



PIERCE PALS ARE SAFE, KIND, DO THE RIGHT THING AND HAVE COURAGE

# PIERCE SCHOOL HANDBOOK

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2017-2018

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**NEW HAMPSHIRE PUBLIC SCHOOLS  
SCHOOL ADMINISTRATIVE UNIT #1**

**CONTOOCCOOK VALLEY SCHOOL DISTRICT  
OFFICE OF THE SUPERINTENDENT OF SCHOOLS  
106 Hancock Road, Peterborough, NH, 03458-1197**

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Welcome to the 2017-2018 school year!

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

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

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

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

Make it a great year!

Kimberly Rizzo Saunders  
Superintendent of Schools

Educating the Children of:  
Antrim, Bennington, Dublin, Frankestown, Greenfield, Hancock, Peterborough, Sharon, Temple

Telephone (603) 924-3336 Fax (603) 924-6707  
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## ***Letter from the Principal***

Dear Parents/Guardians and Students:

Welcome to the 2017-2018 school year! I am very honored and excited to join the Conval Community as the new principal of Pierce School. At Pierce, children, teachers, and families are partners in learning. These early years are the most important in the learning journey, and we will strive to build a strong educational foundation for your children. This handbook provides a wealth of information on our school, our policies and procedures, and how we can best partner with you and your children to create a successful and purposeful educational experience for our students and families.

At Pierce School, our mission is to provide a personalized education, cultivate independent thinking, promote building of character, and foster the desire to learn. Our job as educators begins the moment your child steps off the bus or walks through the front door of Pierce School. You can help us and your child by encouraging them to take care of their personal needs/items, to enter school independently or with a friend, to follow directions without close guidance and to be self-motivated in terms of working and learning. Working together to develop independence promotes self-confidence and students who are better prepared for school.

On behalf of the staff at Pierce, we look forward to working with you and your children to make this a successful academic year.

Sincerely,

Stephanie Syre-Hager

*Stephanie Syre-Hager*

Building Principal

## Mission



At Pierce School, our mission is to provide a personalized education, cultivate independent thinking, promote building of character, and foster the desire to learn.

## Daily Schedule

- 08:20 Earliest students may arrive.
- 08:40 Classes begin.
- 11:30 Recess for grades K-4.
- 12:00 Lunch for grades K-4.
- 03:25 Pick-ups dismissed via front foyer.
- 03:25 Walkers and bus riders are dismissed.

## Specialist Schedule

Week Of:		Week of:		Week of:	
8/31-9/8	PE	12/11-12/15	Library/Media	3/26-3/30	Health
9/11-9/15	Library/Media	12/18-12/21	Health	4/2-4/6	PE
9/18-9/22	Health	1/2-1/5	PE	End of Q3	
9/25-9/29	PE	1/8-1/12	Music Residency	4/9-4/13	Music Residency
10/2-10/6	Music Residency	1/16-1/19	Art Residency	4/16-4/20	Art Residency
10/10-10/13	Art Residency	1/22-1/26	PE	4/30-5/4	PE
10/16-10/20	PE	End of Q2		5/7-5/11	Library/Media
10/23-10/27	Library/Media	1/29-2/2	Library/Media	5/14-5/18	Health
10/30-11/3	Health	2/5-2/9	Health	5/21-5/25	PE
End of Q1		2/12-2/16	PE	5/29-6/1	Music Residency
11/6-11/9	PE	2/19-2/23	Music Residency	6/4-6/8	Art Residency
11/13-11/17	Music Residency	3/5-3/9	Art Residency	6/11-6/18	PE
11/27-12/1	Art Residency	3/13-3/16	PE	End of Q4	
12/4-12/8	PE	3/19-3/23	Library/Media		

## ***Meet the Staff of Pierce School***

Stephanie Syre-Hager – Principal  
Penny Welch – Admin. Assist.  
Vicki Mellon – School Nurse

Darlene Demetron – Special Education Teacher  
Kathie Morrocco – Title I Project Manager and Title I Teacher

Barbara Cannon – Kindergarten  
Janice Tyler – Grade 1 Teacher  
Alexcina Smith – Grade 2 Teacher  
Jennifer Sutton – Grade 3 Teacher  
Valerie Germain – Grade 4 Teacher

Carol Storro – Music/Art Teacher  
Linda Tenney – Library Media Specialist  
Derek Castor – Physical Education Teacher  
Elisabeth Woodhead – Health Teacher

Robin Gregg – School Counselor  
Vicki McCloskey – School Physiologist  
Cheryl Jessie – Occupational Therapist  
Dianne Fitch – Speech/Language Pathologist

Custodian – Trevor Peery

## ***Meet Bennington's School Board Representative***

Linda Quintanilha (Term expires 2018)  
603-494-1183  
lquintanilha@conval.edu

## ***OPEN HOUSE***

You are invited to attend Open House on September 28 from 5:30-6:30 to learn about Pierce School. Information about curriculum and grading will be available at that time.

## **Admissions/Transfers**

### Admission to Kindergarten

A child may enter Kindergarten if his/her chronological age will be five (5) before August 25<sup>th</sup> of the school year of entry (see district policy [JEB-Entrance Age](#)).

### Transferring – Entering

Parents/Guardians of new students are required to complete a registration packet providing current contact information, proof of residency, birth certificate with parent(s) name, proof of custody (if applicable), health history/immunizations, and current copies 504 Plans/IEPs (if applicable). The registration packet needs to be completed prior to a student starting school. In fairness to the student, the class, and the classroom teacher, we would appreciate that teachers have a minimum of a one day notice prior to your child's entrance.

### Immunization Requirements

The State of New Hampshire requires that all students have the proper immunizations before entering school. Schools within the ConVal School District also require parents to fill out a confidential health form for school files and proof of a physical examination with a doctor's signature.

### Transfers - Exiting

Families are asked to provide a minimum of three days' notice of intention to exit to another school. This provides the student with the opportunity to say goodbye to friends and teachers. Immunization records can be sent directly to the transfer school upon receipt of signed release forms. Please notify Pierce School of your change of address.

## **Student Attendance**

Regular and punctual patterns of attendance are required of each student in order to achieve grade-level academic standards and make consistent educational progress. The following are considered to be *excused* absences: (a) illness, (b) recovery from an injury, (c) required court attendance, (d) medical and dental appointments, (e) death in the immediate family, (f) observation or celebration of a religious holiday, and (g) other reasons approved by the principal or permitted by the law. Any absence that has not been excused for any of these reasons will be considered an *unexcused* absence.

If parents/guardians wish for their child to be absent for a reason not listed in the excused absences noted above, the parent/guardian 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 parent/guardian of his/her decision.

### Reporting Absences

In the event of an absence, please call the school by 8:40am to inform the school of the student's absence and reason for absence. In addition, for absences due to reasons other than illness, parents/guardians must provide written notice or a written excuse that states the reason for non-attendance. The principal may require parents/guardians 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.



### Safety Check Program

Pierce School will contact a student's parent/guardian if we do not receive a phone call or advance notice regarding a student's absence or tardiness.

### Family Vacations/Educational Opportunities

Generally, absences other than for illness or injury during the school year are discouraged. The school principal 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.

Given ConVal District policy, the following absence communication timetable will be utilized:

- **Three Unexcused Absences:** A letter will be mailed to the student's parents or legal guardian.
- **Five Unexcused Absences:** A letter including dates of absence will be mailed to the student's parents or legal guardian. The letter will be followed by verbal communication from the school. Parents or legal guardian will be asked to meet with the school principal and school counselor to discuss this issue further.
- **If absenteeism continues:** A letter including dates of absence will be mailed to the student's parents or legal guardian. A second meeting with parents/guardian will be scheduled.

For more information, please see the district's policy [JH - Attendance, Absenteeism, and Truancy](#).

### Make-up Work

When a student is absent from school, make-up work will be arranged between the teacher and student/parent.

## ***Arrival***

### Morning Drop Off

Students may not be dropped off until 8:20am. At 8:20am a staff member will unlock the front door and students report to the multipurpose room. Students are able to pick up a breakfast at this time in the lobby.

### Tardy Arrivals

Prompt arrival is very important. When students arrive late, parents/guardians are expected to accompany their child into the building and fill out a *Late Arrival* slip. This ensures a student's safe arrival and helps the school maintain accurate attendance records. Parents are expected to call by 8:40am to report a child tardy. In addition to letting the school know when your child will arrive, please be sure to let the school know whether your child will need a school lunch.

