

# Jonathan M. Daniels School



179 Maple Avenue  
Keene, New Hampshire 03431  
Telephone 352-8012



## Parent Handbook

2009 – 2010

# JONATHAN M. DANIELS SCHOOL

## PARENT HANDBOOK

### TABLE OF CONTENTS

	<u>Page</u>
Board of Education - Keene School District . . . . .	4
Administration - School Administrative Unit #29 . . . . .	4
Jonathan Daniels School Staff . . . . .	5
Message to Parents . . . . .	6
JD School Philosophy and Mission Statement . . . . .	7
Age of Entrance and School Organization . . . . .	7
Arrival on School Grounds – Hours – Dismissal . . . . .	8
Attendance . . . . .	8
Bicycle Safety . . . . .	9
Bus/Transportation . . . . .	9-11
Curriculum . . . . .	12
Discipline/Harrassment and Bullying . . . . .	12
Dress Expectations . . . . .	12-13
Due Process Statement . . . . .	13
General Expectations . . . . .	13-14
Health Services . . . . .	14-16
Foreign Language in Elementary Schools . . . . .	16
Homework . . . . .	16
Insurance . . . . .	16
Internet and Computer Policy . . . . .	16-17

School Library . . . . .	18
Jonathan Daniels School Association . . . . .	18
Lost and Found . . . . .	18
Lunch Program . . . . .	19
Parent Conferences . . . . .	20
Photographs . . . . .	20
Pupil Placement . . . . .	20
Recess Practices-Including Temperature Guidelines . . . . .	20
Safety Practices . . . . .	21
School Closing Announcements . . . . .	21
Student Activities/Safety Patrol . . . . .	21-22
Special Education Services . . . . .	22
Supplies . . . . .	23
Title I . . . . .	23
Volunteer Program . . . . .	23
Appendix /Policies . . . . .	24
Calendar . . . . .	26-27

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Kristin Blais  
Carol Brown  
Christopher Coates  
Carter Chamberlin  
Neil Donegan  
Donald Parker  
Carl Panza  
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**SCHOOL ADMINISTRATIVE UNIT #29 ADMINISTRATION**

John W. Day Educational Center  
34 West Street  
Keene, New Hampshire

William Gurney	Co Superintendent For Keene
Wayne Woolridge	Co Superintendent For Towns
John Harper	Assistant Superintendent For Business
Catherine Reeves	Director of Special Education
Paul Cooper	Director of Human Resources
Meredith Cargill	Director of Curriculum And Assessment

**JONATHAN M. DANIELS SCHOOL STAFF  
2009-2010**

**Principal**

Patricia Yoerger

**School Counselor**

Celia Slason

**Executive Assistant**

BeAnn Lake

**Media Specialist**

Maureen Meyer

**Reading Specialist**

Lisa Abohatab

**Kingergarten**

Elisabeth Russell-Neary

Melanie Winn

**Grade 1**

Monica Mesi

Shelley Pangonis

**Grade 2**

Selena Katz

Kathryn Skinner

**Grade 3**

Melissa Read

Julie Shaffer

**Grade 4**

Judith Martin

Nikole Starkey

**Grade 5**

Elke Hanna

Joni Mastronardi

**Learning Resource Center**

Claire DuBois, Special Education Teacher

Jean Dobson, Paraprofessional

**Collaborative Program**

Carol McIntyre-Peale, Collab Teacher

Christina Spicher, Paraprofessional

**Title I**

Judith Sullivan

**Specials**

Leo Echavarria, Physical Education

Ellen Jahos, Music

Tessa Carpenter, Art

Amanda Schwersky, Strings Instructor

Kim Clark, Elementary Band Instructor

**Special Education Team**

Hannah French, Occupational Therapist

Adrienne Spector, Psychologist

Jeanne Symonds, Education Examiner

Marcia Zurick-Thompson, Speech Therapist

**Support Staff**

Susan Kowalczyk, Office Aide

Bonnie McAlpine, School Nurse

**General Paraprofessionals**

Gloria Bass

**JD Para Educators**

Kate Brunelle

Alana Carbone

Terry Copple

Vicki Henderson

Evan McNamara

Barbara Page

Leslie Schnyer

Tracy Summers

**School Lunch Staff**

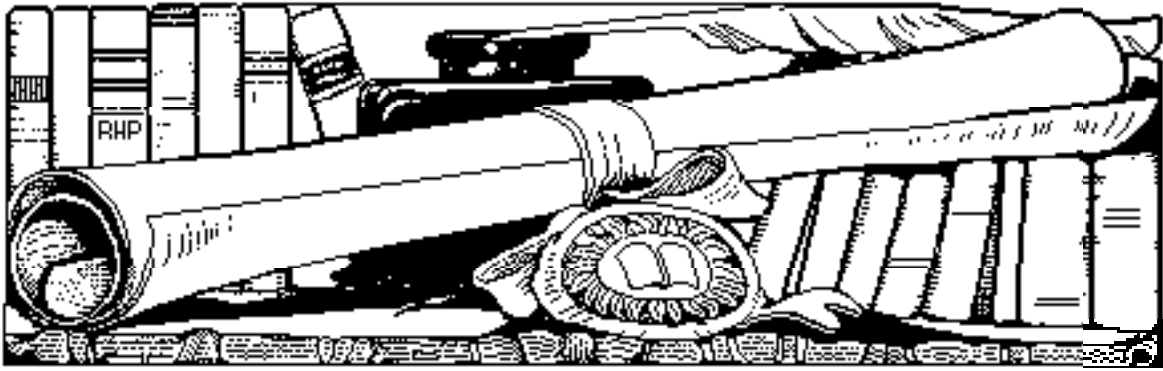
Kim Chickering, JD Lunch Director

Christine Loves

**Custodians**

Bonnie Day

Susan LeClair



## MESSAGE TO PARENTS

Dear Parents,

Welcome to Jonathan Daniels School!

Each year we publish the Jonathan Daniels Parent Handbook to provide families with basic information about the school, its programs, and the services available to you and your child. We value the importance of communicating this information to you and we believe that your child's success at Jonathan Daniels School is dependent upon our school-parent partnership. Therefore it is essential that you become familiar with school policies, procedures, and philosophy.

