

PETERBOROUGH ELEMENTARY SCHOOL STUDENT-PARENT HANDBOOK



2020-2021

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Letter from the Superintendent

Welcome to the 2020-2021 school year!

As the Superintendent of the ConVal School District, I want to personally welcome each of you back to school. Last year was as challenging a year as many of us have ever seen. I know that it caused me to take many moments to pause and think about what I do and why I do it. You are fortunate that 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, Ed.D.
Superintendent of Schools

Letter from the Principal

August 2020

Dear Parents and Students,

Welcome to the 2020-21 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. Our 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.

This fall will be like no other at PES. We have worked hard as a district and school staff to provide an in-person and remote learning environment for our students. More than ever, it is important that the lines of communication are open, and that we all do our part to ensure the safest school environment for our entire community.

Included in this handbook is a Covid-19 Reopening Addendum that outlines particular changes and expectations to the handbook. The policies in the addendum are for 2020-21 only, and take precedent over other policies that may be in this handbook. Please read the addendum (starting on page 4).

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 some 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 2020-2021 school year.

Sincerely,
Larry Pimental, M.Ed.
Principal

Addendum to Peterborough Elementary School Handbook, 2020-2021

Student - 180
Teachers/SSP - 187
New Teachers - 197

ConVal School District 2020-2021 School Calendar

Paraprofessionals - 187
New Paraprofessionals - 188

	Student School Days (180)
	Holiday
	New Professional Staff Days
	Professional Development Day - PD (No School)
	Parent/Teacher/SSPs Conference Day (No School)
	Para PD Day/Teacher/SSPs Classroom Prep

August - Days = 0

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Aug. New Professional Staff Days
Aug. 26- September Professional Development Day and Reopening Prep - All Staff
Aug. Para PD Day Teacher/SSPs Classroom Prep

September - Days = 17

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Sept. 8 First Day of School
Sept. 7 Labor Day

October - Days = 21

S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Oct. 12 Columbus Day- Professional Development Day

November - Days = 16

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Nov. Parent/Teacher/SSPs Conf.; (K-8); PD Day at CVHS
Nov. 11 Veteran's Day
Nov. 25-27 Thanksgiving Recess
Nov. 30-Remote Learning

December - Days = 16

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Dec. 1-Dec. 22 Remote Learning
Dec. 23 - 31 Holiday Recess

January - Days = 19

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Jan. 1 Holiday Recess
Jan. 4-15 - Remote Learning
Jan. 18 Martin Luther King, Jr. Day

February - Days = 20

S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March - Days = 12

S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

March 9 PD Day - All Staff
Mar. 15-26 Vacation
Mar. 29-31 - Remote Learning

April - Days = 22

S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Apr. 1-16-Remote Learning

May - Days = 20

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

May 31 Memorial Day

June - Days =

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Last Day of School - half day
Potential Make-Up Days

Parent and family responsibilities

A lot of thought and planning has gone in to reopening our school as safely and effectively as possible. This addendum to the handbook directly reflects the ConVal Reopening Plan as approved by the schoolboard. By reopening, families, students and staff have placed a tremendous amount of trust in each other.

A successful reopening relies entirely on the promise that each one of us adhere to the CDC guidelines that are the underpinning of our reopening plan. We expect that small children and even adults will forget the guidelines from time to time and will need reminders. We are prepared for that.

Per review by district legal counsel, **it has been determined that wearing masks** in the school building as well as outdoors when physical distancing isn't possible, **is mandatory**. The staff at PES will support this mandate by giving reminders when needed, modeling mask wearing, allowing time for mask-breaks, and providing masks for students who forget or lose them. Families can support this mandate by sending their student to school with a mask, model mask wearing at home, encouraging your PES student to adhere to the rules.

PES is excited to resume in school instruction. If we all work together, trust each other and encourage our students to do the same, a successful school year is very likely to happen.

Health screening

Before leaving home, every family will screen their student by asking the screening questions and taking their temperature. Screening protocol:

- Children should have their temperature taken before leaving for school.
 - If a temperature greater than 100.0 F the student will stay home and follow protocol listed below.
- Parents should review the following screening questions before sending their child to school:
 - Is your child experiencing any of the following:
 - Fever and chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headaches
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea, vomiting, diarrhea
 - Has any family member had close contact with someone who is suspected or confirmed to have had COVID-19 in the past 14 days?
 - Has any family member traveled in the prior 14 days outside of New England (New Hampshire, Vermont, Maine, Massachusetts, Connecticut, Rhode Island)?
- If YES to any of the above questions:
 - Symptomatic persons should self-isolate at home and contact their health care provider for further guidance and possible COVID-19 testing.
 - Asymptomatic persons reporting close contact with someone suspected or confirmed with COVID-19, or who report one of the travel-

related risk factors should self-quarantine for 14 days from their last exposure or return from travel.

- NH residents or out-of-state visitors traveling to/from areas outside of New England (Vermont, Maine, Massachusetts, Connecticut, or Rhode Island) should self-quarantine for 14 days upon arrival to the NH.
- <https://www.dhhs.nh.gov/dphs/cdcs/covid19/documents/employee-travel-guidance.pdf>

In school routines

Much of the important pieces of school will remain the same; however, they will be implemented differently. Students will still have a specific teacher with them each day, they will still be in school with friends, they can still ride the bus and have recess. Our routines will look different though, beginning with hygiene routines.

Transportation

If traveling to school by bus, students will wear a mask and follow CDC recommendations with regard to physical distancing while waiting at bus stops. Students will be required to wear masks while on the bus. Students will also be required to maintain physical distancing while entering the bus, being transported on the bus, and exiting the bus. Students will be bussed in school-based pod groups.

- Every bus will be cleaned between routes with approved cleaning materials according to CDC guidelines.
- Students will load vehicles from back to front with members of the same families sitting together, provided that the driver can identify and confirm family members.
- Students will unload from front to back.
- All students will have assigned seating.
- There will be one student to a seat, unless from the same household, to allow for proper physical distancing.
- Drivers and monitors must wear a mask at all times.
- Buses will drop students off at their pod entrance.

Students who are **driven to school via private vehicle** will be dropped off at a location close to their pods but so as to not cause congestion with the buses.

Yellow and blue pods will be dropped off in the front of the building in the circle.

Red and purple pods will be dropped off at the sidewalk by the patio area.

Students will walk directly to their pod entrance.

Arrival

As reflected in the ConVal District plan, students will also be screened, in a developmentally appropriate manner, upon arriving at school.

Bus riders will be greeted by a staff member who will take their temperature before entering the building.

Students in private vehicles will have their temperature taken before exiting the vehicle.

Dismissal

Students will be dismissed in pod groups. Buses will pick up students at their pod exit. Students who are picked up by private vehicle will be dismissed after buses to prevent congestion in the

parking lot. Students in private vehicles will exit and wait with their pod mates until their ride arrives. **Adults picking up students will not be permitted inside of the building for pick up.** Students will be ushered out to their waiting vehicle. The purpose is to limit the number of people inside the building and to keep integrity between pods.

Hygiene

Students will promote and practice frequent hand hygiene by washing hands with soap and water for at least 20 seconds or by using hand sanitizer. At a minimum, hand hygiene is required:

- When instructed by school staff
- Before and after meals and snacks
- After outside time
- After using the restroom
- After handling any bodily fluid
- Before and after medication administration
- After cleaning up and handling any garbage
- Prior to leaving for home

Physical distancing

We are choosing not to use the term social distancing at PES. Children will still be able to socialize, play with friends, learn with friends. They will need to do so at a physical distance and while wearing a face covering.

Elementary students will maintain a physical distance of six feet when possible. Staff will give student reminders and cues to ensure six feet.

- One-way traffic patterns will be identified and labeled in hallways and on stairs to maximize physical distancing if needed.
- Classroom set-ups will incorporate individual student learning spaces that allow for physical distancing to be maintained.
- When available, students will use the bathroom in their classroom.
- If needed, students will use the bathroom assigned to their .

Masks

"When conditions warrant, or public health emergency is in effect, masks will be worn as directed by building administrator". All students K-4 at PES will be required to wear face coverings. Parents are expected to provide a covering for their child. In the event that the child does not have one, a disposable covering will be made available. Teachers will build in mask breaks for students in their class. All staff are expected to wear a face covering.