When your child arrives late to class, announcements, instructions, and group activities are missed. Each child is an important member of the class and timely, consistent participation makes a difference in what is learned. We encourage parents to model the value of promptness for their children. The habits children develop during their formative years will serve them throughout their lives.

# **Dismissal**

## Early Dismissal

In the case of illness, injury, emergency, or appointment, a child may be dismissed from school during the school day. Parents need to complete an *Early Dismissal* slip which are available in the office.

## Communication Required For Dismissal Changes

At the beginning of the school year, parents/guardians are asked to note their child/ren's usual dismissal routine on the *ConVal School District's Student Enrollment Form*. If a student's dismissal routine needs to change, please enter the change into Pick-up Patrol, or send a note to school outlining the changes. Without a change to your child's default dismissal in Pick-up Patrol, or a written note, children will be sent home in the usual way. Whenever possible, make dismissal changes in Pick-up Patrol (cut off time 2:30), or send dismissal a note with your child to school in the morning. Pick-up Patrol will be amended by the office staff to reflect the changes in notes. (To avoid confusion, use a separate piece of paper for dismissal directions.)

**Include in each note:** Your child's full name, his/her destination with address, whether they will take a bus or be riding in a car, and who will pick them up. Sign and date each note. The alternative to a written note is to make the dismissal change entry in Pick-up Patrol.

**Pick-up Patrol entry, or written notes are required when your child will be** (a) picked up instead of riding the bus--or the reverse, (b) riding a different bus, (c) riding the bus to a different bus stop, or (d) picked up by anyone other than a parent or legal guardian.\*

*\*A photo ID may be requested.*

At times parents may need to phone in a change for their child's dismissal routine. We ask that you make the call **before 2:30pm**. The end of the school day gets very busy, and changes made close to the end of the day can cause delays in students' dismissal. *Please do not send dismissal information via email.*

## Afternoon Dismissal

**Bus Riders:** Pierce School staff members accompany students as they walk outside and then supervise students as they load onto the appropriate bus.

**Car Pickups:** Pierce School staff members dismiss children individually to parents picking up. Please come into the building for your child.

**Walkers:** A staff member walks students dismissed as walkers to the corner where the crossing guard, provided by the town of Bennington, will assist students who need to cross either Frankestown Road or Main Street.

**Bicycle Riders:** In order to ride a bike to and from school, students must have written permission from a parent/guardian, and they must wear a helmet.

## **Visiting Pierce School**

Parents/Guardians are encouraged to visit Pierce School. Visitors use the main entrance. For safety and security reasons, the main entrance will remain locked during the school day. Please ring the bell. A staff member will open the door for visitors and request that they report to the office. Once in the office, visitors will be asked to sign in and state the reason for their visit. Visitors will also be given a visitor's badge to wear. Parents/Guardians are encouraged to observe the school programs and meet with their child's teachers. Parents/Guardians who are interested in observing a class or meeting with a teacher are asked to please contact the appropriate teacher directly to schedule a date and time.

## ***Volunteering at Pierce School***

Pierce School welcomes individuals who are willing to volunteer their valuable time and talents to enrich students' learning experiences. Pierce School recognizes and appreciates the valuable role that volunteers play in supporting staff and students.

### **Designated Volunteers**

Pierce School staff members can assign designated volunteers to supervise or work with groups of students. For example, a designated volunteer could supervise students as they (a) select and check out books in the library, (b) use available programs in the computer room, or (c) weed and water the gardening beds. Designated volunteers are also able to supervise small groups of students on field trips.

In order to become a designated volunteer, interested individuals need to complete a Criminal Records Check fingerprint packet. The packet contains a Release Authorization Form which must be completed and signed in the presence of a notary. It also includes the fingerprint card that requires additional information be completed. You may contact the local police department, or the Human Resources Department at the office of the Superintendent of Schools in Peterborough, (924-3336 ext. 2033), to schedule a time to have your information notarized and fingerprinting completed.

### **Parent Teacher Organization (PTO)**

Parents of students attending Pierce School are invited to join Pierce School's Parent Teacher Organization (PTO). PTO members play a critically important role in supporting and enriching the educational and social experiences of students.

Historically, the Pierce School PTO has sponsored numerous community events, including the Annual Craft Fair, Popcorn Fridays, Family Movie Nights, Literacy Night, holiday parties, and Fourth Grade Celebration. This list is a sampling of the type of events PTO has organized in the past. Another impressive list is the ways in which PTO has allocated the funds they have raised:

- The PTO purchased SMART Boards so that each classroom at Pierce School would have their own SMART Board.
- The PTO paid for every student to attend a day of holiday fun at the Barbara C. Harris Center in December. Students made their own pizzas, decorated ginger bread cookies, participated in holiday themed games, and went home with a holiday gift.
- The PTO regularly restocks the playground shed so that students have a variety of recess choices (e.g., sleds, jump ropes, hula hoops, sidewalk chalk, and balls).
- The PTO paved part of the playground so that students would have a flat surface that would be appropriate for jumping rope, shooting baskets, playing four-square, etc.
- The PTO has bought t-shirts for students to wear on field day and all school field trips.

The Pierce School PTO offers staff members and parents meaningful opportunities to come together as a community with the shared goal of enhancing the lives of children. Please consider joining the Pierce School PTO.

## ***Emergency Procedures***

### ***Emergency Preparedness***

Emergency drills and exercises (e.g., evacuation, lock down, and drop, cover, hold procedures) are practiced routinely and are conducted in accordance with district and state guidelines for students' safety.

In the event of a serious emergency, parents are asked to keep phone lines open and the streets surrounding the school clear. Therefore, we ask that you *not* come to school to pick up your child unless asked to do so. The school will send children home only if it is safe.

In the case of an emergency situation, Pierce School will communicate essential information to parents/guardians through our automated parent communication system.

### ***Snow Days/School Cancellations***

Serious weather conditions often result in either a delayed opening or a day off. If there is a delay or cancellation, you will be notified by telephone through our automated parent communication system. Notice of delay or cancellation will also be made by radio/TV.

## ***Communicating with Your Child's Teacher***

All teachers send home **newsletters** to keep parents informed about their child's class. Please read these letters carefully. Important dates and information are found there.

All staff members are available through email. Use the person's first initial and last name, followed by @conval.edu. Please use email for school purposes only. Teachers may be reached one-half hour before school begins in the morning or after school. Because our instructional time with students is so focused, we will make every effort to return phone calls or emails as soon as possible. Unless there is an emergency, however, teachers will not be interrupted during instructional time.

Pierce School is on a **quarter reporting schedule**. This year there is one planned parent – teacher conference on November 20. Report cards go home four times a year, approximately every 45 days.

### ***Parent Concern Process***

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

### ***Reporting 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/ performances, and come to the school-wide Open House.

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

## ***Student Services/Curriculum***

### Pierce PALS Program

The Pierce PALS Program is a school wide initiative that teaches and encourages students to develop and exhibit positive social skills. PALS stands for **P**ositive **A**ctions **L**ead to **S**uccess. The purpose of the Pierce PALS Program is to create and maintain a school climate that encourages optimal safety and learning. The goals of the Pierce PALS program are to ensure that children:

- Feel physically and emotionally safe in school so that they can learn at their best.
- Learn the skills for working and learning cooperatively with others.

Our schoolwide core values are **be kind, be safe, do the right thing, and have courage**. The staff at Pierce School translate these core values into action in different situations. At the beginning of the school year, we introduce behavior expectations aligned to each of the core values and then guide the students in practicing the expectations (see Pierce School's Behavior Matrix on pages 9-10). When students behave positively, we let them know that we noticed by giving them a paper bear paw. Since our mascot is the Bennington Black Bear, the bear paw symbol seemed a perfect choice. When students are given a bear paw for positive behavior, students bring them down to the office. Mrs. Welch, Pierce School's administrative assistant, keeps track of all the students who have earned bear paws so that they can be acknowledged at our school assemblies. Awarded bear paws are also sent home with students so that they can be shared with families. **Responsive Classroom** is an approach to teaching and learning that fosters safe, challenging and respectful classrooms. Developed by classroom teachers, this approach consists of practical strategies to combine social and academic learning throughout the day. The foundation of Responsive Classroom is knowledge of child development, explicit teaching of social as well as academic skills and the facilitation of positive community membership. Cooperation, assertion, responsibility, empathy, and self-control (CARES) is a specific set of social skills that children need to learn and practice to become successful socially and academically. The outcomes are positive classroom climate, increased learner investment, and independence and decreased disruptive behavior.

