

PETERBOROUGH ELEMENTARY SCHOOL STUDENT-PARENT HANDBOOK



2018-2019

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Letter from the Superintendent

Welcome to the 2018-2019 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

Letter from the Principal

August 2018

Dear Parents and Students,

Welcome to the 2018-2019 school year! I hope you are ready for a great year; I know I am! I am excited and honored to be a part of this school community. My goal is to work with students and staff, parents and community members to ensure the learners at PES thrive in an environment where they feel known, needed, and cared for, where they are challenged academically, and where they are celebrated for their individual and collective growth.

In order for our students to be most successful, it is important that the lines of communication are open. Parents (and students) are encouraged to contact teachers and administration with questions regarding your child's education. Every staff member has a voicemail, an email account, and a webpage allowing for dialogue and communication. The school and district webpages are another great source for information and communication.

In my first year as principal at PES I have high expectations for myself, for your children, for our staff, and for our parents' involvement in their children's school. You should too. So Please take this as an invitation to contact me so that we can collaborate on ways to enrich every child's school experience.

Finally, we encourage all students and parents to become familiar with this Student-Parent Handbook. It includes guidelines, policies, and helpful information that will ensure a common understanding of the expectations here at PES. The handbook is also a compilation of some of the federal and state laws that impact education, as well as Conval School District School Board policies. While this handbook serves as a guideline, it must be noted that the primary source documents take legal precedent at all times. For links to School Board Policies and the New Hampshire Department of Education, access the district website at www.convalsd.net

I look forward to meeting and working with you and your child(ren) during the 2018-2019 school year.

Sincerely,
Larry Pimental
Principal

SCHOOL 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.

SCHOOL PROCEDURES

Daily School Schedule

| | |
|---|------------|
| K-4..... | 8:40-3:25 |
| Pre-K..... | 8:30-11:30 |
| ▪ Students arrive at 8:25 AM. <u>Supervision of students is not available until 8:25 AM.</u> | |

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.

Attendance Policy

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.

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.

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.

Arrival to 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 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 cannot 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.

End of Day

- 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.

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.

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.

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.

Lunch and Breakfast

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>. Please see the District Policy regarding meal charging (EFAA) and free and reduced lunch (EFC) on pages 27-28.

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 and visitors must sign in and sign out in the main office and obtain a visitor/volunteer badge between 8:40 AM and 3:25 PM.

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.

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.

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 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.

SCHOOL SAFETY

Evacuation Procedures:

Evacuation maps are prominently displayed in every classroom indicating the route and exit(s) to be used during a building evacuation. When the fire alarm sounds, we become jointly responsible for one another's safety. Students are expected to follow the instructions of staff members and leave the building in a quiet and orderly manner.

Emergency Drills

The school holds ten emergency drills throughout the school year; these include fire drills and other emergency drills. In an emergency, it is everyone's responsibility to:

- LISTEN and FOLLOW DIRECTIONS
- THINK and MAKE SAFE CHOICES

Students must remain quiet and in line throughout each drill.

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.

Transportation Services

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.

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.

Student Expectations on Buses

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.

Cameras on Buses

Activity on all bus routes is monitored through video tapes/ DVD recordings. (Policy ECAF, page 25)

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.

SAFE SCHOOL ZONES

School property and school activities should be safe for all. State law prohibits acts of theft, destruction or violence within a Safe School Zone. These regulations impact any school property, school buses, and school-sponsored programs. Reference: RSA 193-D. More information available in the Students Safety and Rights section.

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.
- ❖ 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.

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

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.

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.

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.

BEHAVIORAL EXPECTATIONS

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] Please see page 39 for more information.

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 Black Top 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 detention or suspension.

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 reflection or apology, and a written plan for appropriate behavior moving forward.

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 reflection 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.

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 clothes (especially 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 Personal Electronic Devices

Cellphones and personal electronic devices (tablets, laptops, gaming devices, etc) 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.

STUDENT SERVICES

Health Services

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.

Any staff member who suspects a student has head lice will report this to the school nurse or Principal. Students known to have head lice will remain in class provided the student is comfortable. If a student is not comfortable, he/she may report to the school nurse or principal's office. Such students will be discouraged from close direct head contact with others and from sharing personal items with other students. District employees will act to ensure that student confidentiality is maintained so the child is not embarrassed. The Principal or school nurse will notify the parent/guardian by telephone or other available means if their child is found to have head lice. Students will be allowed to return to school after proper treatment. No student will be excluded from attendance solely based on grounds that nits may be present. The school nurse may recheck a child's head. In addition, the school nurse or school social worker may offer extra help or information to families of children who are repeatedly or chronically infested. (JLCC—HEAD LICE POLICY, page 48)

Illnesses

- 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

Illnesses- Returning Children to School after: “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.

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 in 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.

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.

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, Jenny 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.

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.

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.

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.

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.

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.

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.

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 snow pants; 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.

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.

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.

Tobacco Free Environment

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.]

Student Rights and Safety

Right to search

Lockers, desks, and storage areas are the property of the school district. Inspections to ensure areas are being kept clean and free from potential hazards, as well as searches to locate school property, may be conducted at any time. During a search, if the school official discovers any container that may conceal contraband, the container may be searched according to district procedures. For the purpose of this policy, a “container” may include, but is not limited to, an article of clothing, handbag, backpack, or gym bag. Students and their personal property are subject to search by district staff if reasonable grounds exist to suspect that evidence of a violation of the law or school rules will be uncovered. See School Board Policy JIH.

Suspension and expulsion of students

Continued disruptions and/or dangerous behavior may result in the child being suspended from school. Parents are responsible for transportation and childcare if their child must be removed from school for inappropriate behavior. The superintendent, or a designated representative (i.e. school principal), is authorized to suspend pupils from school for a period not to exceed 10 school days for gross misconduct or for neglect or refusal to conform to the reasonable rules of the school. Please refer to New Hampshire RSA 193:13 for further provisions regarding suspensions, expulsion, and rights of appeal.

Due Process

Before disciplinary action is taken, the student has the right to due process. The student will be informed of the allegation of misconduct and will be given the opportunity to tell his or her side of the story. The parent or guardian of any student accused of an action and threatened with punishment for the action has the right to request a hearing before the principal. If dissatisfied with the decision, the parent may request a hearing before the Superintendent of Schools, and if still dissatisfied, may request a hearing before the Conval School Board. Reference: RSA 193:13

Harassment

Everyone in our schools should be safe and treated with respect. The Conval School District is committed to providing all pupils a safe school environment in which all members of the community are treated with respect. Verbal or physical intimidation that is based on race, religion, ethnic origin, gender, sexual orientation, or disability is prohibited. Students who are feeling harassed should speak with a trusted adult. The incident must also be reported to an administrator.

Bullying

“Bullying” is an incident or pattern of incidents involving a communication (written, verbal, electronic), a physical act, gesture, or any combination thereof, directed at another student which: (a) physically harms a student or damages the student’s property; (b) causes emotional distress to a student; (c) interferes with a student’s educational opportunities; (d) creates a hostile educational environment; or (e) substantially disrupts the orderly operation of the school. Bullying includes actions motivated by an imbalance of power based on a student’s actual or perceived personal characteristics, behaviors, beliefs, or associations with another person.

Cyberbullying

Cyberbullying is any bullying conduct undertaken through the use of technology, which may include but is not limited to, phones, computers, pagers, electronic mail, electronic messaging, and websites. Cyberbullying occurs when an action or communication: (a) occurs on or is delivered to school property. (b) occurs during or is delivered to a school-sponsored activity/event regardless of location. (c) occurs outside typical boundaries of school supervision, but interferes with a student's educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity/event.