Outdoor classrooms

The use of outdoor spaces and outdoor classrooms will be available and teachers will be encouraged to use them. Outdoor classrooms have successfully helped to mitigate viral load and viral transmission <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC4504358/>. This provides us with the opportunity to have students outside to decrease the risks of transmission and to lower the number of students that are indoors throughout the school day.

Staff at PES are encouraged to use the outdoor classrooms or any other appropriate outdoor space as often as appropriate. Students and families should keep this in mind when choosing clothing for the day.

In school instruction

Students will be in a single grade level classroom with one core teacher and will not see any changes in this regard. Classrooms will be grouped together in pods that will act as a 'school-within-a-school'. The pod classes will share entrance and exit ways, lunch periods, specials, etc. much like we used to do by grade level.

Pod Groups

Each pod is made up of several self-contained classrooms. Every classroom has only one grade level of students in it. Pods were created with these things in mind: keeping students who reside together in the same pod; keeping kindergarten and grade one students on the main floor; placement of the pods ensure they have exclusive use to an entrance and exit.

Curriculum

ConVal curriculum will remain the same. However, Google Classroom will be used so that students and staff will become proficient. This proficiency will help make the transition to remote learning easier if we should find ourselves in the position.

Every K-4 student in the ConVal District will have a device issued to them. This will allow for the dismantling of a shared computer labs. In grades K-4, the device will remain at school unless the pod, or school, or district has to move to remote learning due to safety concerns.

Each pod will have a special and specialist assigned to it for the semester. This will allow for the specialist teacher to limit the amount of interactions with the student body each day.

Assessments

The Education Commissioner for the State of New Hampshire is requiring elementary students in grades three and four to participate in the New Hampshire State Assessment. However, the ConVal School District has decided not to participate in NWEA testing in the Fall. Even though the NWEA provides us with important information about student learning, we want to maximize face to face learning time. We understand there is ground to make up due to the closing of all NH school buildings in the Spring.

ConVal Elementary Schools will continue to participate in AimsWeb reading assessments for benchmarking and monitoring student reading progress. All other assessments will be directly related to classroom learning and our current curriculum.

Sick care

In an effort to limit Covid-19 exposure, PES has created two separate nurses offices. The school nurse will be available to students as in the past. In the event that a student displays Covid-19 symptoms during the school day, that student will be seen by the nurse in a special nurses area called The Wellness Room.

Having a separate room will allow the student privacy and allow us to minimize viral spread in the event that the child has contracted Covid-19. Family members will be contacted to come for the child immediately. We will continue to support the child in the Wellness Room until a family member or emergency contact arrives.

While we believe this unlikely to happen, the safety and well-being of our community is our priority.

Lunch and breakfast

Grab and Go breakfast and lunch will be served. However, lunches will be delivered to the classroom as a bag lunch. Milk and Grab and Go will also be delivered.

There will be no changes to free and reduced lunch. We encourage families to complete and return the application especially if they are unsure that they qualify.

Student placement

This year student placement in classes was done with safety and limiting viral spread in mind. We have grouped family units together and made certain that preschool, kindergarten and first graders were all on the main floor. We grouped students in classrooms based on room size and

the ability to keep student desks 4-6 feet apart. We appreciate your support and commitment to keeping kids safe by honoring their class placement.

Volunteers, student teachers and visitors

One of the unfortunate results of living through a pandemic is that we are unable to have any volunteers, student teachers and visitors in our building at this time. The PES community looks forward to welcoming our extended community members back as soon as possible as they are an important part of our school.

What students should bring to school

A mask. A refillable water bottle as our drinking fountains will not be operable. Please also be mindful that we will be utilizing outdoor classrooms and that students should dress for the weather.

Please send your child to school within the first week with a change of clothing. They will be spending more time outside which will increase the possibility of needing more clothing.

Changes to what kids can bring to school

With transmission of the virus in mind we ask that students refrain from bringing non academic personal items like: stuffed animals, blankets, or toys from home. They should only bring academic supplies and clothing needed for the day.

Large gatherings

At this time, there will be no large gatherings. We will utilize technology for that purpose. Parents and teachers are encouraged to meet via phone call, Zoom or Google Meets.

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 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.
 - Be treated with respect, fairness, and kindness.
 - Be provided with an engaging and appropriately challenging instructional program.
 - Expect staff help them solve problems.
- ❖ Every student has the responsibility to:
 - Attend school regularly and arrive on time.
 - Come to school rested and ready to learn.
 - Listen to adults and follow school rules.
 - Make every effort to produce quality work (doing one’s best).
 - Be Respectful, Safe, and Kind.

Parents’ Role in Supporting School 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:
 - Explaining to children, the school’s expectations for safe, kind, and respectful behavior, and to clearly state that school rules must be followed.
 - Encouraging children to ask for an explanation if a situation or consequence do not seem clear.
 - Contacting 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.
 - Approaching the staff and administration with respect, trusting that parents and school staff work together in the best interest of all students.
 - Attending 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. **Supervision of students is not available until 8:25 AM.**

School Closings

Parents will receive information about the *Alert Now* 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 or tardy, it is the responsibility of the parent/guardian to contact the school office by 8:30AM at **924-3828**, email at cbell@conval.edu or jshearer@conval.edu or via Pick Up Patrol (please see *Dismissal of Students* for more information on Pick Up Patrol).

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. (Please see District Policy JH, page 46).

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 required), and Principal/Building Administrator (K-4)

- Middle School (5-8): Special Education Coordinator (if required) and Principal/Building Administrator
- High School: School Counselor, Student Assistance Counselor, Special Education Administrator (if required)

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 (Please see Addendum on page 4)

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 Pick Up 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 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.** Upon arrival students will be screened before entering the building and they will go to their classrooms through their assigned doors.
- Students are considered tardy if they arrive in their class after 8:40 AM.

Dismissal of Students (Pick Up Patrol) (Please see Addendum on page 4)

PES is using a safer way to get students home from school called PICK UP PATROL (PUP). PUP is an online system for parents to communicate dismissal plans and changes with the school. At the beginning of the school year, parents 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 administrative assistant will enter the change into PUP for them. No changes will be allowed after 2:15 pm unless there is clear communication from parent/guardian.

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 (Please see Addendum on page 4)

- Walkers line up in the hallway near the Library, and are escorted from the school by a staff member and cross High Street.
- Bus students wait in their classrooms until their pod is called. They then walk quietly down to the hallway to their assigned exit door. Adult supervision is provided outside until the buses leave.
- Students who are picked up by parents will be walked out of the building through their assigned door. **PARENTS SHOULD NOT ENTER THE BUILDING.** Parents will wait in the parking lot, and the students will be brought to the parent

Bus Changes

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 cannot access a computer or mobile device, they can call the school and the administrative 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 (Please see Addendum on page 4)

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 35-36.

Parent and Visitors (Please see Addendum on page 4)

- **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 screen themselves and 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 (Please see Addendum on page 4)**

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: **DO NOT PARK IN THE LOOP**. The paved area between the school and playground is a recess area and is closed except for emergency vehicles and school buses. **Please see Reopening Addendum for changes for 2020-21.**

- **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, lockdown 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

In accordance with District Policy EEA (see District Policies on page 35), the District shall provide transportation for pupils to schools in the District consistent with provisions of RSA 189:6, RSA 189:6-a, RSA 189:9, and RSA 189:9-a provided that they live one mile or more from the school. Exceptions that are in the best interest of student safety may be made by the Superintendent or designee.

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 33)

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.
- Only use the back door 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.

VIDEO SURVEILLANCE ON SCHOOL PROPERTY

PES uses video cameras on the exterior of the building, as well as in school entrances and hallways. Signs are posted on the school buildings to notify students, staff, and visitors that video cameras may be in use. See District Policy EEA, page 34.

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.

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. 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. (See School Board Policy IKE- PROMOTION AND RETENTION OF STUDENTS)

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 quarterly progress reports, attend special student presentations and 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 (NHSAS, NWEA MAPS, AIMSWeb, and NECAP Science) will be sent home to parents after each testing period as well. (See School Board Policy IKA- GRADING SYSTEM, p. 42)

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 from 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 (Please see Addendum on page 4)

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, on field trips, field day, a myriad of wonderful school and PTO-

sponsored events, and for the Children and the Arts Day Festival in May. All contributions are valued and important.

Guidelines for Volunteering

All volunteers must:

- Complete appropriate forms, including the Volunteer Confidentiality Form
- 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

“Keep it on your mind: be respectful, safe, and kind.”