	<b>BE SAFE</b>	<b>BE KIND</b>
<b>INSTRUCTIONAL AREAS</b>	<ul style="list-style-type: none"> <li>● Gentle hands and feet to yourself</li> <li>● Walking feet</li> <li>● Sit appropriately</li> <li>● Receive permission before leaving the room</li> </ul>	<ul style="list-style-type: none"> <li>● Listen to and follow directions</li> <li>● Use kind words</li> <li>● Help others</li> <li>● Take turns</li> <li>● Wait patiently for help</li> </ul>
<b>HALLWAY &amp; LOBBY</b>	<ul style="list-style-type: none"> <li>● Keep hands and feet to yourself</li> <li>● Walk on the right side</li> <li>● When traveling as a class, walk in a single file</li> </ul>	<ul style="list-style-type: none"> <li>● When classes are in session, transitions by a single class should be silent (e.g., going to specials)</li> <li>● When classes are not in session, soft talking is allowed</li> <li>● Hold the door for the person behind you</li> </ul>
<b>BATHROOM</b>	<ul style="list-style-type: none"> <li>● Get permission to go to the bathroom</li> <li>● Wash hands</li> </ul>	<ul style="list-style-type: none"> <li>● Wait your turn</li> <li>● Give others privacy</li> <li>● Flush</li> </ul>
<b>LUNCH</b>	<ul style="list-style-type: none"> <li>● Walking feet</li> <li>● Line up appropriately before and after lunch</li> <li>● Sit appropriately</li> <li>● Receive permission before leaving</li> <li>● Eat your food only</li> </ul>	<ul style="list-style-type: none"> <li>● Use indoor voice</li> <li>● Use kind words with others</li> <li>● Use "please" and "thank you"</li> <li>● Help others</li> </ul>
<b>MULTI-PURPOSE ROOM (ASSEMBLIES)</b>	<ul style="list-style-type: none"> <li>● Walking feet</li> <li>● Sit appropriately</li> <li>● Stay with your group</li> <li>● Receive permission before leaving</li> <li>● Keep hands and feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>● Be a good listener</li> <li>● Be attentive to the presenter</li> <li>● Acknowledge the presenters with appropriate applause</li> </ul>
<b>COMPUTER LAB</b>	<ul style="list-style-type: none"> <li>● Stay seated while working</li> <li>● Keep hands and feet to yourself</li> <li>● Wash/sanitize hands before using the computer.</li> <li>● Receive permission before leaving the room</li> </ul>	<ul style="list-style-type: none"> <li>● Quiet voices</li> <li>● Help others</li> <li>● Wait patiently for help</li> </ul>
<b>RECESS</b>	<ul style="list-style-type: none"> <li>● Use equipment appropriately</li> <li>● Stay within the playground area</li> <li>● Gentle hands and feet to yourself</li> <li>● Freeze when you hear 1 long whistle blow, and then listen to the directions that follow.</li> <li>● Reverse evacuate if you hear 3 short whistle blows</li> </ul>	<ul style="list-style-type: none"> <li>● Good sportsmanship</li> <li>● Include others</li> <li>● Invite others to play</li> <li>● Help others</li> <li>● Take turns</li> </ul>
<b>BUS</b>	<ul style="list-style-type: none"> <li>● Stay seated</li> <li>● Face forward</li> <li>● Keep aisles clear</li> <li>● Enter and exit the bus in a single file line</li> <li>● Follow directions given by the bus driver</li> </ul>	<ul style="list-style-type: none"> <li>● Indoor voice</li> <li>● Be polite to the driver</li> <li>● Greet the driver when entering the bus</li> <li>● Say "thank you" when exiting the bus</li> <li>● Be friendly</li> </ul>
<b>FIELD TRIPS</b>	<ul style="list-style-type: none"> <li>● Stay with your group</li> <li>● Follow directions</li> </ul>	<ul style="list-style-type: none"> <li>● Be polite</li> <li>● Help others</li> <li>● Be attentive</li> <li>● Use "please" and "thank you"</li> </ul>

	<b>DO THE RIGHT THING</b>	<b>HAVE COURAGE</b>
<b>INSTRUCTIONAL AREAS</b>	<ul style="list-style-type: none"> <li>Care for your belongings</li> <li>Care for classroom materials</li> <li>Be prepared and ready to learn</li> <li>Be willing to work with different partners</li> <li>Be a good listener</li> </ul>	<ul style="list-style-type: none"> <li>Try your best even when things are difficult</li> <li>Ask questions even when it feels hard to ask them</li> <li>Ask for help when you need it</li> <li>Give a different answer</li> <li>Explore a different side/point of view</li> <li>Defend your choices</li> </ul>
<b>HALLWAY &amp; LOBBY</b>	<ul style="list-style-type: none"> <li>Keep your place in line</li> <li>Head directly to your destination</li> <li>Help to keep the hallways clean</li> <li>Enjoy artwork and displays with eyes</li> </ul>	<ul style="list-style-type: none"> <li>Be a role model</li> <li>Model expected behaviors</li> <li>Report unsafe situations</li> </ul>
<b>BATHROOM</b>	<ul style="list-style-type: none"> <li>Conserve soap/paper/water</li> <li>Keep bathrooms clean</li> <li>Use time wisely</li> </ul>	<ul style="list-style-type: none"> <li>Be a role model</li> <li>Model expected behaviors</li> <li>Report unsafe situations</li> </ul>
<b>LUNCH</b>	<ul style="list-style-type: none"> <li>Bring everything you need for lunch and recess</li> <li>Use table manners</li> <li>Raise your hand for teacher help. Use the appropriate hand signal for permission to get water, go to the bathroom, dump trash, and line up</li> <li>Trash in can and stack trays neatly.</li> </ul>	<ul style="list-style-type: none"> <li>Make everyone feel welcome when they join a lunch table</li> <li>Be a role model</li> <li>Model expected behaviors</li> <li>Report unsafe situations</li> </ul>
<b>MULTI-PURPOSE ROOM (ASSEMBLIES)</b>	<ul style="list-style-type: none"> <li>Be a quality audience</li> <li>Use appropriate applause</li> <li>Be respectful when saying the <i>Pledge of Allegiance</i> and singing patriotic songs</li> </ul>	<ul style="list-style-type: none"> <li>Be a role model</li> <li>Model expected behaviors</li> <li>Be willing to participate by sharing your knowledge and abilities</li> </ul>
<b>COMPUTER LAB</b>	<ul style="list-style-type: none"> <li>Take care of the equipment</li> <li>Visit approved websites</li> <li>Ask the teacher before printing</li> <li>Log off when you're finished</li> </ul>	<ul style="list-style-type: none"> <li>Be a role model</li> <li>Model expected behaviors</li> <li>Report unsafe situations</li> <li>Try your best even when things are difficult</li> </ul>
<b>RECESS</b>	<ul style="list-style-type: none"> <li>Dress for the weather</li> <li>Enter/Exit the building quietly</li> <li>Take care of and return equipment</li> <li>Follow playground rules and adult directions</li> <li>Report unsafe situations</li> </ul>	<ul style="list-style-type: none"> <li>Be a role model</li> <li>Model expected behaviors</li> <li>Use taught problem solving strategies when there is disagreement/conflict</li> <li>Report unsafe situations</li> </ul>
<b>BUS</b>	<ul style="list-style-type: none"> <li>Keep hands, feet, and belongings to self</li> <li>Follow bus rules</li> <li>Report unsafe situations to the bus driver and someone at school</li> <li>Keep the bus clean</li> </ul>	<ul style="list-style-type: none"> <li>Be a role model</li> <li>Model expected behaviors</li> <li>Report unsafe situations to the bus driver and someone at school</li> </ul>
<b>FIELD TRIPS</b>	<ul style="list-style-type: none"> <li>Listen to the adults</li> <li>Take care of your belongings</li> <li>Be respectful of other people's property, including the property of place that you are visiting</li> <li>Be on your best behavior. Remember that you are representing Pierce School</li> </ul>	<ul style="list-style-type: none"> <li>Be open to a new experience</li> <li>Be a role model</li> <li>Model expected behaviors</li> <li>Report unsafe situations</li> </ul>

## Responding to Student Misbehavior

When students misbehave, the staff at Pierce School handle the misbehavior firmly while preserving the student's dignity. Our first step is to try and stop the misbehavior quickly and simply (for example, with a brief word or gesture). If needed, we take further steps to help the student regain self-control, fix any problems caused by his or her behavior, and get back to productive learning.

