

Peterborough Elementary School

Student-Parent Handbook



2017 - 2018

17 High Street

Peterborough, NH 03458

(603) 924-3828

TABLE OF CONTENTS	Page(s)
Letter from the Superintendent	4
Letter from Principal Helena Bates	5
PES Mission, Vision, and School Motto	6
School Rules and Expectations	7 - 13
Keep it on your mind: Be Respectful, Safe, and Kind	
Students' Rights and Responsibilities	
Parents' Role in Supporting School Rules and Expectations	
Parent Concern Process	
What to Wear in School	
What to Bring to School	
School-wide Rules and Expectations	
How to Be Respectful, Safe, and Kind at PES	
How staff members help students to Be Respectful, Safe, & Kind	
What happens when a student is not Respectful, Safe, &/or Kind at PES	
How to Be Respectful, Safe, & Kind in the Cafeteria	
What happens if a student is not Respectful, Safe, &/or Kind in the Cafeteria	
How to Be Respectful, Safe, & Kind at Recess Year-round	
How to Be Respectful, Safe, & Kind at Winter Recess	
What happens if a student is not Respectful, Safe, &/or Kind at Recess	
How to Be Respectful, Safe, & Kind on the School Bus	
What happens if a student is not Respectful, Safe, &/or Kind on the School Bus	
School Suspension Process	
Student Re-Entry from a School Suspension	
 Absences from School	 13-15
 Arrival at School	 15
 Dismissal	 15-17
Bus Changes	
Calling Bus Company	
Dismissal of Student	
 Parent and Visitors	 17

Entering/Leaving the School Building Procedure for Parents and Visitors

Health Office Information	17-22
The School Nurse's Role and Responsibilities	
Crutches, Casts, Slings, Sutures, Surgery	
Food Intolerance/ Allergies	
Head Lice	
Health Insurance	
Immunizations	
Physical Examinations	
Keeping Sick Children at Home	
Calling school when your child is home sick	
Returning Children to School: "The 24-Hour Rule/Guideline."	
Medications at School	
Screenings: Height and Weight; Vision and Hearing	
Teaching and Learning	22-23
Teachers' Professional Responsibilities	
Professional Learning Communities (PLC's)	
Habits of an Effective Learner	
Homework	24
General School Information	24 - 31
Alcohol and Substance Abuse	
Animals/Pets	
Balloons/Flowers/Gifts	
Bicycles	
Birthdays and other Out-of-School Parties	
Bus Information	
Bus Notes	
Calling the Bus Company	
Dismissal of Students	
Emergency Forms	
Field Trips	
Fire Drills and other Emergency Drills	
Library Books	
Lost and Found	
Lunch Program	
Open House	
Parent-Teacher Organization (PTO)	

Parking
Parties at School
Placement, Promotion and Retention
Parenting Plans
Recess
Recess Clothing
Reporting of Student Growth and Progress
Snacks
Smoking Prohibited
Snow Days. -- Delayed Openings/ No School Days
Sports and Recreation
Student Teachers
Traffic patterns at PES
Visitors/Volunteers; Guidelines and Expectations for Volunteers

Services

31 - 33

Computers/Technology
ELL (English Language Learners)
School Counselor
Special Education
Title I and Supplemental Reading Services
Intervention Block

Policy Section

34-51

Welcome to the 2017-2018 school year!

As the Superintendent of the ConVal School District, I want to personally welcome each of you back to school. You are attending a school that recognizes that you are an individual and works to personalize your learning.

You will have the opportunity to do many things that you enjoy, but I want to challenge you to try to learn something this year that is different, that stretches you as a learner and as a person. Maybe you will find that you are an actor, a chef, a photographer, an athlete, or a scholar. Try out for the team, the part, write a story, submit a work of art, or create new software or an app. Discover. Stretch. Persist. No matter the choice, there are teachers, counselors, and administrators ready and willing to help you, you need only ask- or just answer when they reach out to you.

Whatever you decide, make your days here count. The ConVal School District has the desire to help every student succeed no matter the challenges that they face, so ask yourself this question “What does success mean to me?” Once you have answered that question, pursue it relentlessly by proceeding as if success is inevitable.

An unknown poet once said “The start of something new, brings the hope of something great”. As the New Year begins, my hope for you is that you find a new passion, one that challenges you, fulfills you, and furthers your journey as a student and the adult that you wish to be.

Make it a great year!

Kimberly Rizzo Saunders
Superintendent of Schools

August 2017

Dear Parents,

Welcome to the 2017-2018 school year! I am excited about the many opportunities your child(ren) will experience this year. Many of the tasks and assignments will be challenging and enjoyable. Our mission at PES is to engage, support, and inspire learning so that all students can achieve their full potential.

This Student-Parent Handbook was developed to build a strong school-home relationship and provide a clear overview of the expectations and guidelines at PES. The Handbook contains important information in regards to our school as well as policies and guidelines adopted by the ConVal School Board. Please read and discuss this handbook with your child(ren).

On behalf of the staff at PES, please know that you and your child(ren) are a valued member of the PES community. We want to assure you that we are committed to providing the very best for each student and hope we are a part in helping students move along, so they can begin to strive to reach their full potential.

I, as well as the staff, look forward to working with you and your child(ren) during the 2017-2018 school year.

Sincerely,
Helena Bates
Principal

Peterborough Elementary School Mission and Vision

Mission Statement

Our mission is to engage, support, and inspire learning so that all students can achieve their full potential. We challenge all students to achieve academic success while also developing physically, socially, and emotionally. Our goal is to work in a partnership with home, school, and community to model and promote a respectful, safe and kind environment.

Vision Statement

Our vision is to empower students to reach their full potential as lifelong learners and responsible community members.

SCHOOL RULES AND EXPECTATIONS

Peterborough Elementary School expects students, staff, and volunteers to ***“Keep it on your mind: Be Respectful, Safe, and Kind.”***

Our goal is to create a positive, supportive educational environment where students will be academically and socially successful. PES staff members strive to be fair and consistent in the implementation of expectations, rules, and consequences. When students act appropriately, their behavior is acknowledged and praised. If students act inappropriately, they are held accountable and at the same time are taught how they can be more respectful, safe, and kind.

Students’ Rights and Responsibilities

Rules and clear expectations are essential for a school community to function effectively.

- ❖ Every student has the Right
 - To learn and play in a safe environment.
 - To be treated with respect, fairness, and kindness.
 - To be provided with an engaging and appropriately challenging instructional program.

- ❖ Every student has the Responsibility
 - To come to school rested and ready to learn.
 - To have a positive attitude and responsible, caring behavior.
 - To listen to adults and follow school rules.
 - To make every effort to produce quality work (doing one’s best).
 - To be respectful, safe, and kind.

Parents’ Role in Supporting School Rules and Expectations

The development of children’s safe, caring, and responsible behavior is a joint responsibility of parents, the school, and the community.

- ❖ Parents’ responsibilities include:
 - To explain to children the school’s expectations for safe, kind, and respectful behavior, and to clearly state that school rules must be followed.
 - To encourage children to ask for an explanation if a situation or consequence do not seem clear.

- To contact the school if more information or clarification is needed. Teachers and administrators will do their best to explain a situation or issue while respecting other students' and families' rights to privacy and confidentiality.
- To approach the staff and administration with respect, trusting that parents and school staff work together in the best interest of all students.
- To attend school events and relevant meetings; to nurture and appreciate each child's special strengths and talents; and to encourage his/her academic and non-academic interests.

Parent Concern Process

If you have a school-related question, please contact the appropriate staff member (e.g., the teacher, the school counselor, or school nurse) who will try to respond to your concerns in a timely and helpful manner. If the matter is not resolved, parents may contact the Principal who will arrange a joint meeting with parents and the appropriate teacher or staff member.

What to Wear in School

Parents are expected to help children come to school clean, neat, and dressed appropriately for the ever-changing New Hampshire weather.

- Safe and appropriate footwear must be worn at all times; sneakers are fine for indoors and a necessity for physical education. NH fire codes do not allow slippers at school.
- Shirts/tops need to fit comfortably and be long enough to be tucked in.
- Hats and sweatshirt hoods may only be worn outside of the school building.
- Clothing may not have inappropriate or offensive writing or pictures, and may not include cigarettes, alcohol, drug related or violent logos and/or graphics.
- If necessary, students will be asked to change into more appropriate clothing and/or footwear (from the Lost and Found, or parents will be called to bring in more appropriate items).

Students may not wear halter tops, short shorts or skirts; half shirts; clothing that reveals underwear, etc.; pants that are so long they come down underneath a student's shoes; shorts or pants that are so 'baggy' that they keep slipping down; flip-flops, platform shoes/sneakers, shoes with heels that are higher than 1 inch, slip-on sandals, slippers, sneakers/footwear with built-in roller blade type mechanisms, etc.

What to bring to school

Students need to bring a healthy snack every day; if they are not getting hot lunch, they also need a healthy packed cold lunch. Microwave ovens are not available to students.

It helps to have an extra pair of dry socks in the winter and a change of pants, socks, and underwear for very young children who may have an accident at school.

Also, all students need to bring to school a modest-sized backpack for storing their snack/lunch, extra clothing, books, take-home folders, notes, school projects, etc. Backpacks need to be small enough to fit easily into student cubbies (Kind.) or hallway lockers (1st - 4th grades).

Students may not have chewing gum (unless noted in a student's specific plan), baseball bats, lacrosse sticks, or any other hand-held electronic games or devices. Cellphones and tablets may not be used at school or on the bus [unless there is prior permission from the Principal]. Unauthorized electronics will be confiscated and parents will be asked to retrieve them from the main office. *The school does not accept responsibility for any stolen or lost toys, electronics, or other personal items.*

School-wide Rules and Expectations

How to Be Respectful, Safe, and Kind at Peterborough Elementary School:

- ❖ ***Be respectful.*** Follow directions. Listen to others. Follow the rules for classrooms, hallways, cafeteria, specials, bathrooms, etc. Respect others' self-space, privacy, and property. Be a good sport.
 - Students may not be verbally or physically defiant, threatening or hurtful.
 - Students may not swear, fight, kick, shove, grab, punch, spit, or bite.

- ❖ ***Act safely.*** Students must stay with their classes. Make safe choices.
 - Students may not throw objects, knock over chairs or desks, vandalize or steal.
 - Students may not possess cigarettes, lighters, caps, snappers/poppers, stink bombs, fireworks, ammunition, bullets, empty bullets or bullet casings, drugs, or alcohol.
 - Students may not possess knives, guns, weapons or toy weapons. Weapons includes knives and/or any other object which, in the manner it is used, intended to be used, or threatened to be used, may be capable of producing serious injury. In accordance with New Hampshire state law, NH RSA 193:13, possession shall include, but not be limited to, having control over a weapon during any part of a school day or during any part of a school related activity, including transporting the weapon to school or to a school related activity, and/or storage of the weapon anywhere on school premises. RSA 193:13 also defines possession as including any other act whereby the student knowingly contributes to causing a weapon to be on school premises or contributes to causing use of a weapon on school premises. ***Possession of weapons is considered a serious offense.***

- ❖ ***Demonstrate kindness.*** Be nice. Use kind words. Greet others. Say Please and Thank You. Offer to help others. Talk in quiet voices when inside. Use good manners. Show that you care.
 - Students may not scream, tease, bully, harass, or use rude or abusive language (verbal or non-verbal).
 - Students may not be mean or intentionally hurt other people's feelings.

How teachers and other staff members help students to Be Respectful, Safe, and Kind:

- ❖ Developing posted rules/expectations for what is OK in each school setting.
- ❖ Actively reinforcing and expressing appreciation for kind, responsible behavior.
- ❖ Helping students practice ways to be respectful, safe, and kind in a variety of situations.
- ❖ Teaching appropriate social skills, self-control and problem solving skills, and conflict resolution skills.
- ❖ Helping upset children to calm down, with quiet time-outs as appropriate.
- ❖ Reviewing what happened (if behavior is inappropriate), brainstorm other possible options, and discuss what the student will do differently next time.
- ❖ Teaching students how to apologize and make amends as appropriate.
- ❖ Helping children re-join their classmates through an appropriate transition process.
- ❖ Making referrals for additional student services and support if deemed appropriate.

What happens when a student is not Respectful, Safe, and/or Kind at PES.

- ❖ When a student is disrespectful, unsafe, unkind or disruptive, consequences may include:
 - Practicing positive, appropriate behavior in the given situation or location.
 - Time out in the student's classroom, in another room, or in the Office.
 - Apologizing, verbally and/or in writing;
 - Cleaning up a mess; repairing any damaged personal or school property.
 - Loss of privileges
 - Loss of field trip opportunities.
 - Contacting student's parents at home or work.
 - Being sent to the Principal due to consistent misbehavior or major behavioral offenses
The Principal will support, assist in problem solving and assist in planning how to make better choices, and assign consequences.
 - Participating in a meeting with the student's parents, Principal and/or teacher.
 - Police notification: In compliance with R.S.A. 193-D, establishing safe School Zones, this school works cooperatively with the Peterborough Police Department to provide a safe and healthy school environment for students, staff, and visitors. As required by law, the Principal reports acts of theft, destruction, or violence that take place within the established Safe School Zone to the police. In addition, the police must be given information which relates to suspected delinquency or criminal conduct, or any conduct which would classify a student as a "child in need of services" under RSA 169-D or a "child in need of protection" under RSA 169-C.
 - Suspension; expulsion [see R.S.A. 193:13, II and III].