Clear behavioral expectations are essential for a school community to function effectively. As a learning community, expectations exist that exemplify our mission and embody our core values. At PES, our motto is *“Keep it on your mind: be respectful, safe, and kind”*. Therefore, PES believes that students and staff share in the responsibility in ensuring and maintaining a respectful, safe, and kind environment.

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

	Respectful	Safe	Kind
Classroom	Listen to others; respond respectfully Take care of materials Respect others' zones Be an active learner	Ask the teacher before leaving the classroom Four on the floor Keep body to self/personal space	Include others/work cooperatively Wait your turn/raise your hand Use kind words
Hallway	Listen and follow adult directions Use a whisper/partner voice when in pairs* Close lockers quietly Enjoy with your eyes	Walk in hallways Face forward Stay to the right Walk one stair at a time and in a single file line Keep body to self	Pass the door to others Wave hello to others Greet others politely when entering school

	Silent in class lines		
Cafeteria	<p>Say please and thank you</p> <p>Use table talk/conversation voice*</p> <p>Take what you need before sitting</p> <p>Use bathroom passes</p>	<p>Enter in a whisper voice, line up and exit in a silent voice*</p> <p>Walk in the cafeteria</p> <p>Eat your own food</p> <p>Empty tray in the trash, using utensils</p> <p>Knees and feet under the table</p>	<p>Use polite table manners</p> <p>Help clean up if something spills</p> <p>Say please and thank you</p> <p>Raise your hand</p>
Recess* (see below for more detailed recess expectations)	<p>Care for and return equipment</p> <p>Use encouraging language</p> <p>Dig in the sandbox only</p>	<p>Stay within boundaries</p> <p>Use equipment safely</p> <p>Line up quickly and quietly</p>	<p>Include others</p> <p>Share equipment</p> <p>Take turns and be a team player</p>
Assembly	<p>Listen quietly</p> <p>Stay seated during performances</p>	<p>Self-space/quiet feet on the floor</p> <p>Sit in assigned area</p>	<p>Respond appropriately to presenter/performers</p> <p>Use a partner voice walking in and out of gym</p>
Bathroom	<p>Go, wipe, flush, wash - back in a flash</p> <p>Respect the privacy of others</p>	<p>Report problems to an adult</p> <p>Leave when finished</p>	<p>Keep lights on</p> <p>Talk in a partner voice*</p> <p>Leave your stall door unlocked when finished</p>

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

- Developing expectations for each school setting.
- Modeling respectful, safe, and kind behavior.
- Teaching respectful, safe, and kind behavior.
- Actively reinforcing and expressing appreciation for respectful, safe, and kind behavior.
- Teaching appropriate social skills, self-regulation and problem solving skills, and conflict resolution skills.
- Providing reflection areas for students to process and self-regulate.
- 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 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.

PES staff may use a variety of learning tools and consequences in order to teach students how to behave and regulate in a school setting. When a student demonstrates behavior that is disrespectful, unsafe, unkind or disruptive, consequences may include, but are not limited to:

- Practicing positive, appropriate behavior in the given situation or location.
- Time out in the student's classroom, in another room, or in the Office.
- Being sent to the principal.
- Cleaning up a mess; repairing any damaged personal or school property.
- Restitution.
- Loss of privileges, including free-choice time, grade-level recess time.
- Loss of field trip opportunities.
- Lunch and/or afterschool detention.
- Parent conference.
- 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 51 for more information.

RECESS EXPECTATIONS

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

- Stay within the boundaries of the playground (the woods, parking lot, SKIP building are outside the boundaries).
- If you see unsafe/ dangerous behavior, tell staff members 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.
- Play tag and chasing games on the grassy areas only (exceptions may be made during the winter months).
- 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. Throwing snowballs is not safe, therefore not permitted.
- Only one person per sled. Sit down or kneel and face forward.

- Sled only in approved areas; wait until “the coast is clear”; stay away from trees and steps.
- 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. Parents are given an 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/or a written plan for appropriate behavior moving forward). If the school cannot reach the parent, then the person listed as the emergency contact is called to pick up the student.

Please refer to New Hampshire RSA 193:13 for further provisions regarding suspensions, expulsion, and rights of appeal. (Please see District Policy JICD-Student Discipline and Due Process, page 50-51).

Student Re-entry from a School Suspension

When a student returns from school following a suspension, we ask that the parent accompany the student to school the day of return for a re-entry meeting with the principal and teacher. There is a review of what led to the suspension, and a review of the student’s reflection and a plan for supporting changes in behavior.

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.
- 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

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 65).

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 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 Supports/ Life Skills Program. ILS is a district support service 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 RtI 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 healthy 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.

Due Process

Before any disciplinary action is taken, a 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.

Appendix. Contoocook Valley School District Policies

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, gender, 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. Notwithstanding the language of any other policy adopted by this Board, we will abide by the Department of Education Final Rule 34 CFR Part 106.

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 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 Reference:

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 Read: July 7, 2020

2nd Read: July 28, 2020

Adopted: July 28, 2020

EBCE – SCHOOL CLOSINGS

No school, office, or system event cancellation or delay will be made without the direct authorization of the Superintendent of Schools. In the event the Superintendent is unavailable, such decisions will be made by the Assistant Superintendent or designee.

Announcements: When the Superintendent decides it is necessary to delay opening or close any facility or school or cancel any school event, the Superintendent will initiate all related communications to the public by radio, television, website, or other available means.

Delayed Opening of Schools: The Superintendent may delay the opening of schools upon determining that weather conditions appear extremely hazardous to operate school buses at the regular early morning hours, but that travel conditions will appreciably improve later in the morning. The public announcement will report the time of the delayed opening. Schools and offices shall close on the regular schedules. After-school activities and events will not be affected by a delayed opening.

Closing of Schools for the Entire Day: When the Superintendent determines that weather or other conditions exist or will develop that would make it unwise to open one or more schools any time during the day, the announcement communicated to media sources shall state either the specific school(s) that are closed or that all schools are closed. If school is closed for the entire day, all evening programs may be cancelled.

Afternoon and Evening Program Cancellations: When schools are open to the end of the school day, but weather or other conditions deteriorate in the late afternoon, the Superintendent may decide to cancel afternoon and evening programs. Schools and offices should plan and communicate alternate dates and times to hold programs or events.

Weekend Closings: When weather or other conditions are predicted or develop that would make it hazardous to operate weekend programs or events, the Superintendent is responsible for decisions regarding cancellations and for notifying the appropriate media.

Students, parents, and staff shall be informed early in each school year of the procedures which will be used to notify them in case of emergency closings, whether action is taken before or during school hours. When schools are closed for emergency reasons, staff members shall comply with Board policy in reporting for work.

Category: R

See Also Policy EBCD

1st Read: August 24, 2020

2nd Read: September 1, 2020

Adopted: September 1, 2020

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

EEA – STUDENT TRANSPORTATION SERVICES

The District shall provide transportation for pupils to schools in the District consistent with provisions of RSA 189:6, RSA 189:6-a, RSA 189:9, and RSA 189:9-a provided that they live one mile or more from the school. Exceptions that are in the best interest of student safety may be made by the Superintendent or designee.

General Operating Policy

Bus routes, stops and schedules shall be established annually, under the direction of the Superintendent or his/her designee in cooperation with the pupil transportation contractor subject to review by the School Board. Routes will be developed annually and posted.

Pupils attending private schools and charter schools shall be entitled to the same transportation privileges within the District as are provided for pupils in public school within the District.

Routes will use the most direct roads safe for bus travel. Where an alternate route may be selected without sacrifice to efficiency or economy, preference will be given to that route serving the larger number of students more directly. School buses will not travel on unsafe roads.

New routes shall be established in the interest of efficiency, or when full capacity of the trips on existing routes has been reached. School schedules may be adjusted to allow maximum utilization of each bus in the system.

The Superintendent or his/her designee may modify approved routes, stops, and/or schedules during the school year if conditions warrant such a modification. All modifications to any bus route will be reported to the ConVal School Board.

Approved bus stops shall be located at safe and appropriate intervals in places where students may be loaded and unloaded. Drivers may not load or unload pupils at other than authorized bus stops.

The number of bus stops on each trip shall be limited to enable buses to maintain a reasonable average speed and not to exceed the established times of the routes.