Jonathan Daniels School is committed to providing a safe school environment in which the members of the school community are treated with respect. Our school bears the name of Jonathan M. Daniels, a Keene native who was murdered in 1965 in Hayneville, Alabama while trying to register black residents to vote. Jonathan Daniels School has clearly chosen a path that reflects the values that were promoted by Jonathan M. Daniels. Consequently, your children should always feel valued and respected by every staff member that he/she encounters.

We hope that you will find this parent handbook clear and useful. If, after reading the booklet, you still have questions please do not hesitate to contact the school. The telephone number is 352-8012. You will also find a copy of this handbook, the JD monthly calendar, and other useful information on our web site at [www.daniels.keene.k12.nh.us](http://www.daniels.keene.k12.nh.us) and the district web site at [www.sau29.org](http://www.sau29.org). Thank you for taking time to read this booklet.

Sincerely,

Patricia Yoerger  
Principal

# **JONATHAN M. DANIELS SCHOOL**

## **SCHOOL PHILOSOPHY**

It is our intent to implement the prescribed curriculum as set forth by the Keene School District. In providing for this responsibility:

We accept the challenge to help children reach their fullest potential.

We recognize the need to provide academic programming based on individual needs with consideration given to intellectual, emotional, social, physical, and aesthetic areas of growth.

We celebrate children's natural desire to learn by creating a positive learning environment.

We strive to help each child become a contributing and valued member of our world community, with understanding and respect for cultures different from one's own.

We respect the worth and dignity of each child.

We propose that school should provide the opportunity for the child to examine and experience situations leading to an awareness of life's possibilities.

## **SCHOOL MISSION**

Our mission at Jonathan Daniels School is to teach all students to think critically, communicate clearly, and actively apply information. We strive to foster responsibility and mutual respect within our learning community. Our goal is to cultivate a love of lifelong learning.

At Jonathan Daniels School, we follow the "Golden Rule"- do unto other's as you would have them do unto you.

During the 2007-8 school year students voted the "JD Jaguars" as the school mascot. Our school colors are red and white.

## **AGE OF ENTRANCE**

Children who are five years old on or before September 30th may attend kindergarten.

Children who are six years old on or before September 30th may attend first grade.

## **SCHOOL ORGANIZATION**

The Jonathan Daniels School is organized into three instructional units. The Yellow Unit is made up of the Kindergarten classes and first grade. The Blue Unit is composed of children of second and third grade age, and the Green Unit is composed of children of fourth and fifth grade age.

Jonathan Daniels School has special teachers in the fields of art, music, physical education, as well as our media generalist who instructs in the library and in the computer lab. Each child receives instruction from these special teachers on a regular schedule.

### **ARRIVAL ON SCHOOL GROUNDS**

The faculty and administration of the Jonathan M. Daniels School feel very strongly about school safety and know you share this feeling as parents.

1. The crossing guard who guides youngsters across Maple Avenue arrives at her post at 8:15 A.M.
2. Children are allowed to enter the building at 8:20 A.M. School instruction begins at 8:30 A.M. Students eating breakfast are allowed in at 8:15. (see additional information on pages 13 and 14).
3. If your child is being dropped off, please do not drop him/her off before 8:15AM.
4. Students should stand in line on the blacktop upon arrival.

### **SCHOOL HOURS**

School hours are from 8:30AM to 2:55PM. Students are considered tardy after 8:35AM. Each class starts its day with a morning meeting. At this time the schedule for the day is reviewed. It is important that students arrive on time so that students do not miss instructional time.

### **ATTENDANCE**

The faculty and administration ask your assistance and cooperation by ensuring that your child(ren) arrive at school **by 8:30 A.M. Any student arriving after the morning announcements will be marked tardy.**

We are very concerned that children arrive at school safely. To help us determine **if your child is to be absent for the day we ask that you call the school by 8:00 A.M.** If your child is absent and we have not received a call we will contact you soon after 9:00 A.M. Students may participate in evening activities **only if they attend school that day.** Exceptions to this policy are made at the principal's discretion.

We monitor attendance periodically. Those students with excessive absences or tardies will receive a letter from the principal requesting a meeting to discuss the child's difficulty in getting to school on time. Feel free to call the school if you have extenuating circumstances and would like our assistance in getting your child to school on time each day.

### **DROP OFF/PICK UP**

**When dropping children off at school and picking them up at the end of the day please observe the following procedures to guarantee maximum safety for ALL children:**

**Morning:** Cars may enter the parking lot for student drop off. The sidewalk in front of the building can be used for QUICK DROP OFF only. Please be sure to exit through the lane prior to the bus-loading zone. Otherwise, you run the risk of being ticketed for passing a school bus. If you need to get out of your car to walk your child to the door, or to come into the school, please park in a parking spot in the lot, or along the right hand side of the drive prior to the parking lot and escort your child to the school. The rear parking lot is also available for parents who escort their children to the doors.

**Dismissal:** **Cars are not to enter the front parking lot during dismissal.** Parents can park along the drive prior to the cross walk on the right hand side only or in the rear lot. Please refrain from parking along the left hand side of the drive or the turn around loop. These areas are unsafe areas for students. If we keep these areas free of cars, everyone will be able to pick up and exit more quickly. The rear parking lot is also available for parking if you plan to walk to the front of the building to meet your child. Students will not be able to walk

to the rear of the building unless a parent accompanies them. This area is not supervised by school staff during arrival and dismissal and it is not safe for children to be there without a parent.

Those who will need to use handicap parking are welcome to use those parking areas at any time. As always, we thank you for your cooperation with our drop off and pick up procedures.

