

# Kenneth A. Brett School

## STUDENT-PARENT HANDBOOK



**KeeP Safe      Act Respectfully      Be Responsible**

**2009-2010**

Kenneth A. Brett School  
881 Tamworth Road  
Tamworth, NH 03886  
Telephone: 603-323-7271  
FAX: 603-323-7454

**Noel J. DeSousa**  
Principal

### Tamworth School Board

Laura Pike	Chair	630-2774	l1pike@yahoo.com
Daniel Rowe	Vice-Chair	323-7563	writword@gmail.com
Brenda Robinson	Member	323-3357 (h)	brobinson@bouletgroup.com
Dana Littlefield	Member	323-7151	coeydana@yahoo.com
John Cleveland	Member	323-2306	john@in4c.net

**Jay McIntire**  
Superintendent of Schools  
School Administrative Unit #13  
539-2610

## TABLE OF CONTENTS

<p>Faculty &amp; Staff Directory ..... 3</p> <p><b><u>SCHOOL DAY &amp; SCHOOL YEAR</u></b></p> <p><b>2009-2010 School Calendar</b> ..... 4</p> <p><b>Marking Periods</b> ..... 4</p> <p>School Board Meetings ..... 4</p> <p><b>Daily Schedule</b> ..... 4</p> <p><b>Arrival at School</b> ..... 4</p> <p><b>School Office Hours</b> ..... 4</p> <p>Two-Hour Delay Schedule ..... 4</p> <p>Early Dismissal / Cancellation ..... 4</p> <p>Bus Schedule / Transportation ..... 4</p> <p>Tamworth PTA ..... 4</p> <p>PTA Meeting Schedule ..... 4</p> <p><b><u>GENERAL INFORMATION</u></b></p> <p>School Board Policies ..... 4</p> <p><b>Attendance Procedures</b> ..... 4</p> <p>Kindergarten/First Grade Admission ..... 5</p> <p><b>Staying After School</b> ..... 5</p> <p><b>Bicycles</b> ..... 5</p> <p>Building Use ..... 5</p> <p><b>Lockers</b> ..... 5</p> <p><b>Backpacks / Book Bags</b> ..... 5</p> <p><b>Newsletters</b> ..... 5</p> <p>Disclosure of Student Information ..... 5</p> <p><b>Clothing Regulations</b> ..... 5</p> <p><b>Lost and Found</b> ..... 6</p> <p>Recess ..... 6</p> <p>School Property / Books ..... 6</p> <p><b>Visitors</b> ..... 6</p> <p>Cell Phones / Pagers ..... 6</p> <p>Parent Right-To-Know ..... 6</p> <p><b><u>HEALTH, WELLNESS AND SAFETY</u></b></p> <p><b>Breakfast and Lunch</b> ..... 7</p> <p><b>Emergency Drills</b> ..... 7</p> <p>Reporting Illness ..... 7</p> <p>Immunization ..... 7</p> <p>Insurance Coverage ..... 7</p> <p><b>Taking Medications in School</b> ..... 7</p> <p>Non-Prescription Medications ..... 7</p> <p>Communicable Diseases ..... 7</p>	<p><b><u>ACADEMIC POLICIES AND INFORMATION</u></b></p> <p>K-8 Program Overview ..... 7</p> <p>Open House ..... 8</p> <p><b>Parent-Teacher Conferences/Communication</b> 8</p> <p>Special Services ..... 8</p> <p>Report Cards ..... 8</p> <p><b>Homework</b> ..... 8</p> <p>Guidance Program ..... 8</p> <p>Testing ..... 8</p> <p>Progress Reports ..... 8</p> <p>Promotion / Retention ..... 8</p> <p>Physical Education ..... 9</p> <p>Art ..... 9</p> <p>Music ..... 9</p> <p>Library Media Center/Computer Lab ..... 9</p> <p><b>Internet Use Policy</b> ..... 9</p> <p>Title I ..... 9</p> <p>DARE Program ..... 9</p> <p><b><u>CODE OF STUDENT CONDUCT &amp; DISCIPLINE</u></b></p> <p>Disciplinary System Philosophy ..... 10</p> <p><b>Levels of Misconduct</b> ..... 10</p> <p>Due Process ..... 10</p> <p><b>Disciplinary Consequences</b> ..... 10</p> <p>Behavioral Services ..... 10</p> <p>Searches of Students and School Property.. 11</p> <p>Bullying/Harassment ..... 11</p> <p>Gum, Candy and Soft Drinks ..... 11</p> <p>Demerit System/Disciplinary Probation .. 11</p> <p><b><u>EXTRA-CURRICULAR ACTIVITIES</u></b></p> <p>Interscholastic Sports ..... 11</p> <p>Scholastic Eligibility ..... 11</p> <p>Disciplinary Eligibility ..... 11</p> <p>Clubs and Student Organizations ..... 12</p> <p>Field Trips ..... 12</p> <p>Ski / Winter Program ..... 12</p> <p>Permission Slips ..... 12</p> <p>Fund Raising ..... 12</p> <p>After School Programs ..... 12</p> <p>School Dances ..... 12</p>
--	--