Student Conduct on School Bus

Bus drivers have the responsibility to maintain orderly behavior of students on school buses and will report in writing misconduct to the student's Principal. The school principal will have the authority to suspend the riding privileges of students failing to conform to Board rules and regulations. Parents of children whose conduct on school buses endangers the health, safety, and welfare of other riders will be notified that their children face the loss of school bus riding privileges in accordance with the student discipline code. The Board must approve suspensions of the right to ride the school bus that continue beyond twenty (20) days.

Resolution of Conflicts

Parents who wish to request a change or exemption from any of the Student Transportation policies shall direct that request to the SAU Business Administrator. If the SAU Business Administrator ruling does not satisfy the parent, he/she may appeal the ruling within 15 days to the Superintendent. If the parent is again not satisfied by the ruling, he/she may appeal within 15 days to the School Board.

Legal References:

RSA 189:6, Transportation of Pupils
RSA 189:8, Limitations and Additions
RSA 189:9, Pupils in Private Schools
RSA 189:9-a, Pupils Prohibited for Disciplinary Reasons
RSA 193:12, Legal Residency Required
RSA 194-B:2, V, Chartered Public Schools; Establishment
Appendix: EEA-R & JICC-R

Category: R

See also: EEAEC, JICC

1st Read: November 1, 2016

2nd Read: November 15, 2016

Adopted: November 15, 2016

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 buildings 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, EEAE

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 website 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 email 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.

Staff Enforcement of Policy/Training

A copy of this policy and refresher training shall be provided annually to all food service and school staff responsible for serving student meals or enforcing this policy. New staff with these responsibilities shall be provided with a written copy of the policy and training on the policy during their initial training or orientation. In accordance with federal requirements, a record shall be maintained documenting that new staff receive the policy and training. The record must also document that all applicable staff receive a copy of the policy and refresher training annually.

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, EF, EFA, EFE

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;

First Read: March 6, 2018

Second Read: March 20, 2018

Adopted: March 20, 2018

IHBh — EXTENDED LEARNING OPPORTUNITIES

Purpose

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

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

Roles and Responsibilities

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

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

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

Students approved for an extended learning opportunity must have parental/guardian permission to participate in such a program. Such permission will be granted through a **Memorandum of Understanding for Educational Services** signed by the parent/legal guardian and returned to the district before beginning the program.

All extended learning opportunities, **including the cost of fees, books, and transportation**, not initiated and designed by the District, shall be the financial responsibility of the student or his/her parent/legal guardian.

High School Extended Learning Opportunities

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

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

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

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

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

Program Integrity

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

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

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

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

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

Legal References:

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

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

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

See also IHBI, ILBA, ILBAA, IMBC

1st Read: October 28, 2008

2nd Read: December 2, 2008

Adopted: December 2, 2008

IHCD & LEB — ADVANCED COURSEWORK

Any student who is capable of and wishes to do advanced course work or take advanced placement classes while in high school should be permitted to do so. School district administrators and guidance counselors will provide assistance to students who wish to enroll in such courses. If advanced course work or advanced placement courses are not available within the school district, administrators or guidance counselors are instructed to assist students in identifying alternative means of taking such classes. These means may include taking courses at a different public school or a private school, or through distance education courses or other suitable means.

Credit may be given, provided the course conforms to applicable District policies and state standards. The District will not be responsible for any tuition, fees, or other associated costs incurred by the student for enrollment in such courses.

This policy will be published annually in the High School Student Handbook.

Legal References:

NH Code of Administrative Rules, Section Ed 306.14(g), Advanced Course Work

Category: P

See Also: IK, IKF, IMBA, IMBC, IHCD

1st Read: November 17, 2015

2nd Read: Waived

Adopted: November 17, 2015

IKA — GRADING SYSTEM

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

Category: R

See Also: IHBH

1st Reading: December 2, 2008

2nd Reading: January 4, 2009

Adopted: January 4, 2009

IKFB — GRADUATION REGALIA

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

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

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

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

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

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

Legal Reference:

NHRSA 189:71 Military Uniform

Category: R

See also: IJOC

1st Read: September 20, 2016

2nd Read: October 4, 2016

Adopted: October 4, 2016

IMBC — ALTERNATIVE CREDIT OPTIONS

The School Board encourages increased educational options for students. Credits may be earned through alternative methods outside of regular classroom-based instruction offered by the district schools. Awarding of credits to be

applied toward high school graduation will be determined by the high school principal, and will be granted only if the request fulfills the following:

- The request is submitted with a plan to achieve competency that meets or exceeds the rigorous academic standards required by the school for students enrolled in a credit course offered by the school.
- The plan includes clear expectations for performance.
- The plan includes clearly defined methods and expectations for assessment.
- Verification of the plan's merit can be evaluated in a timely fashion and does not cause unnecessary burden on the resources of the administration.

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

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

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

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

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

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

Funding

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

Legal Reference:

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

Category: P

See also: IHBH, IHBI, ILBA, ILBAA

1st Reading: June 3, 2014

2nd Reading: August 19, 2014

Adopted: August 19, 2014

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.

1. 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.
2. The Superintendent's reassignment decision shall be in writing, and shall be final and binding.
3. Parent/guardian requests must be made each year to the home and receiving principals, no later than March 15th. If the request is not received by March 15th, 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: October 15, 2019

2nd Read: November 5, 2019

Adopted: November 5, 2019

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(l), 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.

Tuancy

Tuancy 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.

If a student is disabled under the Individuals with Disabilities Act (IDEA), the New Hampshire RSA 186-C, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, or any other law providing special rights to disabled students, those laws shall govern and shall supersede these local policies to the extent these local policies are inconsistent with those laws. Accordingly, any suspension or expulsion of a child with a disability as defined in Ed 1102.01(t) shall be in accordance with Ed 1124.01.

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

Category: Recommended

See also JIC, JICD, JICDD, & JICK

1st Read: October 15, 2019

2nd Read: November 5, 2019

Adopted: November 5, 2019

JIC – STUDENT CONDUCT

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

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

Legal References:

RSA 189:15, Regulations

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

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

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

See Appendix: JICD – R

Category: R

See also JICD

1st Reading: July 16, 2013

2nd Reading: September 17, 2013

Adopted: September 17, 2013

JICA — STUDENT DRESS CODE

The ConVal School Board recognizes that student individual dress is primarily a parental responsibility that should reflect concern for health and safety of students, staff, and others. When the dress of an individual student constitutes a health problem, is unsuitable for school wear, is a danger to any person, or causes a substantial and material disruption or substantial disturbance, the principal shall take appropriate action to correct the situation.

Building Principals are authorized to issue regulations consistent with this policy and developed collaboratively to provide an appropriate level of consistency throughout the District. Such regulations should be approved by the Superintendent of Schools or designee.

Category: R

1st Read: September 2, 2014

2nd Read: November 18, 2014

Adopted: November 18, 2014

JICD – STUDENT DISCIPLINE AND DUE PROCESS

At all times, students are required to conduct themselves in accordance with behavioral standards set forth in Policy JIC and all other applicable Board policies and all District or school rules. Failure to comply can lead to disciplinary consequences as set forth in this policy and applicable law.

A. Disciplinary Measures – “Definitions”.

Disciplinary measures include, but are not limited to, removal from the classroom, detention, in-school suspension, out-of-school suspension, restriction from activities, probation, and expulsion.

1. “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.
2. “Detention” means the student’s presence is required for disciplinary purposes before or after the hours when the student is assigned to be in class. 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.
3. “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 (10) consecutive school days.
4. “Out-of-school suspension” means the temporary denial of a student’s attendance at school for a specific period of time for gross misconduct, for neglect, or refusal to conform to school rules or policies.
 - “Short-term suspension” means a suspension of ten (10) school days or less. Ed 317.04(a)(1).
 - “Long-term suspension” means the continuation of a short-term suspension under RSA 193:13, I (b)-(c), and also means a suspension in excess of ten (10) school days under Ed 317.04(a)(2).
5. “Restriction from school activities” means a student will attend school, classes, and practice but will not participate in other school extra-curricular activities, including competitions.
6. “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.
7. “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.

B. 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 obey the teacher’s directives, becomes disruptive, fails to abide by school rules or policies, 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.

Students may be removed from the classroom at the classroom teacher’s discretion if the student refuses to obey the teacher’s directives, becomes disruptive, fails to abide by school rules or policies, 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.

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

The building Principal is authorized to issue in-school suspensions, restrictions of activities, or place a student on probation for any failure to conform to school or School District policies or rules, or for any conduct that causes material or substantial disruption to the school environment, interferes with the rights of others, presents a threat to the health and safety of students, employees, and visitors, is otherwise inappropriate, or is prohibited by law.