In deciding how to handle students' misbehavior, we take into account how severe the misbehavior is and how likely it is to happen again. We may:

- Simply give a reminder or tell the student to do something different.
- Have the student sit closer to the teacher or other adult (often being closer to an adult helps a student remember what he or she is supposed to do).
- Use "take-a-break" (the student goes to a distraction free space in the room for a little while to regain self-control).
- Limit the student's choice of activities for a while.
- Guide the student in fixing problems caused by his or her behavior (for example, cleaning up a mess he or she made; writing an apology note).

When a student needs additional supports, we may:

- Use a buddy teacher take-a-break (the student goes to a distraction-free space in another teacher's room for a while to regain control).
- Use private take-a-break (the student goes to a supervised non-classroom place, such as the school counselor's office, for a while to regain self-control).
- Have the student stay for a longer period of time in a supervised place, such as the office (in school detention, in school suspension)
- Have the student spend a period of time at home (out-of-school suspension).
- Meet with the student and the parents to find other solutions.

When a student is asked to stay home from school, we ask that the parent/guardian accompany the student to school the day following the suspension for a re-entry meeting with the teacher and the principal. This meeting is typically held right before school or during the first hour of the school day.

We at Pierce School strongly believe that students want to and can meet the established behavior expectations. We value partnering with parents to help students do well in school and feel good about going to school.

*\* See Appendix A for a description of behaviors that we at Pierce School consider to be "major."*

### **Student Conduct: Rights, Responsibilities, and Consequences**

Students will not be permitted to engage in any behavior that deprives other students of an orderly atmosphere for study. The ConVal District School Board is committed to providing a safe school environment, in which all members of the school community are treated with respect. The right of each student to an education will receive the highest priority.



### Counseling Services

Pierce School promotes a philosophy that all children have a right to the services provided by the school counselor. Therefore, the programs and activities offered are both preventative and developmental in nature. The goals are accomplished through the following means.

#### Classroom Guidance:

- Addressing particular classroom issues.
- Structuring lessons on social skills and emotional literacy through the *Second Step Program* and *Skillstreaming*, among other curricula and resources.

#### Group Guidance:

- Structuring learning activities and/or facilitating peer support groups for children experiencing similar "life experience" challenges.

#### Individual Guidance:

- Providing support for individual children in crisis.
- Supporting children who have on-going social, emotional and academic difficulties.

#### Consultation:

- Providing support and consultation to parents/guardians whose children are experiencing school difficulties.
- Providing support and consultation to teachers and staff members working with children who experience significant social and emotional needs.
- Providing referral assistance to district resources (e.g., school social worker), as well as community agencies and organizations.

### Field Trips

Field trips are an important and memorable part of students' school experience. Field trips that support curriculum goals shall be encouraged and shall be planned carefully as an integral part of instructional units. Trips organized by school officials will be considered as school activities and all of the regular school rules and regulations shall be in effect. Please help your child to remember that they are representing themselves, their family and their community, as well as their school, as they travel with their class on a field trip. Responsible, respectful behavior is of the utmost importance. Field trips are a privilege that can be lost through bad behavior choices.

Occasionally field trips may involve an admission cost. If you are not able to cover the cost, please let your child's teacher know, and we will locate other resources. It is important to us that *all* students have equal opportunities to participate in field trips.

### Homework

The underlying purpose of homework is to provide meaningful practice while developing confidence and pride. It should be stressed that your child should "do" the homework whereas the parents' responsibility is to offer assistance or support as needed or requested. Homework is also a day-to-day connection between home and school for you and your child. It is a great opportunity for you to be involved in your child's education.

### Library Books

Students can check out books that may be taken home and shared with family members. If a book is overdue, the student will not be able to check out another book until the overdue book has been returned. Should a book be lost or damaged, it is the student's responsibility to reimburse the library for the replacement cost.

### Parent/Teacher Conferences

Parent/Teacher Conferences will be held on Monday, November 20th. Parent/Teacher Conferences provide parents/guardians with time to discuss your child's progress with your child's teacher. Parent/Teacher Conferences also present an opportunity for you to ask specific questions or share concerns that you may have about your child's learning. Some parents find it helpful to write questions down before coming to a conference.

## Teacher-in-Charge

Ms. Barbara Cannon is the teacher-in-charge for Pierce School. When the principal is not in the building, the teacher-in-charge is available to students, staff, and parents who require immediate attention—with the understanding that the principal will follow-up on any issues requiring principal involvement/attention.

## WIN Time

W.I.N. stands for What I Need. W.I.N. is a 30 minute block of time each day that provides your child with additional instruction and practice opportunities that are tailored and targeted to meet the specific learning needs of your child. There are four W.I.N. cycles during the school year. Prior to the beginning of each W.I.N. cycle, teachers meet to group students and determine/design a W.I.N. unit of instruction that will best meet the needs of your child. Because our goal is to offer highly targeted, differentiated instruction, we involve as many adults as possible. Pierce School even has an opportunity to submit an application to the central district office requesting additional support. There are three highly trained reading paraprofessionals who travel across the district helping out with W.I.N. time. Therefore, during W.I.N. time, your child may work with the classroom teacher or another teacher in the building. Also, W.I.N. time instruction for your child may take place in your child's classroom or another room within the building.

## ***Additional School Policy and Practices***

### Birthdays

Teachers recognize birthdays with a song, and parents often send in a special snack. (Please refer to the healthy snack list on the ConVal website: <http://conval.edu/parents-students/wellness/healthy-snacks/healthy-snack-list/view>.)

A few ideas for a special snack:

- Cut-up vegetables
- Fruit kabobs
- Popcorn
- Pretzels
- Trail Mix (dried fruit, nuts, cereal)

Additional ideas for celebrating your child's birthday:

- Send in a poster board or autograph book on which classmates can sign their names and write a special message for the birthday boy or girl.
- Send in a newborn photo of the birthday boy or girl.
- Provide non-edible trinkets such as erasers, pencils, or stickers that are not too expensive.
- Donate a book, game, or supplies to the classroom.
- Send in a short recap of what happened in history on the day your child was born (find fun historical facts at [www.historychannel.com](http://www.historychannel.com)).

**Important note:** If your child wishes to distribute birthday invitations to classmates in school, please have an invitation for every child in the classroom. Otherwise, invitations need to be mailed or distributed outside of school.

### Bullying

Bullying behavior involves either a single significant incident or a pattern of incidents involving 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.

### **Student or Parent Reports**

Any student who believes that he or she has been the victim of bullying or cyberbullying, as defined above, should immediately report the alleged act(s) to the Principal or the principal's designee (i.e., Barbara Cannon, teacher-in-charge; Robin Gregg, school counselor); however, if the student prefers, he/she may inform any school employee or volunteer.

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 incident to the Principal or the principal's designee, or, if the student or parent prefers, he/she may inform any school employee or volunteer about the alleged bullying or cyberbullying.

Forms to report incidents of alleged bullying are available at the school's office. To learn more about the district's policy on bullying, please see Policy JICK Pupil Safety and Violence Prevention on pages 29-32 of this handbook.

### **Contagious/Communicable Illness**

If you suspect that your child has a contagious disease such as strep throat, whooping cough, chickenpox, or conjunctivitis, keep your child at home until a doctor has indicated that they are no longer contagious.

#### ***When should I keep my child home from School?***

**Colds.** Children with a new 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 okay to be in school as long as your child feels well enough to participate.

**Fever.** Children with a temperature of 100 degrees or higher must stay home from school. Your child may return to school after he/she is fever free for a minimum of 24 hours—without the use of fever reducing medicine. Fever (temperature of 100 degrees or higher) is a normal response by the body to fight off an infection. It is also an indication that your child could be contagious. Often, temperatures are lower in the morning and rise during the day. Giving your child acetaminophen or ibuprofen will reduce the temperature but will not prevent him/her from passing the illness to their classmates.