How to Be Respectful, Safe and Kind in the CAFETERIA:

- ❖ Talk in a quiet voice. Talk with those at your table who are sitting near you.
- ❖ Use respectful table manners. Chew, swallow, and then talk.
- ❖ Sit tall. Eat neatly. Use your napkin.
- ❖ Say ***Please*** and ***Thank You***.
- ❖ Raise your hand if you need to leave your seat.
- ❖ Your food is for you.

- You may not share, exchange, or give food away.
- ❖ Food is for eating.
 - You may not play with food, throw it, drop it, etc.
- ❖ Try tasting various food items on your tray, even if they're not your favorites.
- ❖ Clean up your areas from breakfast or lunch when you have finished eating.

What happens if a student is not Respectful, Safe and/or Kind in the Cafeteria.

- ❖ Consequences may include:
 - Reminders, verbal warnings and/or redirection.
 - Eating at a separate table in the cafeteria or in the office area.
 - Contacting parents.

How to Be Respectful, Safe and Kind at RECESS Year-Round:

- ❖ Stay within the boundaries of the playground.
 - You may not go in the woods, the parking lot, the area between the parking lot and the woods, the courtyard outside the library, the High St. side of the school or to go in the area right around the SKIP building.
- ❖ If you see unsafe/ dangerous behavior, tell staff members (wearing name tags) right away.
- ❖ Try to use the bathroom before/after recess. Ask an adult for permission before going inside.
- ❖ Sand, rock, wood chips, snow and sticks stay on the ground; food stays inside.
- ❖ Use swings safely and as intended.
 - You may not twist the swings; stand, jump off, or go under swings.
- ❖ Play touch football games with no more than three people per team
- ❖ Play soccer games with no more than six people per team (5 + a goalie). Staff on duty may require smaller teams if there are problems. Teams may be allowed to be larger if students are playing safely and respectfully.
- ❖ Play tag and chasing games on the grassy areas only.
 - You may not play tag anywhere on the wood chips or in the gazebo.
- ❖ Go down the big slide only one student at a time; sit on your bottom; face forward.
- ❖ When recess ends, line up quickly; prepare to enter the school building quietly.
- ❖ Recess equipment that is OK/ allowed: roll-up plastic sleds for winter sliding; soccer balls; basketballs; soft core baseballs; air filled balls; nerf, whiffle and tennis balls; plastic hula hoops; jump ropes; other nerf/safe/soft play equipment approved by the Principal.
 - Recess equipment that is not allowed: hockey sticks, juggling sticks, pogo sticks, stilts, lacrosse sticks; baseball bats, hard baseballs or Frisbees; roller blades, roller sneakers, skateboards, snowboards, non-roll up sleds, skis; any other equipment deemed unsafe for recess use.
 - Recess behavior that is not allowed: climbing up the big slide; climbing over gazebo railing; sitting or standing on the picnic tables or benches; jumping off the slide, swings, or playground structures; fighting, rough play or play fighting.

How to Be Respectful, Safe and Kind at Winter Recess:

- ❖ Enjoy and build with the snow.
 - Do not throw snowballs.
 - Do not go on ice or walk in the mud.
- ❖ Only one person per sled. Sit down or kneel and face forward.
 - Do not lie face down on a sled.
- ❖ Sled only in approved areas; wait until “the coast is clear”; go around orange cones.
 - Do not sled next to trees or the concrete steps.
 - Do not sled in pairs or in tandem, or to crash into others.
- ❖ To go on any snow, students must wear boots, jacket, snow pants, hat and gloves.
- ❖ During BlackTop Recess (when it is too icy or muddy to be down on the playground), students need to walk, not run, except when playing basketball.

What happens if a student is not Respectful, Safe and/or Kind at Recess.

- ❖ Consequences may include:
 - Verbal warning and redirection.
 - Restrictions in where or with whom a student may play.
 - Time out in a place designated by the staff member.
 - Time out while walking next to a staff member or the Principal.
 - Loss of part or all of recess time for that day and/or subsequent days.
 - Sent in to Office; parents called; possible suspension.

How to Be Respectful, Safe, and Kind on the SCHOOL BUS:

- ❖ Follow the bus driver’s directions and requests.
- ❖ Be on time at the designated morning bus stop.
- ❖ Use the back door only in an emergency or in an emergency drill.
 - Do not distract the driver unless there is an urgent need or emergency.
 - Do not yell, swear, fight, smoke, eat, or drink.
 - Do not get out of your seat, put feet in the aisle, bother or threaten other students or the bus driver, or climb over or under the seats
 - Do not throw items on the floor or out a window.

What happens when a student is not Respectful, Safe, & Kind on the School Bus:

- ❖ Consequences may include:
 - The bus driver gives students reminders/ requests/ warnings.
 - The bus driver may file a formal discipline report with the school
 - The Principal or designee follows up on any written bus reports, talks with the student, and designates a consequence. Suspension from the bus. In accordance with NH RSA 189:9-a, repeat offenses or major infractions of bus rules will result in suspension from the bus. Parents are then responsible for providing transportation to and from school.

School Suspension Process

Suspension is only considered for behavior that is significantly and/or persistently disrespectful, unsafe, and/or hurtful.

If a student is suspended, the parents are called and the child must be picked up right away. If the school cannot reach the parent, then the person listed as the emergency contact is called to pick up the student.

When parents pick up their suspended child, they are given a written explanation of the student's inappropriate/ rule-violating behavior, the length of the suspension and what must be brought back with the child to the formal re-entry meeting. This may include missed class work, appropriate letters of apology, and a written plan for more appropriate behavior.

Student Re-entry from a School Suspension

At the scheduled re-entry meeting, the student and parent meet with the Principal and/or other principal-designated staff member. There is a review of what led to the suspension, and a review of the student's apologies and written plan.

Before being allowed to re-enter the classroom, students must demonstrate that they are ready to come back to school and act appropriately. When deemed appropriate by the principal or designee, the student may be asked to meet with his/her class to explain what led to the suspension and shares his or her plan for more respectful, safe, and kind behavior.

The re-entry process is a key factor in students making better choices regarding appropriate behavior, and can help classmates to understand and support the student's follow-up plan for behavior that is more respectful, safe, and kind.

Absences from School

All students, including Kindergarten students, are expected to attend school regularly and arrive on time. If your child is going to be absent, you need to contact the school office by 8:30 am, at **924-3828**. You can also leave a message on the voicemail any time of the day. Another option is to e-mail your child's teacher, or the office at skolk@conval.edu or jshearer@conval.edu.

The school's Health Office tracks patterns of health problems. Please let the school know the actual reason for the absence.

If parents or guardians have not contacted the school by 9:30 am about a child's absence, the family will receive an automated attendance call to let you know your child has an unexcused absence.

The state and school district has policies which need to be followed in regards to absences from school.

The New Hampshire state law, RSA 193:1 Duty of Parent; Compulsory Attendance by Pupil...requires:

A parent of any child at least 6 years of age and under 18 years of age shall cause such child to attend school...such child shall attend full time when such school is in session unless: [the child] has been temporarily excused upon the request of the parent for purposes agreed upon by the school authorities and the parent. Such excused absences shall not be permitted if they cause a serious adverse effect upon the student's educational progress.

After three days absent (unexcused) a letter is sent to the parent/guardian. After the fifth unexcused absence, a five-day letter is sent to request a meeting with the parent /guardian.

At the meeting with parents a plan will be developed:

- Elementary: school Social Worker, School Counselor, Special Education Coordinator (if special ed), and Principal/Building Administrator (K-4)
- Middle School (5-8): Special Education Coordinator (if special ed) and Principal/Building Administrator
- High School: School Counselor, Student Assistance Counselor, Special Education Administrator (if special ed)

All letters and plans need to be copied to the Assistant Superintendent and Assistant Director of Student Services.

If absenteeism continues:

1. Second meeting with parents/guardians.
2. Adjust plan as necessary for one calendar month and inform parents of next steps.
3. If the plan is still not working the "team" and parents need to meet with the Assistant Superintendent and Assistant Director of Student Services.

Process for Excessive Excused Absences:

Five consecutive days requires a doctor's note (if there is no note, the absences become unexcused and the unexcused process is followed).

Cumulative days require:

1. 15 days excused absences (cumulative)-request a meeting
2. 25 days excused absences (cumulative)-Assistant Superintendent and Assistant Director of Student Services will contact parent/guardian via letter to schedule a meeting.

The School Board considers the following to be excused absences:

1. Illness
2. Recovery from an injury
3. Required court attendance
4. Medical and dental appointments
5. Death in the immediate family
6. Observation or celebration of a bona fide religious holiday
7. Such other good cause as may be acceptable to the Principal or permitted by law

Any absence that has not been excused for any of these reasons will be considered an unexcused absence

Also, please note that children who are sick and stay home from school are not allowed to attend any school functions on that day.

Arrival at School

The first part of the school day is an essential time for community-building and introducing the day's activities. Parents are responsible for helping their child arrive at school on time.

- Students arrive at 8:25 AM. **Supervision of students is not available until 8:25 AM.**
- Students are considered tardy if they arrive in their class after 8:40 AM.

Tardiness is disruptive to your child and others.

Dismissal

Bus Changes

PES uses PICK UP PATROL (PUP), a web based program to ensure a safer way to get students home from school. Parents should submit bus **changes** in PUP, on their computer, or mobile app, by 2:15 pm. Parents need to provide PUP with the bus number their child will be riding and the address of the drop off location. If a parent can not access a computer or mobile device, they can call the school and the admin assistant will enter the change in to PUP for them. PUP produces a printed list for each bus driver, teacher, and office staff with the daily changes. Bus changes will not be allowed after 2:15 pm unless there is an emergency situation.

Calling Student Transportation of America [Bus Company]

Bus transportation for all ConVal students is provided by Student Transportation of America. Specific questions about bus routes or bus issues should be directed to the bus company's management at 924-9211.

Also, please call the bus company if your child has any unusual medical condition, or if you want to ask about why a bus has not arrived at a bus stop. The bus company maintains radio communication with all of its bus drivers and all of the ConVal schools. Activity on all bus routes is monitored through video tapes/ DVD recordings.

Dismissal of Students

PES is using a safer way to get students home from school, called PICK UP PATROL (PUP). At the beginning of the school year, parent will inform PUP of their student's "default" dismissal plan for each day, M- F. This could be parent pick-up, walker, or bus rider. If a parent ever wants to make a change to the default plan, the parent must notify PUP by 2:15 pm that day (or could be hours, days, weeks in advance) via computer or mobile app. PUP will ask parents exact details, such as the name of person picking up the student, the time of pick up, the location the student is walking too, the address of the bus drop off, etc. After the 2:15 pm deadline each day, a dismissal list for each classroom will be printed for the teacher. If a parent can not access a computer or mobile device, they can call the school and the admin assistant will enter the change in to PUP for them. No changes will be allowed after 2:15 pm unless there is an emergency situation.

If your child is dismissed early, please stop at the office area to sign your child out and have the office call the child's classroom for the student to be dismissed. Parents must wait in the foyer outside the Office.

Students are participating in learning activities up to the end of the school day. It is highly discouraged to dismiss your child early from school on a regular basis. Please try to schedule appointments or activities after the school day ends.

At 3:25 PM-

Walkers line up in the hallway near the Library, and are escorted from the school by a staff member and cross High Street.

SKIP students go to the cafeteria.

Bus students wait in their classrooms until their grade is called. They then walk quietly down to the hallway near the recess doors or to the gym and are brought out to the buses by their classroom teacher. Adult supervision is provided outside until the buses leave.

Students who are picked up by parents go to the gym. At the end of the school day, parents waiting to sign out their children wait in line on the *right hand side* of the hallway between the Art/Music room and the cafeteria and then enter the gym when all pick up students have arrived. Students who are picked up must leave the building via the main office entrance, staying with the parent or other authorized adult who is picking them up. Students may not leave the building on their own. Parents are expected to wait in the designated pick -up area.

Parent and Visitors

Entering/ Leaving the School Building Procedure for Parents and Visitors

Please note that as part of our school safety procedures, ***all parents and visitors enter and leave the school through the MAIN OFFICE DOORS.*** This includes parents of Pre-School and Kindergarten students. All parents must sign in and sign out in the main office and obtain a visitor/volunteer badge between 8:40 AM and 3:25 PM.

There is a new security system in place at PES. All doors are locked. To enter the school you will need to press the buzzer. One of the administrative assistants will either buzz you in right away, ask for your reason to be at the school or ask for identification. Once you enter the school, you will still need to sign in and out in the office and obtain a visitor/volunteer badge.

The Main doors to the school will be unlocked first thing in the morning as students enter and towards the end of the day for dismissal.