**BOLD items identify issues that require student and parent awareness on a routine basis.**

**Faculty and Staff Directory**

<b>NAME</b>	<b>POSITION</b>	<b>PHONE *</b>	<b>E-MAIL **</b>
Kelly Aliperti	Grade 2 .....	x365	kaliperti@tamworth.k12.nh.us
Terri Allen	Grade 1 .....	x362	tallen@tamworth.k12.nh.us
William Arnold	Alternative Education .....	x383	warnold@tamworth.k12.nh.us
Judith Ashe	Special Ed Aide .....	x384	jashe@tamworth.k12.nh.us
Sally Bachman	Grade 2 .....	x359	sbachman@tamworth.k12.nh.us
Kathy Badger	Special Ed Aide .....	x324	kbadger@tamworth.k12.nh.us
Ellen Blanchard	School Nurse .....	x307	eblanchard@tamworth.k12.nh.us
Heather Booska	Grade 1 .....	x361	hbooska@tamworth.k12.nh.us
Heidi Boothby	Special Ed Aide .....	X325	hboothby@tamworth.k12.nh.us
Kerry Brooks	Physical Education/Athletic Director ....	x303	kbrooks@tamworth.k12.nh.us
Kathi Brown	Administrative Assistant .....	x310	kbrown@tamworth.k12.nh.us
Patricia Caron	Food Service .....	x308	pcaron@tamworth.k12.nh.us
Anne Chant	Grade 7 / 8 Math .....	x363	achant@tamworth.k12.nh.us
Gail Costello	Grade 3/4 .....	x364	gcostello@tamworth.k12.nh.us
Ellsworth Davis	Custodian .....	x393	edavis@tamworth.k12.nh.us
John DeLong	Head Custodian .....	x392	jdelong@tamworth.k12.nh.us
Noel DeSousa	Principal .....	x302	ndesousa@ tamworth.k12.nh.us
MaryPat Devine	School Psychologist .....	x394	mdevine@tamworth.k12.nh.us
Kerry Dubuque	Special Education .....	x356	kdubuque@tamworth.k12.nh.us
Terri Eldridge	Office Secretary/Receptionist .....	x301	teldridge@tamworth.k12.nh.us
Lisa Ferguson	General Music/Band/Chorus .....	x379	lferguson@tamworth.k12.nh.us
Cynthia Furnbach	Speech Therapist .....	x380	cfurnbach@tamworth.k12.nh.us
Abigail Hambrook	Grade 7/8 Social Studies .....	x371	ahambrook@tamworth.k12.nh.us
Scott Hayman	Grade 5/ 6 .....	x369	shayman@tamworth.k12.nh.us
Christopher Kennedy	Behavioral Specialist .....	x368	ckennedy@tamworth.k12.nh.us
Matthew Krug	Grade 3/4 .....	x366	mkrug@tamworth.k12.nh.us
Paula Lessard	Occupational Therapy .....	x313	plessard@tamworth.k12.nh.us
John Marlowe	Reading & Literacy Specialist.....	x312	jmarlowe@tamworth.k12.nh.us
Melanie McBrian	Art / Assistant Principal .....	x378	mmcbrina@tamworth.k12.nh.us
Marcia McKenna	Talented and Gifted .....	x348	mmckenna@tamworth.k12.nh.us
Charles McNevech	Computer Technician .....	x388	cmcnevech@tamworth.k12.nh.us
Karl Nordlund	Grade 3/4 .....	x386	knordlund@tamworth.k12.nh.us
Tracey Noyes	Special Ed Aide .....	x327	tnoyes@tamworth.k12.nh.us
Cynthia Oktavec	Special Ed Aide .....	X390	coktavec@tamworth.k12.nh.us
Dennis O'Neil	Grade 7/8 English .....	x373	doneil@tamworth.k12.nh.us
Kara Ouellette	Title I Teacher .....	x376	kouellette@tamworth.k12.nh.us
Michelle Patton	Grade 5/6 .....	x370	mpatton@tamworth.k12.nh.us
John Perkins	Library-Media Specialist .....	x306	jperkins@tamworth.k12.nh.us
Marilyn Prive	Food Service Director .....	X308	mprive@tamworth.k12.nh.us
Susan Ricker	Food Service .....	x322	sriccker@tamworth.k12.nh.us
Mary Jane Roberts	Special Ed Aide .....	x314	mroberts@tamworth.k12.nh.us
Sharon Roberts	Special Education .....	x305	sroberts@tamworth.k12.nh.us
Calida Salazar	Special Ed Aide .....	x360	csalazar@tamworth.k12.nh.us
Karen Santuccio	Title I Aide .....	X377	ksantuccio@tamworth.k12.nh.us
Jennifer Shinners	Grade 5/6.....	x374	jshinners@tamworth.k12.nh.us
Robin Steward	Special Education .....	x382	rsteward@tamworth.k12.nh.us
Alan Thurston	Head Custodian .....	x343	athurston@tamworth.k12.nh.us
Lisa Tucker	Food Service .....	x349	ltucker@tamworth.k12.nh.us
Donna Ulitz	Guidance Counselor ... ..	x304	dulitz@tamworth.k12.nh.us
Joyce Upson	Occupational Therapist Assistant .....	x375	jupson@tamworth.k12.nh.us
Johanna Vienneau	Grade 7/8 Science .....	x372	jvienneau@tamworth.k12.nh.us
Susan Wald	Kindergarten Teacher .....	X360	swald@tamworth.k12.nh.us
Kim Whitted	Alternative Pgm Aide / Grade 8 Math ....	x387	kwhitted@tamworth.k12.nh.us
P/T T-1 Para	TBA .....		
Tamworth PTA	.....	x311	pta@tamworth.k12.nh.us
<b>Attendance</b>	<b>Daily Reporting of Students' Absences ..</b>	<b>x396</b>	.....
Information	Activities and Closures .....	x397	.....

**Superintendent's Office – SAU #13 – 539-2610**

Bruce Brooks	Transportation Coordinator .....	transportation@sau13.k12.nh.us
Pat Kehoe	Director of Special Services .....	speddir13@ sau13.k12.nh.us
Joanne Dolbear	Finance Manager .....	finance@sau13.k12.nh.us
Jay McIntire	Superintendent of Schools .....	jmctire@sau13.k12.nh.us
Kathrine Barrett	Administrative Assistant .....	admin@sau13.k12.nh.us

**\* Phone calls to other than office personnel extensions during the school day will normally allow the caller to leave a message on the person's voice mail.**

**SCHOOL DAY & SCHOOL YEAR**

**2009-2010 School Calendar**

September 1-2	Teacher Workshops (No School)
September 3	First Day of School
September 7	Labor Day Holiday (No School)
October 2	Early Release, 12:30 PM
October 12	Columbus Day Holiday (No School)
November 10	Parent Conferences (No School)
November 11	Veterans Day Holiday (No School)
November 26-27	Thanksgiving Holiday (No School)
Dec. 24 – Jan. 1	Holiday Vacation (No School)
Jan/Feb-Fridays PM	Winter Ski/Skate Program
January 18	Civil Rights Day Holiday (No School)
January 27	Early Release, 12:30 PM
February 15-19	Winter Vacation (No School)
March 17	Early Release, 12:30 PM
April 13	Teacher Workshop (No School)
April 19-April 23	Spring Vacation (No School)
May 6	Early Release, 12:30 PM
May 31	Memorial Day Holiday (No School)
June 17	Early Release-Last Day for Students*
June 18	Last Day for Teachers *
June 21-25	* Make-Up Days

**Marking Periods**

<b>Progress Reports**</b>	<b>Quarter Ends</b>	<b>Report Cards</b>
October 1	October 30	November 6
December 9	January 22	January 29
March 5	April 2	April 9
May 14	June 11 *	Last Day

\* May be adjusted if make-up days are added to end of year  
 \*\* Applies to those grades issuing Mid-quarter Progress Reports

**School Board Meetings \***

July 8, 2009	January 13, 2010
August 12, 2009	February 3, 2010
September 9, 2009	March 15, 2010
October 14, 2009	April 14, 2010
November 12, 2009	May 12, 2010
December 9, 2009	June 9, 2010

Budget Hearing, February 3, 2010 at 7:00 PM  
 Annual School Dist Meeting, March 3, 2010, 7:30 PM  
 All school board meetings begin at 5:30 PM, unless otherwise posted.