Reporting Bullying or Cyberbullying

Any student who believes he/she has been a victim of bullying or cyberbullying shall report the alleged act to the building principal immediately. If the student is more comfortable doing so, he/she may report to any district employee, who must in turn report to the building principal. Full procedures for reporting, investigation and remedial action may be found in School Board Policy JICK.

Sexual Harassment

Sexual harassment consists of unwelcome sexual advances, requests, conduct, or communication that unreasonably interferes with an individual's education or creates an intimidating, hostile or offensive educational environment. Any person who believes he or she has been the victim of sexual harassment, discrimination, or violence should report the alleged acts immediately to the building principal. See School Board Policy JBAA.

Police in Schools

It is the policy of the schools to cooperate with law enforcement agencies in the interest of the larger welfare of all citizens. At the same time, schools have the responsibility to parents for the welfare of the students while they are in the care of the school. Parents of minor students will be notified of student involvement in police business while on school property.

Weapons/Dangerous Articles

Weapons, such as but not limited to firearms, explosives, containers containing chemicals, knives, martial arts weapons, or other objects used as weapons, are not permitted on school property, school buses, or at school sponsored activities. For purposes of this policy, a "weapon" is any object whose use at the time or whose primary purpose is to cause bodily harm or threaten bodily harm. Students are not allowed to have the following articles in their possession on school property: weapons, weapon look-a-likes (including water pistols), weapon paraphernalia (including bullet casings), jack knives, laser lights, fireworks, matches, cigarette lighters, or other items deemed dangerous by school authorities. Students in possession of dangerous articles will have these items confiscated by a teacher or administrator and disciplinary action will be taken.

Vandalism

Any willful act of defacing, damaging or destroying school property or property belonging to another person is an act of vandalism. Vandalism will result in disciplinary action such as notification of parents, full restitution, notification of police, and possible suspension from school. Any act of vandalism should be reported to the administrator immediately.

Drug-free school zones

Our schools will be free from alcohol, drugs and tobacco. Alcohol and Drugs Taking of illegal drugs and/or possession of the same in any form is not permitted. Alcoholic beverages will also not be permitted on school property at any time. Parents will be informed immediately if a student is in violation of this policy, and the matter will be brought to the attention of the proper authorities. This policy also pertains to official school functions not on school property (e.g. athletic events or field trips) and on any transportation provided by the school. Reference: RSA 193:B.

Family educational rights and privacy act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to the student's education records (also see School Board Policy EEO). They are: 1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Requests should be made in writing to the School Principal or Director of Student Services. 2. The right to request the amendment of education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of privacy rights. Amendment requests should be made in writing to the School Principal or Director of Student Services. 3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent (see Directory Information). 4. FERPA allows for disclosure without consent to school officials with legitimate educational interest. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. 5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202.

Contoocook Valley School District Policies

All Conval School District Policies are available in their entirety online at www.convalsd.net

AC—NON-DISCRIMINATION

The School Board, in accordance with the requirements of the federal and state laws, and the regulations which implement those laws, hereby declares formally that it is the policy of the Board, in its actions and those of its employees and students, that there shall be no discrimination on the basis of age, sex, race, creed, color, marital status, physical or mental disability, national origin, sexual orientation, **or any other categories protected by law** for employment in, participation in, admission/access to, or operation and administration of any educational program or activity in the School District.

Inquiries, complaints, and other communications relative to this policy and to the applicable laws and regulations concerned with non-discrimination shall be received by the Superintendent or his/her designee.

This policy of non-discrimination is applicable to all persons employed or served by the District. Any complaints or alleged infractions of the policy, law or applicable regulations will be processed through the non-discrimination grievance procedure. This policy implements PL 94-142, Section 504 of the Rehabilitation Act of 1973, Title II of the American with Disabilities Act, Title VI or VII of the Civil Rights act of 1964, Title IX of the Education Amendments of 1972, and the laws of New Hampshire pertaining to non-discrimination.

Legal References:

RSA 354-A:6, Opportunity for Employment without Discrimination a Civil Right

RSA 354-A:7, Unlawful Discriminatory Practices

The Age Discrimination in Employment Act of 1967

Title I of The Americans with Disabilities Act of 1990

Title VII of The Civil Rights Act of 1964 (15 or more employees)

Appendix: AC-R

1st Reading: February 19, 2008
2nd Reading: April 15, 2008
Adopted: April 15, 2008
Amended: September 2, 2008
Amended: February 5, 2013

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 ten (10) 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/Guardians 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: EEA, JICK, JRA

First Read: October 3, 2017
Second Read: October 17, 2017
Adopted: October 17, 2017

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

EEAEC & 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.

See also: EEA

Legal References:

RSA 189:6-a, School Bus Safety
NH Code of Administrative Rules, Section Ed. 306.04(d)(1), School Safety
NH Code of Administrative Rules, Section Ed. 306.04(f)(4), Student Discipline
Appendix: EEA-R & JICC-R

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

EFAA—MEAL CHARGING

The District encourages all parents and guardians (hereinafter “parents”) to provide a healthy breakfast and lunch for their student(s). Parents are welcome to send students to school with a “brown bag/lunch box” meal. The District provides the opportunity to purchase (breakfast and) lunch (as well as after school snacks) from the school cafeteria. Each meal meets or exceeds the federal nutrition standards. Payment is expected no later than when the meal is served. Payment may be in cash (check) or as a debit against funds deposited into an established student lunch account.

The school lunch program is required by federal law to operate as a non-profit which must end each fiscal year without a negative balance. Uncollected debt must be paid to the school lunch program from other funds. Therefore, parents of students required to pay the full or reduced price for meals must ensure that the school lunch program is paid for their student’s meals. The District’s policy is to quickly escalate efforts to bring student meal accounts into positive balance, to avoid circumstances where these accounts build significant debt.

Student Meal Accounts

The District uses a point-of-sale computerized meal payment system which has an account for all students. Parents of students who will be purchasing meals using this system are required to establish and maintain a positive balance in the student’s meal account.

Funds may be deposited into a student lunch account by cash, check, or on-line payment. Cash or checks made out to ConVal Food Service should be presented to the Cashier at the cafeteria, the Principal’s Office, or the Food Service Office). A check may also be mailed to: 106 Hancock Road, Peterborough NH 03458. The District utilizes the services of K12PaymentCenter.com. The use of checks or on-line payments is encouraged, as each provides a record. Parents are responsible for any fees charged by the on-line service. In accordance with United States Department of Agriculture (“USDA”) guidance SP 02-2015, there will be no processing fee for deposits to a student meal account made by cash or check.

Bank fees incurred on any check returned for insufficient funds will be charged to the parent. The fee may not exceed \$25.00, RSA 358-C:5, I.) In accordance with RSA 358-C:5, notice of the fee charged for a check that is returned for insufficient funds shall be included in any letter sent to a Parent seeking payment because the student meal account has a negative balance.

Each notice to parents will include information on how to verify a student meal account balance, to resolve concerns regarding the accuracy of the account balance, or to obtain information on the school meal program, including the name, title, hours when available, phone number, and e-mail address of an appropriate member of the District staff.