Health Office Information

The School Nurse's Role and Responsibilities

The PES School Nurse is Pamela Murphy, BS, RN. School nurses are the bridge between health care and education, coordinate health care in school and advocate for children's health in the educational setting. The school nurse works with the family and community with the goal that all students will be healthy, safe and ready to learn to help prepare them for a productive and healthy future.

The School Nurse performs nursing assessments and screenings, monitors communicable disease, maintains health and immunization records, provides individualized nursing services for students with disabilities and/or health conditions, administers prescribed medications and attends to illnesses and injuries that occur at school. In addition, she provides students, staff and parents with relevant health and safety education.

Parents are encouraged to contact the Nurse's Office anytime with information or questions about their children's health.

Crutches, Casts, Slings, Sutures, Surgery

If your child is returning to school with a cast, splint, brace, sling or any other immobilization device, crutches, sutures (stitches) or after surgery, the health office will need written instructions from your healthcare provider.

Food Intolerance/Allergies

If your child has a food intolerance or allergy, please contact the school nurse. As there may be an occasional unexpected classroom celebration involving food, parents are encouraged to send in a supply of an acceptable food to be kept in your child's classroom. If your child has a diagnosed food intolerance/allergy and is having school breakfast and/or lunch, a special meals prescription form must be completed. Please contact the food services director at (603) 924-3336.

Head Lice

The presence of head lice is a nuisance that can happen to anyone. They are not a sign of being unclean. Head lice do not fly or jump. They are mostly transmitted by direct head to head contact.

Signs of head lice include itching of the scalp and neck, a rash or scratch marks on the scalp, and the presence of nits (eggs). Nits are small silvery egg cases firmly attached to individual hairs close to the scalp; they look something like dandruff but stick to the hair strand.

When checking for nits and head lice, look carefully behind the ears, at the back of the neck, and in the hair near the forehead. Lice move quickly and are difficult to see. At the discretion of the school nurse, a student with head lice may be sent home. If a child has live lice, the possibility of transmission to others often has been present for at least a month.

There are various treatment options available. Check with your healthcare provider or a pharmacist to determine which method is best for your child. It is also important to notify any close contacts such as playmates or friends who have slept over. The PES Health Office also has information about head lice. Please call for information or support.

Immunizations

In compliance with NH RSA 141-C:20-a Public Health Rules and ConVal district policy, students must meet all immunization requirements prior to school entrance unless they have applied for and met state exemption requirements. The list of specific immunizations is available in the PES health Office. **Parents must provide written documentation of immunizations (or the date of an upcoming appointment) before starting school at PES.** A child shall be exempt from immunization if:

1. A physician certifies that immunization against a particular disease may be detrimental to the child's health. The exemption shall exist only for the length of time, in the opinion of the physician, such immunization would be detrimental to the child. An exemption from immunization for one disease shall not affect other required immunizations.

OR

2. A parent or legal guardian objects to immunization because of religious beliefs. The parent or legal guardian shall sign a notarized form stating that the child has not been immunized because of religious beliefs. A child who is exempt from immunization shall not attend school during an outbreak of a communicable disease for which immunization is required. If a child is not immunized, does not have a religious or medical exemption, or is unable to provide evidence of acceptable immunization for conditional enrollment, he/she shall not be admitted to school.

Exemption forms are available in the Health Office.

Physical Examinations

Per school board policy, students must have a complete physical examination, performed within the past year, prior to or upon first entry into the school district. If an examination has not been performed within the past year, the parent must provide documentation of an appointment for a physical examination. Failure to comply with this provision may result in exclusion from school for the child.

No medical examination shall be required of a child whose parent or guardian objects thereto in writing on the grounds such medical examination is contrary to his/her religious tenets and teachings.

Keeping Sick Children Home

School attendance is important however, your child may need to stay home either because they are too sick to be comfortable and learn at school, and/or they might spread a contagious illness to the other children. Children should come to school able to participate in all school activities, and should not be tired or listless. Below are some guidelines to help you to know when to keep your child home from school.

❖ Colds

- Children with a persistent cough or severe cold symptoms such as sneezing, congestion and/or thick or constant nasal drainage should stay home. Minor cold symptoms such as mild stuffiness and clear nasal discharge are OK to be in school as long as your child feels well enough to participate.

❖ Eyes

- Causes of "pinkeye" or conjunctivitis are varied and eyes are sometimes swollen and irritated by allergens or virus. However, your child should stay home from school and your health care provider called if there is any mucus or pus drainage from eye/eyes with or

without itching, if the eye is red, puffy and/or painful, and/or there is crustiness upon waking from sleep. If your child is diagnosed with bacterial conjunctivitis (pinkeye), your child may return to school 24 hours after treatment is started.

- ❖ **Fever**
 - Fever (temperature of 100.0 or higher) is a normal response by the body to fight off an infection however; it is also an indication that your child could be contagious. Often, temperatures are lower in the morning and rise during the day. Giving a child acetaminophen or ibuprofen will bring the temperature down but will not prevent them from passing their illness on to classmates. Please keep them home. Temperature should be normal without the use of fever reducing medication for at least 24 hours before returning to school.

- ❖ **Nausea/vomiting/diarrhea**
 - If this has occurred within the last 24 hours, please keep your child home.

- ❖ **Rash**
 - Children with poison ivy may come to school as it is not contagious. Students with a widespread or oozing rash should stay home unless cleared by a health care provider.

- ❖ **Sore Throat**
 - Sore throats can be caused by viruses (often at the start of a cold), bacteria, such as strep or may have other causes. Signs of strep can vary but can include sore throat, swollen tonsils, swollen lymph nodes in the neck, fever, headache, nausea. Strep is diagnosed by a laboratory test. If you suspect strep, or have any concerns, call your healthcare provider.

Calling the school when your child is home sick.

Please remember to notify the school by phone, email or PickUp Patrol when your child is going to be absent.

Messages may be left anytime during non-school hours. Please give the actual reason i.e. sore throat, vomiting, etc. so we can keep track of “what’s going around”.

Parent/guardians of children with fevers greater than 100, vomiting, diarrhea or feeling too ill to stay in school with will be called to pick their child up or make arrangements to do so.

The School Nurse may require a doctor’s note prior to a student returning to school. A doctor’s note is required after 5 consecutive absences.

Returning Children to School: “The 24 Hour Rule/ Guideline”

Children may return to school after 24 hours on antibiotics, when their temperature has been normal for 24 hours (fever free without the use of fever reducing medication), and/or there has been no vomiting or diarrhea for 24 hours.

Medications at School

Medications should be given at home whenever possible. Medication prescribed for three times a day can usually be given before school, after school and at bedtime. Some children come to school after taking medication that causes drowsiness, such as certain cold preparations. Please save this type of medication for after school, unless your health care provider advises otherwise.

- ❖ **Medication Form.** All medication taken in school, including prescription and over the counter, requires a Medication Form, available at the school's Health Office. A new form is needed for each school year or if there is a change in dose, time, or route of administration.
- ❖ **Asthma Inhalers and Epi-Pens** Students may not self carry their own asthma inhalers and/or epinephrine without a medication form giving parental/guardian permission and written authorization from a physician. Forms are available in the Health Office. If a student self-carries medication, the parent/ guardian is strongly encouraged to supply the health office with back-up medication.
- ❖ **Prescription Medication.** Prescribed medication should not be taken during school hours if it is at all possible to achieve the medical regimen during hours at home. Any student who requires prescription medication administration must have a school medication permission form completed by parent/guardian and a licensed prescriber. Prescription medication must be in its original container, labeled by the pharmacist with the student's name, date, medication, dosage, and times to be administered. No more than a 30 school day supply of prescription medication may be kept at school.
- ❖ **Delivery of Prescription Medication.** A parent/guardian or a parent/guardian designated responsible adult shall deliver all medication to be administered by school personnel to the school nurse or other responsible person designated by the school nurse as follows:
 1. The prescription medication shall be delivered and kept in a pharmacy or manufacturer labeled container
 2. The school nurse or principal's designee receiving the prescription medication shall document the quantity of the prescription medication delivered
 3. The medication may be delivered by other adult(s) provided that the nurse is notified in advance by the parent/guardian of the delivery and the quantity of prescription medication being delivered to school is specified.
- ❖ **Over the counter medication** must be delivered by an adult in a new, unopened container. With written parent permission, ibuprofen or acetaminophen may be given at school at the

discretion of the school nurse. A written licensed prescriber's order may be required for over the counter medication.

- ❖ **Remaining Medications.** Parents need to pick up any remaining medication within 10 days after a medication is discontinued or by the last day of school if the medication is given to the student throughout the school year. Medication not picked up will be discarded.

Screenings: Height and Weight; Vision and Hearing

Annual height and weight measurements may take place during the school year. Vision and/or hearing may also be screened. In addition, parents and teachers may request vision and/or hearing screenings by contacting the Health Office. If you do not want your child screened, please notify the Health Office, in writing, by September 15.

TEACHING AND LEARNING

PES classroom teachers, under the supervision of the principal, are responsible for implementing instruction that addresses the New Hampshire State Standards and is appropriately differentiated depending on students' needs. We also want our instruction to be engaging, rigorous, and relevant. Our goal is for students to become increasingly competent and confident in all academic areas and to be able to apply these skills and strategies to everyday real world problems.

Teachers' Professional Responsibilities.

PES teachers address common school-wide expectations for student behavior and academic learning. Classrooms may vary on a day-to-day basis, but all teachers at each grade level address common NH State Standards and district curriculum maps and have common expectations for safe, kind, and respectful behavior.

If a student is identified as Educationally Handicapped, his or her IEP (Individualized Educational Plan) describes goals that may include modifications of the district's curriculum.

- ❖ PES teachers are committed to common professional responsibilities, including:
 - Demonstrating genuine caring and respect for all students, and motivating students to learn, to take appropriate risks, and to produce "quality work."
 - Providing support and/or direct instruction in social skills in a classroom environment that is safe, supportive, and appropriately challenging for all students.
 - Providing students with engaging learning activities to address the district curriculum and other district or school wide programs.
 - Assessing students' growth and progress on a regular basis, utilizing both formal and informal assessments, maintaining records of students' academic growth and using assessment data to help guide their instruction.

- Collaborating with colleagues and participating in grade level and other appropriate Professional Learning Community groups as well as professional development activities to address school and district goals that support students' growth and learning.
- Implementing a plan for regular, effective communication with parents.
- Strengthening ties between each classroom, the school, the district and the local community through educationally meaningful activities.

Professional Learning Communities ["PLC's"]

Peterborough Elementary School and the ConVal School District are deeply committed to improving teaching and learning through the use of the PLC model as described by Richard & Rebecca DuFour.

Each week, grade level teams work to improve a coordinated strategy to respond effectively to students who are struggling to learn (as well as those who have already achieved grade level expectations).

For more information about PLC's go on-line to www.solution-tree.com

Habits of an Effective Learner

- ❖ In addition to learning the new skills and knowledge expected at each grade level, students work on developing the habits of an effective learner throughout their years at Peterborough Elementary School. Th
- ❖ These include:
 - Curiosity and an interest in taking appropriate risks as a learner.
 - The flexibility to work well with others and the empathy to see other points of view. The ability to ask concise and relevant probing questions.
 - The use of creative and critical thinking skills and effective problem solving strategies.
 - The capacity to be reflective, resourceful, and responsible.
 - The willingness to contribute constructively to group projects and discussions.
 - The attention to accuracy, neatness, and the completion of given tasks and projects.
 - The willingness to keep working until a product reflects a high standard of quality.
 - The commitment to be active, fit and healthy - and eating healthy foods.
 - An active appreciation and understanding of the arts.
 - The commitment to use various technologies for a variety of purposes.

Homework

Parents provide crucial support to their children's growth and progress by reading to or with them every day. This can be a warm and special time together, and a wonderful opportunity to talk about the book's characters, setting, and events.

In general, homework is a time to **practice** skills learned at school and the opportunity to develop responsible study habits. Daily reading at home, weekly spelling/word study homework, math facts practice, and long term assignments and/or projects are examples of homework that students are assigned. Our general rule of thumb for homework each evening is based on 10-minute X grade level formula.

- First grade - 10 minutes
- Second grade - 20 minutes
- Third grade - 30 minutes
- Fourth grade - 40 minutes

Homework assignments may vary in length and difficulty. Your child may complete the assignments within or beyond the time frame. If you have any questions/concerns regarding your child's homework, please contact your child's classroom teacher. We will work with you to meet your child's needs.

GENERAL SCHOOL INFORMATION

Alcohol and Substance Abuse

Alcohol and illegal substances are not permitted on school property as per the District Alcohol and Substance Abuse Policy (JICHB). If a child brings alcohol or illegal substances onto school property, the school administrator will notify the district office and parents/guardians. A meeting will occur that includes the parents/guardians, school administrator, and school counselor in order to determine appropriate next steps.

Animals/Pets

Because of health and safety issues, pets or other animals are generally not allowed in the school. The school district policy, IMG, indicates that children, parents, and staff must keep their own animals off the school grounds during school hours. Any animal brought onto school grounds must be leashed or otherwise contained. Owners are responsible for the appropriate behavior of their pet and for the clean-up and removal of any animal waste. Owners asked to remove their animal must do so promptly. Otherwise, the appropriate town official will be called and requested to take suitable action.