**Daily Schedule – Official School Day: 9:00 AM-3:30PM**

Teachers Arrive	8:45 AM
Breakfast Program	8:45 AM – 9:10 AM
Busses Begin Arriving	8:50 AM
Students Proceed to Classrooms	8:55 AM
Lunch and Recess Schedule	11:40 AM – 1:30 PM
AM Kindergarten Dismissal	11:45 Noon
PM Kindergarten Arrival	12:45 PM
Dismissal	3:30 PM

**Arrival at School**

**Students should not arrive at school before 8:45 AM**

Staff supervision will be provided at that time, however, students will not be allowed in the building until 8:55 AM, unless attending the breakfast program. Only students attending the breakfast program will be admitted between 8:45 and 8:55 AM. Once a student arrives at school, he/she will be required to remain on school grounds

**School Office Hours-Daily 8:30 AM–4:30 PM**

**Two-Hour Delay Schedule**

**No Breakfast Program – No AM Kindergarten**

Teachers Arrive	10:45 AM
Busses Begin Arriving	10:50 AM
Students Proceed to Homerooms	10:55 AM

**Rest of Schedule Same as Full Day**

**Early Dismissal/Cancellation**

In the event of inclement weather or other emergencies, school may be canceled for the day. Notice of closing will be made on WBNC AM radio. Listen to radio stations WMWV 93.5 fm or 1050 am; Watch Portland's NBC station, and Channel 9 (Manchester). Full day(s) missed will be made up during the school year at a convenient time. Early dismissals occurring at or after lunch will count as a full day of school.

**Bus Schedule/Transportation**

The bus schedule is developed in cooperation with the Kennett Junior/Senior High School. Sometimes it becomes necessary to change bus routes and scheduled stops to accommodate changing needs. Parents will be notified of these changes. Bus transportation is a privilege and not a right. Improper behavior will result in a suspension of the privilege.

Parents requesting a change in the bus schedule must contact the transportation director at the superintendent's office.

**Tamworth PTA**

The Tamworth Parent-Teacher Association meets on the first Wednesday of each month at 7:00 PM. All parents and teachers are invited to attend. The PTA is affiliated with the national PTA Association.

\* \* \* \* \*

**GENERAL INFORMATION**

**School Board Policies**

The Tamworth School Board has developed numerous policies relating to issues such as: Governance, Administration, Fiscal Management, Instruction, Students, Personnel, etc. The **"Tamworth School Board Policies" Manual** is available for review upon request at the Brett School office, the Brett School library and the SAU #13 office. Policy manuals may not be removed from the premises however, copies of individual policies can be made upon request for a nominal per copy cost.

**Attendance Procedures**

**If a student is to be absent, parents should contact the school prior to 9:30 AM. Prior to 8:30 AM, please call 323-7271, x396 to leave a message indicating your child's name, grade and reason for the absence.** It is our moral obligation to provide for the health and welfare of each child to account for his/her whereabouts during the school day. Additionally, in compliance with mandatory attendance laws, parents should provide a written note on the first day back to school after an absence indicating the reason for the absence. **When a child is absent from school and we do not hear from parents, we will call either the home or the parents' place of work.**

A student who is to be dismissed early should bring a note signed by the parent to the office before 9:30 AM. Parents may be called to verify the early dismissal. **When a child is to be excused early from school, the parent must stop in the**

**office to confirm the dismissal and sign their child out when the child is picked up.** In emergency situations, parents may have their child dismissed by phoning the school. The student must check out from the school office before leaving.

If your child is out sick from school, he/she is not allowed to participate in a school related extra-curricular program (examples: school dance, skiing, sports team, after school program music performance, etc.) on the day of the absence.

**If the school has to close early** because of bad weather or a problem with the school's normal operation, every effort will be made to notify parents prior to dismissal. In any event, parents should have a place that their child can go in case of such as emergency. Emergency lists are kept at the school. Parents should keep these updated.

**Family Trips** that required a student to be absent from school for an extended period of time require at least one week advance notice to teachers and the principal. Such trips will be accommodated when the student's attendance record and academic performance are in good standing. Parents should fill out a "**Family / Educational Trip Notice**" and submit it to the school principal.

**Make-up work** should be completed as soon as possible after a student's return to school from a period of absence. Parents and guardians are discouraged from keeping children out of school for reasons other than illness. It has often been shown that poor attendance and poor grades go together. Improving one invariably improves the other.

**Tardiness** to school should be avoided. Students who report to school after 9:00 AM are considered tardy to school and should report to the office where a pass will be issued to enter class. Parents of students who are frequently tardy will be notified.

#### **Kindergarten/First Grade Admission**

Kindergarten children must be five years of age, and First Grade children must be six years of age on or before September 30th of the year they are to enter school.

At registration, parents must present the child's birth certificate. All children shall be immunized prior to school entrance according to the current state immunization regulations.

#### **Staying After School**

If your child is staying after school to assist a teacher or for any other reason, please send a note to school confirming that he/she has your permission. A note is also required if your child needs to be dropped off at a different bus stop. Students will be kept after school for assistance or detentions with notice given to the parent.

The school provides opportunities for children to participate in after school team sports activities with parental permission in grades 7 and 8. There is also an organized after school program for all grade levels (see p. 12)

Children not participating in after school activities are required to go directly to their homes after school. **They may not remain on the school grounds as the play areas are not supervised by school personnel.**

#### **Bicycles**

Students using bicycles to go to and from school should display safe riding habits. The use of a helmet is required by law. Also for safety reasons, the bike should be inspected by parents to make sure that it is in good working order.

Students who are in the primary grades are discouraged from riding bikes to school unless supervised and

accompanied by an older student or the parent or guardian. Students who are observed riding their bikes in an unsafe manner while at school or when entering or leaving school grounds will have this privilege revoked.

Bikes ridden to school must be parked at the designated bike rack. Bike riders are not permitted to ride their bikes on school grounds just before or just after school, except to arrive at/depart from school. When bike riders are dismissed, they must immediately leave school grounds so as to not endanger themselves or others around school busses and other vehicles entering and leaving the school.

#### **Lockers**

School-owned lockers are provided for student use in grades 5, 6, 7, and 8. Combination locks will be provided to all students for their individual lockers. Student access to lockers will be provided periodically during the school day according to a schedule established by the homeroom teachers – typically when arriving at school, before /after lunch/recess/specials, and at the end of the school day. School officials reserve the right to search a student locker at any time if there is a reasonable suspicion that the locker may contain inappropriate items or information needed by school officials, (see also Searches of Student and School Property).

#### **Backpacks/Book bags**

**Backpacks** may be used to transport books and other materials to and from school, but must be kept in lockers, or in designated "cubbies" in the classroom during the school day. **Students may not carry backpacks from class to class during the school day.**

#### **Newsletters**

The *K.A. Brett News*, will be published weekly. The school newspaper will feature school news, and information about recent school events, upcoming events, sports schedules, recreation department news, pertinent town events, and a calendar of upcoming school meetings and events. Individual teachers will also send home newsletters about grade or classroom events on a periodic basis.

#### **Disclosure Of Student Information**

The Tamworth School District defines *Student Directory Information* as: name, address, telephone number, date of birth, place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, awards and educational institution most recently attended.