Parental Restrictions on Use of Student Meal Account

Parents who establish a meal account for their student are responsible for establishing with their student any restrictions the parent chooses to place on use of the account. Unless restricted by the parent, a student may purchase a la carte items in addition to the regular meal choices. Some students purchase more than one meal at one sitting. (After school snacks may be purchased.) Parents must monitor the student’s use of the meal account to ensure that a sufficient balance is available at all times for their student to charge meals. (The District’s on-line payment system K12PaymentCenter.com allows a parent to check their students balance at any time.)

The District's policy is to ensure that students have access to healthy meals and that no student will be subject to different treatment from the standard school meal or school cafeteria procedures. Therefore, the District will allow students to purchase a meal, even if the student's meal account has insufficient funds. This policy applies to all meal offerings generally available at the cafeteria, breakfast, lunch, and after school snacks.

Balance Statements

The Superintendent shall establish a procedure at each school requiring that a low balance statement be sent to parents whenever the balance in a student's meal account falls to or below a set amount that approximates the amount typically necessary to pay for one week of meals.

The notices will be sent by e-mail when practical, otherwise by a note, sealed in an envelope, sent home with the student. Notice prior to the account reaching zero is intended to reinforce the requirement that a positive balance be maintained in the student meal account. If a student meal account falls into debt, the initial focus will be on resuming payments for meals being consumed to stop the growth of the debt. The secondary focus will be on restoring the account to routinely having a positive balance. Only[CA1] those District staff who have received training on the confidentiality requirements of federal and state law, including the United States Department of Agriculture's ("USDA") guidance for school meal programs, and who have a need to access a child's account balance and eligibility information may communicate with parents regarding unpaid meal charges. Volunteers, including parent volunteers will not be used to communicate with parents regarding unpaid meal charges. 42 U.S.C. 1758(b)(6).

Free or Reduced Price Meals

The District participates in the federally supported program to provide free or reduced price meals to students from families whose economic circumstances make paying for meals difficult. Income guidelines for eligibility are based on family size and are updated each year by the USDA. The District will ensure parents are informed of the eligibility requirements and application procedures for free or reduced cost meals as well as the requirements of this policy.

Parents shall be provided with a copy of this policy and an application for free or reduced cost meals annually at the start of the school year through a mailing or in the parents' handbook, upon enrollment of a transfer student during the school year, and as a component of all notices sent to parents seeking payment to correct a negative balance in the student meal account. The communication explaining the availability of the free or reduced price meals shall include all the elements required by federal regulation, 7 C.F.R. 245.5. Each notice shall also identify a member of the District staff, with contact information, who is available to answer questions or assist the parents with applying for free or reduced price meals.

As required by the Civil Rights Act of 1964 and USDA guidance, parents with Limited English Proficiency ("LEP") will be provided with information on this policy and the free and reduced price meal program in a language the parents can understand. The District will utilize USDA and community resources to fulfill this requirement. This policy and links to application materials for the free or reduced price meal program will be posted on the school web site and made available to parents at each school.

The District will proactively enroll students found to be categorically eligible into the free or reduced price meal program. The District will seek to enroll eligible students in the free or reduced price meal program upon learning from any source of the student's potential eligibility. When eligibility is established, the District will apply the earliest effective date permitted by federal and state law.

The District will provide a copy of this policy and application materials for free or reduced price meals to town welfare offices/human services offices and other local social service agencies who may have contact with parents who are confronting layoffs or other financial hardship.

Students Without Cash in Hand or a Positive Account Balance

Regardless of whether a student has money to pay for a meal or has a negative balance in the student meal account, a student requesting a meal shall be provided with a meal from among the choices available to all students. The only exception will be where the student's parents have provided the District with specific written direction that the student not be provided with a school lunch program meal, the student has a meal sent from home, or otherwise has

access to an appropriate meal. Under no circumstances will a student's selected meal be thrown away because of the status of the student's meal account.

It is the parents' responsibility to provide their student with a meal from home or to pay for school prepared meals. Therefore, the District's policy is to direct communications to parents about student meal debt. When parents chose to provide meals sent from home, it is the parents' responsibility to explain to their student the necessity of the student not using the school meal program.

Initial efforts to contact parents will be by e-mail or phone, however if those efforts are unsuccessful, letters to parents may be sent home in sealed envelopes with the student. Resolution of the problem should seek to ensure the student has ongoing access to an appropriate meal.

Should the student's meal account balance fall below zero, a balance statement requesting immediate payment shall be sent to parents no less than once each month.

If the student's meal account balance debt grows to \$50.00 or more a letter demanding immediate payment shall be sent by US Mail to the parent or the parent shall be contacted by the Principal or designee by phone or in person. Where warranted, the Principal or designee may arrange a payment schedule to address current meal consumption and arrearages while the school continues to provide the student with meals.

If the student's meal account debt grows to \$50.00 or more the parents will be requested to meet with the principal. When appropriate, the Principal or designee should explore with the parents whether an application for free or reduced cost meals is warranted. Where extenuating circumstances of financial hardship exist and the family is not eligible for free or reduced cost meals, the District will work with the parents to identify and engage governmental and private charitable resources which are available to assist the family.

If a student with a negative balance in his or her meal account seeks to purchase a meal with cash or check, the student will be allowed to do so. There is no requirement that the funds be applied first to the debt.

Unresolved Debt

If the Principal determines that the best available information is that the parents are able to pay the expenses of the student's meals and the parents decline to cooperate with resolving the debt in a timely manner, the Principal shall send a letter to the parents directing them to have their student bring meals from home and cease utilizing the school meal program. The student may resume using the school meal program when a positive account balance is restored in the student's meal account (including reduced?). Note: this does not apply to free or reduced priced meals.

If the student continues to use the school meal program, a second letter shall be sent to the parents using certified mail, return receipt requested. Note: this does not apply to free or reduced priced meals.

If parents continue to fail to provide the student with a meal sent from home, continue to fail to provide funds for their student to use the school lunch program, continue to refuse to cooperate with reasonable requests by District staff to address the overdue debt, and the parent is believed to have the ability to pay, the Superintendent may pursue payment through civil legal action, including filing a claim in small claims court pursuant to RSA Chapter 503. The Superintendent is delegated authority to assess the likelihood that civil action will lead to payment, the resources required to pursue collection, and to pursue such action only when doing so is in the best interest of the District. Note: this does not apply to free or reduced priced meals.

The Superintendent shall try to identify non-profit charities that are willing to contribute funds to the district to assist in keeping a positive balance in the meal account of students whose parents do not qualify for free meals and who due to financial hardship are unable to consistently keep the student meal account in a positive balance. If at the end of the fiscal year uncollected debt in student meal accounts must, as a last resort to fulfill federal requirements, be paid to the school meal program from other District funds, the parents' debt for unpaid meal charges shall be owed to the District. Note: this does not apply to free or reduced priced meals.

Applying the policy set forth above, the Superintendent shall determine if further collection efforts are in the best interest of the District. Any payments collected on debt that has been offset with District funds, shall be credited to

the District. All debt collection efforts shall comply with RSA Chapter 358-C, New Hampshire's Unfair, Deceptive or Unreasonable Collection Practices Act.

Student with Special Dietary Needs

Nothing in this policy prohibits providing an appropriate meal to a student with special dietary needs such as, but not limited to, diabetes, provided these needs have been documented in a health plan, Section 504, or IEP. If the meal is medically required, and the student has a negative student meal account balance, or does not have cash to purchase the meal, the necessary dietary needs will be met.

To request meal accommodations for students whose dietary needs qualify them for accommodation under law or to file a school meal program complaint with the District, contact ConVal Food Service at phone number 603 924-3336, ext. 2060.