If there is a compelling reason for a teacher to have an animal in school at any time, district policy requires that the owner must present a recent health certificate from a veterinarian. The certificate must include: verification of a current rabies vaccination [if appropriate], and documentation that the animal is free of parasites and mange. Before any animal can come to school, there must be prior approval from the Principal.

Balloons/Flowers/Gifts

Latex balloons are not permitted in school. Also, flowers, balloons or other gifts are not allowed to be delivered to children while school is in session.

Bicycles

All elementary students are discouraged from riding their bicycles to school as the roads and crossings near PES are not particularly safe for young bike riders, and there is very limited bike security at school. Third and Fourth grade students using bike helmets may ride their bikes with written parent permission; this permission may be revoked by the Principal if a student demonstrates disrespectful or unsafe bike riding. K - 2nd grade students are not allowed to ride bikes to school.

Birthdays and other Out-of-School Parties

To avoid anyone feeling left out or excluded, invitations for out-of-school celebrations need to be distributed outside of school. The main office can provide class lists with student names, but not addresses or phone numbers.

Emergency Forms

Completed Emergency Forms need to be returned as soon as possible. Phone numbers are essential in case the school needs to reach parents or their designated emergency contacts. For instance, if a child needs to be picked up due to illness, injury, suspension, or an early dismissal due to inclement weather or other emergency.

Please notify the school office of any changes in the emergency contact information, such as any change in parents' home/ work phone numbers, or a change in the names and phone numbers of emergency contacts.

Field Trips

We appreciate parents volunteering to help chaperone school-sponsored field trips. Please note, however, that due to liability issues, non-PES children or pre-school siblings are not allowed to ride on any school bus transporting enrolled students. Parent chaperones on bus field trips who will be guiding any group of students on their own (away from a teacher/staff person) must also complete the criminal reference check process.

Fire Drills and other Emergency Drills

The school holds ten drills throughout the school year; these include fire drills and other emergency drills. Students must remain quiet and in line throughout each drill. Evacuation directions and procedures are posted in each classroom and other areas of the school.

The school's Emergency Management Committee works with the school's staff and Peterborough's Fire Chief and Police Chief to review, train, and practice emergency preparation procedures.

If parents are present during drills, they must participate in the drill and follow the instructions of the incident commander for accountability and safety purposes.

Library Books

Children need their parents' help at home to take good care of school books and materials. We want students to be avid readers, and are delighted with the frequent use of library and classroom books.

Books should be returned in good condition and within a reasonable timeframe.

Please note that the cost for repairing or replacing any damaged or lost books will be billed to the student's parents.

Lost and Found

Items that are left around the school, gym, or playground are collected and placed in the school's Lost and Found. Please *label* your child's clothing (especially jackets, hats, snow pants, sweatshirts, etc.), lunch boxes, and backpacks. Uncollected items are eventually donated to charity.

Lunch Program

All students may purchase Before-school Breakfast; Kindergarten through Fourth grade students may purchase a hot lunch or bring their own lunch. Free and reduced hot lunch applications are distributed on the first day of school and are available throughout the year in the event that family financial circumstances change. Lunch menus are sent home with students each month and are posted on the district web site www.conval.edu. Parents who want to order lunch for their student need to pay in advance using the small white lunch money envelopes or by using a credit card on-line at <http://www.conval.edu/district/food-service>.

Open House

Fall Open House. In mid to late September, the school sponsors an evening Open House so that parents can meet their child's teacher, learn more about their child's classroom, have a chance to meet their child's classmates and their families, show their parents samples of their work from the first month of school, and have an opportunity to visit the PTO Book Fair.

Parent-Teacher Organization (PTO)

The school's PTO is a service organization that provides support to students, teachers, and parents through many different programs and initiatives. The PTO has raised funds to buy the school sign, extensive playground equipment, swings, basketball hoops, outdoor picnic tables, snowshoes, and the school's sound and light system in the gym.

The PTO also provides support for assemblies, the Children in the Arts Day Festival, Arts Enrichment, Fourth Grade graduation, academic enrichment activities, after school clubs, artists in residence, and a variety of field trips and special events throughout the school year.

The PTO sponsors the Famous Artists Come to School (FACTS) program, a spring Family Dance and Silent Auction, a PTO newsletter, movie nights in the gym, Scholastic Book Fairs, the sale of gift wrapping paper, parent education evenings, the Staff Appreciation Breakfast, Forums with representatives from the Superintendent's Office, a Volunteer Appreciation Hour, PTO e-mailed announcements, and the PTO Pancake Breakfast. All parents and teachers are automatically members of the PTO, which is governed by elected officers and those attending PTO meetings. All parents are welcome and encouraged to attend PTO meetings; childcare is provided during evening meetings at no cost.

Parking

Parking is limited to those areas marked by white lines. *There is no parking on the drop-off loop, on either side of the school's driveway, or in any area with "No Parking" signs.* When picking up children at school, please look for actual parking spaces. By law and for the safety of our students, all fire lanes must not be used for non-emergency vehicle parking.

There is no driving or parking allowed on the blacktop between the school and playground; this is a recess area and serves as an access road for emergency vehicles only.

Parties at School

Parents can contribute snacks for classroom celebrations for birthdays, authors' teas, plays, or other special events. When doing so, please keep in mind the ConVal School Board's Wellness Policy JLCF that expects parents and school staff to support healthy food choices for all parties at school. Please think creatively about how to incorporate low/no sugar food items. We will provide a healthy snack list for you at the beginning of the school year and periodically throughout the year.

Placement, Promotion and Retention

Towards the ends of each school year, grade level teams work on developing class lists for the following year. The placement teams include classroom teachers, special education teachers, the school counselor, and the school Principal. The goal of these teams is to develop classes that are reasonably balanced in terms of student numbers, gender, abilities, needs, ages, etc. Teams also try to place every student with at least one other student whom he/she knows.

Parents may write letters directly to the principal if there is important, compelling information relevant to placement that the school may not know. **Please do not request specific teachers.**

Each child's placement for the following year is sent home on the last day of school in

June. However, such placements may change over the summer; if this does happen, parents are notified. Placements may change for a variety of reasons including teachers moving or class numbers changing. Students will generally be placed at a grade level with other children who are the same age with additional support and modifications as appropriate. Occasionally, there may be compelling reasons for a student to take an extra year at a particular grade level, or to “skip” a year ahead. The Principal is responsible for making the final decision regarding all placements.

Parenting Plans

If your child has a parenting plan, you are required to provide a copy to be placed in your child’s records. If your parenting plan changes, please provide the main office with an updated copy.

Recess

All students go outside for supervised recess unless the weather is bitterly cold, if it is raining, or if it is snowing heavily. Students who come to school are expected to be healthy enough to go outside for recess. Medical exceptions are made only with a written excuse from a physician or with authorization from the school nurse. If there is an approved medical reason for staying inside, the student usually stays in the Nurse’s Office.

Recess Clothing

Students need to be sent to school with appropriate clothing for outside play throughout the school year. In wintry weather, this means coming to school with boots, hat, gloves, a warm jacket, and snowpants; an extra pair of warm socks can also be helpful. When wearing boots to school, students also need shoes or sneakers to wear inside; the NH state fire code prohibits students from wearing slippers or just socks when in school.

Reporting of Student Growth and Progress

This school values positive, meaningful communication between school and home. Class newsletters provide parents with information about what current academic topic/units and upcoming special events. Parents also benefit when they volunteer, participate in parent-teacher conferences, review trimester progress reports, attend special student presentations/performances, and come to the school-wide Open House held in late September/early October.

Parents will receive regular communication from the school about their child’s learning progress. The Principal will notify parents of upcoming school-wide assessments. Assessment results (SBAC, NWEA MAPS, AIMSWeb, and NECAP Science) will be sent home to parents after each testing period as well. Also, information about each school-wide/district-wide assessment will be provided to parents through the website, a pamphlet, and a slideshow presentation.

Snacks

All students need to be sent to school each day with a healthy, nutritious, ready to eat, mid-morning snack. Snack time is an important time for boosting children’s energy level and for

socializing with friends. Candy and sugar-based snack items are not allowed. Snacks or luncheon items from home cannot be refrigerated or microwaved at school.

Smoking Prohibited

By NH State Law, smoking is not permitted in the school or on the school grounds. It is against the law to smoke in school buildings, in the parking lot, or anywhere else on the school campus. [Title X, 126-K:7-I states - No person shall use any tobacco product in any public educational facility or on the grounds of any public educational facility.].

School Closings

Parents will receive information about the Connect 5 notification system at the beginning of the school year.

- In the event of snow days or delayed openings, the School District uses the Connect 5 notification system to inform parents of snow days or delayed openings by phone and/or e-mail. Parents will receive information about the Connect 5 notification system at the beginning of the school year.
- *School Closings:* If school is to be closed or delayed due to wintry weather or other extenuating circumstances, this information is available through the conval.edu website and WMUR TV Channel 9.
- *Delayed Opening:* In the event that there is a delayed opening, Kindergarten - 4th graders come to school two hours later than usual. School will open at 10:40 am instead of 8:40 am.

Sports and Recreation

The Peterborough Recreation Department (924-8080) offers a wide variety of exciting sport and recreational programs for all ages; information is sent home regularly.

Student Teachers

PES is proud to help prepare college and high school students who are intending to become teachers. Our teachers mentor student teachers, interns, and methods students from Keene State College, Antioch/New England University, Franklin Pierce University, and Plymouth State University as well as ConVal High School. These interns help provide more individualized and small group support for students while gaining important skills to help them become more effective teachers in the future.

Traffic patterns at PES

Parents driving children to school use the Drop Off Loop in front of the school office; children need to be dropped off between 8:25 and 8:35 AM. The Drop Off Loop is a designated "No Parking" Fire Lane. The paved area between the school and playground is a recess area and is closed except for emergency vehicles and school buses.

Visitors

Between 8:40 AM and 3:25 PM, all parents and other visitors must

- Sign in (and out) in the Main Office, and
- Wear appropriate “sticker badge” identification provided by the office.
- If you are not wearing a sticker/badge, you will be asked to go back to the office to retrieve one.

Volunteers

One hallmark of an excellent school is a high level of parent and community involvement. Here at Peterborough Elementary, there are many ways for interested adults to volunteer: in classrooms, the library, the nurse’s office, the Famous Artists Come to School (FACTS) program and in a myriad of wonderful PTO-sponsored events, on field trips, and for the Children in the Arts Day Festival in May and the all-school Field Day in June. All contributions are valued and important.

❖ Guidelines for Volunteering:

- Complete appropriate forms.
- All volunteers must:
 - Successfully complete the criminal reference check process if you want to volunteer or chaperone any activity where you are with students without a teacher or staff member present whether in school, on campus, or on a field trip.
 - Respect Confidentiality.
 - Anything that volunteers may learn about the lives and needs of children at PES is confidential. Please respect students’ and families’ right to privacy.
 - Sign In.
 - Volunteers must sign in/out in the main office and pick up a Volunteer’s/ visitor’s nametag to wear when in school.
 - Set an Example of Respect, Safety, and Kindness.
 - It is important for all adults visiting and volunteering in the school to model appropriate dress and language.
 - Questions or Concerns.
 - If you have a specific concern or question, please speak to your child’s teacher or other appropriate staff member such as the Principal, School Nurse or School Counselor.

SERVICES

Computers/Technology

Peterborough Elementary School teachers help students become comfortable with computers as an educational tool. Students are introduced to basic uses of the computer, simple word processing, educational software, and online school approved educational websites. The sites

and programs are available for at home use as well. Contact the Technology Support Staff for more information.

The overall integration of technology into both curriculum/instruction and the assessment of academics continue to be an important school and district-wide goal. Students will have the opportunity to use interactive whiteboards and student response systems in addition to digital cameras, desktops, laptops, a mobile computer lab, and a stationary computer lab located next to the Library Learning Commons.

ELL (English Language Learners) Program

For students whose first language is other than English, ELL services are available as needed. These students face the challenge of learning both everyday spoken/social English and academic English, and may have had their past schooling interrupted because of various factors. The ELL teacher provides students with general support and orientation as well as specialized instruction in the reading, writing, and speaking of English. PES welcomes students who are learning English, and values the diversity of backgrounds and experiences these students bring to this school.

School Counselor

Our School Counselor, Ms. Ahlquist, works with all students to help support academic achievement and social/emotional growth and development. All students at PES participate regularly in classroom counseling lessons, focused on skills for learning, empathy building, emotion management, problem solving, diversity, and career awareness.

The school counselor runs small group counseling sessions throughout the year that are focused on particular issues such as self-esteem, friendship skills, goal setting, divorce, or grief and loss; parent permission is required for small group counseling sessions. The School Counselor office is also available for visits from children who want to see the counselor for an informal conversation or for lunch or snack; parent permission is not necessary for such visits.

The School Counselor also offers brief individual support for students who need help developing appropriate social skills or emotional support to help cope with a transition or stressful situation that is impacting their success in school. If a child needs more extensive in-depth counseling, the family is encouraged to seek community-based counseling/therapeutic support services.