The K. A. Brett School may release such directory information to all external agencies and institutions upon receipt of a request for such information.

Parents and students may refuse release of any or all of the above information provided that a written request to that effect is received by the Superintendent of Schools by November 10<sup>th</sup> of each school year.

#### **Clothing Regulations**

All students are encouraged to dress appropriately and to show good taste in their appearance while attending the Brett school. **Enforcement of the standards indicated below may vary according to what is reasonable and appropriate for the age and grade of students. Regulations apply to boys and girls alike.**

- A student's clothing and general appearance should be clean, and not offensive or distracting to others.

- Students must always wear footwear of some type appropriate for the season. Please remember that **no footwear is to be worn that will mark floors** or is otherwise damaging to school property.
- Crop tops, halter-tops, tank tops with spaghetti straps, or muscle shirts will not be permitted.
- Clothing that exposes a person's mid-section will not be permitted. Students should be able to raise hands and arms above the head without exposing the mid-section.
- Shorts and skirts must be of a modest length. The length of shorts and skirts should be at least half-way between the waist and knee. As a general guide, skirts and shorts should be as long as or longer than the fingertips when hands are held relaxed at ones side.
- Low riding pants or shorts that expose under garments are not permitted even when covered by a shirt tail.
- Clothing that advertises alcohol, tobacco or illegal substances, or that depicts rude and inappropriate remarks will not be allowed.
- Caps/Hats are not to be worn in school, and if worn on the way to school, should be placed in the student's cubby or locker until dismissal. Exceptions to this rule may be applied on certain days designated by teachers or the principal as "spirit" or "hat" days.
- In winter, or during inclement weather, it is suggested that students bring a separate pair of shoes or sneakers to be worn in the classroom different than the footwear (i.e. boots) worn outside for the cold or inclement weather.

These regulations are stated so that they may serve as a reminder that it is the responsibility of each student and his/her parents to use good judgment when selecting clothes for school. Enforcement of regulations is the responsibility of all school personnel, subject to the discretion/interpretation of the principal or his designees. If a student is asked by an adult member of the school staff to address the appearance of his/her clothing, he/she must comply.

### Lost And Found

Parents/guardians are encouraged to place their child's name on each article of clothing for outside use. If your child should come home and report to you that an article of clothing is missing, please take the following actions:

1. Contact the classroom teacher and inform the teacher of the article lost.
2. Check with the office and inspect all the lost/found items collected in the school.

### Recess

Recess is a normal part of the elementary school program. Students should come to school every day assuming they will be going outside. Please review the following procedures.

1. The decision concerning recess in most cases is made by the teacher(s) on duty for the day in collaboration with other teachers whose students are affected and the school administration. It is made in full awareness of the weather conditions and under the realm of common sense and concern for the health and safety of our children.
2. Any question or doubt as to staying in at recess will be referred to the Principal for a final decision. A child will take part in recess unless a doctor's note is received or for a medical reason such as an asthma attack, broken leg, etc.

### School Property/Books

Students are expected to care for the books and

equipment loaned to them by the school. Textbooks should be kept covered for protection throughout the school year. Students must pay for damaged or lost books or other school property deliberately damaged.

### Visitors

Parents and other adult visitors from our community are cordially invited to visit school at any time. The school welcomes an opportunity for providing parents and community members a chance to become better informed about their school. Special invitations are extended for special programs.

**All visitors are reminded to sign in at the main office and receive a visitors badge prior to entering hallways, classrooms and other areas of the school. Visitors who do not display a visitors badge will be escorted to the school office to get one.**

All children planning to visit the K.A. Brett School must request permission several days in advance. Permission must be granted from both the principal and all teacher(s) whose classroom(s) will be visited. Permission for school-aged visitors will be granted only when reasons, in the judgment of the principal, are compelling. **Visitations for solely social purposes will not be permitted.**

### Cell Phones & Other Electronic Devices.

- When brought to school, devices must be kept in the student's locker or cubby, not on their person, and must be turned off or placed in silent mode
- Students must gain adult permission to use a cell phone or other device while at school
- Permission to use a cell phone will only be given when there is an urgent reason
- Use of a cell phone will not be permitted on the school bus, during lunch or recess or in other non-instructional areas
- The school will not be held responsible for devices that are lost, stolen or damaged while at school
- Students not following these guidelines will have their cell phone or other device confiscated

### Parent Right-To-Know

As a Title 1 school, the Kenneth A. Brett School is required to inform you of certain information that you, according to The No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know. Upon your request, our school will provide you, in a timely manner, the following information:

- Whether any teacher at our school has met state qualification and licensing criteria for the grade levels and subject areas in which the teachers provide instruction.
- Whether any teacher at our school is teaching under emergency or other provisional status through which state qualification or if licensing criteria have been waived.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

In addition to the information that parents may request, the school must provide to parents:

- Information on the achievement level of the parent's child in each of the state academic assessments as required. This information is forwarded in a separate report document received through the New England Common Assessment program (NECAP) subsequent to your child being administered the NECAP tests each year.
- Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

**HEALTH AND WELLNESS INFORMATION**

**Breakfast and Lunch**

The Brett School Cafeteria serves both breakfast and lunch daily. **Breakfast** will be served from 8:45-9:10 AM daily to all students eligible for free and reduced price meals. All other students wishing to purchase breakfast may do so for \$1.00.

**Lunch** will be served during four consecutive half-hour lunch periods beginning at 11:40 AM. The full price of lunch will be \$1.75. (Prices may increase this year)

**Pre-Pay System:** Students are expected to pay for lunch when it is served or as part of our pre-pay system. All students will receive a monthly statement and parents will be notified when their account balance is \$5 or less.

**Charging breakfast or lunch is discouraged.** Once a student's account is in arrears \$10 or more, parents will be notified and students will be served a limited lunch (PB&J or cheese sandwich and milk) until the account is paid.

**Emergency Drills**

There will be a number of Emergency Drills (Fire Drills, Lockdown, Cover In Place, Etc.) during the year. Students will be taught appropriate procedures for each type of drill, and each drill will be practiced on an irregular schedule established by the principal. The initial emergency drill of each type will be announced ahead of time. Subsequent drills will be unannounced.

**Reporting Illness**

If your child is ill, do not send him/her to school. With inclement weather come colds, sore throats, and headaches. If a child needs to use cough drops or cough medicine, because of a constant cough, please keep the child at home. Constant coughing not only causes the cougher not to be able to concentrate, it also disturbs the concentration of others. If a child is not able to go outside for recess due to illness, the child should be kept home from school for the day.

**Immunization**

A copy of the student's immunization record must be submitted to the health office before a student will be allowed to start school. Proof of immunization is a letter, statement or record from your health provider, showing each dose of vaccine and the date of administration. New Hampshire Law RSA 200:38 provides that students not in compliance with these requirements may be excluded from school.