To file a program complaint of discrimination with the USDA, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
 - (2) fax: (202) 690-7442; or
 - (3) email: program.intake@usda.gov.
- This District is an equal opportunity provider.
Nondiscrimination

It is the District's policy that in the operation of child feeding programs, no child will be discriminated against because of race, sex, color, national origin, age, or disability. 7 C.F.R. 245.5(a)(1)(viii). Students will not be denied meals due to the existence of other unpaid charges at the school or for disciplinary reasons.

Assessment for Neglect Reporting

If a student who has been determined to be ineligible for free or reduced cost meals or whose parents have refused to cooperate with filing an application for free or reduced cost meals is consistently not provided with meals, either through a meal sent from home or the payment for a meal through the school meal program, the Principal will assess whether a report of child neglect is warranted to the New Hampshire Department of Health and Human Services, Division for Children, Youth, & Families, as required by RSA 169-C:29-31.

See also:

JLCF – Wellness
EF – Food Service Management
EFA – Availability and Distribution of Healthy Foods
EFE – Vending Machines

Legal References:

15 U.S.C. § 1692-1695 federal Fair Debt Collection Practices Act (FDCPA)

42 U.S.C. 1758(b)(6), Use or disclosure of information

Civil Rights Act of 1964 & 7 C.F.R. Part 15, Subpart A & B

2 C.F.R. §200.426

7 C.F.R §210.09

7 C.F.R §210.10

7 C.F.R §210.15

7 C.F.R. §245.5

USDA SP 46-2016 – No later than July 1, 2017, all SFA's operating the Federal school meal program are required to have a written meal charge policy.

USDA Guidance SP37-2016: Meaningful Access for Persons with Limited English Proficiency (LEP) in the School

Meal Programs

RSA 189:11-a

RSA 358-C, New Hampshire's Unfair, Deceptive or Unreasonable Collection Practices Act;

NH Dept. of Education Technical Advisory – Food and Nutrition Programs

First Read: March 6, 2018

Second Read: March 20, 2018

Adopted: March 20, 2018

JCA – CHANGE OF SCHOOL OR ASSIGNMENT

In circumstances where the best interests of a student warrant a change of school assignment, the Superintendent or his/her designee is authorized to reassign a student from the public school to which he/she is currently assigned to another public school, or to approve a request from another Superintendent to accept a transfer of a student from a school.

Procedures for Reassignment of Students within the District:

1. The parent or legal guardian will submit a written request for student enrollment transfer to the home and receiving building principal. The written request will include a summary of the unique circumstances leading to the request for transfer. All requests will be reviewed on a case-by-case basis at the discretion of the Superintendent; priority in decision making given to the child, the school, and the district.
2. Once the request is received by the building principals, the home principal will schedule a meeting with the parent/guardian. This meeting shall occur within five days of receipt of the written request. All requests will be shared with the Director of Student Services.
3. If the home principal supports the transfer request, he/she will communicate the decision to the receiving building principal. Both administrators must support the request for the transfer to move forward. Once approved by both administrators, each will generate a joint, written notification to the Superintendents that outlines the agreement.

The Superintendent, within 10 school days of receipt of the agreement summary, shall review the submitted summary and approve or disapprove the agreement. A written placement decision shall be shared with the parent/guardian, as well as the two building principals.

4. If the home or receiving principal does not approve the request, the home principal will send a written denial, documenting the justification, to the parent/guardian within 15 days of receipt of the transfer request.

5. The Superintendent's reassignment decision shall be in writing, and shall be final and binding.

6. Parent/guardian requests must be made each year to the home and receiving principals, no later than June 30th. If the request is not received by June 30th, the student will attend school in the town in which the parent/guardian resides.

Conditions and Procedures for Reassignment Outside the District:

The cost of transportation for any pupil reassigned under this policy will be the sole responsibility of the parent/guardian.

The District acknowledges the provisions of RSA 193:3, which states that the District in which the student resides shall retain all responsibility for the provision of special education and related services pursuant to RSA 186-C. The Superintendent's decision on whether to enroll a nonresident student will not be based, in whole or in part, on whether that student is a student with a disability as defined by applicable State or Federal law.

Manifest Educational Hardship Change of Assignment

When a parent/guardian believes that an initial assignment has been made which will result in a manifest educational hardship to the pupil, the parent/guardian may seek a change of assignment in accordance with applicable provisions of RSA 193:3 and Board Policy JEC – Manifest Educational Hardship.

Legal Reference:

RSA 193:3, III. (Change of School Assignment)

RSA 193:3, I, II, Manifest Educational Hardship

RSA 193:14-a, Change of School Assignment; Duties of State Board of Education

Category: P

1st Read: November 3, 2015

2nd Read: November 17, 2015

Adopted: November 17, 2015

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

JG—ASSIGNMENT OF STUDENTS TO CLASSES AND GRADE LEVELS

All students who are included under the compulsory attendance law must be enrolled and are required to attend all classes prescribed by the state and the district unless exempt by school authorities.

Beginning in grade 1, students will be placed in the grade level and class that best meets their academic needs and in which they can be expected to master established district instructional and learning objectives, after consultation between the building principal, the student's teacher(s), and the student's parent/guardian. However, the building principal is ultimately responsible for making the decision regarding grade level and classes.

Students who are entering Kindergarten will be placed in a class by the building principal. In making this decision, the principal may consult with the student's parent/guardian.

Students transferring into the school district will be placed in the grade level and class that best meets their needs, after review of the records from the student's prior school, and after consultation between the building principal and the student's parents. However, the building principal is ultimately responsible for making the decision regarding grade level and classes.

Students receiving special education services will be placed in accordance with applicable federal and state laws and regulations and nothing in this policy shall be deemed to supersede those requirements.

The decision of the building principal regarding student placement in grades one through twelve may be appealed to the Superintendent, and then to the School Board. The School Board will give significant consideration to the principal's and Superintendent's recommended placement.

Legal Reference:

NH Code of Administrative Rules Section Ed. 302.02(1), Duties of Superintendent

NH Code of Administrative Rules Section Ed. 306:14(e), Instructional Program; Appropriate Assignment of All Incoming Students

NH Code of Administrative Rules Section Ed. 1111, Placement of children with Disabilities

RSA: 193:1 Compulsory Attendance

Category: P

See also: JEB

1st Reading: May 3, 2011

2nd Reading: June 7, 2011

Adopted: June 7, 2011

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

JI—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 JIA and JICD.

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

See also: JICD

1st Read: October 6, 2009
2nd Read: November 17, 2009
Adoption: November 17, 2009

JIA—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

JICD—STUDENT DISCIPLINE AND DUE PROCESS

Definitions

1. Disciplinary measures are reasonable, developmentally appropriate procedures that may include, but are not limited to, removal from the classroom, detention, in-school suspension, out-of-school suspension, restriction from school sponsored events and activities, probation, and expulsion, as a means of addressing student misbehavior.
2. Removal from the classroom means a student is sent to the building principal's office. It is within the discretion of the person in charge of the classroom to remove the student.
3. Detention means the student's presence is required during non-school hours for disciplinary purposes. The building principal is authorized to establish guidelines or protocol for when detention shall be served (either before school or after school.) Whether a student will serve detention, and the length of the detention, is within the discretion of the licensed employee disciplining the student or the building principal.