The School Counselor also works with teachers and parents to provide appropriate support for students when needed, and serves as a liaison between the school, the home, and community-based services. Parents are invited to contact the PES School Counselor about any significant family/home issues that may be impacting their child at school. In addition, the school counselor's office has a variety of helpful books, materials, and other resources available to parents.

Special Education

Classroom teachers help identify struggling students and provide research-based interventions and supports for such students. If these interventions are not enough to help the student to make reasonable academic progress, the student is brought forward to the Response to Intervention Team.

If it appears that there are still significant questions and issues about why a child is not progressing, he or she may be referred through the formal special education process. Once this process has been initiated (by the school or parent), parents are invited to participate in all relevant meetings and are provided with their legal parental rights. This team meets to see if a formal evaluation of the student's strengths and needs is warranted, and if so whether the results of this evaluation warrant the student being identified with an educational disability that warrants receiving special education services.

If a student is subsequently identified as eligible for special education, an individual educational plan (IEP) is developed. Support to address IEP goals may take place within the regular classroom, in a tutoring or small-group situation outside the regular classroom, in therapy programs (such as speech, PT, or OT) or in the Intensive Learning Center/ Life Skills Program. ILC is a district program at PES for students with significant educational needs.

Special Education teachers in the ConVal elementary schools are known as "EST's" (Educational Support Teachers). EST's are the "go to" contact people for parents whose children have identified or suspected special education needs. If you feel your child is experiencing significant learning difficulties, please contact your child's regular classroom teacher.

Title 1 and Supplemental Reading Services

Title I is another literacy (and sometimes numeracy) program that provides small group support to students who need extra help. The school also has a full-time Reading Specialist and part time Rtl Teacher who will also provide supplemental reading and/or numeracy services outside of Title I.

Intervention Block

Central to our instruction is the Intervention block. The intervention block is built into our master schedule. Students attend a re-teach and enrich at five times a week. We believe that students do not master a standard at the same time, in the same way, with the same instruction, or with the same resources. Students are assigned to specific Intervention block classes based on their AIMSweb, NWEA, and/or other types of assessments. During the intervention block time, students are provided with strategic instruction to meet the needs of each student. We work to fill in learning gaps for students who approach or fall below achievement of standards. Students are regularly informally assessed to monitor progress. This is a valuable opportunity to teach in smaller groups, with different resources, given extended time, and possibly with a different teacher.

CONVAL SCHOOL DISTRICT POLICIES

All ConVal School District Policies are available in their entirety online at: www.conval.edu.

Below is a partial listing of ConVal School District Policies that parents/ guardians of elementary school students may wish to read online:

- ❖ FERPA (Family Educational Rights and Privacy Act)
- ❖ Special Education Rights and Statutes of Limitation
- ❖ Non-discrimination Notice (AC, ACE)
- ❖ Sexual Harassment Policy (JBAA, JBAA-R)
- ❖ NCLB (No Child Left Behind) Notice of Privacy Rights Amendments
- ❖ Student Search Policy (JIH and JIH-R)
- ❖ Notification of Audio Recording on Buses (ECAF)

EEAA – Video Surveillance on School Property

The School Board authorizes the use of video devices on District property to ensure the health, welfare, and safety of all staff, students and visitors to District property and to safeguard District buildings, grounds, and equipment. The Superintendent will approve appropriate locations for surveillance devices. Placement of the video cameras will be based on the presumption and belief that students, staff and visitors have no reasonable expectation of privacy in public areas or quasi-public areas or at public events. Such locations may include gymnasiums, libraries, cafeterias, hallways and outside perimeters.

Signs will be posted on school building to notify students, staff and visitors that video cameras may be in use. Parents and students will also be notified through the student handbook.

Copies of video recordings from surveillance cameras will normally be retained for a period of two weeks and thereafter will be erased either by deletion or copying over with a new recording. If a recording contains evidence of any misconduct or crime, it will be retained until the matter has been fully resolved. Any release or viewing/listening of recordings will be in accordance with the law and will take into consideration the privacy rights of students depicted on the recording.

Recordings from surveillance cameras may be reviewed by District personnel for disciplinary or investigative purposes and may be used as evidence in any disciplinary or criminal proceedings. Recordings from surveillance cameras will not be used in connection with the annual evaluation of teachers under the ConVal Teacher Evaluation Plan.

Recordings from surveillance cameras are not considered educational records under FERPA, unless they are maintained as part of a student disciplinary proceeding.

Category: R

See Also: EEAB Video and Audio Recording For Instructional and Professional Development Purposes
EEAE (School Bus Safety Program)

Legal References:

RSA 189:65, Definitions
RSA 570-A:2
RSA 189:68(IV) Student Privacy
20 USC 1232g, Family Education Rights and Privacy Act (FERPA)
34 CFR Part 99, Family Education Rights and Privacy Act Regulations

1st Read: August 9, 2016
2nd Read: August 23, 2016
Adopted: August 23, 2016

IHBH - Extended Learning Opportunities

Purpose

The Board encourages students to pursue Extended Learning Opportunities (ELO) as a means of acquiring knowledge and skills through instruction or study that is outside the traditional classroom methodology. Extended Learning Opportunities may include, but are not limited to, independent study, private instruction, performing groups, internships, community service, apprenticeships, online courses/distance education, or other opportunities approved by the Superintendent or his/her designee, in conjunction with Board policies.

The purpose of Extended Learning Opportunities is to provide educational experiences that are meaningful and relevant, and that provide students with opportunities to explore and achieve at high levels. In order to maximize student achievement and meet diverse pathways for learning, this policy permits students to employ Extended Learning Opportunities that are stimulating and intellectually challenging, and that enable students to fulfill or exceed the expectations set forth by State minimum standards and applicable Board policies.

Roles and Responsibilities

All programs of study must meet or exceed the proficiencies and skills identified by the New Hampshire State Board of Education, applicable rules and regulations of the Department of Education, and all applicable Board policies. All programs of study proposed through this program shall have specific instructional objectives aligned with the State minimum standards and the District's curriculum standards. All Extended Learning Opportunities will comply with applicable laws and regulations, including child labor laws and regulations governing occupational safety.

Students wishing to pursue programs of study under these guidelines must first present their proposal to the school's ELO Coordinator(s) for approval. The name and contact information for the school's ELO Coordinator(s) will be found in the Student/Parent Handbook and by contacting the Principal's Office and/or the Guidance Department. The designated ELO Coordinator will assist students in preparing the application form and other necessary paperwork.

The Principal and/or designee will have primary responsibility and authority for ensuring the implementation of Extended Learning Opportunities and all aspects of such programs. The Principal will determine who will be responsible for approving student eligibility and such approval will include a consideration of the overall benefits, costs, advantages and disadvantages to both the student and the district.

Students approved for an extended learning opportunity must have parental/guardian permission to participate in such a program. Such permission will be granted through a **Memorandum of Understanding for Educational Services** signed by the parent/legal guardian and returned to the district before beginning the program. All extended learning opportunities, **including the cost of fees, books, and transportation**, not initiated and designed by the District, shall be the financial responsibility of the student or his/her parent/legal guardian.

High School Extended Learning Opportunities

Extended Learning Opportunities may be taken for credit or may be taken to supplement regular academic courses. If the Extended Learning Opportunity is taken for credit, the provisions of Policy IMBC, *Alternative Credit Options*, will apply. The granting of credit shall be based on a student's mastery of course competencies, as defined by Policies ILBA, *Assessment of Educational Programs*, and ILBAA, *High School Competency Assessments* as evaluated by Highly Qualified Teachers.

Extended Learning Opportunities may also be used to fulfill prerequisite requirements for advanced classes based on competencies evaluated by a Highly Qualified Teacher.

The Principal and/or designee will review and determine credits that will be awarded for extended learning opportunities towards the attainment of a high school diploma. Parents/Guardians and/or students may appeal decisions rendered by the Principal within the provisions below (see appeal process).

Students electing independent study, college coursework, internships, or other extended learning opportunities that are held off the high school campus will be responsible for providing their own transportation to and from the off-campus site.

Students approved for off-campus extended learning opportunities are responsible for their personal safety and well-being. Extended learning opportunities at off-campus sites will require a signed agreement among the school, the student, and a designated agent of the third-party host. The agreement should specify the roles and responsibilities of each party.

Program Integrity

In order to insure the integrity of the learning experience approved under this program, the student will be required periodically or upon demand to provide evidence of progress and attendance. The Principal, or designee, will be responsible for certifying course completion and the award of credits consistent with the District's policies on graduation.

If a student is unable to complete the extended learning opportunity for valid reasons, the Principal, or designee, or assigned Highly Qualified Teacher will evaluate the experience completed to date and make a determination for the award of partial credit or recommend an alternative experience.

If a student ceases to attend or is unable to complete the extended learning opportunity for insufficient reason (lack of effort, failure to follow through, indecision, etc.), the school's existing grading procedures will be followed.

In order to certify completion of co-curricular programs and activities based upon specific instructional objectives aligned to the standards, the school will develop appropriate mechanisms to document student progress and program completion on student grade report records.

Students transferring from other schools who request acceptance of course credits awarded through similar extended learning opportunity programs shall have their transcripts evaluated by the Guidance Counselor and Principal.

Legal References:

NH Code of Administrative Rules, Section Ed. 306.04(a)(13), Extended Learning Opportunities

NH Code of Administrative Rules, Section Ed. 306.26(f), Extended Learning Opportunities – Middle School
NH Code of Administrative Rules, Section Ed. 306.27(b)(4), Extended Learning Opportunities – High School

1st Read: October 28, 2008

2nd Read: December 2, 2008

Adopted: December 2, 2008

IKA - Grading System

The Superintendent and the building Principals will develop a grading system appropriate for the grade levels of the respective schools. The grading system will be approved by the Board and published in the Parent-Student Handbook. All grading decisions shall be made at the building level and the decision shall be final.

1st Reading: December 2, 2008

2nd Reading: January 4, 2009

Adopted: January 4, 2009

IKE - Promotion and Retention Of Students

The Superintendent or his/her designee and the building principals shall develop guidelines for the promotion and retention of students. These guidelines shall be published in the Parent-Student Handbook.

Criteria to be considered regarding the promotion of students should include, but is not limited to, a student's mastery of course level competencies, grades, and teacher recommendations.

Legal References:

NH Code of Administrative Rules, Section Ed 306.14(d), Promoting Students

1st Reading: December 2, 2008

2nd Reading: March 31, 2009

Adoption: March 31, 2009

IKFB – Graduation Regalia

Acceptable attire and regalia for graduation ceremonies will be determined by the building Principal, and published in advance in the school handbook. Exceptions and changes will be made only at the discretion of the building Principal.

A student shall have the right to wear a dress uniform issued to the student by a branch of the United States Armed Forces while participating in the graduation ceremony, provided that:

I. The student has fulfilled all of the requirements for receiving a high school diploma in the state of New Hampshire and the school district and is otherwise eligible to participate in the graduation ceremony;

II. The student has completed basic training for and is an active member of a branch of the United States Armed Forces.

A student wearing a dress uniform shall not be required to wear any other piece of regalia, or to wear the uniform in a manner inconsistent with the customs and regulations of his/her branch of service.

The policy language regarding military uniforms shall be included in the school handbook.

Category: R

Legal Reference:

NHRSA 189:71 Military Uniform

See also IJOC:

1st Read: September 20, 2016

2nd Read: October 4, 2016

Adopted: October 4, 2016

IMBC – Alternative Credit Options

The School Board encourages increased educational options for students. Credits may be earned through alternative methods outside of regular classroom-based instruction offered by the district schools. Awarding of credits to be applied toward high school graduation will be determined by the high school principal, and will be granted only if the request fulfills the following:

- The request is submitted with a plan to achieve competency that meets or exceeds the rigorous academic standards required by the school for students enrolled in a credit course offered by the school.
- The plan includes clear expectations for performance.
- The plan includes clearly defined methods and expectations for assessment.

- Verification of the plan's merit can be evaluated in a timely fashion and does not cause unnecessary burden of the resources of the administration.

Students earning credit via alternative methods will participate in all assessments required by the statewide education improvement and assessment program.

The Board directs the Superintendent or his/her designee to establish regulations and procedures for implementing this policy that will include:

- Definitions of allowable alternative learning opportunities
- Reasonable limits on the number of approved alternative courses that can be administered each school year – school-wide and per student
- The number of alternative credits each student may use toward graduation requirements
- Application and approval process
- Criteria for determining which requests satisfy a particular subject area requirement
- Identification of person(s) responsible for approval, supervision, and monitoring progress
- Requirements that alternative opportunities meet the same rigorous academic outcomes as traditional classroom delivery
- Assurance of equal access for all students
- Assurance that approved alternative learning opportunities are consistent with all policies of the District
- The procedure will be made public on the ConVal District web site and within the ConVal Regional High School Student Handbook.

