/16S days

<u>M</u>	<u>T</u>	<u>W</u>	<u>Th</u>	<u>F</u>
				1
4	5	6	7	ER*
11	12	13	14	15
X	X	X	X	X
25	26	27	28	29

- | | | | |
|-----------------------|--|--------------------|--|
| <i>Sept 1, 2</i> | Teacher Workshop Days (TW) | <i>January 29</i> | Teacher Workshop Day (TW) |
| <i>Sept 8</i> | First Day of School for Students | <i>Feb. 15-19</i> | February Vacation (X) |
| <i>September 7</i> | Labor Day (X) | <i>April 8</i> | Early Release for Students (ER) |
| <i>October 12</i> | Columbus Day (X) | <i>April 18-22</i> | Spring Vacation (X) |
| <i>November 11</i> | Veterans' Day (X) | <i>May 30</i> | Memorial Day (X) |
| <i>November 16</i> | Parent/Teacher Conferences (PC) | <i>June 21</i> | Last Day of School for Students and Early Release (ER) |
| <i>November 25-27</i> | Thanksgiving Recess (X) | <i>June 22</i> | Teacher Workshop Day(TW) |
| <i>Dec. 23</i> | Early Release for Students (ER) | | |
| <i>Dec. 24-Jan. 1</i> | Holiday Recess (X) | | |
| <i>January 18</i> | Martin Luther King Jr./ Civil Rights Day (X) | | |

*= End of Marking Term
 MU = Make Up Day