### **EARLY DISMISSAL**

If your child must be excused from school before the regular day is over, please write a note to his/her teacher stating the reason and time of dismissal. The state law reads, "Every person having custody of a child will be responsible for the child until the regular session of class is over." **Upon entering the school to pick up a child, parents are required to report to the office and must sign out their child(ren). Under NO circumstances will students be dismissed to walk home. Please do not rely on email as the sole method of communicating dismissals.**

### **BICYCLE RULES**

Children may ride their bicycles (or scooters) to school once they reach grade four, from the first day of school until the October time change or first snowfall, whichever comes first, and from the Monday after April vacation through the end of the school year. **Only grade four and five students may ride their bikes or scooters to school. Students are now required to wear a bicycle helmet when riding their bicycle or scooter to or from school.** Bicycle racks are provided at the rear of the school where bicycles should be parked and securely locked. Although the school will take all practical precautions against damage and theft of bicycles, children should remember that they ride their bicycle to school at their own risk. Bicycle riding on school grounds should be limited only to roadways; bicycles should not be ridden elsewhere on school grounds. To ensure a year free of bicycle mishaps, we ask children to remember basic bicycle safety rules and practice bicycle maintenance procedures. Failure to adhere to the above guidelines may result in the suspension of bicycle riding or scooter riding privileges.

## **PROCEDURE FOR SAFE PUPIL TRANSPORTATION**

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

### **Prior to Bus Arrival**

1. The pupils must be on time at the designated bus stops. When the school bus is operating on an established schedule, it cannot wait for children who are not within sight of the stop when the bus arrives.
2. Stay off the road while waiting for the bus.
3. Good conduct will be expected of all students while waiting for the bus to arrive.
4. The bus must come to a full stop before boarding takes place.
5. No pushing or crowding while entering the bus.

### **On The School Bus**

1. The school bus driver is in complete charge of the bus and the pupils. The bus driver shall have the same authority in maintaining discipline as a teacher in the classroom.
2. Pupils must be at their designated bus stops five (5) minutes prior to the pickup time. Schedules will not allow waiting for late students.
3. Permission to get off at a stop that is not the student's regular stop shall follow individual school policy, which includes a written notice from the parents of both children.
4. All pupils must remain properly seated until the bus comes to a complete stop and the eight way lights are activated.
5. While classroom voice between students is permitted, loud, vulgar, obscene, and improper language or gestures will not be tolerated on the bus.
6. Emergency exits are to be used for emergency drills twice a calendar year and emergency situations only.
7. Pupils will refrain from throwing things in the windows, out the windows, or around the inside of the bus. Waste paper and other items are not to be thrown on the floor.
8. Pupils shall keep head, hands, feet, and any other items inside the bus, not out the windows or in the aisle.
9. Pupils shall hold onto the rail when loading and unloading.
10. Eating and drinking are not allowed on the bus.
11. Smoking and smokeless tobacco or alcohol is not allowed on the bus.
12. Student may bring acceptable items on the bus only if the item can be held in the student's lap.
13. Skateboards, skis, roller blades, animals, glass containers, nuisance items, and other objects of injurious or objectionable nature are prohibited on the school bus. Articles not allowed in the school are also prohibited.
14. Student(s) who are confronted by the bus driver for unacceptable behavior shall provide the driver with their name. Failure to do so may result in suspension from riding the bus for up to three (3) days.

15. The bus driver is authorized to assign seats whenever he/she deems necessary.
16. Fighting, pushing, tripping, harassing, and bullying on a school bus is not acceptable.
17. Students shall not light matches or lighters on the bus.
18. Students shall not be destructive of the school bus seats, side walls, floors, and/or windows, nor shall they tamper with any other bus equipment. The cost of any intentional damage will be the responsibility of the student/parent.
19. Spitting is not acceptable on the bus.
20. Any other behavior relating to the safety, well being, and respect for others in a harmful, destructive, or degrading manner is not acceptable.
21. No spraying of perfumes, deodorants, hairspray, air fresheners, etc. is allowed on the school bus.

Parents are invited to contact the school principal or officials at First Student Transportation Company (352-2303) regarding any phase of our transportation program.

**PROCEDURES FOR CHILDREN VIOLATING BUS RULES ARE STATED IN SCHOOL BOARD POLICY EEA.** That section of the policy is stated below:

The first refusal to comply with these regulations will result in a warning - copies to be sent to the student (secondary level) and parent; the second offense will result in a three-day (3) suspension from riding the bus. The third offense will result in indefinite suspension from riding the bus. When a pupil has been suspended, the district will not be responsible for providing transportation. Before the student is reinstated, a meeting between the parent, student, and appropriate school administrator must take place.

There may be circumstances that could result in immediate suspension from the bus - such disciplinary action is at the discretion of the appropriate school administrator or bus company coordinator. If this should occur, parent/guardians shall be responsible for providing transportation.



## **CURRICULUM**

In all five of the Keene Elementary Schools, teachers use state developed grade level expectations to guide their units of instruction in all areas of the curriculum. In the core area of reading, The Keene School District has implemented the Houghton Mifflin Core Reading program. This program is used in grades Kindergarten through five in order to successfully teach the essential components of reading and grammar, and in some situations spelling. Also, the Collin's writing Program is used district wide.

Last year, teachers in grades Kindergarten, two and four, began using the Everyday Math series as a basis for instruction in math. This new adoption is a result of a two-year study of our math programs, a review of the performance of our students on assessments, and an assessment of current mathematics programming options. This school year, teachers in grades 1,3, and 5 will also begin to use this core mathematics program. Teachers also follow rigorous science and social studies curriculum standards.

In addition to the above mentioned core programs, teachers use many other sources from which they provide appropriate instruction to students. Jonathan Daniels School also implements a social curriculum - based on the Responsive Classroom. Practices such as morning meeting and logical consequences are part of our approach in teaching the social curriculum.

## **DISCIPLINE**

All classrooms have expectations in place so all students can learn in a safe, disruption free environment. If a child chooses not to follow the classroom expectations, he/she might be asked to take a time out to think about appropriate behavior and get back on track.

More severe incidents may require additional consequences such as loss of privileges, an office referral, detention or suspension (in or out of school). Keene School District adheres to a Board Policy regarding student conduct. (Policy JIC Student Conduct and JICD Student Conduct Discipline and Due Process.) We need your support in teaching and reinforcing appropriate behavioral expectations so all students can learn.