It is the policy of the Board that alternative methods for awarding of credit may include:

- Competency testing in lieu of enrollment under the provisions of Policy ILBAA
- Interdisciplinary credit
- Satisfactory completion of course requirements at another public school district, an approved private school, or a home-schooling experience
- Transfer of credits earned by students before enrolling in the district, such as student moving into New Hampshire from another state or country
- Extended Learning Opportunities under the provision of Policy IHBH
- Online/virtual learning opportunities under the provisions of Policy IMBA
- College Credit/Duel Credit
- Early College
- Middle School acceleration to the extent that the course work exceeds the requirements for seventh or eighth grade, is consistent with the related high school course(s), and the student achieves satisfactory standards of performance.

If the student demonstrates knowledge and abilities on a placement pre-test developed by the school district for a particular course, the student shall not receive credit for the course, but shall be allowed to take a more advanced level of the subject or an elective.

Funding

Unless otherwise recommended by the Superintendent or his/her designee and approved by the Board, under ordinary circumstances students or their parents/guardians are responsible for all related expenses including tuition and textbooks. The District may pay the fee for expelled students who are permitted to take courses in alternative settings. If paid by the District, and the course is not completed, the student must reimburse the District for expenses.

Legal Reference:

*NH Code of Administrative Rules, Section Ed.
306.04(a)(13), Alternative Means of Earning Credit*

Category: P

See also IHBH, IHBI, ILBA, ILBAA

1st Reading: June 3, 2014

2nd Reading: August 19, 2014
Adopted: August 19, 2014

JEDB – Student Release Precautions

All school personnel are to be instructed to refuse requests for students to leave the school grounds once they have come to the school or have been deposited there from the school buses or other vehicles. Students shall not leave the school grounds from the time they arrive until the time of their departure for home except as follows:

1. No school or grade may be dismissed before the regular hour for dismissal except with the approval of the Office of the Superintendent of Schools.
2. No teacher may permit any individual pupil to leave school prior to the regular hour of dismissal except by permission of the principal or his/her indicated representatives.
3. No pupil may be permitted to leave school prior to the dismissal hour for any reason unless permission of the parent or guardian has been first secured, nor sent home unless a responsible adult is at the home.

As provided by the ConVal High School Student Handbook, any student being released during the school day must be released through the school office when he/she leaves and must report to the office when he/she returns, except that students who are ill may also be released through the nurse's office. Students will be released only when legally authorized by the parent or legal guardian.

Category: R

1st Read: November 15, 2016
2nd Read: December 6, 2016
Adopted: December 6, 2016

JH – Attendance, Absenteeism, and Truancy

Absences

School-aged children enrolled in the District must attend school in accordance with all applicable state laws and Board policies. The educational program offered by the District is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress.

Attendance shall be required of all students enrolled in the District during the days and hours that school is in session.

The Board considers the following to be excused absences:

1. Illness
2. Recovery from an injury
3. Required court attendance
4. Medical and dental appointments
5. Death in the immediate family
6. Observation or celebration of a bona fide religious holiday
7. Such other good cause as may be acceptable to the Principal or permitted by law

Any absence that has not been excused for any of these reasons will be considered an unexcused absence.

In the event of an illness, parents must call the school and inform the school of the student's illness and absence. For other absences, parents must provide written notice or a written excuse that states one of these reasons for non-attendance. The Principal may require parents to provide additional documentation in support of their written notice, including but not limited to doctor's notes, court documents, obituaries, or other documents supporting the claimed reason for non-attendance.

If parents wish for their child to be absent for a reason not listed above, the parent must provide a written explanation of the reason for such absence, including why the student will be absent and for how long the student will be absent. The Principal will make a determination as to whether the stated reason for the student's absence constitutes good cause and will notify the parents via telephone and writing of his/her decision. If the Principal determines that good cause does not exist, the parents may request a conference with the Principal to again explain the reasons for non-attendance. The Principal may then reconsider his initial determination. However, at this juncture, the Principal's decision shall be final.

Family Vacations/Educational Opportunities

Generally, absences other than for illness or injury during the school year are discouraged. The school principal or his/her designee may, however, grant special approval of absence for family vacations, provided written approval is given in advance. Parents are asked to write a note to their child's teacher at least two weeks before the trip. This advance planning will allow the teacher enough time to work with parents and the student regarding homework completion.

Truancy

Truancy is defined as any unexcused absence from class or school. Any absence that has not been excused for any of the reasons listed above will be considered an unexcused absence.

- Ten half-days or five full days, or any equivalent combination thereof, of unexcused absence during a school year constitutes habitual truancy.
- A half-day absence is defined as a student missing more than two hours of instructional time and less than three and one-half hours of instructional time.
- Any absence of more than three and one-half hours of instructional time shall be considered a full-day absence.

The Principal or Truant Officer is hereby designated as the District employee responsible for overseeing truancy issues.

Intervention Process to Address Truancy

The Principal shall ensure that the administrative guidelines on attendance properly address the matter of truancy by including a process that identifies students who are habitually truant, as defined above.

When the Principal or designee identifies a student who is habitually truant or who is in danger of becoming habitually truant, he/she shall commence an intervention with the student, the student's parents, and other staff members as may be deemed necessary. The intervention shall include, but is not limited to:

1. Investigation of the cause(s) of the student's truant behavior;
2. Modification, when appropriate, of his/her educational the student's program to meet particular needs that may be causing the truancy;
3. Development of a plan, involving the parents, designed to reduce the truancy;
4. Alternative disciplinary measures, but still retains while still retaining the right to impose discipline in accordance with the District's policies and administrative guidelines on student discipline;

Parental Involvement in Truancy Intervention

When a student reaches habitual truancy status or is in danger of reaching habitual truancy status, the Principal or designee will send the student's parent a letter which includes:

1. A statement that the student has become or is in danger of becoming habitually truant;
2. A statement of the parent's responsibility to ensure that the student attends school; and
3. A request for a meeting between the parents and the Principal to discuss the student's truancy and to develop a plan for reducing the student's truancy.

Developing and Coordinating Strategies for Truancy Reduction

The Board encourages the administration to seek truancy-prevention and truancy-reduction strategies along the recommendations listed below.

1. Coordinate truancy-prevention strategies based on the early identification of truancy, such as prompt notification of absences to parents.
2. Assist school staff to develop site attendance plans by providing development strategies, resources, and referral procedures.
3. Encourage and coordinate the adoption of attendance-incentive programs at school sites and in individual classrooms that reward and celebrate good attendance and significant improvements in attendance.

However, these guidelines shall be advisory only. The Superintendent is authorized to develop and utilize other means, guidelines, and programs aimed at preventing and reducing truancy.

Parental Notification of Truancy Policy

The Superintendent shall also ensure that this policy is included in or referenced in the student handbook and is made available to parents annually at the beginning of each school year.

Legal References:

RSA 189:34, Appointment

RSA 189:35-a, Truancy Defined

RSA 193:1, Duty of Parent; Compulsory Attendance by Pupil

RSA 193:7 Penalty

RSA 193:8, Notice Requirements

RSA 193:16 Bylaws as to Nonattendance

NH Code of Administrative Rules, Section Ed 306.04 (a)(1), Attendance and Absenteeism

NH Code of Administrative Rules, Section Ed 306.04 (c), Policy Relative to Attendance and Absenteeism

1st Read: June 7, 2011

2nd Read: July 19, 2011

Adoption: July 19, 2011

J1 – Student Rights and Responsibilities

The privileges and rights of all students shall be guaranteed.

A primary responsibility of the Contoocook Valley School District and its professional staff to its students shall be the development of an understanding and appreciation of our representative form of government, the rights and responsibilities of the individual and the legal processes whereby necessary changes are brought about consistent with the United State Constitution, its amendments and the New Hampshire Constitution.

The school is a community and the rules and regulations of a school are the laws of that community. All those enjoying the rights of citizenship in the school community must also accept the responsibilities of citizenship. A basic responsibility of those who enjoy the rights of citizenship is to respect the laws of the community.

Students shall have the right to peaceably and responsibly advocate change of any law, policy, or regulation. Students may exercise their right to freedom of expression through speech, assembly, petition, and other lawful means. The exercise of this right must not interfere with the rights of others. Freedom of expression may not be utilized to present material, which tends to be obscene or slanderous, or to defame character, or to advocate violation of federal, state, and local laws, or official school policies, rules, and regulations.

Students may present complaints to teachers or administration officials. Adequate opportunities shall be provided for students to exercise this right through channels established for considering such complaints.

Student rights and responsibilities relative to student conduct and student discipline shall be published in the Parent-Student Handbook, and will be made available in another language or presented orally upon request. Student disciplinary procedures will be implemented pursuant to the provisions of Board Policies J1A and J1CD.

Legal References:

RSA 189:15, Regulations

NH Code of Administrative Rules, Section Ed 306.04(a)(3), Student Discipline

NH Code of Administrative Rules, Section Ed 306.04(f), Student Discipline

NH Code of Administrative Rules, Section Ed 317.04(b), Disciplinary Procedures

1st Read: October 6, 2009

2nd Read: November 17, 2009

Adoption: November 17, 2009

J1A - Student Due Process Rights

Students facing discipline will be afforded all due process rights given by law. The Superintendent or designee appointed in writing, is authorized to suspend any student for ten days or less for violations of school rules or policies. The School Board, or representative thereof, designated in writing, is authorized to continue the suspension in excess of 10 days following a hearing with the aforementioned representative. Any suspension in excess of 10 days may be appealed to the Board committee charged with discipline review.

In addition to the provisions of this policy, the Board recognizes the application of all pertinent provisions of RSA 193:13 and associated Department of Education rules.

Student due process rights shall be printed in the Parent-Student Handbook and will be made available in another language, as necessary, or presented orally upon request.

Legal References:

RSA 189:15, Regulations

NH Code of Administrative Rules, Section Ed 306.04(a)(3), Policy Development, Discipline

NH Code of Administrative Rules, Section Ed 306.04(f), Student Discipline

NH Code of Administrative Rules, Section Ed 317.04(b), Disciplinary Procedures

Appendix: JICD – R

Category: R

See also JIC, JICD

1st Read: May 6, 2014

2nd Read: June 3, 2014

Adopted: June 3, 2014

JIC – Student Conduct

Students have a responsibility to know and respect the rules and regulations of the school.

Students shall receive annually, at the opening of school, a publication (student handbook) listing the rules and regulations to which they are subject. Such publication will be made available in another language or presented orally upon request.

Legal References:

RSA 189:15, Regulations

NH Code of Administrative Rules, Section Ed. 306.04(f)(4), Student Discipline

NH Code of Administrative Rules, Section Ed. 306.06, Culture and Climate

NH Code of Administrative Rules, Section Ed. 317.04(b), Disciplinary Procedures

See Appendix: JICD – R

Category: R

See also JICD

1st Reading: July 16, 2013

2nd Reading: September 17, 2013

Adopted: September 17, 2013

JICC -- Student Conduct On School Buses

Students using District transportation must understand that they are under the jurisdiction of the School from the time they board the bus until they exit the bus.

Students transported in a school bus shall be under the authority of the District and under control of the bus driver. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reasons for a student to be denied the privilege of transportation in accordance with the regulations of the Board.

The driver of the bus shall be held responsible for the orderly conduct of the students transported. Each driver has the support of the Board in maintaining good conduct on the bus. If a student is to lose the privilege of riding the bus, advance warning will be given, except for extreme misconduct.

The Superintendent or his/her designee will develop rules and regulations for conduct on buses, and these shall be printed in the Parent-Student Handbook, and made available in another language or presented orally upon request.

Legal References:

RSA 189:6-a, School Bus Safety

Appendix: EEA-R & JICC-R

1st Reading: September 2, 2008
2nd Reading: September 30, 2008
Adopted: September 30, 2008

ECAF – Audio And Video Surveillance On School Buses

Video cameras may be used on school buses to monitor student behavior. Audio recordings in conjunction with video recordings may also be captured on school buses, in accordance with the provisions of RSA 570-A:2.

Notification of such recordings is hereby established in this policy and in Policy JICK – Pupil Safety and Violence Prevention. The Superintendent or his/her designee will ensure that there is a sign prominently displayed on the school buses informing the occupants of the school buses that such video and audio recordings are occurring.

The Superintendent is charged with establishing administrative procedures to address the length of time, which the recording is retained, ownership of the recording, limitations on who may view and listen to the recording, and provisions for erasing or destroying the recordings.

All recordings shall be retained for a period not to exceed thirty (30) days, unless the Superintendent, or designee, determines that the recording is relevant to a disciplinary proceeding.

Recordings may be viewed only by the following persons and only after expressly authorized by the Superintendent:

- Superintendent or designee
- Business Administrator
- Building Administrator
- Law Enforcement Officers
- Transportation Contractor Official

Parents of a student against who a recording is being used as part of a disciplinary proceeding will be permitted to view and listen to the recording. No other individuals shall be entitled to view or listen to the recording without the express authorization of the Superintendent.