Restriction of activities may also be issued pursuant to rules or policies pertaining to specific clubs or teams.

D. Process for Out-of-School Suspension.

The power of suspension is authorized for gross misconduct, for neglect, or refusal to conform to School District policies and school rules as follows:

1. Short-term Suspensions. The building Principal (as designee of the Superintendent) is authorized to suspend a student for ten (10) school days or less. The Principal shall consult with the Superintendent prior to issuing any suspension.

As required by RSA 193:13(a), educational assignments shall be made available to the suspended pupil during the period of suspension.

Due process standards for short-term suspensions (ten (10) days or less) **will adhere to the requirements of Ed 317.04(f)(1).**

2. Long-term Suspensions. The Superintendent is authorized to continue the suspension and issue a long-term suspension of a pupil for a period in excess of ten (10) school days, provided only that if the Superintendent issued the original short-term suspension, then the School Board may designate another person to continue the short-term suspension and issue the long-term suspension.

Prior to a long-term suspension, the student will be afforded an informal hearing on the matter. The informal hearing need not rise to the level and protocol of a formal hearing before the School Board, but **the process must comply with the requirements of Ed 317.04 (f)(2) and Ed 317.04 (f)(3)(g)**, including, without limitation, the requirements for advance notice and a written decision.

Any suspension in excess of ten (10) school days, as described in Paragraph 2 of this Section, is appealable to the School Board, provided the Superintendent receives the appeal in writing within ten (10) days after the issuance of the Superintendent's decision described in Paragraph 2. Any suspension in excess of ten (10) school days shall remain in effect while this appeal is pending.

E. Process for Expulsion.

1. Any pupil may be expelled by the School Board for (a) an act of theft, destruction, or violence as defined in RSA Chapter 193-D, (b) for possession of a pellet paint ball gun or BB gun or rifle as provided by RSA 193:13, II, (c) for gross misconduct including, but not limited to violations of state or federal law, or for neglect or refusal to conform to the reasonable rules of the school. An expulsion under this paragraph shall run until the School Board restores the student's permission to attend school. A student seeking restoration of permission to attend school shall file a written request with the Superintendent that details the basis for the request. The Board will determine whether and in what manner it will consider any such request.
2. Additionally, any pupil may be expelled by the School 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 twelve (12) months.
3. **Prior to any expulsion, the District will ensure that the due process standards set forth in Ed 317.04(f)(3) are followed.**
4. Any decision by the Board to expel a student may be appealed to the State Board of Education.
5. The Superintendent of Schools is authorized to modify the expulsion or suspension requirements of Sections E.1 and E.2 above on a case-by-case basis.

F. Sub-committee of Board.

For purposes of sections D and E of this policy, “Board” or “School Board” may either be a quorum of the full Board, or a subcommittee of the Board duly authorized by the School Board.

G. Disciplinary Removal of Students with Disabilities.

If a student is disabled under the Individuals with Disabilities Act (IDEA), the New Hampshire RSA 186-C, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, or any other law providing special rights to disabled students, those laws shall govern and shall supersede these local policies to the extent these local policies are inconsistent with those laws. Accordingly, any suspension or expulsion of a child with a disability as defined in Ed 1102.01(t) shall be in accordance with Ed 1124.01.

H. Notice.

This policy and school rules, which inform the student body of the content of RSA 193:13 shall be printed in the student handbook and made available on the District’s website to students, parents, and guardians. The Principal or designated building administrator shall also inform the student body concerning this policy and school rules which address the content of RSA 193:13 through appropriate means, which may include posting and announcements. See: Ed. 317.04(d).

Legal References:

RSA 189:15, Regulations

RSA 193:13, Suspension & Expulsion of Pupils

RSA Chapter 193-D, Safe Schools Zones

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

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

NH Code of Administrative Rules, Section Ed 317.04, Suspension and Expulsion of Pupils Assuring Due Process Disciplinary Procedures

In re Keelin B., 162 N.H. 38, 27 A.3d 689 (2011)

Category: Priority – Required by Law

Related Policies: JIA, JIC, JICDD & JICK

See also Appendix JICD-R

1st Read: August 24, 2020

2nd Read: September 1, 2020

Adopted: September 1, 2020

JICDD — STUDENT DISCIPLINE

OUT-OF-SCHOOL ACTIONS

The ConVal School Board recognizes that out-of-school and off-campus student conduct is not normally the concern of the Board. However, the Board also recognizes that some out-of-school and off-campus conduct may have an adverse effect upon the school, school property, or school staff.

Therefore, it shall be the policy of this Board that the Board or school administrators may impose disciplinary measures against students for some out-of-school or off-campus conduct.

Discipline may be imposed if such out-of-school conduct causes a significant disruption or substantial interference with the school’s educational mission, purpose, or objectives. Additionally, any off-campus or out-of-school behavior that has a strong potential to disrupt normal school operations may also be met with appropriate disciplinary actions.

Out-of-school and off-campus student conduct that may subject a student to discipline includes, but is not limited to:

1. Damaging school property;
2. Violence at or near the school’s bus stop, during bussing times;
3. Drinking alcohol, using tobacco products, or using illegal drugs at or near the school bus stop, during bussing times;
4. Damaging the private property of school staff or employees; or

5. Any other activity the Board or administration determines impedes the general welfare of scholastic activities or the safety or welfare of the student body.

Cyber-Bullying and Internet Threats

Reports and/or allegations of cyberbullying will be addressed in accordance with the provisions of Board policy JICK.

Consistent with applicable law, the District will not require or request that a student disclose or provide to the District the student's username, password or other authenticating information to a student's personal social media account.

However, the District may request to a student or a student's parent/guardian that the student voluntarily share printed copies of specific information from a student's personal social media account if such information is relevant to an ongoing District investigation.

Legal References:

RSA 189:70, Educational Institution Policies on Social Media

Revised: September 2015

Revised: May 2006, August 2007, August 2008, September 2010

Category: Recommended

See Also JIA, JIC, JICK

First Read: May 7, 2019

Second Read: May 21, 2019

Adopted: May 21, 2019

JICDDA — SIMPLE ASSAULTS: PARENTAL NOTIFICATION POLICY

In cases of all assaults, the building principal, or assistant, shall notify the involved students parents by telephone and letter about the incident. The letter from the building or assistant principal shall describe the incident and the seriousness and harm done or potential harm and the School District's response to the incident to the extent permitted by confidentiality laws and regulations.

Additionally, simple assault as that term is used in New Hampshire criminal statutes, includes and knowing and unprivileged physical contact with another person. While simple assaults may result in injury, many, if not most, which occur in the school setting do not. Recognizing that under the statutory definition, simple assault can be very minor contact, building or assistant principals will consider the District's policies, rules and regulations concerning student conduct and discipline when making a determination about whether or not to file a Safe School Zone Offense Report with local Law Enforcement officials. The District will err in the direction of filing a report when there is any question. Law Enforcement and school officials can then jointly determine the best action to be taken.

Statutory Reference: RSA 193-D:4, I (b)

See Also: Memorandum of Understanding

1st Board Reading: March 28, 2000

Adopted: May 16, 2000

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

Category: P

1st Read: September 7, 2010

2nd Read: March 15, 2011

Adopted: March 15, 2011

JICG & GBED – TOBACCO PRODUCTS BAN USE AND POSSESSION IN AND ON SCHOOL FACILITIES AND GROUNDS

State law prohibits the use of any tobacco product, E-cigarette, or liquid nicotine in any facility or upon any grounds maintained by the District. Students and minors are further prohibited from possessing such items in or upon any facility, school vehicle, or grounds owned or maintained by the District.

A. Definitions

“Tobacco product(s)” means any product containing tobacco including, but not limited to, cigarettes, smoking tobacco, cigars, chewing tobacco, snuff, pipe tobacco, smokeless tobacco, and smokeless cigarettes, as well as any other product or item included in RSA 126-K:2, XI as the same may be amended or replaced from time-to-time.

“E-cigarette” means any electronic smoking device composed of a mouthpiece, a heating element, a battery, and electronic circuits that provides a vapor of pure nicotine mixed with propylene glycol to the user as the user simulates smoking. This term shall include such devices whether they are manufactured as e-cigarettes, e-cigars, or e-pipes, or under any other product name as well as any other product or item included in RSA 126-K:2, II-a as the same may be amended or replaced from time-to-time.