4. An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten consecutive school days.
5. An out-of-school suspension means the temporary denial of a student's attendance at school for a specific period of time for gross misconduct or for neglect or refusal to conform to school rules or policies.
6. A restriction from school activities means a student will attend school and classes and practice but will not participate in school co-curricular activities or events.
7. Probation means a student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension will mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms will result in immediate reinstatement of the penalty.
8. Expulsion means the permanent denial of a pupil's attendance at school for any of the reasons listed in RSA 193:13, II and III.

Standards for Removal from Classroom and Detention

Students may be removed from the classroom at the classroom teacher's discretion if the student refuses to follow the reasonable rules and/or applicable policies of the School Board or otherwise impedes the educational purpose of the class.

Likewise, classroom teachers may assign students to detention for similar conduct. The building principal may assign students to detention under the same standard.

Standards for In-School Suspension, Restriction of Activities, and Probation

The building principal is authorized to issue in-school suspensions, restrictions of activities, or disruption to the school environment, interferes with the rights of others, presents a threat to the health and safety of students, employees, and visitors, violates other Board policies or is otherwise inappropriate or prohibited.

Process for Out-of-School Suspension:

The power of suspension is authorized as follows:

1. The building principal or designated administrator is authorized to suspend a student for 10 school days or less for gross misconduct or for neglect or refusal to conform to school district policies or rules.
 - A. Pursuant to Ed 317.04(a)(1), a suspension of 10 school days or less shall be considered a "short-term suspension" and may be issued for gross misconduct or for neglect or refusal to conform to the reasonable rules of the school under RSA 193:13,I.
2. The Superintendent, or designee appointed in writing by the School Board, is authorized to continue the suspension of a pupil for a period in excess of 10 school days. Prior to this extended suspension, the Superintendent, or designee, will provide an informal hearing on the matter. The informal hearing need not rise to the level and protocol of an official hearing before the Board.
3. Any suspension in excess of 10 school days, as described in Paragraph 2 of this Section, is appealable to the Board, provided the Superintendent receives the appeal in writing within 10 days after the issuance of the decision described in Paragraph 2. Any suspension in excess of 10 school days shall remain in effect while this appeal is pending.
4. Due process standards for short-term suspensions (10 days or less) will adhere to the requirements of Ed 317.04(d)(1).
5. Due process standards for long-term suspensions (more than 10 days) will adhere to the requirements of Ed 317.04(d)(2).

Process for Expulsion

1. Any pupil may be expelled by the Board for gross misconduct, or for neglect or refusal to conform to District rules or policies, or for an act of theft, destruction, or violence, as defined in RSA 193-D:1, or for the possession of a pellet or BB gun, rifle, or paint ball gun.
2. Additionally, any pupil may be expelled by the Board for bringing or possessing a firearm as defined in Section 921 U.S.C. Title 18 in a safe school zone, as defined in RSA 193-D:1, unless such pupil has written authorization from the Superintendent. Any expulsion under this provision shall be for a period of not less than 12 months.
3. The District will ensure that the due process standards set forth in Ed 317.04(d)(3) are followed.
4. The Superintendent is authorized to modify the expulsion requirements of any student on a case-by-case basis.

Legal References:

RSA 193:13, Suspension & Expulsion of Pupils

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, Standards and Procedures For Suspension and Expulsion of Pupils Assuring Due Process

See Appendix: JICD-R

Category: P

See also: JI, JIA, JIC, JICC, JICK

1st Read: August 19, 2014

2nd Read: September 2, 2014

Adopted: September 2, 2014

JICF—GANG ACTIVITY

Gangs which initiate, advocate, or promote activities which threaten the safety or well-being of persons or property on school grounds or which disrupt the school environment are harmful to the educational process.

The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol or any other attribute which indicates or implies membership or affiliation with such a group, present a clear and present danger to the school environment and educational objectives of the community are forbidden.

Incidents involving initiations, hazing, intimidation, and/or activities of such group affiliations which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students are prohibited.

Any student wearing, carrying, or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or affect the attendance of another student will be subject to disciplinary action, including suspension and expulsion.

The Superintendent may provide in-service training in gang behavior and characteristics to facilitate staff identification of students at-risk and promote membership in authorized school groups and activities as an alternative.

NOTICE: The prohibitions set forth by this policy shall be printed in the Student Handbook for the middle and high schools.

Category: R

1st Read: February 2, 2016

2nd Read: March 15, 2016

Adopted: March 15, 2016

JICFA—HAZING

It is the policy of the District that no student or employee of the District shall participate in or be a member of any secret organization that is in any degree related to the school or to a school activity. No student organization or any person associated with any organization sanctioned by the School Board shall engage or participate in hazing.

For the purposes of this policy, hazing is defined as an activity that recklessly or intentionally endangers the mental or physical health or safety of an individual for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the School Board.

“Endanger the physical health” shall include, but is not limited to, any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug or controlled dangerous substance; or any forced physical activity which could adversely affect the physical health or safety of the individual.

“Endanger the mental health” shall include any activity that would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity shall be presumed to be a forced activity, even if the individual willingly participates in such activity. Parents will be notified of students’ participation in hazing activities.

This policy is not intended to deprive School District authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action that may include expulsion for students and employment termination for employees. Students receiving special education services will be disciplined in accordance with the student’s IEP and all applicable provisions of the Individual with Disabilities Education Act (IDEA). A copy of this policy will be furnished to each student and teacher in the school district.

Legal Reference:

Hazing

*New Hampshire Code of Administrative Rules, Section Ed 306.04(a)(7), Student Hazing
RSA 193:13, Suspension & Expulsion of Pupils*

Category: P

1st Read: September 7, 2010

2nd Read: March 15, 2011

Adopted: March 15, 2011

JICHB—ALCOHOL AND SUBSTANCE ABUSE

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

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, billyclubs, 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

See also: JICI-R, JICD-R

1st Read: February 15, 2011

2nd Read: May 3, 2011

Adoption: May 3, 2011

JICK—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 References:

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

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.
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)

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

JJA—STUDENT ACTIVITIES & ORGANIZATIONS

It is the policy of the School Board to allow opportunities for all students to participate in co-curricular activities designed to meet their needs and interests.

Such activities must supplement and enrich regular academic instruction, provide opportunities for social development, encourage participation in clubs, athletics, performing groups, or encourage service to the school and community.

Any student organization must be recommended by the Principal and approved by the Board.

Eligibility

To participate in co-curricular and extra-curricular activities, all students must meet eligibility requirements, and understand that such participation is a privilege, not a right. The superintendent is directed to establish eligibility standards and procedures for acceptable academic performance, good citizenship/sportsmanship, parental permission, fees, and physical exams/health requirements. The eligibility standards and procedures will be published in the student/parent handbooks.

In addition, students who choose to participate in interscholastic sports will be governed by Policy JJIB, Interscholastic Athletics, and by the eligibility standards of the New Hampshire Interscholastic Athletic Association (NHIAA).

Participation

The district allows students enrolled in other schools – including charter schools, non-public schools, and home schools – to participate on an equal basis in any activity offered by the district that is not offered at a student’s school of attendance, provided they meet the eligibility requirements for participation. This applies to:

1. Students who are residents of this school district but who are being educated in a home school may participate provided they comply with all laws governing non-public home-based education.
2. Students who are residents of the district by who are being educated in an independent or parochial school if the school in which the student is enrolled does not sponsor the activity.

The superintendent is directed to establish procedures for application and appeal to implement this participation allowance.

Participation Fees

Non-enrolled students participating in district co-curricular and extra-curricular activities are subject to the same fees charged enrolled students for the activity.