**Nausea/Vomiting/Diarrhea.** Your child should stay home from school if any of these illnesses have occurred within the last 24 hours.

**The 24 Hour Rule/Guideline.** Students may return to school after 24 hours on antibiotics, when their temperature has been less 100 degrees for 24 hours, and/or no vomiting or diarrhea for 24 hours.

## Dress Code

Pierce School strives to provide all students with a safe and positive learning environment. With that, the dress code focuses on ensuring that students dress in ways that support their ability to successfully participate in all school activities, as well as support the development of a positive learning environment.

- Clothing should depict school-age appropriate themes and modestly cover appropriate body parts.
- Clothing depicting or advertising alcohol/tobacco, obscenities or violence is not acceptable.
- Students should be dressed appropriately according to the weather. Outerwear for winter should include a coat, hat/hood, mittens/gloves, snow pants, and boots.
- Students should also wear clothing to school that allows them to participate in all school activities (e.g., PE, recess).
- Safe and appropriate footwear must be worn at all times. High heels and flip flops are not allowed. Sneakers are needed for Physical Education (PE) and Health Education classes.

### **Recommendations:**

- Younger students occasionally have accidents. Sending an extra set of clothing to school can save time, embarrassment, and discomfort for your child.
- Students of all ages misplace or lose articles of clothing (e.g., sweatshirts, jackets). Labeling clothing helps when items are misplaced.

## Food Allergies

### Cafeteria Procedures

- If needed, an allergen-free table is provided.
- The staff on breakfast and lunch duty will ensure that the allergen-free table is washed by staff before breakfast and lunch begin and after each group finishes. The same table and benches shall be used each day and will be clearly marked as allergen-free. Students will not be responsible for washing allergen-free tables.
- Staff on breakfast and lunch duty shall monitor the students' compliance with the food allergy guidelines at allergen-free table
- Sharing or trading of food or utensils is not allowed.

### Classroom Procedures

- Classroom teachers will consult with the parents/guardians of students with food allergies and the school nurse prior to any planned activity involving the consumption of food.
- The parent/guardian is responsible for providing an allergen free snack to be kept in the classroom in the event of an unplanned celebration.
- If needed, an allergen free snack table, or portion of table, will be provided.
- Sharing or trading of food, utensils and straws is not allowed.
- All classmates will wash hands after snacks and meals.
- Tables and desks will be cleaned with paper towels and district approved cleaning supplies before and after meals and snacks.
- In no instance shall a staff member make decisions to allow food to be given to a student with food allergies unless that staff member has spoken with the nurse or parent/guardian.
- Upon request of the parent/guardian, a letter from the school nurse and classroom teacher will be sent to all parents in the class informing them that a student with a food allergy is a member of the class and the required accommodations for the safety of the student(s).
- The classroom teacher and school nurse, may educate classmates regarding the specific student's allergy, with parental permission.

Ideas for Parents/Guardians of Students with Food Allergies:

- Leave a bag of "safe snacks" in your child's classroom so there is always something your child can choose from during an unplanned special event.
- Be willing to provide safe foods for special occasions, e.g. bring in a treat for the entire class so that your student can participate.

*Please contact our school nurse, Vicki Mellon, R.N., with specific medical concerns.*

### Holidays

Parties held during school hours sometimes celebrate holiday traditions from around the world including Halloween, Thanksgiving, Hanukkah, Kwanzaa, Christmas, and Valentine's Day. Please notify your child's teacher if your family does not observe these kinds of celebrations due to religious beliefs. Alternative options will be made available.

### 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 health care 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 Nurse's Office at Pierce School also has information about head lice. Please call for information or support.

See the district's Head Lice Policy on page 32 of this handbook for more information regarding (a) screening for head lice, (b) management on the day of diagnosis, and (c) criteria for returning to school.

### Medications at School

NO over-the-counter medicines, medications, or prescription drugs will be administered to students unless Contoocook Valley School District Medication Administration Forms are completed for each individual medication and on file in the school office. All medicines must be in the original pharmacy container. Over-the-counter medicines must be in unopened packages. Parents are welcome to contact the school nurse with questions. Forms are available in the school office. This conforms to the Medication Policy of the ConVal School Board, which can be found on pages 32-33 of this handbook.

### Alcohol and Illegal Substances

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.

### Playground Rules

For your child's safety as well as the safety of others, the following rules are strictly enforced:

- Stay within the boundaries of the playground.
- No aggressive physical contact (pushing, shoving, inappropriate touching, or play fighting).

- No unsafe behaviors.
- Listen to the playground supervising adults.

### Recess

Students need to come to school prepared for outside recess every day. Pierce School staff members monitor the weather conditions, as well as the outside temperature. If it is raining, students will remain indoors for recess. If the temperature is below 10 degrees, the students will remain indoors for recess. (The wind chill is taken into consideration.)

### School Bus Expectations

While the law requires the School District to furnish transportation, it does not relieve parents of students from the responsibility of supervision until such times as the students board the bus in the morning and after the students leave the bus at the end of the school day. Once a student boards the bus, he/she becomes the responsibility of the School District. Such responsibility shall end when the child is delivered to the regular bus stop at the close of the school day.

In view of the fact that a bus is an extension of the classroom, the children are expected to conduct themselves in the bus in a manner consistent with established standards for classroom behavior.

For your child's safety as well as the safety of others, the following rules are strictly enforced:

- Remain seated at all times.
- Live animals (snakes, hamsters, etc.) are not allowed on the bus.
- Conversation levels should not interfere with the driver's ability to communicate with passengers.
- Keep your body to yourself. Do not hurt the bodies or feelings of others.
- Eating and/or drinking are not permitted.
- Inappropriate language is never acceptable.

The bus driver will have responsibility to maintain orderly behavior of students on school buses and will report misconduct to the student's principal. Loss of bus privileges will be the result of bad choices. Parents will be contacted in the event of a bus problem involving their child.

### Student Privacy

Pierce School does not release the names of students or any identifying information about students to outside agencies. However, the school reserves the right to release names and/or photographs of students in announcing honors and recognition won by students, participation in plays and musical programs to community news agencies.

All students get the opportunity to have their picture appear on the district and school's website. If you do not wish to have your child's picture posted on the school website, the Website Permission Form, which is sent home the first week of school, needs to be signed.

### Student Records

In accordance with the Buckley Amendment, Pierce School respects the rights of parents/guardians to examine the school records of their child. Please contact the school principal for more information.

# Contoocook Valley School District Policies

## NON-DISCRIMINATION AC

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

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

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

### **Legal References:**

*RSA 354-A:6, Opportunity for Employment without Discrimination a Civil Right*  
*RSA 354-A:7, Unlawful Discriminatory Practices The Age Discrimination in Employment Act of 1967*  
*Title I of The Americans with Disabilities Act of 1990*  
*Title VII of The Civil Rights Act of 1964 (15 or more employees)*  
*Appendix: AC-R*

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

## VIDEO SURVEILLANCE ON SCHOOL PROPERTY

EEAA

*See Also EEAB, EEAE*

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

Signs will be posted on school building to notify students, staff and visitors that video cameras may be in use. Parents and students will also be notified through the student handbook. Copies of video recordings from surveillance cameras will normally be retained for a period of two weeks and thereafter will be erased either by deletion or copying over with a new recording. If a recording contains evidence of any misconduct or crime, it will be retained until the matter has been fully resolved. Any release or viewing/listening of recordings will be in accordance with the law and will take into consideration the privacy rights of students depicted on the recording.

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

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

### **Category: R**

### **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



## **EXTENDED LEARNING OPPORTUNITIES**

### **IHBH**

*See also IHBI, ILBA, ILBAA, IMBC*

#### **Purpose**

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

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

#### **Roles and Responsibilities**

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

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

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

Students approved for an extended learning opportunity must have parental/guardian permission to participate in such a program. Such permission will be granted through a **Memorandum of Understanding for Educational Services**

signed by the parent/legal guardian and returned to the district before beginning the program.