“Liquid nicotine” means any liquid product composed either in whole or in part of pure nicotine and propylene glycol and manufactured for use with e-cigarettes, as well as any other product or item included in RSA 126-K:2, III-a as the same may be amended or replaced from time-to-time.

“Facility” is any place which is supported by public funds and which is used for the instruction of students enrolled in preschool programs and in all grades maintained by the District. This definition shall include all administrative buildings and offices and areas within facilities supportive of instruction and subject to educational administration, including, but not limited to, lounge areas, passageways, rest rooms, laboratories, classrooms, study areas, cafeterias, gymnasiums, maintenance rooms, and storage areas.

B. Students

No student shall purchase, attempt to purchase, possess or use any tobacco product, E-cigarette, or liquid nicotine in any facility, in any school vehicle, while attending any school-sponsored event, or anywhere on school grounds maintained by the District.

Enforcement of the prohibition against students shall initially rest with building principals, or their designees, who may also report any violation to law enforcement, for possible juvenile, criminal or other proceedings as provided under state law. Additional consequences may be administered pursuant to printed student conduct rules.

C. Employees

No employee shall use any tobacco product, E-cigarette, or liquid nicotine, in any facility, in any school vehicle or anywhere on school grounds maintained by the District.

Initial responsibility for enforcement of this prohibition shall rest with building principals, or their designees. Any employee(s) who violate(s) this policy is subject to disciplinary action which may include warning, suspension or dismissal. Violations may also be referred to appropriate law enforcement and/or other appropriate agencies for criminal or other proceedings as provided under state law.

D. All other persons

No visitor, contractor, vendor or other member of the public, shall use any tobacco product, E-cigarette, or liquid nicotine in any facility, in any school vehicle, or anywhere on school grounds maintained by the District.

The building principal(s), and where appropriate, other site supervisor (athletic director, vehicle driver, etc.), or their designee(s), shall have the initial responsibility to enforce this section, by requesting that any person who is violating this policy to immediately cease the use of tobacco products, E-cigarette or liquid nicotine. After this request is made, if any person refuses to refrain from using such products in violation of this policy, the principal, site supervisor, or designee may call contact the appropriate law enforcement agency(ies) for possible criminal or other proceedings as provided under state law.

E. Implementation and Notice – Administrative Rules and Procedures.

The Superintendent shall establish administrative rules and procedures to implement this policy, which rules and procedures may be building level and/or district-wide. Rules and procedures relating to student violations and resulting disciplinary consequences should be developed in consultation with building principal(s).

The Superintendent, working with the building principal(s), shall provide annual notice to employees, students and parents of the pertinent provisions of this policy (e.g., student or staff handbook) along with applicable administrative regulations and procedures, which may include prescribed consequences for violations of this policy. Such notice should include information that violation of this Policy could lead to criminal or other such proceedings.

Signs shall be placed by the District in all buildings, facilities and school vehicles stating that the use of tobacco products is prohibited.

Legal References:

RSA 155:64 – 77, Indoor Smoking Act

RSA 126-K:2, Definitions

RSA 126-K:6, Possession and Use of Tobacco Products by Minors

RSA 126-K:7, Use of Tobacco Products on Public Educational Grounds Prohibited

Category: Priority

See also: ADC, ADB, GBEC, GBED, & JICH

First Read: March 19, 2019

Second Read: April 2, 2019

Adopted: April 2, 2019

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

This Policy applies to school employees and students. Weapons are not permitted in school buildings, on school property, in school busses or vehicles used to transport students, at school-sponsored activities, or in a Safe School Zone as defined in RSA 193-D at any time without the advanced written authorization of the Superintendent of Schools or designee. No employee or student shall possess, bring, or conceal, or aid, abet, or otherwise assist another person(s) in possessing, bringing, or concealing, any weapon on school property, in school buildings, in school busses or vehicles used to transport students, at school-sponsored activities, or in a Safe School Zone as defined in RSA 193-D.

The term “weapon” includes, but is not limited to, firearms (rifles, pistols, revolvers, guns of any form, pellet guns, air rifles, BB guns, etcetera) including any device from which a shot or projectile of any nature can be fired, explosives, incendiaries, martial arts weapons (as defined by RSA 159:24), crossbows, slingshots, electronic defense or aerosol self-defense weapons (as defined by RSA 159:20), or any other device, instrument, material or substance which is used or threatened to be used in a manner likely to produce, or which is reasonably known to be capable of producing, death or bodily injury. Replicas (look-a-likes) of weapons may be treated as weapons within this Policy if they are used to frighten, harass, intimidate, or otherwise harm any person.

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.

Violations of the policy will result in both disciplinary action and notification to the police. Disciplinary action may include suspension, expulsion, or termination.

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 law.

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.

The Superintendent or other building administrator may exercise his/her best judgment in determining the scope of this policy as it relates to inadvertent or unintentional violations of this policy by staff or students, provided such inadvertent or unintentional violation of this policy does not affect the safety of students, school staff or the public.

When school is not in session, and school property is being used for a municipal event, such as voting, the municipal entity responsible for conducting the event shall determine whether otherwise lawful weapons will be permitted at that event.

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.). The Superintendent will determine the method of notifying employees and the general public of this policy.

Legal References:

18 U.S.C. § 921, Et seq., Firearms

20 U.S.C. § 7151, Gun-Free Schools Act RSA 193-D, Safe School Zones

RSA 193:13, Suspension and Expulsion of Students

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

Category: P – Required

See also KFA

1st Read: September 4, 2018

2nd Read: September 18, 2018

Adoption: September 18, 2018

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

JIHB — SEARCHES OF STUDENT AUTOMOBILES ON SCHOOL PROPERTY

Parking of student automobiles on school property is a privilege and not a right. This policy shall serve as notice to both parents and students that, as part of this privilege, the district regulates what may be stored in vehicles and may search students' automobiles while parked on school property if the district has reasonable suspicion that a violation of school rules, the law or policy has occurred. Students who park in school parking lots and parents/guardians who allow their minor child to park on school property are deemed to have given consent to having their automobiles searched in the event of such reasonable suspicion.

The school parking lots are deemed part of the Safe School Zone. Students are prohibited from the storage of prohibited drugs, drug paraphernalia or weapons in vehicles that are parked in the Safe School Zone. All employees, volunteers and students are responsible for enhancing safety and the effective implementation of district policies on school property and thus are required to timely report to the building principal when they have reason to believe that prohibited drugs, drug paraphernalia, or weapons are present in a student's vehicle.

Any student/parent who bars a search shall have their student's parking privilege revoked. When a student/parent bars access, and there is reasonable suspicion of a potential violation of the law, the principal shall contact law enforcement.

The building principal, shall, when any information rises to the level of reasonable suspicion, inform the student, (and when not an adult student, their parent/guardian), of his/her intent to search the vehicle and may conduct a search of the vehicle. The principal shall contact law enforcement when it appears that the student conduct not only violates District policy(ies) but is criminal in nature.

A student shall not be permitted to park on campus if they or their parent/guardian indicate that they do not intend to permit a search of the vehicle in the event of reasonable suspicion that there has been a violation of school rules, the law, or District policy.

When the principal conducts a search of a vehicle, he/she shall fill out a vehicle search form, which will be maintained by the District.

The District may post notices regarding this policy indicating that student parking is by permission only and subject to search.

Legal Reference:

NH Constitution, Pt.1, Art.19
Appendix JIHB-R

Category: Recommended

See also: JIH, JIHB-R

1st Read: September 18, 2018

2nd Read: October 2, 2018

Adopted: October 2, 2018

JJA — STUDENT ACTIVITIES & ORGANIZATIONS

The ConVal School District encourages pupils who attend nonpublic schools, public charter schools, or who are home educated to access to the District's curricular courses and co-curricular programs in the same way as that of students who attend ConVal schools.

All pupils residing in the District, whether they are home educated, or are attending public chartered school or nonpublic schools, shall have access to curricular courses and co/extra-curricular programs offered by the District in accordance RSA 193:1-c and these administrative regulations.

The District will comply with the provisions of RSA 193:1-c allowing pupils who attend nonpublic schools, charter schools, or are home educated equal access to the District's curricular courses and co/extra-curricular programs. The District recognizes that any School Board policies regulating participation in curricular courses and co/extra-curricular programs cannot be more restrictive for non-public, public chartered school, or home educated pupils than the policy governing the District's resident pupils.