Legal References:

RSA 570-A:2, Capture of Audio Recordings on School Buses Allowed

Category: R

See Also Policies EEA, JICK

1st Reading: November 5, 2013
2nd Reading: December 3, 2013
Adopted: December 3, 2013

EEAE – School Bus Safety Program

The safety and welfare of student riders will be the first consideration in all matters pertaining to transportation. Safety precautions will include the following:

1. Children will be instructed as to the proper procedure for boarding and exiting from a school bus and in proper and safe conduct while aboard.
2. Emergency evacuation drills will be conducted at least two times a year (Oct.-May) to acquaint student riders with procedures in emergency situations.
3. All vehicles used to transport children will be inspected on a regular schedule to see that they meet applicable safety regulations.
4. All drivers will be screened before employment for physical condition, proper license, and experience. The prior driving record of each driver will be checked for drug and alcohol or other convictions and a criminal records check must also be completed.
5. The School Board authorizes use of video and/or audio surveillance on school buses to ensure the health, welfare, and safety of all students while riding on school buses. Use of such surveillance will be in accordance with policy ECAF, Audio and Video Surveillance On School Buses.
6. In the event an audio or video recording is used as part of a student discipline proceeding, such video may become part of a student's education record. If an audio or video recording does become part of a student's education record, the provisions of Policy JRA shall apply. The Superintendent is authorized to contact the District's attorney for a full legal opinion relative in the event of such

an occurrence.

7. The School District or independent contractor will comply with all state and federal laws and regulations pertaining to the operation of school buses and will make these requirements known to bus drivers. It will also cooperate with local safety officials in formulating and accomplishing its school bus safety program.

Legal References:

20 U.S.C. §1232g, *Family Educational Rights and Privacy Act*

RSA 189:6-a, *School Bus Safety*

RSA 570-A:2, *Interception and Disclosure of Telecommunication or Oral Communications*

Prohibited

Appendix EEA-R

1st Read: April 15, 2014

2nd Read: May 6, 2014

Adopted: May 6, 2014

JICI – Dangerous Weapons On School Property

Weapons are not permitted on school property, in school vehicles or at school-sponsored activities. This policy applies to students, staff, or members of the public alike. Student violations of this policy will result in both school disciplinary action and notification of local law enforcement authorities. Members of the public who violate this policy will be reported to local law enforcement authorities.

The term “weapons” includes, but is not limited to, firearms (rifles, pistols, revolvers, pellet guns, BB guns, etc.), ammunition, knives, slingshots, metallic knuckles, firecrackers, billy-clubs, stilettos, switchblade knives, swords, canes, pistol canes, black jacks, daggers, dirk knives, explosives, incendiaries, martial arts weapons or self-defense weapons, such as tazers or chemical sprays (as defined by RSA 159:24 and RSA 159:20 respectively), or any other object or substance which, in the manner it is used or threatened to be used, is known to be capable of producing death or bodily injury. Additionally, this list is not intended to be exhaustive or all-inclusive. The principal may determine that any instrument, object or substance is a “weapon” within the intent of this Policy, if the principal believes that such instrument, object or substance was used or was intended to be used to inflict bodily harm on any person.

Student violations of the policy will result in both school disciplinary action and notification of the police. Suspension or expulsion from school could result.

Additionally, any Student who is determined to have brought a firearm (as defined by Title 18 U.S.C. 921) to school will be expelled for not less than one year (365 days). The determination of whether to modify the expulsion shall be left to the discretion of the Superintendent upon review of the specific case in accordance with other applicable.

Pursuant to the provisions of 20 U.S.C. § 7151, Gun-Free Schools Act, the Board requires the Superintendent to contact local law enforcement authorities and/or the Division of Children and Youth Services and notify them of any student who brings a firearm or weapon on school property.

Weapons under control of law enforcement personnel are permitted.

The Superintendent shall ensure that all students will receive written notice of this policy at least once each year and will determine the method of notifying students (student handbook, mailing, etc.).

Legal References:

18 U.S.C. § 921, *Et seq.*, *Firearms*

20 U.S.C. § 7151, *Gun-Free Schools Act*

RSA 193-D, *Safe School Zones*

RSA 193:13, *Suspension and Expulsion of Students*

NH Code of Administrative Rules, Section Ed. 317, *Standards and Procedures for Suspension and Expulsion of Pupils Including Procedures Assuring Due Process*

Category P

See also, JICI-R, JICD-R

1st Read: February 15, 2011

2nd Read: May 3, 2011

Adoption: May 3, 2011

JICHB – Alcohol and Substance Abuse Policy

The ConVal School District recognizes that substance misuse and abuse is a complex problem. For this reason, the district takes a comprehensive approach to addressing the issue through education as a means of prevention, strategies of intervention, policy and enforcement.

This policy refers to any and all illegal substances or items misused with the intention of producing an altered state. No student shall possess, ingest, sell, provide, or be under the influence of substances not prescribed to him or her by a medical practitioner.

The above restrictions shall apply in any of the following situations:

On school property before, during or after school hours, en route to or from school in a school bus or other school authorized vehicle, en route to or from a curricular, co-curricular, extracurricular or athletic activity in a school bus or other authorized vehicle at a curricular, co-curricular, extracurricular or athletic activity.

Reasonable Suspicion

Given reasonable suspicion of substance misuse or abuse, school administrators may conduct reasonable searches of students, including their person and their personal effects. Please refer to policy JIH: Lockers Student Searches and Their Property.

School Violations

Each school level (high school, middle school, and elementary) will develop their own age appropriate procedures.

Procedures will be published in the handbook of each level.

Other Provisions

In all cases where there has been a violation, a school administrator will call a parent or guardian. The student will be released to the parent or guardian. If the parent or guardian cannot be reached or is unwilling to come to the school, the local Police Department will be called; informed of the facts, and requested to take protective custody of the student.

Prescription Drugs/Other Medication

Any student who is required to carry a prescription drug or other medication during school hours shall do so under the provisions of Board Policy JLCD.

Requests for Help

District counseling services will be available upon request to any student who is having problems with substance misuse or abuse. Also, when a student has violated Alcohol and Other Substance Use Policies, the student will be referred to a student assistance counselor. The counselor will provide counseling on an individual basis, or in small groups, and/or assist in making appropriate referrals to outside agencies. Conversations will be kept confidential per the ASCA ethical standards of practice.

Legal References:

21 U.S.C. § 812(c), Controlled Substances Act
RSA 318-C, Controlled Drug Act
RSA 571-C:2, Intoxicating Beverages at Interscholastic Athletic Contests

1st Read: June 20, 2017

2nd Read: July 18, 2017

Adopted: July 18, 2017

JICK - See also, JBAA, JIC, JICD, IHBA -- Pupil Safety and Violence Prevention

I. General Statement of Policy and Prohibition Against Bullying and Cyberbullying

The Contoocook Valley School District is committed to providing all pupils a safe school environment. Conduct constituting bullying or cyberbullying will not be tolerated, and is prohibited by this policy in accordance with RSA 193-F. This policy applies to all pupils and school-aged persons on school property and participating in school functions, regardless of their status under the law.

The Superintendent is responsible for ensuring that this policy is implemented.

II. Definitions

The following definitions apply to this policy:

A. Bullying: a single significant incident or pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another pupil which:

1. Physically harms a pupil or damages the pupil's property;
2. Causes emotional distress to a pupil;
3. Interferes with a pupil's educational opportunities;

4. Creates a hostile educational environment;
5. Substantially disrupts the orderly operation of the school.

Bullying also includes actions motivated by an imbalance of power based on a pupil's actual or perceived personal characteristics, behaviors, or beliefs, or motivated by the pupil's association with another person and based on the other person's characteristics, behaviors, or beliefs.

B. Cyberbullying: bullying (as defined above) undertaken through the use of electronic devices.

C. Electronic devices: include, but are not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, and websites.

D. Perpetrator: a pupil who engages in bullying or cyberbullying.

E. School property: all real property and all physical plant and equipment used for school purposes, including public or private school buses or vans.

F. Victim: a pupil against whom bullying or cyberbullying has been perpetrated.

G. Educational opportunities: the curricular and extra-curricular programs and activities offered by the District.

H. Interference with educational opportunities: a single significant incident or pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof which impedes a pupil's ability to participate in, or access, the educational opportunities offered by the District. The determination as to whether an incident or a pattern of incidents interferes with a pupil's educational opportunities shall be made by the person investigating the reported incident(s).

I. Hostile educational environment: a single significant incident or pattern of incidents that is so severe and pervasive that it effectively denies a student equal access to the District's educational opportunities. The determination as to whether an incident or pattern of incidents has created a hostile educational environment shall be made by the person investigating the reported incident(s).

J. The determination as to whether a single significant incident or a pattern of incidents causes a "substantial disruption to the orderly operation of the school" shall be made by the person investigating the reported incident(s), and shall be based on the totality of the circumstances, and may include disruptions to curricular or extra-curricular programs and activities offered by the District.

In accordance with RSA 193-F:4, the Contoocook Valley School District reserves the right to impose discipline for bullying and/or cyberbullying that:

- Occurs on, or is delivered to, school property or a school-sponsored activity or event on or off school property; or
- Occurs off of school property or outside of a school-sponsored activity or event, if the conduct interferes with a pupil's educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event.

III. Reporting Procedure

The Principal of each school is responsible for receiving oral or written reports of bullying or cyberbullying. The Principal may designate, in writing, an additional person to receive such reports.

Student or Parent Reports

1. Any student who believes that he or she has been the victim of bullying or cyberbullying, as defined in Section II, above, should immediately report the alleged act(s) to the Principal; however, if the student prefers, he/she may inform any school employee or volunteer.
2. Students or parents who have witnessed or who have reliable information that a pupil has been subjected to bullying or cyberbullying should immediately report the same to the Principal, or, if the student or parent prefers, he/she may inform any school employee or volunteer about the alleged bullying or cyberbullying.
3. Forms to report incidents of alleged bullying or cyberbullying shall be available at the Principal's office. Use of the form is encouraged, but not required. If the Principal or his/her designee receives the report verbally, he/she shall reduce the report received to writing within twenty-four hours of receiving the information.

Reports by Staff, Volunteer, or Employees of a Company Under Contract with the School District, or with any school in the Contoocook Valley School District

1. Any school employee, volunteer, or employee of a company under contract with the Contoocook Valley School District, who has witnessed or has reliable information that a pupil has been subjected to bullying, or cyberbullying as defined in Section II above, shall report such incident to the Principal or his/her designee as soon as reasonably possible.

IV. Notice to Parents/Guardians

Within 48 hours of receiving a report of alleged bullying or cyberbullying, the Principal, or his/her designee, shall give notice of the report of the alleged incident to the parent(s) or guardian(s) of the victim and the perpetrator. The report shall be made by telephone or in writing; if made by telephone, a record of the report shall be made. The record should include, at a minimum, the date and time of the call. Any such notification under this policy must comply with the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. 1232g. At a minimum, the notice shall advise the individuals involved of the nature of the incident, the date and time the report was received, and the procedures described in this policy. In accord with FERPA, the notice shall not contain any personally identifiable information obtained from student education records.

V. Waiver of Notification Requirement

The Superintendent may, within the 48 hour time period referenced in Section IV of this policy, grant the Principal or his/her designee a written waiver from the notification requirement in Section IV of this policy, if the Superintendent or his/her designee deems such waiver to be in the best interest of either the victim or the perpetrator. The granting of a waiver does not negate the responsibility to follow the other procedures set forth in this policy.

1. The Principal or his/her designee is responsible for investigating reports of bullying or cyberbullying. The Superintendent reserves the right to appoint another individual to conduct the investigation.

2. Investigations shall be initiated within five (5) school days of the date that the incident is reported to the Principal or his/her designee, and shall be completed within 10 school days.

3. If the Principal or his/her designee requires additional time to complete the investigation, the Superintendent or his/her designee may extend the time period for the investigation by up to seven (7) school days. Any such extension shall be in writing, and the Superintendent or his/her designee shall provide all parties involved with written notice of the granting of the extension.

4. Upon completion of the investigation, the Principal or his/her designee shall draft a written investigation report. The report must include, at a minimum, a description of the scope of the investigation, the findings, and the actions taken (i.e., the response to remediate, discipline, non-disciplinary interventions, etc).

5. Upon completion of the investigation, the Principal or his/her designee shall report all substantiated incidents of-bullying or cyberbullying to the Superintendent or his/her designee.

6. Within ten (10) school days of the completion of the investigation, the Principal or his/her designee shall provide the parents of the alleged victim and the alleged perpetrator with written notice of the results of the investigation (i.e., substantiated or unsubstantiated) and the available remedies and assistance. The notice shall comply with **FERPA**, and other State and Federal laws concerning student privacy.

VI. Response to Remediate Substantiated Incidents of Bullying or Cyberbullying

The Principal or his/her designee shall develop a response to remediate any substantiated incident of bullying or cyberbullying. The response should be designed to reduce the risk of future incidents, and where appropriate, to offer assistance to the victim or perpetrator.

In those cases where a perpetrator or victim is identified as a student with an educational disability, the Principal's response to remediate any substantiated incident of bullying or cyberbullying shall be presented to the IEP Team. The IEP Team is permitted to amend or augment the response in a manner necessary to ensure that the perpetrator and/or victim receives a free, appropriate public education, while still taking appropriate measures to remediate bullying.