Legal Reference:

NH Code of Administrative Rules, Section Ed. 306.26(d), Kindergarten-Grade 8 Curriculum

NH Code of Administrative Rules, Section Ed. 306.27(b)(5), High School Cocurricular Program

NH Code of Administrative Rules, Section Ed. 306.27(v), Reasonable accommodations for students with disabilities

Category: O

1st Read: April 5, 2016

2nd Read: April 19, 2016

Adopted: April 19, 2016

JLCC—HEAD LICE POLICY

Screening

Based on recommendations from the American Academy of Pediatrics, school-wide screening for nits alone is not an accurate way of predicting which children will become infested with head lice, and screening for live lice has not been proven to have a significant decrease on the incidence of head lice in a school community. As needed, the

school nurse will provide information to families of all children on the diagnosis, treatment, and prevention of head lice. Parents are encouraged to check their children's heads for lice if the child is symptomatic. The school nurse may check a student's head if the student is demonstrating symptoms.

Management on the Day of Diagnosis

Head lice infestation poses little risk to others and does not result in additional health problems. The management of pediculosis should proceed so as to not disrupt the education process. Nonetheless, any staff member who suspects a student has head lice will report this to the school nurse or Principal. Students known to have head lice will remain in class provided the student is comfortable. If a student is not comfortable, he/she may report to the school nurse or principal's office. Such students will be discouraged from close direct head contact with others and from sharing personal items with other students. District employees will act to ensure that student confidentiality is maintained so the child is not embarrassed. The Principal or school nurse will notify the parent/guardian by telephone or other available means if their child is found to have head lice.

Criteria for Return to School

Students will be allowed to return to school after proper treatment. No student will be excluded from attendance solely based on grounds that nits may be present. The school nurse may recheck a child's head. In addition, the school nurse or school social worker may offer extra help or information to families of children who are repeatedly or chronically infested.

Legal References:

RSA 200:32, Physical Examination of Pupils

RSA 200:38, Control and Prevention of Communicable Diseases: Duties of School Nurse

RSA 200:39, Exclusion from School

1st Reading: May 3, 2011

2nd Reading: June 7, 2011

Adoption: June 7, 2011

JLCC-R—HEAD LICE CHECKLIST FOR HOME

Treatment is focused first on the student, and then the environment

A. Treatment of hair as directed by your Primary Care Provider (PCP) – if using an over-the-counter product, repeat per label instructions

- Daily head check – under good lighting
- Use appropriate comb
- Manually remove nits
- Remove live lice – scotch tape may make this easier
- If live lice are noted after treatment, please call your PCP – your PCP may order a different medication

B. Continue daily head checks – for 3 weeks

- Check family heads daily for 3 weeks
- Bag linen, stuffed animals and other non-washable items for 48 hours
- Wash linens, towels, clothing worn during treatments and nit/lice removal – using hot water to wash and the hot cycle on the dryer for at least 20 minutes
- Vacuum floors, furniture and cars – only after initial treatment
- Soak combs and brushes for at least an hour in rubbing alcohol, Lysol, or washed with soap and very hot water

C. The family may consider checking incoming visitors to the home

October 26, 2017

JLCD—ADMINISTRATION OF MEDICATION IN SCHOOLS

The ConVal School Board, with the advice of the ConVal professional registered nurses (herein referred to as the school nurse) shall establish specific policies and procedures to give protection and controls to the matter of medications in schools (Ed 311.02)(JLCD-R).

The intent of this policy is to provide general standards for the administration of necessary medication to students during school hours and school-sponsored activities.

The following policy will be adhered to when a student requires medication administration during school hours and scheduled school-sponsored activities, events or programs. In addition, the school nurse and principal are responsible for ensuring the provisions of Ed. 311.02, Medication During the School Day, are followed.

Obligations of the District

All medication to be administered shall be kept in a securely-locked cabinet. Controlled medications must be double-locked. If at any time the cabinet is broken into resulting in missing medication, school administration and the police will be notified immediately. The parent/guardian/adult student will be notified of the incident and must replenish the supply of medication.

If the school nurse is not available, the building principal or the principal's designee is permitted to *assist* students in taking required medications by: (1) making such medications available to the student as needed; and (2) observing the student as he/she takes or does not take his/her medication; and (3) recording whether the student did or did not take his/her medication.

The school nurse will maintain all necessary records relative to the emergency administration of medication and will file all such reports as may be required.

The School Board hereby authorizes the school nurse to maintain a supply of emergency medications, i.e.; bronchodilators and epinephrine.

It is the policy of this District that its school nurses and all Health Office Delegates (HODs) shall be properly trained in the administration of medication in a manner consistent with this policy. HODs shall be trained on an annual basis and the school nurse shall document that training to the Director of Student Services. The HOD shall hold and maintain current American Heart Association or American Red Cross CPR/AED/FA Adult and Child certification. This training shall include a practicum.

School personnel shall not provide his/her personal medication to students.

Obligations of the School Nurse

Only the school nurse or the HOD may *administer* medication. If the student requires a comprehensive nursing assessment and/or evaluation, this must be done by the school nurse and cannot be delegated. A school nurse alone has the authority to delegate medication administration and may delegate only if appropriate under the Nurse Practice Act and follows the *Standards of Delegation for School Nurses in New Hampshire*.

The School Nurse may stock epinephrine in the Health Office per RSA 318:42 for the emergency treatment of anaphylaxis of a student, as determined by the school nurse.

Storage of Medication

It is the policy of the District that all medications, both school, and parent-provided, shall be securely and properly stored, in a manner consistent with all applicable laws, as well as safe and prudent school nursing practices.

At the discretion of the school nurse, other medications, such as insulin, may be carried and self-administered by the student.

A single dose of medication may be transferred by the school nurse from the original container to a newly labeled container for the purposes of field trips or school sponsored activities.

Verbal orders from a licensed health care provider may be accepted by the school nurse only and shall be followed with a written order. Faxed or e-mailed orders are acceptable.

The school nurse is responsible for keeping accurate records regarding the administration of medication to students. The school nurse shall maintain medication records of inventory, storage and administration in accord with ED 311.02 (Medication During the School Day).

Obligations of the Parent/Guardian/Adult Student

Prescribed/OTC (over the counter) medication should not be taken during the school day, if at all possible, to achieve the medical regime during hours at home.

A parent/guardian/adult student, or their 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/OTC 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 and have the adult delivering the medication co-sign the documented amount (3) the medication may be delivered by the parent/guardian/adult student or a designated adult, provided that the nurse is notified in advance by the parent/guardian/adult student of the delivery and the quantity of prescription medication being delivered to school is specified (4) the parent/guardian/adult student must ensure that the life-saving medication (Diastat, asthma metered dose inhalers, Epi-Pen, Glucagon) or any other emergency medication be available to the student at all times. If the student's life-saving medication is not provided by the parent/guardian/adult student, the student shall not be permitted to attend any school-sponsored activities (5) it is the responsibility of the parent/guardian/adult student to notify the health office of any changes in student health, allergy status or medication changes.

Students requiring prescription medication administration must have a ConVal District medication permission form completed by parent/guardian/adult student and a licensed health care provider and placed on file in the health office. The forms shall comply with standards set forth in NH Code of Administrative Rules Section Ed 311.02. The school nurse, with written authorization of parent/guardian/adult student shall administer non-prescription/OTC medication. At the discretion of the school nurse, a written licensed prescriber's order may be required. If the school nurse is not available and written parent/guardian/adult student permission is on file, the principal or principal's designee is permitted to *assist* students in taking OTCs after consultation with the parent/guardian.