Legal References:

RSA 193:1-c, Access to Public School Programs by Nonpublic, Public Chartered Schools or Home Educated Pupils.
RSA 193-A, Home Education

Category: O

See also: IHBG, IHBG-R

First Reading: February 19, 2019

Second Reading: March 5, 2019

Adoption: March 5, 2019

JLCC — HEAD LICE POLICY

Screening

Based on recommendations from the National Association of School Nurses, American Academy of Pediatrics, and the Centers for Disease Control and Prevention, students with nits and/or head lice should not be excluded from school. School-wide screening for nits alone is not an accurate way of predicting which children will become infested with head lice. Conducting screenings for live lice has not been proven to have a significant decrease on the incidence of head lice in a school community. Head lice infestation poses little risk to others and does not result in additional health problems. The school nurse may check a student's head if the student is demonstrating symptoms.

When a student has been identified as having live lice or nits, the school nurse, principal or principal's designee will provide the family with two handouts, the brochure "ConVal District Guidelines on Head Lice" and the Head Lice Checklist for Home. This information will be available to all families in the school student handbook. Each year, all schools will send these two handouts home with report cards, in electronic or paper format. In addition, should an infestation be identified, the individual school will resend the handouts.

Management on the Day of Identification

The management of pediculosis (head lice infestation) 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, principal or principal's designee. District employees will act to ensure that student confidentiality is maintained so the child is not embarrassed.

Students known to have head lice will remain in class provided the student is comfortable. If the student is not comfortable, he/she may be sent home by the school nurse, principal, or principal's designee.

Students will be discouraged from close direct head contact with others and from sharing personal items with other students. The school nurse, principal, or principal's designee will notify the parent/guardian if their student is found to have head lice and/or nits, and will recommend to the parent/guardian to contact the primary health care provider or pharmacist for treatment advice. The school nurse, principal, or principal's designee will also recommend to the assessed student's parent/guardian/adult student that they should inform all close contacts the student may have had in the previous month. Based upon the school nurse's professional judgement, known close contacts of the assessed student may be screened.

Criteria for Return to School

If a student is sent home, the student will be allowed to return to school after the parent/guardian/adult student and the school nurse have had contact regarding proper treatment, as recommended in the ConVal School District Guidelines On Head Lice brochure. The school nurse, principal, or principal's designee will re-check the student's head. In alignment with these recommendations, no student will be excluded from attendance solely based on grounds that nits may be present. 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/Resources:

RSA 200:39, Exclusion from School

JLCC-R: Head Lice Procedure

www.nasn.org, www.cdc.gov, www.aap.org

First Read: November 7, 2017

Second Read: November 21, 2017

Adopted: November 21, 2017

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 fundraising 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 record keeping 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

A. General Statement. It is the policy of the School Board that all school district personnel will follow the procedures outlined herein as they pertain to the maintenance of student records. Furthermore, it is the policy of the School Board that all school district personnel will follow the provisions of the Family Educational Rights Privacy Act (FERPA) and its corresponding regulations as well as all state statutes pertaining to the student records, record confidentiality and access thereto.

B. "Education Record". For the purposes of this policy and in accordance with FERPA, the term "educational record" is defined as all records, files, documents and other material containing information directly related to a student; and maintained by the school district; or by such other agents as may be acting for the school district. Such records include, but are not limited to, completed forms, printed documents, handwriting, videotape, audiotape, electronic or computer files, film, print, microfilm and/or microfiche. Educational records do not include records of instructional, supervisory, and administrative personnel and educational personnel ancillary thereto which are in the sole possession of the maker thereof and which are not accessible or revealed to any other person except a substitute.

C. "Directory Information". For the purposes of this policy, and in accordance with the provisions of FERPA and New Hampshire RSA 189:1-e, the term "directory information" means:

1. Students' name(s), address(es), telephone number(s), and date(s) of enrollment;
2. Parents'/guardians' name(s) and address(es);
3. Students grade levels, enrollment status and dates of attendance;
4. Student photographs;
5. Students participation in recognized school activities and sports;
6. Weight and height of members of athletic teams;
7. Post-high school career or educational plans; and

8. Students' diplomas, certificates, awards and honors received.

Except for elements of a student's directory information which the student's parents or an eligible student has notified the District not to disclose, the District may release or disclose student directory information without prior consent of the student's parents/eligible students. Within the first three weeks of each school year, the District will provide notice to parents/eligible students of their rights under FERPA and that the District may publish directory information without their prior consent. Parents/eligible students will be given until *September 30th* to notify the District in writing of any or all directory information items that they refuse to permit the District to release or disclose. Notice from a parent/eligible student that any or all directory information shall not be released will only be valid for that school year and must be re-issued each school year.

D. "Personally Identifiable Information". "Personally identifiable information" is defined as data or information which makes the individual who is the subject of a record known, including a student's name; the student's or student's family's address; the name of the student's parent or other family members; a personal identifier such as a student's Social Security number; the student's date of birth, place of birth, or mother's maiden name. "Personally identifiable information" also includes other information that, alone or in combination, is linked or linkable to a specific student, that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with a reasonable certainty or other information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

E. Annual Notification/Rights of Parents and Eligible Students. Within the first *four weeks of each school year*, the District will annually publish notice to parents and eligible students of their rights under State law, Federal law, and this policy ["the Notice," or "Notice"]. The District will send the Notice listing these rights home with each student. The Notice will include:

1. The rights of parents or eligible students to inspect and review the student's education records, and the process set forth in this policy JRA whereby a request is made for review and inspection;
2. The intent of the District to limit the disclosure of information in a student's record, except: (a) by the prior written consent of the parent or eligible student; (b) as directory information; or (c) under certain, limited circumstance, as permitted by law;
3. The right of a student's parents or an eligible student to seek to correct parts of the student's educational records which he/she believes to be inaccurate, misleading, or in violation of student rights; and the process for doing such, which includes a hearing to present evidence that the records should be changed if the District decides not to alter them according to the parent's or eligible student's request;
4. The right to provide written consent before the District discloses personally identifiable information, except to the extent the law permits disclosure without consent;
5. The right of any person to file a complaint with the United States Department of Education if the District violates FERPA; and
6. The procedure that a student's parents or an eligible student should follow to obtain copies of this policy.

F. Procedure To Inspect Education Records. Parents or eligible students may inspect and review that student's education records. In some circumstances, it may be more convenient for the record custodian to provide copies of records. In accord with RSA 91-A:5, student records are exempt from disclosure under the Right-to-Know Law and access to student records will be governed by FERPA and state law.

Since a student's records may be maintained in several locations, the school Principal may offer to collect copies of records or the records themselves from locations other than a student's school, so that they may be inspected at one site. If parents and eligible students wish to inspect records where they are maintained, school Principals will determine if a review at that site is reasonable.

Although not specifically required, in order that a request is handled in a timely manner, parents/eligible students should consider submitting their request in writing to the school Principal, identifying as precisely as possible the record or records that he/she wishes to inspect. The Principal will contact the parents or the eligible student to discuss how access is best arranged for their inspection or review of the records (copies, records brought to a single site, etc.).

The Principal will make the needed arrangements as soon as possible and notify the parent or eligible student of the time and place where the records may be inspected. **This procedure must be completed within fourteen (14) days that the request for access is first made.**

If for any valid reason such as the parent's working hours, distance between record location sites or the parent or student's health, a parent or eligible student cannot personally inspect and review a student's education records, the Principal may arrange for the parent or eligible student to obtain copies of the records. The Superintendent shall set a reasonable charge for providing copies, and may waive the requirement at his or her discretion.

When records contain information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the records of the other students. If such records do contain the names of other students, the Principal will seek consultation with the Superintendent and/or the District's attorney to determine how best to proceed. ***Where practicable, it may be necessary to prepare a copy of the record which has all personally identifiable information on other students redacted, with the parent or eligible student being allowed to review or receive only a copy of the redacted record. Both the original and redacted copy should be retained by the District.***

G. Procedures To Seek To Correction of Education Records. Parents of students or eligible students have a right to seek to change any part of the student's records which they believe is inaccurate, misleading or in violation of student rights. FERPA and its regulations use both "correct/ion" and "amend". For the purposes of this policy, the two words (in all of their respective forms) shall mean the same thing unless the context suggests otherwise. To establish an orderly process to review and correct (amend) the education records for a requester, following processes are established.