Any parent or guardian requesting that his or her child be excused from immunizations for religious or medical reasons shall complete an application for exemption and the required paperwork. In the event of an outbreak of vaccine-preventable disease in the school, the student may be excluded from school, per State of New Hampshire Health Department regulations and recommendations (RSA 141-C:20-d). Religious exemptions will remain in effect for the duration of the student's school experience.

**Insurance Coverage**

The school has purchased a standard benefit level accident insurance to cover all students while they are at school or engaged in school-sponsored activities.

**Taking Medications at School**

In accordance with State Board of Education and Division of Public Health Regulations: Any student who is required to take a medication prescribed by a licensed healthcare provider shall be assisted by the school nurse or another member of the school staff so designated by the building principal, and subject to the school having on file:

- 1). A written statement from the prescribing healthcare provider detailing dosage and time; and
- 2). A written statement from the parent/guardian indicating that the school assist the student in taking said medication.

**Non-Prescription Medications**

Written authorization from a parent/guardian is required for a student to take non-prescription medications (e.g. Tylenol). All such medication shall be held by school personnel.

**Communicable Diseases**

Communicable diseases are to be reported to the school health office. A student shall be excluded from school whenever he/she exhibits symptoms of contagion and shall be readmitted after required isolation and/or treatment.

**Chicken Pox (Varicella):** Student is contagious several days before the outbreak of pox and until all the vesicles have dried.

**Conjunctivitis (Pink Eye):** Conjunctivitis is spread from the discharge of an infected eye. Students should not attend school during this stage. An appropriate eye medication should be obtained from the healthcare provider. Students may return to school 24 hours after starting treatment.

**Strep Throat:** Strep throat is transmitted through close contact with the strep bacteria. Antibiotics are the usual course of treatment. Students may return to school 24 hours after starting treatment.

**Impetigo:** A bacterial infection characterized by isolated pustules which become crusted. Commonly occur around the nose and mouth area. Usual treatment is topical or oral antibiotics. Students may return to school 24 hours after starting treatment.

**Head or Body Lice (Pediculosis):** Current health and school board policy allows for students with pediculosis to attend school. Please contact the school nurse for additional information.

**ACADEMIC POLICIES AND INFORMATION**

**K-8 Program Overview**

**Kindergarten students** are scheduled for either the AM session (9:00-11:45) or PM session (12:45-3:30)

**Grades 1 and 2** are self-contained single-grade classes. The grades K, 1 and 2 instructional programs are closely coordinated, with teachers at all three grade levels working together closely to meet the needs of individual students.

**Grades 3 and 4** are self-contained single-grade classes where the same teacher "loops" with the same class of students for both years.

**Grades 5 and 6** provide a semi-departmentalized learning environment where each of the three teachers teach two of the core academic subjects. Students spend about half of their day with their "homeroom" teacher and one class period with each of the other two teachers.

**Grades 7 and 8** provide a departmentalized environment with each of 4 core teachers specializing in one subject area. Students move from one classroom to the next according to a class period schedule.

### Parent-Teacher Conferences/Communication

Parents are encouraged to contact teachers to schedule a conference to discuss an issue involving their child whenever the parent/guardian feels it is necessary to do so. The best time to call is just after school dismissal, or about 3:45 pm. Messages can also be left for teachers via the school's telephone voice-mail system or the teacher's school e-mail address (See page 3). **Formal parent-teacher conferences are scheduled for Mid-November.** Please check the school calendar. Students do not attend school on this date.

### Open House

At the annual Open House, scheduled in late September or early October, teachers will describe their academic programs and standards for the year. Many teachers will provide an opportunity for parents to sign up for a formal conference in November at the end of the first quarter. The open house also provides an opportunity for parents to become more familiar with the Brett School and its personnel and to become advised of ongoing school-wide events. The Open House should not be used for individual parent conferences. All parents should plan to attend.

### Special Services

The Department of Special Services provides identified special needs students with accommodations and/or modifications to their educational program to meet their individual needs as outlined in each coded student's Individual Educational Program (IEP).

### Report Cards

Report Cards are issued quarterly according to the schedule previously indicated at the beginning of this handbook. Grades K, 1 & 2 do not send home report cards the first quarter. Report Cards are normally issued one week following the end of each marking/grading period. The format and grading system, and subjects assessed may vary from one grade level to the next. Each Report Card provides a summary of the letters and symbols used and their meanings. Parents who desire additional information about the Report Card and grading system should contact their child's teacher(s). Immediately following the issue of a report card is a convenient time to schedule a conference with the teacher.

### Homework Policy (abridged)

**Rationale:** Homework is an important ingredient of the total school program. Homework assignments provide the opportunity to involve and inform parents. Homework provides students with the opportunity to practice and reinforce learning. Homework should not be assigned for disciplinary purposes.

#### Responsibilities of Teachers, Parents and Students

##### ➤ Teacher's Responsibilities:

- Assign homework on a regular basis
- Assign homework that is meaningful and related to learning
- Regularly inform parents about homework
- Assess homework and provide students with feedback

##### ➤ Parent Responsibilities:

- Establish a time and place for homework completion at home
- Discuss homework with their children
- Monitor the completion of homework assignments

##### ➤ Student Responsibilities:

- Maintain a record of homework that is assigned
- Complete homework that is assigned in a timely manner
- Ask questions of teachers and parents

### Homework Frequency and Quantity (weekly average per day)

Grades K-2: 10-20 minutes      Grades 3-4: 20-40 minutes

Grades 5-6: 40-60 minutes      Grades 7-8: 60-80 minutes

"**Homework Counts**": Teachers will provide for the correction of homework assignments. Homework will be counted in grading.

### Guidance Program

The primary function of the guidance program is to act as an advocate for all students. The guidance counselor provides individual and small group counseling as well as classroom guidance education. The counselor often acts as a mediator and problem solver between students and/or students and faculty and administration. The counselor is also an integral member of the school crisis team, and a part of the Teachers' Assistance Team. The counselor acts as a liaison to outside agencies.

At the middle school level, the counselor provides academic counseling and connects eighth grade students to the high school by assisting them with scheduling and transition activities.

The role of the counselor is to provide a safe, caring environment for students and parents to talk knowing that their conversations are kept in the strictest of confidence. Referrals to the counselor may be made by teachers, parents, or the students themselves.

### Testing

Students at the Brett School are required to participate in the testing program provided by the NH Department of Education. That testing program is currently undergoing revision, with a new testing format currently under development. It is expected that all students in public schools in the state of New Hampshire will become part of the New England Consortium Assessment Program (NECAP). Pilot tests for this new program will be implemented at selective grade levels during the current school year.

All students in grades 1-8 will also take the Measure of Academic Progress (MAP) in language arts and mathematics. This is a computer generated and corrected test administered each spring.

All individual test results are reported to parents. School-wide averages are presented to the community at-large.

### Progress Reports

Middle school teachers distribute progress reports at each mid-quarter through the school year according to the schedule outlined under Marking Periods indicated on page 4. The purpose of the Progress Report is to provide each student and his/her parents or guardians with a comprehensive picture of how the student is progressing so far that quarter.