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

#### **High School Extended Learning Opportunities**

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

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

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

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

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

#### **Program Integrity**

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

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

If a student ceases to attend or is unable to complete the extended learning opportunity for insufficient reason (lack of

effort, failure to follow through, indecision, etc.), the school's existing grading procedures will be followed.

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

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

**Legal References:**

*NH Code of Administrative Rules, Section Ed. 306.04(a)(13), Extended Learning Opportunities*  
*NH Code of Administrative Rules, Section Ed. 306.26(f), Extended Learning Opportunities – Middle School*  
*NH Code of Administrative Rules, Section Ed. 306.27(b)(4), Extended Learning Opportunities – High School*

1st Read: October 28, 2008  
2nd Read: December 2, 2008  
Adopted: December 2, 2008

**GRADING SYSTEM**

IKA

*See also IHBH*

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

1st Reading: December 2, 2008  
2nd Reading: January 4, 2009  
Adopted: January 4, 2009

**PROMOTION AND RETENTION OF STUDENTS**

IKE

*See also ILBA*

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

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

**Legal References:**

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

1st Reading: December 2, 2008  
2nd Reading: March 31, 2009  
Adoption: March 31, 2009

**GRADUATION REGALIA**

IKFB

*See also IJOC*

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

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

- I. The student has fulfilled all of the requirements for receiving a high school diploma in the state of New Hampshire and the school district and is otherwise eligible to participate in the graduation ceremony;
- II. The student has completed basic training for and is an active member of a branch of the United States Armed Forces.

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

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

**Category: R**

**Legal Reference:**

*NHRSA 189:71 Military Uniform*

1st Read: September 20, 2016  
2nd Read: October 4, 2016  
Adopted: October 4, 2016

**ALTERNATIVE CREDIT OPTIONS**

IMBC

*See also IHBH, IHBI, ILBA, ILBAA*

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

- The request is submitted with a plan to achieve competency that meets or exceeds the rigorous academic standards required by the school for students enrolled in a credit course offered by the school.

- The plan includes clear expectations for performance.
- The plan includes clearly defined methods and expectations for assessment.
- Verification of the plan's merit can be evaluated in a timely fashion and does not cause unnecessary burden of the resources of the administration.

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

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

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

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

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

school course(s), and the student achieves satisfactory standards of performance.

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

#### **Funding**

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

#### ***Legal Reference:***

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

Category: P

1st Reading: June 3, 2014

2nd Reading: August 19, 2014

Adopted: August 19, 2014

### **STUDENT RELEASE PRECAUTIONS**

JEDB

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***

1<sup>st</sup> Read: November 15, 2016  
2<sup>nd</sup> Read: December 6, 2016  
Adopted: December 6, 2016

## **ATTENDANCE, ABSENTEEISM, AND TRUANCY** JH

### **Absences**

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

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

The Board considers the following to be excused absences:

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

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

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

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

### **Family Vacations/Educational Opportunities**

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

### **Truancy**

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

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

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

### **Intervention Process to Address Truancy**

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

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

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

### **Parental Involvement in Truancy Intervention**

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

1. A statement that the student has become or is in danger of becoming habitually truant;
2. A statement of the parent's responsibility to ensure that the student attends school; and

3. A request for a meeting between the parents and the Principal to discuss the student's truancy and to develop a plan for reducing the student's truancy.

### **Developing and Coordinating Strategies for Truancy Reduction**

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

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

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

### **Parental Notification of Truancy Policy**

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

#### **Legal References:**

*RSA 189:34, Appointment*  
*RSA 189:35-a, Truancy Defined*  
*RSA 193:1, Duty of Parent; Compulsory Attendance by Pupil*  
*RSA 193:7 Penalty*  
*RSA 193:8, Notice Requirements*  
*RSA 193:16 Bylaws as to Nonattendance*  
*NH Code of Administrative Rules, Section Ed 306.04 (a)(1), Attendance and Absenteeism*  
*NH Code of Administrative Rules, Section Ed 306.04 (c), Policy Relative to Attendance and Absenteeism*

1st Read: June 7, 2011  
 2nd Read: July 19, 2011  
 Adoption: July 19, 2011

## **STUDENT RIGHTS AND RESPONSIBILITIES**

JJ  
*See also JICD*

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*

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

### **STUDENT DUE PROCESS RIGHTS**

JIA  
*See also JIC, JICD*

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

In addition to the provisions of this policy, the Board recognizes the application of all pertinent provisions of RSA 193:13 and associated Department of Education rules. Student due process rights shall be printed in the Parent-Student Handbook and will be made available in another language, as necessary, or presented orally upon request.

**Legal References:**

*RSA 189:15, Regulations*  
*NH Code of Administrative Rules, Section Ed 306.04(a)(3), Policy Development, Discipline*  
*NH Code of Administrative Rules, Section Ed 306.04(f), Student Discipline*  
*NH Code of Administrative Rules, Section Ed 317.04(b), Disciplinary Procedures*

Appendix: JICD – R

Category: R

1st Read: May 6, 2014  
2nd Read: June 3, 2014  
Adopted: June 3, 2014

**STUDENT CONDUCT**

JIC

*See also JICD*

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

1st Reading: July 16, 2013  
2nd Reading: September 17, 2013  
Adopted: September 17, 2013

**STUDENT CONDUCT ON SCHOOL BUSES**

JICC

*See also EEA, EEAEC & JIC*

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

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

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

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

**Legal References:**

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

**DISCIPLINE PROCEDURES**

JICD-R (NOT ACCESSIBLE ONLINE SO I COULDN'T CHECK TO SEE IF MOST RECENT, NOT REQUIRED)

**Suspensions of Ten Days or Less During the School Year**

Students with disabilities shall be entitled to the same protections and procedures that are available to students without disabilities. School personnel may remove a student with a disability, who violates the code of conduct, from his or her current educational placement under certain circumstances. A student may be removed to an interim alternative educational setting, another setting, or suspension, for not more than ten (10) school days at a time for a violation of school rules in accordance with the discipline policy of the District that is used for all students, unless it is determined that the removal constitutes a change of placement.

When a student is removed from his or her current placement for ten (10) or fewer days in the school year, the District shall not be required to provide any special or regular education services during the suspension, as long as those removals do not constitute a change of placement under 34 CFR 300.536.

When these removals (10 days, or less at one time) accumulate to more than ten (10) days in a school year, school personnel, in consultation with at least one of the student's teachers, shall

determine the extent of services needed to enable the student to progress in the general curriculum and toward the IEP goals, and the location in which the services will be provided.

School personnel may consider unique circumstances on a case-by-case basis whether a change in placement is appropriate for a student with a disability who violates the code of conduct. Change of placement includes removal for more than ten (10) consecutive days or a series of removals in excess of ten (10) days that constitute a pattern. When disciplinary action results in a change of placement, notice shall be provided to parents the day the decision is made.

### **Suspensions of More Than Ten Days**

When any change in placement is contemplated for more than ten (10) school days because of a violation of a code of student conduct, the District, the parent, and relevant members of the IEP Team shall convene no later than ten (10) school days after the school decides to suspend the student and review:

- all relevant information in the student's file;
- the student's IEP;
- any teacher observations; and
- any relevant information provided by the student's parents

To determine:

- if the conduct in question was caused by the student's disability or had a direct and substantial relationship to the student's disability; or
- if the conduct in question was a direct result of the District's failure to implement the IEP.

If either of the above determinations are affirmative, the conduct shall be determined to be a manifestation of the student's disability. If determined that the student's conduct is a direct result of the District's failure to implement the IEP, the District shall take immediate steps to remedy those deficiencies.

If the behavior is not a manifestation of the student's disability, relevant disciplinary procedures that apply to students without disabilities may be applied in the same manner as they would be applied to other students, except that appropriate educational services must continue.

### **Manifestation Determination Decision**

If the District, the parent, and relevant members of the IEP Team determine that the student's conduct was a manifestation of her/his educational disability, the IEP Team shall:

1. Conduct a functional behavioral assessment and implement a behavioral intervention plan for the student, or
2. If a behavioral intervention plan has been developed, the team shall review the existing plan and modify it as necessary to address the behavior; and
3. Except under "special circumstances" return the student to the placement from which s/he was removed, unless the parent and the District agree to a

change of placement as part of the modification of the behavioral intervention plan.