1. First-level decision. When a parent or eligible student finds an item in the student's education records that he/she believes is inaccurate, misleading or in violation of student rights, he/she should submit a written request asking the building Principal to correct it. If the records are incorrect because of clear error and it is a simple matter to make the change, the Principal should make the correction. If the records are changed to the parent's/eligible student's satisfaction, both parties shall sign a document/form stating the date the records were changed and that the parent/eligible student is satisfied with the correction.

If the Principal believes that the record should not be changed, he/she shall:

1. Provide the requester a copy of the questioned records at no cost;
2. Ask the parent/eligible student to initiate a written appeal of the denial of the request for the change, which will be forwarded to the Superintendent;
3. Forward the written appeal to the Superintendent; and
4. Inform the parents/eligible student that the appeal has been forwarded to the Superintendent for a decision.

2. Second-level decision. If the parent/eligible student wishes to challenge the Principal's decision to not change the student record, he/she may appeal the matter to the Superintendent. The parent/eligible student shall submit a written request to the Principal asking that the matter be appealed to the Superintendent. The Principal will forward the appeal to the Superintendent.

The Superintendent shall, within ten (10) business days after receiving the appeal:

1. Review the request;
2. Discuss the request with other school officials;
3. Make a decision whether or not to make the requested correction to the educational record;
4. Schedule a meeting with the parents/eligible student if the Superintendent believes such a meeting would be necessary; and
5. Notify the parents/eligible student of the Superintendent's decision on their request to correct the student's educational record.

If the Superintendent determines the records should be corrected, he/she will make the change and notify the parents/eligible student in writing that the change has been made. The letter stating the change has been made will include an invitation for the parent/eligible student to inspect and review the records to verify that the records have been corrected and the correction is satisfactory. If the records are changed to the parent's/eligible student's

satisfaction, both parties shall sign a document/form stating the date the records were changed and that the parent/eligible student is satisfied with the correction.

If the Superintendent determines the records will not be corrected, he/she will notify the parents/eligible student in writing of his/her decision. Such letter will also notify the parents/eligible student of their right to an appeal hearing before the School Board.

3. Third-level decision. If the parents or eligible student are not satisfied with the Superintendent's decision, they may submit a written request for a hearing before the School Board. The parents/eligible student shall submit the request for a hearing with the Superintendent within ten (10) business days of the date of the Superintendent's written decision in level-two. The Superintendent will inform the School Board of the request for a hearing and will work with the School Board to schedule a hearing within forty five (45) days of receipt of the request. Once the meeting is scheduled, the Superintendent will inform the parents/eligible student in writing of the date, time and place of the hearing.

The hearing will be held in non-public session consistent with the provisions of RSA 91-A:3, unless the parent/eligible student requests that the hearing be held in public session. The School Board will give the parent/eligible student a full and fair opportunity to present evidence relevant to the issues raised under their request. The parents/eligible students may be assisted or represented by one or more individuals of their own choice, including an attorney.

The School Board will issue its final decision in writing within thirty (30) days of the hearing, and will notify the parents/eligible student thereof via certified mail, return receipt requested. The School Board will base its decision solely on the evidence presented at the hearing. The School Board's written decision will include a summary of the evidence and the reasons for its decision.

If the School Board determines that the student record should be corrected, it will direct the Superintendent to do so as soon as possible. The Superintendent will then contact the parents/eligible student for a meeting so they can review and inspect the records to verify that they have been corrected. At this meeting, both parties shall sign a document/form stating the date the records were corrected and that the parent/eligible student is satisfied with the correction.

The School Board's decision will be final.

4. Parent/Eligible Student Explanation to be Included in Record. Notwithstanding the resolution of any request to correct a student's record(s), in accordance with section (a)(2) of FERPA, a parent or eligible student may insert into that student's educational record a written explanation respecting the content of the record.

H. Disclosure of Student Records and Student Information. In addition to directory information, the District may disclose student records and student information without consent to the following parties on the condition that the recipient agrees not to permit any other party to have access to the released information without the written consent of the parents of the student, and under the conditions specified.

1. *School officials with a legitimate educational interest.* School officials with a legitimate educational interest may access student records. "Legitimate education interest" refers to school officials, contractors, consultants, or employees who need to know information in a student's education record in order to perform their employment, contracting, or consulting responsibilities and duties; all as more fully specified in Section 99.31 of the FERPA regulations.
2. *Other schools into which a student is transferring or enrolling,* upon condition that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record. This exception continues after the date that a student has transferred
3. *Officials for federal and state audit or evaluation purposes.*
4. *Appropriate parties in connection with financial aid for a student*
5. *Organizations conducting certain studies for, or on behalf of the School District.* Student records or student information will only be provided pursuant to this paragraph if the study is for the purpose of: developing, validating or administering predictive tests; administering student aid programs; or improving instruction. The recipient organization must agree to limit access to the information and to destroy the information when no longer needed for the purpose for which it is released.

6. *Accrediting organizations.*
7. *Judicial orders, or lawfully issued subpoenas,* upon condition that parents and the student are notified of all such orders, statutory disclosures or subpoenas in advance of compliance therewith by the District, except when a parent is a party to a court proceeding involving child abuse or neglect or dependency. The Principal shall consult with the Superintendent and legal counsel as needed to ensure compliance with the judicial order and applicable law.
8. *Health and safety emergencies.*
9. *Information designated as directory information*
10. *Disclosures to the Secretary of Agriculture or authorized representatives of the Food and Nutrition services for purposes of conducting program monitoring, evaluations and performance measurements.*

I. Maintenance of Student Records and Data. The Principal of each building is responsible for record maintenance, access and destruction of all student records. All school district personnel having access to records shall place great emphasis upon privacy rights of students and parents.

All entries into student records must be dated and signed by the person accessing such records in a log or other record-keeping process.

The principal will ensure that all records are maintained in accordance with applicable retention schedules as may be established by law and District policy.

J. Disclosures Made From Education Records. The District will maintain an accurate record of all requests for it to disclose information from, or to permit access to, a student's education records and of the information it discloses and persons to whom it permits access, with some exceptions listed below. This record is kept with, but is not a part of, each student's cumulative school records. It is available only to the record custodian, the eligible student, the parent(s) of the student or to federal, state or local officials for the purpose of auditing or enforcing federally supported educational programs.

The record includes:

1. The name of the person who or agency which made the request;
2. The interest which the person or agency has in the information;
3. The date on which the person or agency made the request;
4. Whether the request was granted and, if it was, the date access was permitted or the disclosure was made; and
5. In the event of a health and safety emergency, the articulable and significant threat to the health or safety of a student or other individuals that formed the basis for the disclosure; and the parties to whom the agency or institution disclosed the information.

The District will maintain this record as long as it maintains the student's education record. The records do not include requests for access or information relative to access which has been granted to parent(s) of the student or to an eligible student; requests for access or access granted to officials of the District who have a legitimate educational interest in the student; requests for, or disclosures of, information contained in the student's education records if the request is accompanied by the prior written consent of a parent/eligible student or if the disclosure is authorized by such prior consent or for requests for, or disclosures of, directory information designated for that student.

The records of a request for the correction of an educational record, including any appeal of a denial of that request, if the educational record is ultimately corrected shall not be treated as part of the educational record of the student and shall be preserved separately.

K. Military Recruiters and Institutions of Higher Learning. Military recruiters or institutions of higher learning shall have access to secondary school students' names, addresses, and telephone listings unless an adult student or the parent of the minor student requests that such information not be released without prior written consent. The district shall notify parents of the option to make such a request and shall comply with any requests received.

L. Law Enforcement and Reporting Agencies. Consistent with RSA193-D:7, it shall be permissible for any law enforcement officer and any school administrator to exchange information relating only to acts of theft, destruction, or violence in a safe school zone regarding the identity of any juvenile, police records relating to a juvenile, or other relevant information when such information reasonably relates to delinquency or criminal conduct, suspected

delinquency or suspected criminal conduct, or any conduct which would classify a pupil as a child in need of services under RSA 169-D or a child in need of protection under RSA 169-C.

Legal References:

RSA 91-A:5, III, Exemptions, Pupil Records

RSA 189:1-e, Directory Information

RSA 189:66, IV, Data Inventory and Policies Publication

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

34 C.F.R. Part 99, Family Educational Rights and Privacy Act Regulations

Related Policies: EHB & JRC

Category: Recommended

1st Read: August 20, 2019

2nd Read: September 3, 2019

Adopted: September 3, 2019

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

1st Reading: June 19, 2012

2nd Reading: August 14, 2012

Adoption: August 14, 2012