The progress Report is to be taken home by each student, reviewed by the student and his/her parents, signed by the parents or guardian and returned to the homeroom teacher.

When a student has a marked decline in performance that is uncharacteristic of the most recent Progress Report (or Report Card), the teacher will contact the parent directly to note the change and to suggest strategies for improvement.

### Promotion / Retention

Teachers and administrators have developed **standards for promotion** to the next grade level. These standards will be communicated to students and parents.

When standards are not being met, the Teacher Assistance Team will meet with the parents and/or student to discuss the nature of the standards not being met and the means by which the student can remedy the present situation.

When it is determined that a student will not be able to meet standards for the school year, school officials and parents need to develop a plan that will show a measure of success. This plan may include, but is not limited to: **retention** in present grade, social promotion, alternative programming, summer school (as arranged by parent and at parent's expense), and/or tutoring (as arranged by parent and at parent's expense).

### Physical Education

All students in the Tamworth Elementary School are expected to participate in physical education classes. Exceptions to this will be permitted for medical reasons. Please note the days when your child has physical education so that appropriate dress and footwear can be worn.

**With the introduction of the new gymnasium, all students will be REQUIRED to wear non-marking sneakers while taking physical education.**

Change rooms with lockers are provided, however the gym provides no shower facilities.

### Art

All students at the Brett School participate in art classes on a weekly or quarterly basis. Students in grade 1-6 have art class weekly for one hour. Kindergarten students have it weekly for 30 minutes. Students in grades 7-8 have art daily during one of the four quarters for 45 minutes.

Our students have the opportunity to work in many different artistic media. Art projects are put on display in the school and around the community. Students often have the opportunity to integrate art with other subject areas.

### Music

**General Music:** All students receive weekly music classes which include singing, playing instruments, reading and writing music as well as instruction in music appreciation, theory, history and cultural connections.

**Concerts:** Students in Kindergarten through 5<sup>th</sup> grade are expected to participate in two yearly concerts: the Holiday Concert in December and a Spring Concert near the end of the school year.

**Chorus:** The Elementary Chorus is open to 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> graders. The Middle School Chorus is open to 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> graders. Each chorus group performs at the holiday and spring concerts. The 6-8 chorus also performs at the Louis Fuchs concert in March.

**The K. A. Brett Band** is open to any young musician in 4<sup>th</sup> grade or older who is ready to perform music in an ensemble and who can read and play scores written in the Concert Bb, Be and other flat keys. Examples would be students who play violin, keyboard, guitar, and bass guitar and take private lessons outside the school setting. The band gives a Winter Concert in December. The Louis Fuchs Concert is held in March and includes the grade 5-8 band and grade 4-8 chorus. A Spring Concert is given in May or June.

**Rehearsals:** The chorus and band each meet weekly during the school day. Other rehearsals are scheduled as needed when a concert date draws near. Students attendance at these rehearsals is crucial to the overall group progress, so absences must be excused. A second unexcused absence constitutes dropping out.

**Instrument Lessons:** Any student in 4<sup>th</sup> grade or above is eligible for weekly half-hour group lessons on the following instruments: flute, clarinet, saxophone, trumpet, trombone and snare drum. Instruction includes public performance and so students are considered members of the Band. Generally, first

year students are not expected to perform until the Spring Concert.

**Rental instruments** are available through Ted Herbert's Music in Manchester, NH. An in-school presentation is made in September and will be announced in the Wednesday Notices. Parents are encouraged to make other arrangements through family, friends, local music stores or second-hand shops, as well.

### Library Media Center/Computer Lab

The Brett School Library-Media Center maintains a collection of about ten-thousand books. Every effort is made to provide students with a vital collection of reading material, including both classics and new books of current interest. Circulation has been computer automated since 1998. Students and staff can search for titles from any computer terminal throughout the school.

The Computer lab provides for instruction in information technology. Media staff members are responsible for teaching information technology literacy, how to search for information efficiently, and how to use information critically and ethically.

**Internet Use Policy:** School Board Policy IIBG describes the school districts policy for student and staff use of the Internet and Computer Technology. It addresses courtesy, appropriate and inappropriate uses, an expectation that computers will be used for school-related purposes and that files and e-mail can be monitored. A copy of the full policy is available upon request.

### Title I

Title I tutoring is a federally funded program designed to give additional educational services to students in the elementary grades who evidence a significant difficulty in reading and math.

### DARE Program

The goal of the DARE program is to significantly reduce/eliminate the use of alcohol, tobacco and other drugs and the use of violent behavior by young people. DARE is a collaborative effort by law enforcement officers, students, parents, educators and the community.

The emphasis of the K-4 DARE program is in helping the students keep safe, drug-free, and violence-free and to teach them to recognize, avoid and report situations which may endanger their personal health and safety.

The primary objectives of the 5<sup>th</sup> and 7<sup>th</sup> grade programs are directed toward developing the capacities needed to enable students to take charge of their lives with particular emphasis on avoidance of substance use and abuse. Students will understand the effects of alcohol, tobacco, marijuana and inhalants on their developing brains and bodies. Students will expand their knowledge of positive things to do in their school and community that do not involve the use of alcohol, tobacco and other drugs. Students will understand what refusal strategies, sound communication skills and assertiveness and resistance skills are and will be able to apply them.

\* \* \* \* \*

## **CODE OF STUDENT CONDUCT AND DISCIPLINE**

### **Disciplinary System Philosophy**

The K. A. Brett School subscribes to the Positive Behavior Intervention and Supports (PBIS) philosophy. Students at the Brett School are taught how to:

- Keep Safe**
- Act Respectfully**
- Be Responsible**

The purpose of any school behavior system is to create an optimum learning environment. Our mission is *“To support all members of the Brett School Community to engage in evidence-based practices that teach, model and encourage behavior resulting in increased learning and a positive school environment”*. The focus is to provide a safe and secure environment where teachers can teach, and students can learn, grow and become responsible citizens of the community. Students, parents and teachers share responsibility to develop a climate in the school that is conducive to learning. Accordingly, **discipline problems are viewed as a JOINT concern between the parents and school**. Parents will be contacted when disciplinary incidents involving their children occur and will be asked to help with the solution of these problems.

Important to any effective discipline system is having students and staff aware that certain types of student conduct have been determined to be misconduct, and that there are prescribed consequences associated with acts of misconduct.

Special Education Students may have a modification of this disciplinary code as part of their Individual Education Plan (I.E.P.) that provides for compliance with state and federal law.

### **Levels of Misconduct**

Several levels of misconduct are recognized and described within this Code. These apply to all areas of the school including the classrooms, hallways, cafeteria, playground, school bus, bathrooms, library, office, assemblies, field trips, after school programs, emergency situations, arrival and dismissal, etc.