## **PUPIL HARASSMENT/"BULLYING"**

The Board is committed to providing a safe school environment in which the members of the school community are treated with respect. "Bullying" interferes with the school environment/climate. Accordingly, the school follows a procedure intended to minimize and prevent bullying by dealing with such acts of verbal or physical abuse. This policy and procedure is directed to students who bully other students. This includes an investigation into all reports of bullying, with recourse to the Superintendent's office, the Keene Board of Education, and the State Board of Education. Please see Keene School District Policy JICK Pupil Safety and Violence Prevention, available at the school office. Nevertheless, adults bully too. An employee or contractor who bullies students shall be referred to appropriate personnel for prompt and appropriate investigation, discipline, and/or assistance.

## **DRESS EXPECTATIONS**

Students are expected to dress in clothes which are suitable for school activities and do not distract the learning of others. These expectations are similar to those of Keene Middle and Keene High School. Therefore, students know what is expected of them in future years as well. The following expectations will help students make wise choices in what they wear to school each day.

These types of shorts MAY be worn:

Hiking-type

culottes

shorts that reach the tips of extended arms and fingers when standing

These types of shorts may NOT be worn:

short gym shorts

boxer shorts

spandex shorts

bathing suits

Shoes:

sandals only if they are secured to the feet

no flip-flops

no platform shoes or high heels

no wheel shoes or Heelys

Other:

no undergarments or parts of undergarments are to be visible

no mid-drift exposure

no inappropriate language or graphics

no hats are to be worn in school

### **DUE PROCESS STATEMENT**

The law recognizes that children have basic rights just as their parents do. Court rulings require that children's rights cannot be violated or abridged simply because they are young, attend school, and are subject to school rules. When major behavioral problems occur, the school must provide due process to the child. As parents, you should know that your child is entitled to know what he/she may have done wrong, who said he/she did it, and what the consequences will be. Your child is also entitled to present his/her side of the story and the reasons he/she acted as he/she did. (See Policy JIA Student Due Process Rights.)

### **GENERAL EXPECTATIONS**

1. We urge parents to call the school on days your child will be absent (352-8012). An answering machine is available before and after school hours. The school will follow up to confirm any unexcused absences with parents.
2. Children are not to leave the school grounds with anyone other than a parent or school official without the expressed written consent of the parent.
3. Children are not to ride in private automobiles during school time without the permission of the principal.
4. Children are expected to go directly home following dismissal from school. The school prefers that older siblings not play on the primary playground at this time without parent permission.
5. Telephone use is reserved for important calls. Arrangements for after-school plans should be made at home ahead of time.
6. Children are expected to walk while inside the school building. This applies to evening events as well as during the school day.
7. It is the responsibility and duty of every student to help keep the building and the playground clean.
8. Public and private property must be respected at all times. Any damage caused by students on the school grounds, off the grounds (to and from school), or in the school building must be reported to the school staff at once. If appropriate, restitution will be required of the child and child's parent.

9. Other specific expectations pertaining to the lunchrooms, playground, hallways, buses, and classrooms are posted in each classroom and are reviewed periodically with the students by the teacher. Copies of expectations by unit will be published and sent home in the fall.



## **SCHOOL HEALTH SERVICES**

### **MISSION STATEMENT**

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

The school health team for the elementary schools consists of school nurses Bonnie McAlpine, R.N., Noreene Davis, R.N., Diane Meagher, R.N., and Susan Blackwood, R.N. Our school physician is Geraldine Rubin, M.D.

The primary responsibility for your child's health and well-being is the parents'. Your school nurse is available to assist students and families with questions and concerns that relate to your child's health. Parents are encouraged to call the nurse, Noreene Davis, for information and advice. The school nurse works closely with teachers and others to ensure that your child's educational goals are being met.

The school nurse collaborates with parents and others in the assessment process to help identify children with special learning needs. She may initiate referrals. The school nurse provides the necessary link between educators and the medical community.

A cumulative health record is maintained on each child K-12. This includes a required physical exam by the family physician and the following required immunizations (RSA 200:38).

The New Hampshire state law requires that all students must have documentation of their immunizations. Minimum acceptable immunization consists of:

- For children under 7, 4 doses DTP, DTaP or DT as long as the 4th dose is on or after the 4th birthday
- For children over 7, 3 doses DTP, DTaP, DT, or Td as long as the third dose is on or after the 4th birthday
- 3 doses of Polio vaccine (all eIPV or all OPV) as long as the last dose is after the 4th birthday  
or
- 4 doses of Polio vaccine of any combination of eIPV or OPV regardless of age of administration
- 1 dose of MMR given on or after the 1st birthday. In addition, 1 dose of Measles-containing vaccine on entry to Kindergarten and for those in 1st through 12th grade
- 3 doses of Hepatitis B for children born on or after January 1, 1993

Two (2) doses Varicella (Chicken Pox) vaccine on entry to kindergarten and for those in 1<sup>st</sup> and 6<sup>th</sup> grades. One (1) dose for those in grades 2 - 5 and 7 -12. Written documentation of chicken pox disease is an acceptable alternative to vaccine for those in grades 1 – 12. If your kindergartener has not received the required two doses

of varicella vaccine and has had Chicken Pox disease, a blood test confirming immunity will be required before entry into school.

- In addition to the above, preschoolers are required to have 4 doses of Hib vaccine
- Any other recommendations from the NH Division of Public Health Services, Immunization Program.

Students who have not been fully immunized will not be in compliance with the law and will be placed on a “Conditional Enrollment”, provided there is documentation of at least one dose of each required vaccine. The parent or guardian will be asked to provide an appointment date for the next due dose of vaccine from a health care provider. This appointment date shall serve as the suspension date if the child fails to keep the scheduled appointment. This process shall continue until acceptable immunization status is attained.

The school health record also contains a health history, annual height and weight. GRADES 1,3 and 5 include vision and hearing screening, and GRADE 5 includes scoliosis screening.

All transfer students must provide documentation of required immunization and/or a copy of the cumulative health records. A physician’s report of physical examination is also required for all transfer students. Those students not in compliance will not be allowed to enter school.