Furthermore, any student with a health condition requiring treatment with herbals, homeopathics, essential oils, or other complementary forms of therapeutic interventions shall have a school medication permission form completed by the parent/guardian/adult student as well as a licensed healthcare provider.

Alternative medications should, whenever practicable, be taken at home. Parents/guardians should inform the school nurse of any such alternative medications. The school nurse shall not administer alternative medications, such as herbal medication, homeopathic medication, essential oils, or other similar forms of alternative medication unless the parent/guardian/adult student has completed and placed on file in the school health office a school medication permission form naming the specific alternative medicine and providing evidence that it has been prescribed by a licensed prescriber. The School Nurse shall not administer an alternative medicine that is prohibited by State or Federal law, or which is unlawful to possess in school.

Students may possess and self-administer a metered dose inhaler or a dry powder inhaler to alleviate or prevent asthmatic symptoms, an auto-injector for severe allergic reactions, and other injectable medications necessary to treat life-threatening conditions. The parent/guardian/adult student and physician must authorize such self-possession and self-administration by completing a school self-administration form in accordance with RSA 200:42 and RSA 200:46. Inhalers and epinephrine auto injectors must be properly labeled with the student's name and type

of medication. The student will be held responsible to keep self-carried medication in a safe place that is not accessible to other students. When a student finds it necessary to use his/her auto-injector, s/he shall immediately report it to the nearest supervising adult.

Students shall not share any prescription or over-the-counter medication with another student. Notice of this prohibition shall be published in student handbooks. Students acting in violation of this prohibition will be referred to school administration and may be subject to discipline consistent with applicable Board policies (JICH — Drug and Alcohol Use By Students, JIH – Student Searches and Their Property).

Student medications may be retrieved from the health office by the parent/guardian/adult student or a designated adult at any time during regular school hours. Medication will be discarded if not picked up within 10 days after the medication is discontinued. All medication must be picked up by the last day of school or it will be discarded.

Civil Immunity

Nothing set forth in this policy or JLCD-R shall be deemed to abrogate or diminish the civil immunity available under New Hampshire law or either the District or its employees.

Definitions

The “**school day**” means any time during the day, afternoon, or evening when a child is attending school or other school-sponsored activity (Ed 311.02).

Health Office Designee (HOD) (school nurse delegatee) – unlicensed assistive personnel – receives annual training by a school nurse.

Assist – Consists of providing the medication to the student and observing and documenting that the student took the medication.

Administration – Giving medication to the student via the appropriately ordered route by preparing, giving and evaluating the effectiveness of prescription and non-prescription drugs. If the student is unable to administer the medication to his/her self, with **assistance**, only the school nurse or HOD may administer the medication.

Legal References:

RSA 200:42, Possession and Use of Epinephrine Auto-Injectors Permitted

RSA 200:43, Use of Epinephrine Auto-Injector

RSA 200:44, Availability of Epinephrine Auto-Injector

RSA 200:44-a, Anaphylaxis Training Required

RSA 200:45, Student Use of Epinephrine Auto-Injectors – Immunity

RSA 200:46, Possession and Self-Administration of Asthma Inhalers Permitted

RSA 200:47, Use of Asthma Medications by Students – Immunity

RSA 200:53, Bronchodilators, spacers, and nebulizers in schools

RSA 200:54, Supply of Bronchodilators, Spacers or Nebulizers

RSA 200:55, Administration of Bronchodilator, Space or Nebulizer

RSA 318:42, Dealing in or possessing prescription drugs (VII-b)

N.H. Code of Administrative Rules – Section Ed. 306.12(b)(2), Special Physical Health Needs of Students

N.H. Code of Administrative Rules – Section Ed. 311.02(d); Medication During School Day

NH Board of Nursing-Nurse Practice Act – www.nh.gov/nursing/nurse-practice-act/

Standards of Delegation for School Nurses in New Hampshire

Category: P – Required by Law

See also: JICH, JIH, JLCD-R, JLCE

First Read: November 21, 2017

Second Read: December 5, 2017

Adopted: December 5, 2017

JLCF—WELLNESS POLICY

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

JLDBA—BEHAVIOR MANAGEMENT AND INTERVENTION

It is the policy of the Board to promote an environment that is safe and conducive to learning for all students and staff. To ensure that our students and staff have an environment that is safe and conducive to learning, the Board directs the Superintendent or designee to set forth procedures for behavior management and interventions that are designed to maintain a positive environment.

Student conduct that disrupts class work, involves disorder, or invades the rights of others will not be tolerated and may be cause for disciplinary action which may include suspension.

The administration of disciplinary action will focus both on consequences and on changing or managing inappropriate behavior.

It is important that there be careful evaluation of the individual situation so that the school's response to the student is appropriate.

If the student has an Individualized Education Program (IEP), the process will follow federal and state laws governing special education.

All available resources should be utilized, including preventive and positive interventions and supports to support student needs. These interventions should include psychological, curricular, and behavioral services, which should take place within classrooms, schools, and alternative settings. Exclusion from the classroom should be the disciplinary action of last resort.

The Superintendent or designee will also ensure that positive classroom behavior management skills are addressed through professional development, and that there is an adequate system of recordkeeping regarding disciplinary infractions and interventions.

The use of corporal punishment is prohibited in District schools.

This policy will be reviewed on an ongoing basis in accordance with the Board's policy review process.

Legal Reference:

NH Code of Administrative Rules, Section Ed. 306.04(16), Behavior Management and Intervention for Students

1st Reading: May 19, 2009

2nd Reading: June 16, 2009

Adopted: June 16, 2009

JRA—STUDENT RECORDS, PRIVACY, FAMILY AND ADULT STUDENT RIGHTS

I. Student Records and Access by School Officials

The District shall maintain a student record system designed to benefit the education of every student and to assist school staff in educating students.

School personnel shall maintain all student records required by federal statute, federal regulations, state statute, and State of New Hampshire Department of Education regulations, as well as such other student record information as is deemed by the District's administration to be beneficial to the education of each student. Student record information shall be created and kept in a format which assists the District in meeting the educational needs of students. Staff shall exercise care to ensure accuracy in creating student record information.

The intent of the District is to comply fully with the provisions of the Family Education Rights and Privacy Act of 1974, 20 U.S.C. 1232(g) et. seq. ["FERPA"] as well as any other state and federal laws pertaining to student records, personally identifiable student information, and confidentiality. Therefore, all student records and personally identifiable student record information shall be deemed confidential and shall only be disclosed to third parties with prior written parental consent, or pursuant to a recognized exception to that requirement under state and federal law. Student records may only be transferred outside the district in accord with state and federal laws.

Upon request, the ConVal School District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled, if the disclosure is for the purpose of the student's enrollment or transfer.

The School Board directs its administration to develop, maintain, and disseminate to staff a comprehensive student records management procedure which shall include detailed procedures to protect student records and personally identifiable student information at the collection, storage, disclosure, and destruction stage in a manner consistent with state and federal law.

Access by school officials to personally identifiable student educational records without prior written parental consent shall be limited to those school officials who have a legitimate educational interest in accessing the records. A "legitimate educational interest" shall exist if the school official needs to review an educational record in order to perform his or her professional responsibility. Examples include:

1. Matters relating to provision, supervision, selection, evaluation, funding or budgeting of services to one or more students;
2. Discipline of a student;
3. Assessment or monitoring of one or more students;
4. Planning for future service provision for one or more students;
5. Administration of educational programs for one or more students;
6. Legal matters involving the District or any students in the district; or

7. Investigation of matters pertaining to the safety, health or well-being of one or more students.

The District shall use reasonable methods to ensure that school officials obtain access to only those student records in which they have a legitimate educational interest.

