

APPROVAL OF HANDBOOKS AND DIRECTORIES

The principal and other administrators are responsible for the development of employee and student handbooks.

The contents of all handbooks must conform with District-wide policies and regulations. The Board must approve and adopt all handbooks prior to publication and distribution.

From time to time, school officials are asked to make public or to provide information about students, such as class lists, team rosters, lists of graduates, award winners, and honors recipients. New Hampshire law (RSA 189:1-e) permits the release of what is called “Directory Information” consistent with the Family Educational Rights and Privacy Act (FERPA).

Each September, the Superintendent will notify parents of the types of information designated as “Directory Information” and of their right of Parents to request the removal of all or part of the “Directory Information” on their child(ren) that they do not wish to be made available to the public.

Items of Directory Information, which is information not generally considered harmful or an invasion of privacy is disclosed, includes:

- name and address of student
- field of study
- weight and height of athletes
- most recent previous school attended
- date and place of birth
- participation in officially recognized activities and sports
- date of attendance, degrees, and awards

RSA 189:1-e

First Reading: July 10, 2003

Second Reading: October 2, 2003

ADOPTED October 9, 2003