### **PRESCRIBED MEDICATION**

Prescription and non-prescription medication to be taken during school time must be delivered to school by the parent in the original container. Written permission from the parent/guardian must be sent to the nurse for any student who will be taking medication during the school day. Prescription medications require authorization from the physician. If your child is taking daily medication at home, please inform the school nurse. The nurse can monitor for possible side effects. (Policy JLCD and JLCD-R Administering Medication to Students)

### **HEAD LICE**

Head lice (Pediculosis) is an intermittent problem at the elementary level. Pediculosis “infected children and persons should be excluded until the initial treatment is completed and no live lice are seen” - NH State Dept. of Education, School Health Resource Manual 2000. We need the help of parents to prevent an epidemic of head lice.

1. Please check your children weekly to see if there are signs of head lice or nits. (Look especially behind the ears and top of the head. Nits resemble dandruff but do not brush off.) If you find them, either seek medical attention or the assistance of a pharmacist. Also, **please notify the School Nurse.**
2. Carefully follow the written directions, which accompany the recommended treatment.
3. It is important to use a fine toothcomb to remove all nits as they stick to the hair and do not wash out.
4. The School Nurse will make periodic checks of students to control head lice.

### **HEALTH AND WELLNESS**

When in doubt about your child’s health on any given day, please keep him/her home. Your child may be coming down with something that can be transmitted to other children. Any child with signs of illness (fever, rash, vomiting, etc.) should be kept home.

Children need fresh air and exercise. We expect that children will go out for recess breaks. Any long term request that a child stay in for recess will require a note from a physician. During inclement weather, the

principal or the teacher on duty will make a decision whether the children should be kept in or out. A good rule to follow would be to always dress children for outdoor recess.

### **STUDENTS MUST REMAIN EXCLUDED FROM SCHOOL WITH:**

**CHICKEN POX** - For 1 week after the first skin lesions appear.

**STREP INFECTIONS** - For 24 hours after treatment has started.

**ALL OTHER COMMUNICABLE DISEASES** - per NH State Law

The school nurse will determine when it is safe for the child to return to school.

### **EMERGENCIES**

In case of an emergency we always call the parents first. If parents cannot be reached we will call your emergency contact person. Please write an emergency name and telephone number on your child's enrollment card. Use the enrollment card to inform us of any conditions or problems we should be aware of (ex. allergies, asthma, hearing loss, glasses, etc.). If you are going away, please advise the school what to do if your child becomes ill or injured.

### **FOREIGN LANGUAGES IN ELEMENTARY SCHOOLS**

All fifth grade students will have one half year of French and one half year of Spanish for thirty minutes every other day. The emphasis is on listening and speaking skills, with some introduction to the culture of the languages. At the end of fifth grade, students and parents will have the opportunity to select which of the languages will be chosen for further study at the middle school level.

### **HOMEWORK**

Well-planned homework is an enriching supplement to the child's school day tasks. We feel homework should be assigned with consideration of other growth factors including socialization and physical development.

How can you assist? When possible, you should:

- a. Set aside a time when homework is to be done.
- b. Allot adequate space.
- c. Provide tools - paper, pencils, etc.
- d. Provide proper lighting.
- e. Set appropriate time limits.
- f. Prohibit listening to T.V. or radio during the study time.
- g. Help by showing how, not by doing.
- h. Give your support and encouragement.

### **INSURANCE**

Each school child has the opportunity to participate in a school insurance plan. The insurance is handled by Lefebvre Insurance of Wrentham MA. The school office has the forms for making any claim. REMEMBER, THE SCHOOL DOES NOT CARRY ACCIDENT INSURANCE FOR STUDENTS.

### **INTERNET AND COMPUTER NETWORK POLICY**

The Network/Internet is provided for the students and staff to promote educational excellence in our schools through resource sharing, innovation and communication. Access to Network/Internet services will be provided to users who agree to act in a considerate and responsible manner consistent with the educational mission of Jonathan Daniels Elementary School.

You are responsible for using the Network/Internet only in the presence of staff or teachers and according to the following Network Citizen Rules listed below.

## Network Citizenship Rules

### 1. Use all computers carefully and courteously

- Touch the keys softly and with clean hands
- Handle the mouse gently
- Do not touch the screen
- Do not change the settings or control panel
- Do not attempt to gain access to the File Server or any unauthorized computer
- Do not deliberately disrupt the computer network or damage equipment

### 2. Use school software on school computers and use it properly

- Place CDs in the computer according to classroom rules
- Follow the program directions and ask for help when needed
- Report any CD problems to your teacher
- Do not load programs from an outside source
- Do not copy any school programs for other uses

### 3. Respect the privacy of others

- Do not log in under another student's account
- Do not open, copy or change a folder or file that does not belong to you

### 4. Use the Internet and any other computer resource for educational purposes only

### 5. While accessing the Internet you must conform to any additional site restrictions that may be in effect. A user may not:

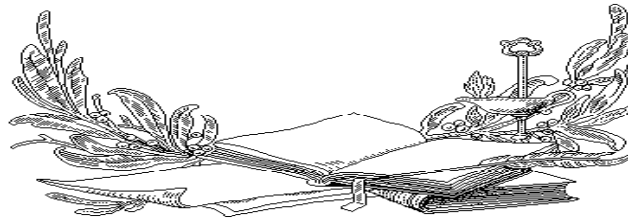
- Send, display, or receive offensive messages, pictures or other media which is defamatory, abusive, obscene, profane or sexually oriented, threatening, racially offensive, or offensive to human dignity
- Send, display, or receive hate mail, discriminatory or other antisocial remarks, or other information that is intended to harass
- Employ the network for commercial purposes
- Access the Network/Internet to play non-educational games, access personal e-mail, or for other nonacademic activities
- Participate in any type of teleconferencing, blogging or chat without the permission of instructional staff

### 6. Users should be aware that there are people on the Network/Internet who cannot be trusted. Many people on the Internet pretend to be someone that they are not. Please be aware that this kind of deception is widespread and common.

So that you do not become a victim, you should following these rules:

- Do not reveal your personal address or phone number or those of other people
- Do not use another's password
- There is no such thing as privacy on the Network/Internet. Someone else is always listening so do not share personal information that you might not want strangers to know about. Never send or keep anything that you would not mind seeing in the daily newspaper
- Do not share personal information with friends who might carelessly share it with a stranger on the Network/Internet

It is the student's responsibility to abide by all rules set forth in this policy. Violation will result in immediate loss of access and will be referred to the principal for other disciplinary or legal action.