### **"Special Circumstances" allowing for removal to an Interim Alternative Educational Setting**

The student may be removed from her/his current placement by school personnel and placed by the IEP Team in an Interim Alternative Educational Setting (IAES) for up to forty-five (45) school days without regard to the manifestation determination in cases where the student:

1. Carried or possessed a weapon to or at school, on school premises, or to or at a school function under jurisdiction of a state educational agency (SEA) or District;
2. Knowingly possessed or used illegal drugs, or sold or solicited the sale of a controlled substance, while at school on school premises, or at a school function under the jurisdiction of an SEA or District; or
3. Inflicted serious bodily injury\* upon another person while at school, on school premises, or at a school function under the jurisdiction of an SEA or District.

\*Serious Bodily Injury: defined in USC 1365(g) means a bodily injury that involves a substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ or faculty. No later than the date of the disciplinary decision, the District shall notify the parents of the decision and of the procedural safeguards. If parents disagree with the decision and request an appeal, the student shall remain in the alternative setting pending the appeal.

If there is a disagreement with the parents, the District may seek an order for a Hearing Officer for placement in an interim alternative educational setting when it believes that maintaining the current placement of the student is substantially likely to result in injury to the student or others.

A student who has not been determined to have a disability and is subject to disciplinary action may assert the protections in this part if the District had knowledge that the student was a student with a disability before the behavior the precipitated the disciplinary action occurred. The District will consider cases on an individual basis and in accordance with CFR 300.534 – **Protections for Students Not Yet Eligible for Special Education and Related Services.**

Nothing in this part will prohibit employees of the District from reporting a crime committed by a student with a disability to appropriate authorities. Neither will it prevent state law enforcement and judicial authorities from exercising their responsibilities with regard to the application of Federal and State law to crimes committed by a student with a disability, then the District shall also ensure that copies of the special education and discipline records will be transmitted for consideration by the appropriate authorities, but only to the extent permitted by the Family Educational Rights and Privacy Act (FERPA).

### **Attendance and Discipline**

It is expected that all students in the ConVal School District will comply with the attendance and behavior expectations and rules of the schools. The District shall not discriminate against anyone on the basis of disability when administering attendance and discipline systems. To this end, a minority of students may require accommodations or modifications to the discipline or attendance policies because of their educational disabilities. If a student with a disability is in jeopardy of not meeting the attendance requirements or school rules, the Individualized Education Program (IEP) Team will convene and review and/or revise the student's Individualized Education Program (IEP) as appropriate.

1st Read: May 19, 2009  
2nd Read: June 16, 2009  
Adoption: June 16, 2009

## ALCOHOL AND SUBSTANCE ABUSE JICH

The Contoocook Valley School Board believes:

- That alcohol and other substance abuse, directly or indirectly, affects a significant portion of the school population.
- That alcohol and other substance abuse must be considered a treatable illness, a view which is consistent with that of nearly all medical and social authorities.
- That prevention and early identification and treatment of alcoholism and substance abuse results in a high rate of recovery.
- That a school environment provides a unique opportunity for identification of potential problems with alcohol and drugs for staff and students and identification and referral steps will insure anonymity of the student or staff member.
- That the school district will work cooperatively with others in the community (industry, churches, social agencies, individuals, etc.) to establish effective counseling and treatment provisions for those experiencing alcohol or other drug-related problems.
- That the school district can and should make effective referral of staff and students experiencing alcohol or other drug-related problems and that neither the record of a student nor the record and job status of an employee will be jeopardized by seeking and accepting treatment.

1st Board Reading: August 21, 2007  
Board Adoption: November 6, 2007

## ALCOHOL AND SUBSTANCE ABUSE POLICY JICHB

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 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.

### 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 Substances 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 stands 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*



## ALCOHOL AND OTHER SUBSTANCE USE JICH-R

### Violations and Sanctions

Students enrolled in the ConVal School District are entitled to a drug free learning environment. To insure this for our students, through policies, prevention, intervention, education and strict enforcement, the ConVal School District adopts zero tolerance in our schools and school activities for alcohol, tobacco and illegal substances. This policy of zero tolerance extends beyond the boundaries of the school to all school functions at all locations. This policy emphasizes the illegality of drug and alcohol use by students. Thus, the purpose of the policy is to offer a clear message to students, parents, and the citizens of the community that possession and use of alcohol and other drugs will not be tolerated. This policy refers to any and all illegal substances or those represented as drugs. To be effective, the School Board, Staff and Administration must support this policy. The School Board shall maintain oversight to insure that this policy is fully implemented and procedures followed.

No student:

- Shall possess, ingest, sell, provide, or be under the influence of alcohol or a controlled substance not prescribed to him or her by a medical practitioner
- Shall possess, sell or provide any paraphernalia associated with the use or sale of alcohol and/or controlled substances
- Shall possess, sell or provide any substance which is a look-a-like to a controlled substance or alcohol

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

Given reasonable suspicion, school administrators may:

- Require physical and/or medical tests to determine whether a student is under the influence of alcohol or a controlled substance not prescribed by a medical practitioner
- Search a student and his/her property including but not limited to backpacks, lockers, common areas and cars
- Searches may be conducted by police personnel and/or certified, trained dogs and their handlers
- Authorize the seizure of property suspected of violating school rules and/or local, state or federal statutes; when required, such property shall be submitted to the local police

### Elementary and Middle School Violations

Any student found to have violated this policy may be suspended from school for up to ten (10) days. Said student may also be referred to the Superintendent of Schools for additional suspension time. Any student found to have violated this policy for a second time within 365 days shall be referred to the Superintendent who may recommend to the school board that s/he be expelled for a period not to exceed 365 days. Suspension beyond ten days and/or expulsion will be determined in accordance with district and federal guidelines for hearing and appeal.

A student found to have violated any part of this policy:

- May be required to participate in an approved alcohol/drug assessment either by the district Alcohol and Drug Counselor or with a district approved Alcohol and Drug Counselor before returning to school
- Is required to meet (accompanied by parent) with an administrator prior to returning to school
- Shall be reported to the local police for appropriate action if local, state or federal statutes have allegedly been violated
- May be required to participate in a program of education regarding the abuse of alcohol or other controlled substances
- May be required to submit to drug testing by a certified agency prior to and after being allowed to resume attendance at school; proper written evidence of the drug test must be submitted to administration at the time of each testing and reentry to school is based upon "negative" test results. Failure to comply with any of the above requirements will result in continued suspension from school or expulsion from school.

### High School Violations

[See complete policy at [conval.edu](http://conval.edu)]

### 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. Any student who is suspended must have a reentry plan developed upon his/her return to school. The plan must address, but is not limited to, behavior expectations, participation in counseling, academic expectations and any other activities that will allow for positive reentry to school. Plans must involve administration, guidance, teachers (when appropriate), and parent(s) or guardian(s).

Failure of the student to work with a counselor or complete community service for the contracted time will result in the case being referred back to school officials for additional disciplinary action.

Class officers, Student Council officers, Team Captains and officers of other organizations automatically forfeit their

positions when they violate the Alcohol and Other Substance Use Policies.

Members of school athletic teams and co-curricular organizations, upon the first offense of a violation of this policy will be immediately removed from participation in team competition or the organization's public events, for part or all of the season, but for no less than one game or event, based on the decision of the Administration. At the discretion of the Administration and the head coach or organizational advisor, members of school athletic teams and co-curricular organizations may be allowed to attend practice and/or meetings.

Upon a second offense, a member of a school athletic team or co-curricular organization will no longer be allowed to participate with the team or organization and will be removed from associating in any way with any sports team or organization for a full year (12 months) from the date of the second violation. Reinstatement to any team or organization will only be granted following a mandatory petition before the Administration.

#### **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.

#### **Alcohol Possession at athletic and other interscholastic events**

No person shall drink or have in his possession any intoxicating beverage while in attendance as a spectator or otherwise at any place where a school interscholastic contest or event is being conducted. Whoever violates the provisions of this section and, in addition to the above provisions, any person suspected to be in possession of alcohol at any athletic or other interscholastic contest, will be reported to the appropriate law enforcement agency.

#### **Employees and Other Persons**

Any other person, including all employees, for whom there is reliable evidence he or she is under the influence, or is in possession of illegal drugs, will be reported to the proper law enforcement agency.