VII. Discipline and/or Interventions

If, after investigating pursuant to Section VI of this policy, the Principal or his/her designee concludes that a pupil engaged in bullying or cyberbullying, that student may be subject to appropriate disciplinary action, which may include, but is not limited to, suspension and expulsion. Any such disciplinary action shall be taken in accordance to applicable board policy and legal requirements.

VIII. Prohibition Against Retaliation and False Accusations

All individuals are prohibited from retaliating or making false accusations against a victim, witness, or anyone else who in good faith provides information about an act of bullying or cyberbullying. The Principal or his/her designee shall investigate claims of retaliation or false accusations, and if substantiated, the retaliator and/or the false accuser may be subject to discipline, including but not limited to, suspension or expulsion.

Students who falsely accuse other students of bullying or cyberbullying may also be subject to disciplinary action, which may include, but is not limited to, suspension and expulsion. Any such disciplinary action shall be taken in accordance to applicable board policy and legal requirements.

At the discretion of the Principal or his/her designee, students who commit an act of bullying or cyberbullying or falsely accuse another of the same as a means of retaliation or reprisal may, either in addition to discipline or in lieu of discipline, receive nondisciplinary interventions. Interventions are not considered disciplinary in nature.

Nothing in this policy shall supersede the disciplinary procedures of the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act, including the protections offered through the manifestation determination process.

IX. Training

The Superintendent shall ensure that school employees, regular school volunteers, and employees of a company under contract with the Contoocook Valley School District, and/or any of the schools within the Contoocook Valley School District, who have significant contact with pupils annually receive training on this policy for the purpose of preventing, identifying, responding to, and reporting incidents of bullying or cyberbullying.

The School District shall provide age-appropriate educational programs for pupils and parents in preventing, identifying, responding to, and reporting incidents of bullying or cyberbullying.

X. Notice of Policy

The Superintendent or his/her designee shall provide written notice of this policy to students, parents, legal guardians, school employees, school volunteers, and employees of companies under contract with the Contoocook Valley School District, or any school within the Contoocook Valley School District, through appropriate references in the student and employee handbooks, by publishing a copy of this policy on the District/SAU website, by providing companies under contract with the Contoocook Valley School District, with a copy of the policy, by providing training on the policy in accord with RSA 193-F, or through other reasonable means.

At the commencement of each school year, this policy shall be provided to all students. All students who enroll during the course of the school year shall receive a copy of this policy at the time they enroll.

XI. Capture of Audio and Video Recordings on School Buses

Pursuant to RSA 570-A:2, notice is hereby given that the ConVal School Board authorizes audio recordings to be made in conjunction with video recordings of the interior of school buses while students are being transported to and from school or school activities.

XII. Report to the Department of Education

The Principal or his/her designee is responsible for reporting substantiated incidents of bullying to the Superintendent or his/her designee.

The Superintendent or his/her designee shall, on an annual basis, or as requested, report substantiated incidents of bullying and cyberbullying to the School Board and/or Department of Education. The reports shall not contain any personally identifiable information pertaining to any pupil.

Legal Reference:

RSA 193-F, Pupil Safety and Violence Prevention Act of 2000

RSA 570-A, Wiretapping and Eavesdropping (if applicable — see Note and Section XIII, above)

NH Ed R. 306.04(a)(8), Student Harassment

Category: P

See also, JBAA, JIC, JICD, IHBA

1st Read: November 16, 2010

2nd Read: December 7, 2010

Adoption: December 7, 2010

Amended: April 3, 2012

JIH – Student Searches and Their Property

The Superintendent, principal, security personnel of the school or other authorized personnel may detain and search any student or students on the premises of the public schools, or while attending, or while in transit on school vehicle, to any event or function sponsored or authorized by the school under the following conditions:

1. When any authorized person has reasonable suspicion that the student may have on the students' person or property alcohol; dangerous weapons; controlled dangerous substances as defined by law or stolen property if the property in question is reasonably suspected to have been taken from a student, a school employee, or the school during school activities; or any other items which have been or may reasonably be disruptive of school operations or in violation of student discipline rules and applicable provisions of the student handbook.

2. School lockers and school desks are the property of the school, not the student. Students who use school district lockers, desks, and other storage areas or compartments have no reasonable expectation of privacy from school employees as to the contents of those areas. Lockers, desks, and other storage areas or compartments may be subjected to searches at any time with or without reasonable suspicion. Students are not to use any school area or property to store anything that should not be at school. Students shall not exchange lockers or desks. Students shall not use any lockers or desks other than those assigned to them by the principal or designee. A shared locker or storage area implies shared responsibility.

3. Authorized personnel may conduct a search of the student's person or the student's belongings, as noted above, whenever a student freely and voluntarily consents to such a search. Consent obtained through threats or coercion is not considered to be freely and voluntarily given.

4. Strip searches are forbidden. No clothing except cold weather/outdoor garments and footwear will be requested to be removed before or during a search.

5. Authorized personnel conducting a search shall have authority to detain the student or students and to preserve any contraband seized. Contraband seized during the course of a search will be preserved and held in accordance with applicable administrative rules and procedures.

6. Any searches of students as outlined herein will be conducted by authorized personnel of the same sex as the student being searched. Two authorized persons shall be present during any search of a student or student property.

CONVAL SCHOOL BOARD

7. Items that may be seized during an unauthorized search, in addition to those mentioned in Paragraph 1 above, shall include but not be limited to, any item, object, instrument, or material commonly recognized as unlawful or prohibited by law or by district policy. For example: prescription or non-prescription medicines, switchblade knives, brass knuckles, billy clubs, and pornographic literature are commonly recognizable as unlawful or prohibited items. Such items, or any other items which may pose a threat to a student, the student body, or school personnel shall be seized, identified as to ownership if possible, and held for release to proper authority.

In conducting searches of students and property, school officials should consult with legal counsel and law enforcement authorities to be aware of circumstances when involvement of the police is advisable and/or necessary.

Searches of student automobiles are governed by Board Policy JIHB.

Category: R

Legal References:

NH Constitution, Pt. 1, Art. 19

1State v. Drake, 139 NH 662 (1995)

State v. Tinkham, 143 NH 73 (1998) Appendix JIH-R

1st Read: August 9, 2016

2nd Read: August 23, 2016

Adopted: August 23, 2016

JLCF – Wellness

The Contoocook Valley School District is committed to providing a school environment that enhances learning and the development of lifelong wellness practices.

To accomplish these goals, the Board directs the administration to implement rules and regulations aimed at ensuring:

- Child Nutrition Programs will comply with federal, state, and local requirements, and will be accessible to all children.
- Sequential and interdisciplinary nutrition education will be provided and promoted.
- Patterns of meaningful physical activity that connect to students' lives outside of physical education will be encouraged.
- Physical education programs will meet federal and state regulations and standards.
- School-based activities will be consistent with local wellness policy goals.
- All food made available on school grounds during school hours, including vending concessions, a' la carte, student stores, parties, and fund raising will be consistent with Competitive Food Guidelines for K-12 schools.
- At least 75% of all food made available on school grounds after school dismissal, including vending, concessions, a' la carte, student stores, parties, and fundraising will be consistent with the Competitive Food Guidelines for K-12 Schools.

- All beverages made available on school grounds, including vending concessions, a la carte student stores, parties, and fund raising will be consistent with the Competitive Food Guidelines for K-12 Schools.
- All foods provided by the District will adhere to food safety and security guidelines.
- The school environment will be safe, pleasing, and comfortable, and will allow ample time and space for eating meals.
- Food will not be used as a reward or punishment, unless necessitated by a student's Individualized Education Plan/504 Plan.
- Implementation/monitoring of this policy will be reported to the School Board annually by the Superintendent's designee, with recommendations for guideline changes if necessary or appropriate.

Legal References:

RSA 189:11-a, Food and Nutrition Programs
Section 204 of Public Law 108-265, Child Nutrition and WIC Reauthorization Act of 2004
NH Code of Administrative Rules, Section Ed. 303.01 (g), Duties of School Boards
NH Code of Administrative Rules, Section Ed. 306.11, Food & Nutrition Services
NH Code of Administrative Rules, Section Ed. 306.40, Health Education Program
NH Code of Administrative Rules, Section Ed. 306.41, Physical Education Program
FDA Food Code

Category: P

Adoption: May 17, 2011
 Amended: February 5, 2013
 Amended: February 4, 2014

KED - Grievance Procedure (Section 504)

This policy contains grievance procedures which address alleged violations of Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990. The District's Civil Rights Coordinator is charged with efforts to comply with these laws.

1. The School Board hereby adopts the following Grievance Procedure, which may be used by any person believing that the District, School Administrative Unit (SAU), employees of the District or SAU, students, or third parties violated any of the laws or regulations referenced above. The Assistant Superintendent is designated as the District's Civil Rights Coordinator. He/she is charged with efforts to comply with the above referenced laws. The Assistant Superintendent may be reached at: School Administrative Unit #1, 106 Hancock Road, Peterborough, NH 03458, 603-924-3336. Any complainant has the right to file a grievance with the Civil Rights Coordinator, should they not wish to pursue the informal process described in paragraph 2, below.
2. Any person who has a grievance may discuss it first with the appropriate building Principal in an attempt to resolve the matter informally at that level. The alleged violation must have occurred within 180 days of the informal discussion. The complainant may, at any time, suspend the informal process and submit a formal grievance to the building Principal.
3. If, within five school days of the informal discussion, the matter is not resolved to the satisfaction of the aggrieved party, or if the aggrieved party wish to bypass the informal process and file a formal grievance, the complainant may submit a formal grievance (verbally or in writing) to the Building Principal. A written grievance should contain the name and address of the complainant, a description of the alleged violation, and the remedy or relief sought. The alleged violation must have occurred within 180 days of the date that the grievance was filed. If the complaint is made verbally, the Principal shall reduce the allegations to writing and provide a copy to the complainant. The Principal shall investigate the allegations in the complaint. The aggrieved party, and where appropriate, the person alleged to have discriminated against the complainant, shall have the opportunity to present witnesses and other evidence. The Principal shall communicate his/her decision to the aggrieved party in writing within five (5) school days of receipt of the grievance, unless the complainant and the District agree to extend this timeline. The Principal's written decision shall comply with all applicable privacy laws, including but not limited to, the Family Educational Rights and Privacy Act.
4. If the grievance is not resolved to the complainant's satisfaction, the aggrieved party, no later than five (5) school days after receipt of the Principal's decision, may appeal the Principal's decision to the Civil Rights Coordinator. The appeal to the Coordinator must be made in writing, reciting the matter submitted to the Principal and the aggrieved party's dissatisfaction with decisions previously rendered. The Coordinator shall meet with the aggrieved party to attempt to resolve the matter as quickly as possible, but within a period not to exceed five (5) school days. The Coordinator shall communicate his/her decision in writing to the aggrieved party and the Principal not later than five (5) school days after the meeting with the aggrieved party.
5. The District will take steps, including but not limited to, discipline of students and/or employees, to prevent recurrence of any discriminatory conduct, and to correct discriminatory effects on the complainant and others, if appropriate. The District will also take steps, including but not limited to, discipline of students and/or employees, to prevent retaliation against the person who made the

complaint (and/or was the subject of the discrimination), and against those who participated in the investigation of the alleged discriminatory conduct. Potential consequences for any violations of the above-referenced regulations, including engaging in retaliatory conduct, include, but are not limited to: written warning to the offender(s), suspension, expulsion, or termination of the offender(s), non-disciplinary interventions, or any other remedial steps necessary to ensure compliance with these regulations. Where appropriate, the District may also provide the complainant(s) or victim(s) with non-disciplinary interventions. The District shall not retaliate against anyone who files a grievance or participates in the investigation of a grievance.

6. If the complainant and the District agree, the Principal or the Civil Rights Coordinator may attempt to resolve the complaint through mediation. If the parties decide to pursue mediation, the timelines for the completion of the investigation or appeal will be standing, pending the resolution of the mediation. If the School District and aggrieved party agree on a mutual solution to the alleged discrimination, the investigation or appeal would be closed.

7. The decision of the Civil Rights Coordinator is final pending any further legal recourse as may be described in current local district, state, or federal statutes pertaining to Section 504 of the Rehabilitation Act of 1973 or Title II of the Americans with Disabilities Act of 1990. A complainant has the right to file a complaint at any time alleging discrimination under the above referenced laws and regulations with the; U.S. Department of Education, Office for Civil Rights, 5 Post Office Square, Suite 900, 8th Floor, Boston, MA 02109-3921.

8. This grievance procedure shall be disseminated to students, parents/guardians, employees, and other interested parties. The procedure shall be available on the ConVal School District's website, shall be printed in the parent/student handbook, and shall be available upon request from the building Principal or his/her designee, and at the SAU office.

Legal References:

Section 504 of the Rehabilitation Act of 1973

34 C.F.R. § 104.7(b), Adoption of Grievance Procedures

Americans with Disabilities Act, 42 U.S.C. 12132

28 C.F.R. § 35.107, Adoption of Grievance Procedures.

Category: P

1st Reading: June 19, 2012

2nd Reading: August 14, 2012

Adoption: August 14, 2012