### **SCHOOL LIBRARY**

The Jonathan Daniels School Media Center is often open after school for student use. Each parent is a member of the school library and may take out books at any time. All classes have a scheduled class time in the library each week. Nonscheduled time is available to all students.

### **JONATHAN M. DANIELS SCHOOL ASSOCIATION**

The objectives of the Jonathan M. Daniels School Association are:

1. To promote the welfare of our children at home and school, and
2. To bring into closer relationship the home and school so that parents and teachers may cooperate intelligently in providing enrichment experiences, support the social, emotional, physical, and moral growth of children while fostering a strong sense of community in which students may learn

### **2009/2010 JDA EXECUTIVE COMMITTEE**

President  
Vice-President  
Secretary  
Treasurer  
Historian  
Fundraising chair  
Principal

Mrs. Rebecca Russell  
Mrs. Sherri Paltrineri  
Mrs. Sarah Mandel  
Mrs. Tracy Summers  
Mrs. Kathy Huston  
Mrs. Carrie Stewart  
Mrs. Patricia Yoerger

The Jonathan M. Daniels Association will meet monthly on Monday evenings at 6:15PM. Childcare is provided. The dates, as well as monthly activities and evening events, will be put in the monthly school newsletter. Parents will receive information from the JDA as to ways that they can become involved in JDA events.

### **LOST AND FOUND**

During the course of the school year, especially in the winter months, children have a tendency to misplace or lose articles of value such as clothing, boots, eyeglasses, etc. As the school year progresses, the number of articles lost increases and it becomes impossible to store them. **TO MINIMIZE THE POSSIBILITIES OF YOUR CHILD LOSING HIS/HER PERSONAL BELONGINGS, IT IS SUGGESTED THAT EACH ARTICLE BE LABELED WITH HIS/HER FIRST AND LAST NAME WHENEVER POSSIBLE.** The lost and found items are on a shelf in the main hallway. If the articles are not claimed within a reasonable time, the school will discard or donate the articles.



**ELEMENTARY SCHOOL BREAKFAST AND LUNCH PROGRAM**

All Keene Schools offer both breakfast and lunch programs. Breakfast is served from 8:15 - 8:30. The following are the prices for the 2009-2010 school year.

	Daily	Weekly	Monthly
Full Lunch (includes beverage)	\$2.00	\$10.00	\$40.00
Reduced Lunch	\$.40	\$2.00	\$8.00
Snack Milk or Juice	\$.45	\$2.25	\$9.00
Cold Lunch Milk or Juice	\$.45	\$2.25	\$9.00
Full Breakfast (served 8:10-8:25)	\$1.10	\$5.50	\$22.00
Reduced Breakfast	\$.30	\$1.50	\$6.00

All Keene schools have computerized food service operations. All students will be given a numerical ID number, which they will enter when they go through the cafeteria line. Parents are encouraged to pay for meals on a monthly basis on the first Monday of the month. When 15 meals are paid for in advance your child will receive one free meal. Weekly payments on Monday's will still be acceptable. Parents should record their child's first and last name and the teacher's name on a clearly marked payment envelope or check. Payments will be collected in the classrooms on Mondays. Each teacher has an envelope that the students put their payment into. The envelope is then brought down to the kitchen for the school lunch staff to post the money into the individual student's account. Unfortunately, payments cannot be accepted as the children go through the cafeteria line for sanitary reasons. All checks should be made payable to "Keene School Lunch".

For those students who received free or reduced price meals last year, it will be necessary to reapply by September 30, 2009 for the 2009-2010 school year. Applications will be sent home on the first day of school and can be returned directly to the School Lunch Office at 77 Arch Street, Keene, NH. The address will also be on the application. You will be notified by mail as to the determination of the application. We urge all who believe they may be eligible to apply. If you need assistance with this process, please call the school principal or guidance counselor.

It has always been the policy of the Food Service Department to allow a student the courtesy to have lunch even if they do not have the money that day to pay for it. This courtesy is for emergency purposes only. If your child's account exceeds the cost of one weeks worth of unpaid meals, (\$10.00), he/she is no longer eligible to receive snack drink until the balance is clear.

We look forward to serving your children fun and healthy meals that meet and exceed State and Federal nutritional requirements. Please call the School Food Service office with any questions at 357-9011.

At Jonathan Daniels School, we have three lunch periods. They are as follows:

<b>Yellow Unit- Kindergarten</b>	<b>11:45-12:10 PM</b>
<b>Yellow Unit - Grade One</b>	<b>11:50-12:15 PM</b>
<b>Blue Unit- Grades 2 &amp; 3</b>	<b>12:15-12:40 PM</b>
<b>Green Unit -Grades 4 &amp; 5</b>	<b>12:40-1:05 PM</b>

### **PARENT CONFERENCES**

In order to present student progress information in a more coherent fashion we have been placing more emphasis on children's actual work. This has necessitated more conferencing with both parents and students. Reporting this year will include student portfolios, checklists, student presentations and parent teacher (student) conferences. Progress reports will be issued three (3) times per year. Many teachers also request before school conferences so that parents and teachers can participate in goal setting for students. Teachers will contact parents directly to set up conferences.

Even though scheduled conferences are only planned two and three times per year, parents who deem it necessary to confer with the teacher are encouraged to contact the teacher to make an appointment at any time. For the 2009-2010 school year, conferences will be held on December 4th and March 19th (grades K-3 only).

Parents are always welcome and encouraged to visit classrooms while school is in session. However, they are asked not to attempt to confer with teachers during class sessions, since such time is reserved for instruction. All visitors are required to report to the office before going to any classroom.

### **PHOTOGRAPHS**

Periodically N.H. School Administrative Unit 29 publishes printed material, prepares Power Point presentations and updates web sites that may use photographs of students in a classroom or school setting. Names of students are not used except to celebrate achievement. If you do not want your child's photo used, please notify the principal in writing as soon as possible.