The District designates the following as "school officials" who may potentially have a legitimate educational interest in accessing student record information:

A. Employees of the School District who administer or provide education in our schools, including individuals such as:

1. Principals, assistant principals, and other school administrators;
2. Classroom educators;
3. Special educators and special education staff members;
4. Related service providers;
5. Paraprofessionals;
6. Other instructors;
7. School counselors;
8. Nursing staff;
9. School psychologists and evaluators;
10. Special education IEP Team members; and
11. Employees assigned to maintain, or assist in maintaining student records;

B. Administrators of the District, including the:

1. Superintendent of Schools;
2. Assistant Superintendent;
3. Director of Special Education;
4. Assistant Director of Special Education;
5. The Business Administrator; and

6. Staff assigned to assist any of the above.

C. School Board members when serving on a disciplinary subcommittee, or hearing any other matter pertaining to a student.

D. Individuals or organizations under contract with the District who are providing services or advice related to the education of one or more students, including all related service providers, evaluators, consultants, auditors, attorneys, experts, and therapists.

E. Individuals or firms assisting the School District in legal matters, including Insuring Trust representatives, insurance adjusters, insurance brokers, insurance companies, claims representatives, legal counsel for the District, expert witnesses and consultants.

F. Classroom volunteers, consultants and contractors who agree that they are subject to the direct control of the District and who affirm that they are subject to the use and redisclosure requirements pertaining to personal identifiable student information under FERPA.

A written log shall be kept with each student's cumulative file which shall be used to record access by school officials by name, date and reason for access, as well as all other individuals and entities to whom an authorized records release has been made, consistent with the recording requirements contained in FERPA.

The Superintendent or her/his designee may decide questions as to whether or not an individual is a designated school official and whether or not they have a legitimate educational interest in accessing a student record or personally identifiable student information without prior written parental consent.

II. Parent, Guardian or Adult Student Access to Student Records

All parents with legal custody, foster parents, lawful guardians, and adult students have the right to inspect and review the student's educational records as well as to request and receive personally identifiable student data. Requests for access shall be submitted to the school which the student attends, shall be made in writing, and shall designate the records which the parent/guardian/adult student wishes to inspect and review. In accord with New Hampshire law access shall be granted within 14 days after the school receives the request. The Superintendent shall establish a reasonable fee for providing copies of records, and may require that the same be paid prior to release of the copies.

Where the parents of a students are separated or divorced, or for some other reason the student is not in joint custody of both of his parents, information disclosed to one parent concerning the student shall be disclosed to the other natural parent or person having legal custody of the student.

Information may also be disclosed to a person having written authority from the legal custodian of the student, provided that written authority includes written consent to access student record information. All releases of record information shall be recorded in the log attached to the student's cumulative file.

III. Release of Student Records to Others

All parents, guardians, and adult students have the right to consent or to deny consent to disclosure of student records and personally identifiable information contained in the student's educational records, except to the extent that FERPA and the related federal regulations authorize disclosure without written consent. No student record, or personally identifiable student information, other than designated Directory Information shall be released to any third party unless the parent/guardian/adult student has given prior written consent, or the District has acted under an exception to the written consent requirement. The District shall maintain Authorization Forms for use by parents, guardians, and adult students who seek disclosure of records to a third party.

When the District releases records to a third party on the basis of a FERPA exception to the written consent requirement, to the extent required by FERPA, an entry shall be made in the appropriate student log identifying the date of the release, the individual releasing the record, and the exception under which the District is proceeding.

Student records are exempt from disclosure under the Right to Know law, RSA 91-A:5.

IV. Right to seek Amendment of a Student's Educational Records

Parents, Guardians or adult students may ask the School District to amend a record generated by the School District that they believe is inaccurate, misleading or in violation of the student's privacy. A written request should be sent to the principal of the school in which the student is enrolled. The request should clearly identify the part of the record that the requestor wants amended and should specify why it is inaccurate, misleading or violates of the student's privacy.

If the School District decides not to amend the record as requested by the parent, guardian or eligible student, the School District shall notify the parent or adult student of its decision and advise them of a right to a hearing on their request for an amendment. If the requesting party seeks a hearing, the matter shall be heard by the Superintendent or her designee. Additional information regarding due process and the hearing shall be provided to the requesting party upon receipt of their request for a hearing. The Superintendent's decision may be appealed to the School Board.

V. Designation of Directory Information

Directory information is information regarding a student that generally is not considered harmful or an invasion of privacy if released or disclosed to outside organizations, including the media, without prior written consent. Outside organizations include companies such as yearbook printers and class ring manufacturers. Directory Information may be published by the District in graduation programs, Honor Roll lists, athletic rosters, playbills, and the like. The School Board hereby designates the following information to be "directory information" which may be disclosed without prior written consent from the parent, guardian, or adult student:

- Name, address and telephone number of the family or adult student;
- Electronic mail address;
- Course participation;
- Weight and height of athletes;
- Date and place of birth;
- Participation in officially recognized activities or sports;
- Grade level;
- Date of attendance and graduation;
- Diploma, Honors, Honor Roll, scholarships and awards received;
- Photograph; and
- *A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.*

Federal law requires that the District provide military recruiters upon request with the following information: names; addresses; and telephone numbers. The District shall do such unless a parent, guardian or adult student has advised the District that they do not want the information disclosed without their prior written consent.

As set forth below in Section VII, the notice of designated Directory Information shall be published in the Student Handbook on an annual basis and shall be provided to all students on an annual basis at the beginning of the school year or upon their enrollment. Parents and adult student shall be provided a form with the Student Handbook that will permit them to opt out of the release of any or all of the designated Directory Information.

VI. The Right to File a Complaint

The School Board affirms that in addition to any remedy afforded under state law, parents, guardians or adult students have the right to file a complaint with the Family Policy Compliance Office of the United States Department of Education concerning alleged failures of the School District to comply with the requirements of FERPA.

The office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920
Phone: 1-800-USA-LEARN (1-800-872-5327)

VII. Annual Notice of FERPA Rights

The District shall annually publish in the Student Handbook and on its web site a notice to parents and adult students of their rights under Federal law, state law, and this policy as they pertain to student records. The Administration shall use a notice similar to the one set forth in JRA-R, and may revise the notice in such a manner as it deems necessary to comply with changes to state and federal law. This notice shall include information as to the following:

1. The right to inspect and view a student's educational record;
2. The right to provide written consent before the District discloses personally identifiable information from a student's educational records, except to the extent that FERPA authorizes disclosures without consent;
3. The designation of directory information, military disclosures and the right to opt out of disclosure of the same.
4. The right of a student's parent, guardian or adult student to seek to correct parts of the educational record if he or she believes it to be inaccurate, misleading or a violation of student privacy.
5. The right to file a complaint if there is a violation of FERPA or this policy.

Legal References:

*Family Education Rights and Privacy Act, 20 U.S.C. 1232(g); 34 C.F.R. 99.1 et seq
NH RSA 91-A:5, 189:1-e, 189:66, 189:67 and 189:68.*

Category: P

See also: EHB

1st Read: September 5, 2017

2nd Read: September 19, 2017

Adopted: September 19, 2017

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 complaint, 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

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