1) **Minor misconduct** on the part of a student is misconduct that impedes orderly classroom procedures, temporarily infringes on the rights of others to learn or teach, or interferes with the orderly operation of the classroom or school. Minor misconduct will normally be addressed by the faculty or staff member observing the misconduct. Frequent recurrence of minor infractions of misconduct may require the intervention of an administrator. The types of misconduct classified as minor misconduct are:

- Inappropriate Language
- Physical Contact (non-aggressive/horseplay)
- Defiance (uncooperative, rude)
- Disruption (distracting behavior)
- Property Misuse

2) **Major misconduct** is misconduct on the part of a student whose frequency or seriousness disrupts the learning environment causing the teacher or supervising adult to interrupt the normal routine and address the cause of the disruption, misconduct that is directed against persons or property where the results of the misconduct may result in a major disruption of the educational program or the normal practices and procedures of the school, property damage or misconduct that may endanger the health or safety of others. Certain forms of serious misconduct are also violations of law

and may result in the intervention of law enforcement authorities. All occurrences of major misconduct will be referred to the school administration for disciplinary action. The types of misconduct classified a minor misconduct are:

- Abusive Language
- Fighting/Physical Aggression
- Overt Defiance (insubordination)
- Harassment/Tease/Taunt/Bullying
- Disruption (sustained interruption)
- Property Damage
- Skip Class/Truancy
- Forgery/Theft
- Lying/Cheating

3) **Serious misconduct** on the part of a student is misconduct that results in violence and/or injury to another person or property, poses a direct threat to the safety of others, demonstrates involvement of any nature with an unauthorized substance, or involves the use or threatened use of a weapon or firearm or other object used as a weapon. Such misconduct is always criminal in nature and will always require immediate removal of the student from school and the intervention of law enforcement officials.

### **Due Process**

Any student accused of violating school rules has a right to due process. Due process requires that a student be 1) informed of the nature of the misconduct, 2) provided an opportunity to present information about his/her role in the incident(s) surrounding the misconduct, and 3) informed of the consequences that will result. The level and formality of due process will be appropriate to the seriousness of the alleged violation.

### **Disciplinary Consequences**

Most disciplinary consequences available to teachers, administrators or the Tamworth School Board for student misconduct will fall within the guidelines listed below. Other consequences may require more creative and/or individualized solutions. It is expected that the seriousness of the misconduct will likewise match the seriousness of the consequence. Consequences may be as follows:

- Reprimand/Warning
- Time Out In Class
- Conference w/Student
- Loss of Privilege
- Parent Contact
- Detention
- Assign Demerits
- Behavior Feedback Form
- Refer to Behavioral Specialist
- Behavioral Contract/Plan
- Written Apology
- Financial Restitution
- School Service
- Notification of Police
- In-school suspension
- Out-of-School Suspension
- Expulsion From School (required by law in cases of possession of a firearm on school property)

### **Behavioral Services**

The Brett school provides several different behavioral services through its full-time Behavioral Specialist. The services of the specialist are available to all students when needed, but normally focus on students who need to have a behavioral program developed and maintained. The Brett school's behavior program has several goals:

- For identified students to develop skills and competencies in areas needing change.
- Successful implementation of behavior plans.
- Successful transition back into the classroom from administration or behavior specialist intervention.
- To provide consultation to staff, families and students regarding behavioral issues.

### Searches of Student and School Property

While under the jurisdiction of the school, students are subject to searches when there is reasonable suspicion that the search will turn up evidence that the person is violating either law or school rules. The search applies to desks, lockers, cubbies, book bags, backpacks, handbags, or similar items. A student may also be required to empty his/her pockets and/or produce items that the student has on his/her person. A student's refusal to submit to the search process, or an attempt to flee will be considered evidence that the student possesses the suspected evidence, and a refusal to comply with reasonable directions of staff. Two adult members of the school staff must be present during the search process, at least one of whom is the same sex as the student.

### Bullying / Harassment

A healthy learning environment is one that is free from all forms of bullying/harassment. When bullying/harassment is identified, school personnel will strive to eliminate it and provide consequences for students engaged in this form of misconduct.

Bullying/harassment is defined as misconduct that subjects others to insults, taunts, or challenges - whether verbal or physical - which are likely to provoke a violent or disorderly response, or which creates a hostile environment. It may include physical or verbal intimidation or threatening, and/or racial/religious/ethnic slurs, insults, taunting, or ridicule.

Students found to be engaging in bullying/harassment shall be subject to disciplinary action, which may include, but not be limited to, suspension and expulsion from school.

### Gum, Candy and Soft Drinks

Students are not allowed to chew gum in school, as discarded gum can damage school and student property. Candy and soft drinks are normally not allowed to be consumed by students in school, except as provided at special events such as at a class party.

### Demerit System/Disciplinary Probation

**Demerit System:** A demerit is a recorded unit representing an incident of student misconduct either in the classroom, building, on school grounds, or at a school-sponsored event. **This system will be implemented in cases of repeated misconduct.** Students will be assigned 2 to 4 demerits for each commission of a major misconduct. Incidences of serious misconduct may also be assigned demerits in addition to other consequences at the discretion of the school principal.

An Office Referral Form will note the misconduct by title. A written statement on the form will explain the incident, results of investigating the incident, earned demerits and further disciplinary action taken, if any.

A copy of the Office Referral Form will be retained in the school disciplinary file, a copy will be mailed home to the student's parent/guardian, and a copy will be provided to the teacher/staff member making the referral.

Demerits may be removed if the student has not earned any demerits for four (4) consecutive school attendance weeks (20 school days). Requests for removal of demerits may come from the student, his/her parents, or school staff. Once a request is received, a meeting will be scheduled with the student's teachers to determine if the student's overall behavior and school performance warrant removal of some or all the demerits.

**Disciplinary Probation:** A student who has earned 10 or more demerits, or is guilty of serious misconduct will be placed on Disciplinary Probation. Disciplinary Probation is defined as a status where certain school privileges are removed until the student is designated as "off" probation, and where consequences for misconduct will be individualized.

The privileges that are removed are - but not necessarily limited to - the following: attendance at school dances, attendance at school athletic contests, participation in the After School

Program, going on field trips, attendance at school assembly programs, participation in extra-curricular sports teams, and/or other sanctions designated by the administration.

Any student placed on Disciplinary Probation will be provided with an Individualized Behavior Plan.

The first time a student is placed on Disciplinary Probation, he/she will be eligible to be removed from Disciplinary Probation if he/she does not earn any demerits for four (4) consecutive weeks. The process for removal from disciplinary probation is the same as for removal of demerits as explained above.

A student who is placed on Disciplinary Probation a second time or who earns 20 or more demerits in one school year will remain on Disciplinary Probation for the remainder of the school year.

\* \* \* \* \*

## EXTRA-CURRICULAR ACTIVITIES

### Interscholastic Sports

All able students in grades 7, and 8 are encouraged to participate in inter-scholastic school sports. Our teams compete against other schools according to a regular prearranged schedule.