### **STUDENT PLACEMENT**

Student placement is a complex process dependent upon numerous factors affecting learning. When determining placement, teachers must consider the general ability of each child, achievement, peer relationships, learning styles, and individual personalities. In order to ensure a balanced representation of all of these factors for each class group, teachers deliberate carefully over a period of weeks sifting through the information before them. We also consider information gained from parents about their child's learning needs. We would welcome pertinent information from parents in written form prior to May 1st suggesting specific needs of your child, providing us with further assistance in the placement process. In articulating learning needs, you may wish to consider social climate, structure of learning environment, personality characteristics of your child, and attitudes regarding learning. Given all the factors that the team must take into account requests for specific teachers may not be made. Information from parents will be considered with all other factors. In no case will any single factor outweigh the composite of the criteria. It is important that the school staff maintain the necessary flexibility to determine the needs of the entire group as well as the individual. Parents and children can expect notification by mail approximately August 15th.

### **RECESS PRACTICES**

Children should be prepared to participate in outside recess unless inclement weather conditions prevail. Generally outside recess will not be held when the temperature falls below 15 degrees.

**ANY CHILD NOT WELL ENOUGH TO PARTICIPATE IN OUTSIDE RECESS ACTIVITIES SHOULD REMAIN AT HOME UNLESS WE HAVE AN NOTE FROM THE FAMILY PHYSICIAN REQUESTING THAT THE CHILD REMAIN INSIDE. CHILDREN SHOULD DRESS APPROPRIATELY FOR THE WEATHER.**

### **SAFETY PRACTICES**

1. Fire drills are held periodically throughout the year. We are required by law to hold a minimum of 10 per year. In addition we will practice intruder alerts, lock downs, and shelter in place drills.
2. Each school is to have an evacuation plan when students need to leave the school in case of a general emergency. This plan is to be clearly defined in cooperation with the Keene Fire Department and the Keene Police Department. On site, off site, and bus evacuation drills will be practiced on a regular basis.
3. In case of an emergency evacuation, Jonathan Daniels School offsite evacuation areas are: The First Baptist Church on Maple Ave or if required: Keene High School

In the event of an emergency, after all students and staff are safely evacuated, parents will be notified where to pick up their child(ren) and of the dismissal process. An updated safety practices booklet will be sent home separately.

### **SCHOOL CLOSING ANNOUNCEMENTS**

Schools shall remain open unless, in the opinion of the Superintendent, conditions are such as to result in hazards to the safety and well being of the students. Please be aware that SAU 29 is a regional school district, which includes the towns of Chesterfield, Marlborough, Harrisville, Marlow, Nelson, and Westmoreland, and a decision to have a delay or cancellation is based on the weather in ALL of these locations.

In cases of individual hardship, school attendance may be left to the discretion of parents of pupils involved. The school administration will use the media or radio for notification as early as possible.

In the event school is canceled or delayed, such announcements will be made over radio stations WKNE and WKBK. as well as Channel 9 on television. If there is no radio or TV announcement, school will be in session. Parents should use their discretion in sending children to school during a storm.



### **STUDENT ACTIVITIES & PROGRAMS**

<u>ACTIVITY</u>	<u>GRADE</u>	<u>REMARKS</u>
Recorder	3, 4 & 5	Purchase optional - \$5.00
Chorus	3, 4 & 5	will take place during the school day.
Band Lessons	4 & 5	Students must provide instruments.
Band Ensemble	2 yr. students	Takes place during the day.
Strings program	3, 4, & 5	Will take place during the school day - students to provide instruments

Computer Instruction.	K-5	Instruction in the computer lab
Quest	1-5	Enrichment activities
Ecology Camp	5	Funded by fundraising activities- week long May 2010
Sports (TBD)	2-5	After School Program; Varies by grade
World Language	5	During the school day, exposure to French and Spanish
Intramurals	3, 4, & 5	Varied throughout the year
Board Games Club	K-5	Meets throughout the school year
Cribbage Club	4 & 5	During the school day



### **SAFETY PATROL PROGRAM**

Students in grade five may choose to join the safety patrol program. The school provides a safe crossing for all students with the assistance of adult safety monitors and trained student patrollers. Safety patrol members assist students in crossing crosswalks. In addition students monitor sidewalks and provide students with reminders to demonstrate safe and appropriate behavior. Students must demonstrate leadership and responsibility in order to be a member of the safety patrol.

### **SPECIAL EDUCATION SERVICES**

At Jonathan Daniels School, we believe that, ideally, Special Education should include the following:

- student access to a full continuum of placements
- individual assessment of children in order to provide appropriate programming
- emphasis on early intervention in the primary grades
- consideration of what is most appropriate for the individual and the whole class (socially, behaviorally, and academically)
- programs that foster self-esteem
- adjustments made throughout the school experience: placement and programs should be reevaluated regularly to determine appropriateness and effectiveness
- input from all staff, parents, and any individual who is knowledgeable of the child
- adequate training and support for all staff who have contact with the student
- regular and special education staff working together to meet the needs of all children with an emphasis on melding the resources of both for optimal efficiency

Referrals to the Child Study Team, a pre-referral team, can be made by parents, therapists, and physicians.

Students who might be evaluated and found eligible for special education services can access speech and language, occupational therapy, and physical therapy services through the school as needed if warranted. Students with documented disabilities may also qualify for a 504 accommodation plan.

In addition, we are fortunate at Jonathan Daniels School to house the district's Learning Disabilities Collaborative program. This program for students with disabilities in grade 3 through 5 provide students with intensive learning support as well as counseling to support their complex learning profiles.



### **SUPPLIES**

Parents will be made aware of any supplies his/her child may need for the school year. Teachers usually send a letter home prior to school starting or during the first week of school. Students should refrain from bringing non-essential items to school. Electronic devices such as MP3 players, CD players/walkman, Game Boy, Nintendo, PDA's, cell phones, iPods, etc. should not be brought to school. Students may not use cell phones to make arrangements for after school activities. If the above-mentioned items are brought to school there is a possibility that they will be turned into the office. Parents will then be required to pick up these items.