The interscholastic athletic program strives to incorporate ideals of good sportsmanship, ethical behaviors, and commitment as defined by the New Hampshire Interscholastic Athletic Association.

It is expected that participants in school sponsored activities will adhere to all school rules while participating at the school, during travel to and from events, and while at away events.

The Tamworth School District Athletic Handbook provides detailed information about expectations of student athletes regarding attendance at games and practice, sportsmanship, required travel with the team, uniforms, and other issues. **Athletic physicals must be completed before the first day of practice.** Only one physical is required each year, which is good for all interscholastic sports for the current school year.

In the **fall**, the co-ed soccer team is open to all students in grades 7 & 8 who meet eligibility requirements (see below). Practices begin shortly after the beginning of school. The team practices daily with the exception of game days. The team plays a 10-12-game schedule concluding in late October.

During the **winter** months the school sponsors both girls and boys basketball teams. Practices begin in Mid-November. Games and practices continue daily until early March. A ski team is also sponsored and coached by the Tamworth Outing Club in January and February.

The **spring** offers boys' baseball and girls' softball teams. Practices begin in early April with games and practices continuing daily until early June. There is also a tennis club/team that practices on a regular basis and competes informally with other tennis groups.

### Scholastic Eligibility

To be eligible to participate in interscholastic athletics, a student must maintain a passing grade in all subjects. Eligibility or Ineligibility is determined as of the issue of the most recent report card or progress report. A more detailed outline of scholastic eligibility rules is explained in the Athletic Handbook, which is distributed to all students participating in interscholastic sports.

### Disciplinary Eligibility

Students who receive a detention or administrative disciplinary consequence must notify their coach immediately. A student who receives such a consequence three times within a season will receive a one-game suspension for that and each subsequent disciplinary incidence. Students who are suspended from school will not be allowed to participate in any activities until they have attended a full day of school following their period of

suspension. The disciplinary consequences indicated are to be considered minimums. Each team coach, the Brett School athletic director and the school administration has the discretion to modify consequences for student athletes according to individual circumstances.

### Clubs and Organizations

The Brett School offers students opportunities to become involved in a number of non-athletic extra-curricular activities. Some are formal clubs or student organizations whose members meet on a regular basis with a faculty advisor. Others are less formal and depend on students' interest and other factors. Students or parents who are interested in knowing additional information about any of these programs should inquire at the school office.

### Field Trips

During the course of the school year, students will be asked to accompany their teachers and other members of their class on trips to places of interest that enhance classroom learning. All trips will take place with advance notice to parents so that parent permission slips can be signed and returned and appropriate preparations can be made. Most trips are at minimum cost to the school and/or the student and his/her family.

In the beginning of the school year, parents will be asked to sign one permission slip to cover all trips that are within reasonable walking distance of the school. Trips that require bus transportation will each require a separate notice and permission slip.

Parents who do not wish their children to participate in field trips should notify the teacher or principal so that alternative assignments can be arranged.

### Ski/Winter Program

The Brett School is fortunate to have the Tamworth Outing Club, in conjunction with Eastern Slopes Ski Club, sponsor an excellent ski program at a local ski resort. The ski program is part of the school program. Ice skating, snow shoeing, and cross-country skiing are also offered as part of the program.

The program presently is for six Friday afternoons beginning the first week in January. The sponsors do all the organizing of the activities, and provide transportation. The remaining student body, not electing to participate, remain at school for special enrichment activities at school.

The cancellation of skiing days is made by the Principal in cooperation with the ski program manager, keeping in mind the safety of the children. The Principal will make the final decision on this cancellation. Notification of this cancellation will be made as far in advance as possible, so that teachers, bus drivers, and the radio station can announce this decision.

The following are some regulations related to the ski program:

- Children should go to school on Fridays properly dressed for skiing. (See Ski Day Planner Comments distributed to all skiers for more detail).
- The school bus will leave the school at approximately 12:45 p.m. and will leave the ski area at 4:00 PM.
- Parents should arrange to have their children picked up at school promptly by 4:30 PM.
- Parents who wish to provide their own transportation to the ski program should be aware that students will not be dismissed early, but just before the regular Friday Ski Program dismissal time (12:20 PM).

### Permission Slips

When an activity is planned that will take place off the school grounds, a permission slip, signed by the parent, is required for each student. The student will not be allowed to go unless this slip is received by the school prior to the trip. The permission slip must state the activity, child's name, date, place, and parent's signature.

Examples of activities requiring such signed permission slips are field trips, class trips, and athletic events.

### Fund Raising

School organizations (8<sup>th</sup> grade class, student council, band and chorus, etc.) will be given permission to hold fund raising drives to raise monies for school-sponsored events such as assembly programs, field trips, purchases of supplies and/or equipment, or other approved activities in which the group is involved.

School Board policy requires that all fund-raisers be conducted under the general supervision of teachers or administrators. Accordingly, all fund-raising events must be approved by the principal. Fund raising forms – available in the principal's office - must be filled out and submitted at least two weeks prior to the initiation or the start of any fund-raising effort. Additional information about fund-raisers is contained on the form.

Fund-raisers should not be conducted in such a manner that requires continuous solicitation by students of local businesses and individuals. Fund-raisers should also be conducted in such a manner as to not encroach upon instructional time or interfere with regular school activities.

All funds raised by fund-raisers must be turned in to the principal's office for deposit into the School Activities Account. Expenses for which the fund-raiser is targeted must be paid directly out of the School Activities Account.

### After School Program

An after school program is sponsored three days per week for 6-8 week periods during the fall, winter and spring during the school year funded through the educational grants awarded by the Tamworth School Board. The after school program provides a variety of enrichment activities that vary each season and day to day. In the past such activities as chess club, cooking class, scrap-booking, rocketry, "geocaching", and reading and word games have been sponsored and supervised by members of the faculty and staff and community. Other activities have been targeted at students in need of remediation in specific subject areas. A "Homework Helpers" session is also held each day for students requesting assistance with school assignments.

Each day a snack and drink is supplied to students. Bus transportation home from school is provided to general areas of the community, but not to all regular bus stops.

### School Dances

School dances are held periodically on Friday evenings for Brett middle school-aged school students in the cafeteria. All school rules including behavioral and dress regulations continue to apply to students attending school dances.

A nominal admission of several dollars to cover DJ and other expenses is charged. Dances begin at 7:00 PM and end at 9:30 PM sharp. **Parents are responsible for transportation of students to and from dances, and should be available to pick up their children promptly once the dance is over.** Once a student arrives at the dance, he/she is required to stay until picked up by a parent/guardian. Any student who leaves after the dance will not be readmitted.

An advance sign-up sheet for guests will be available in the school office up until noon on Friday – the day of the dance. A guest who has not been signed-up in advance will not be admitted to the dance. **All guests must be of middle school age. Each guest may be required to show an official picture school ID.**