### **TITLE ONE**

The Title One program at Jonathan Daniels School is a federally funded program that provides reading and math support to students in grades K through three who meet certain criteria. Title One teachers offer supplemental services, in addition to what is provided in the classroom, for individuals and small groups. Title One staff offers Parent Involvement Activities throughout the year. During the 2009-2010 school year, we will have one full time teacher and one part time teacher in Title One. This program works in collaboration with our reading specialist.

### **VOLUNTEER PROGRAM**

Children's first learning experiences take place in the home, with parents as their first teachers. As children's worlds expand, other persons -- relatives, family, friends, other children, teachers, and those present through books, radio, television, and movies -- play an important part in their learning.

At Jonathan M. Daniels School, the volunteer program provides a way for parents and interested members of the community to become actively involved in the education of children. By using their special talents and interests, volunteers help provide enriched learning experiences for children.

Volunteer activities fall into two broad areas with some volunteers serving the school in both:

- 1 - traditional parent association services: (Please refer to JDA materials for more information) special activities; class parties; chaperones for field trips; special fund raising projects
- 2 - educational services: tutors; classroom, library, special presentations about careers, the arts, hobbies, travel, clerical assistance and preparation of materials

Please contact your child's teacher to see how you can get involved.



## **APPENDIX**

### **ASBESTOS CONTAINING MATERIALS**

The Jonathan Daniels School has been inspected for the presence of asbestos-containing materials. A written plan has been developed for managing these materials while they remain in place. This plan is on file in the office location identified below during normal business hours.

### **COMPLIANCE STATEMENT Title IX**

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

Complaints regarding compliance with Title IX regulations should be submitted in writing to the Title IX liaison for School Administrative Unit 29, The Personnel Manager, 34 West Street, Keene, New Hampshire.

Complaints regarding compliance with Rehabilitation Act of 1973-Section 504 should be submitted in writing to the Educational Consultant for Special Services, 34 West Street, Keene, New Hampshire.

### **SEXUAL HARASSMENT**

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

### **NOTIFICATION OF RIGHTS UNDER "FERPA"**

The Family Educational Rights and Privacy Act of 1974 (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

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

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may request the School District amend a record that is believed to be inaccurate or misleading. The parent or eligible student should write the appropriate school principal, clearly identify in such letter the part of the record, which is believed to be in need of change, and specify why it is inaccurate or misleading.

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

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

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

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

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

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

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

### **Student Conduct Keene Board of Education Policy JIC**

The board endorses the following principles of student conduct:

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

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

### **WEAPONS**

Weapons carried onto school premises or other school activities may lead to dangerous and violent behavior and will not be tolerated. The Keene School District Policy JICI and various state and federal laws provide for substantial sanctions for the possession of weapons, including mandatory suspension or expulsion from school and the filing of a report to applicable police authorities. A copy of policy JICI and/or related laws pertaining to weapons and violence on school premises is available from the Superintendent's office.

# KEENE ELEMENTARY SCHOOLS

## 2009 - 2010 CALENDAR

	<i>M</i>	<i>T</i>	<i>W</i>	<i>TH</i>	<i>F</i>		<i>M</i>	<i>T</i>	<i>W</i>	<i>TH</i>	<i>F</i>
AUGUST & SEPTEMBER	X	X	O	W	W	FEBRUARY	1	2	3	4	5
	W	W	26	27	28		8	9	10	11	12
(25)	31	1	2	3	4	(15)	15	16	17	18	19
	X	8	9	10	11		X	X	X	X	X
	14	15	16	17	18						
	21	22	23	24	25						
	28	29	30								
OCTOBER				1	2	MARCH	1	2	3	4	5
	5	6	7	8	W		8	9	10	11	12
(21)	12	13	14	15	16	(22)	15	16	17	18	W
	19	20	21	22	23		22	23	24	25	26
	26	27	28	29	30		29	30	31		
NOVEMBER	2	3	4	5	6	APRIL				1	2
	9	10	X	12	13		5	6	7	8	9
(17)	16	17	18	19	20	(17)	12	13	14	15	16
	23	24	X	X	X		X	X	X	X	X
	30						26	27	28	29	30
DECEMBER		1	2	3	W	MAY	3	4	5	6	7
	7	8	9	10	11		10	11	12	13	14
(16)	14	15	16	17	18	(20)	17	18	19	20	21
	21	22	23	X	X		24	25	26	27	28
	X	X	X	X			X				
JANUARY					X	JUNE		1	2	3	4
	4	5	6	7	8		7	8	9	10	11
(18)	11	12	13	14	15	(9)	W	W	S	S	S
	X	19	20	21	22		S	S			
	W	26	27	28	29						
August 19	New Staff Orientation					December 4	Teachers' Workshop				
August 20-21	Teachers' Workshop					Dec 24-Jan 1	Holiday Vacation				
August 24-25	Teachers' Workshop					January 18	Martin Luther King/Civil Rights Day				
August 26	First Day of School					January 25	Teachers' Workshop				
September 7	Labor Day					Feb 22-Feb 26	Winter Vacation				
October 9	Teachers' Workshop					March 19	Teachers' Workshop				
November 11	Veterans' Day Observed					April 19-April 23	Spring Vacation				
November 25-27	Thanksgiving Recess					May 31	Memorial Day Observed				
						June 14-June 15	Teachers' Workshop				

**June 11** is the last day of school scheduled but will be adjusted for any days missed. Two workshop days for teachers to follow after the last day of school.

### **Report Cards and Conferences**

End of 1<sup>st</sup> trimester, November 24<sup>th</sup>; Conferences with Progress Reports in Grades K-5 on December 4<sup>th</sup>.

End of 2<sup>nd</sup> trimester, March 12<sup>th</sup>; Conferences with Progress Reports in Grades K-5 on March 19<sup>th</sup>,

End of 3<sup>rd</sup> trimester, June 11<sup>th</sup>, or last day. Grades K-5 Progress Reports (conferences optional).

Art, Music, PE, Library, Foreign Language, Instrumental Music & Strings reports to be issued for 1<sup>st</sup> and 3<sup>rd</sup> trimesters.

Keene Comes Alive, May 28<sup>th</sup>. Rain date is June 4<sup>th</sup>.