#### **Requests for Help**

District counseling services will be available upon request to any student who is having problems with alcohol and other drugs. Also, when a student has violated Alcohol and Other Substance Use Policies, the student will be referred to a school counselor. The counselor will either provide the counseling on an individual basis, or in small groups, and/or assist in making appropriate referrals to outside agencies. Conversations will be kept confidential.

1st Board Reading: August 21, 2007

Board Adoption: November 6, 2007

## **DANGEROUS WEAPONS ON SCHOOL PROPERTY**

JICI

*See also JICI-R, JICD-R*

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

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

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

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

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

Weapons under control of law enforcement personnel are permitted.

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

#### ***Legal References:***

*18 U.S.C. § 921, Et seq., Firearms*

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

*RSA 193-D, Safe School Zones*

1st Read: February 15, 2011

2nd Read: May 3, 2011

Adoption: May 3, 2011

## **PUPIL SAFETY AND VIOLENCE PREVENTION JICK**

*See also JBAA, JIC, JICD, IHBA*

### **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 non-disciplinary 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

## **STUDENT SEARCHES AND THEIR PROPERTY** **JIH**

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

**STUDENT ACTIVITIES & ORGANIZATIONS**  
JJA

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

Such activities must supplement and enrich regular academic instruction, provide opportunities for social development, encourage participation in clubs, athletics, performing groups, or encourage service to the school and community. Any student organization must be recommended by the Principal and approved by the Board.

**Eligibility**

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

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

**Participation**

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

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

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

**Participation Fees**

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

**Legal Reference:**

*NH Code of Administrative Rules, Section Ed. 306.26(d), Kindergarten-Grade 8 Curriculum*  
*NH Code of Administrative Rules, Section Ed. 306.27(b)(5), High School Co-curricular Program*  
*NH Code of Administrative Rules, Section Ed. 306.27(v), Reasonable accommodations for students with disabilities*

**Category: O**

1<sup>st</sup> Read: April 5, 2016  
2<sup>nd</sup> Read: April 19, 2016  
Adopted: April 19, 2016

**GRIEVANCE PROCEDURE (SECTION 504)**  
KED

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

1. The School Board hereby adopts the following Grievance Procedure, which may be used by any person believing that the District, School Administrative Unit (SAU), employees of the District or SAU, students, or third parties violated any of the laws or regulations referenced above. The Assistant

Superintendent is designated as the District's Civil Rights Coordinator. He/she is charged with efforts to comply with the above referenced laws. The Assistant Superintendent may be reached at: School Administrative Unit #1, 106 Hancock Road, Peterborough, NH 03458, 603-924-3336. Any complainant has the right to file a grievance with the Civil Rights Coordinator, should they not wish to pursue the informal process described in paragraph 2, below.

2. Any person who has a grievance may discuss it first with the appropriate building Principal in an attempt to resolve the matter informally at that level. The alleged violation must have occurred within 180 days of the informal discussion. The complainant may, at any time, suspend the informal process and submit a formal grievance to the building Principal.

3. If, within five school days of the informal discussion, the matter is not resolved to the satisfaction of the aggrieved party, or if the aggrieved party wish to bypass the informal process and file a formal grievance, the complainant may submit a formal grievance (verbally or in writing) to the Building Principal. A written grievance should contain the name and address of the complainant, a description of the alleged violation, and the remedy or relief sought. The alleged violation must have occurred within 180 days of the date that the grievance was filed. If the complaint is made verbally, the Principal shall reduce the allegations to writing and provide a copy to the complainant. The Principal shall investigate the allegations in the complaint. The aggrieved party, and where appropriate, the person alleged to have discriminated against the complainant, shall have the opportunity to present witnesses and other evidence. The Principal shall communicate his/her decision to the aggrieved party in writing within five (5) school days of receipt of the grievance, unless the complainant and the District agree to extend this timeline. The Principal's written decision shall comply with all applicable privacy laws, including but not limited to, the Family Educational Rights and Privacy Act.

4. If the grievance is not resolved to the complainant's satisfaction, the aggrieved party, no later than five (5) school days after receipt of the Principal's decision, may appeal the Principal's decision to the Civil Rights Coordinator. The appeal to the Coordinator must be made in writing, reciting the matter submitted to the Principal and the aggrieved party's dissatisfaction with decisions previously rendered. The Coordinator shall meet with the aggrieved party to attempt to resolve the matter as quickly as possible, but within a period not to exceed five (5) school days. The Coordinator shall communicate his/her decision in writing to the aggrieved party and the Principal not later than five (5) school days after the meeting with the aggrieved party.

5. The District will take steps, including but not limited to, discipline of students and/or employees, to prevent recurrence of any discriminatory conduct, and to correct discriminatory effects on the complainant and others, if appropriate. The District will also take steps, including but not limited to, discipline of students and/or employees, to prevent retaliation against the person who made the complaint (and/or was the

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

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

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

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

**Legal References:**

*Section 504 of the Rehabilitation Act of 1973*  
*34 C.F.R. § 104.7(b), Adoption of Grievance Procedures*  
*Americans with Disabilities Act, 42 U.S.C. 12132*  
*28 C.F.R. § 35.107, Adoption of Grievance Procedures.*

**Category: P**

1st Reading: June 19, 2012  
2nd Reading: August 14, 2012  
Adoption: August 14, 2012

**ADVANCED COURSE WORK**  
**LEB**

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

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**

1st Read: November 17, 2015  
2nd Read: Waived  
Adopted: November 17, 2015

**HEAD LICE POLICY**  
JLCC

**Screening**

Based on recommendations from the American Academy of Pediatrics, school-wide screening for nits alone is not an accurate way of predicting which children will become infested with head lice, and screening for live lice has not been proven to have a significant decrease on the incidence of head lice in a school community. As needed, the school nurse will provide information to families of all children on the diagnosis, treatment, and prevention of head lice. Parents are encouraged to check their children's heads for lice if the child is symptomatic. The school nurse may check a student's head if the student is demonstrating symptoms.

**Management on the Day of Diagnosis**

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

the parent/guardian by telephone or other available means if their child is found to have head lice.

**Criteria for Return to School**

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

**Legal References:**

*RSA 200:32, Physical Examination of Pupils*  
*RSA 200:38, Control and Prevention of Communicable Diseases: Duties of School Nurse*  
*RSA 200:39, Exclusion from School*

1st Reading: May 3, 2011  
2nd Reading: June 7, 2011  
Adoption: June 7, 2011

**MEDICATION POLICY**  
JLCD

Each local school board, with the advice of the school nurse(s) and school physician if available, shall establish policy and procedures to give protection and controls to the matter of medications in schools.

The school nurse shall be responsible for establishing specific procedures to protect and control medications administered in schools.

The following policy will be adhered to when a student requires medication administration during school hours and scheduled school activities:

Medication is to be administered by the school nurse. In the absence of the school nurse, the principal or principal's designee may assist the student in taking the prescribed medication. This assistance consists of providing the medication to the student, observing and documenting that the student took the medication. If the medication requires administration, only the school nurse or the school nurse's delegate may administer the medication. If the student requires a comprehensive nursing assessment and/or evaluation, this must be done by the school nurse and cannot be delegated.

In accordance with standard nursing practice, the school nurse may refuse to administer or allow the administration of medication, which based on his/her individual evaluation and professional judgment, has the potential to be harmful, dangerous or inappropriate. In these cases, the school nurse shall notify the parent/guardian and may notify the licensed prescriber with the reason for refusal explained and shall document the information in the health record.



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 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.

Over the counter (OTC) medication should not be encouraged for use while at school. Only the school nurse with the written authorization of the parent/guardian shall administer nonprescription 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 permission is on file, the principal or principal's designee is permitted to assist students in taking OTC's after consultation with the parent/guardian. School personnel shall not make available personal medication to students.

Any student who requires herbal medication administration must have a school medication permission form completed by the parent/guardian and licensed prescriber and placed on file in the health office.

At the discretion of the school nurse, the licensed prescriber's order from the previous school year may be used until September 30th of the new school year. A new form must be completed each school year or whenever there is change in medication, dosage, time to be administered or route of administration.

Verbal orders from a licensed health care provider may be accepted followed with a written order. Faxed orders are acceptable.

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.

No more than a 30 school day supply of the prescription medication for a student shall be stored at school.

All medications shall be stored in their original pharmacy or manufacturer labeled container in a securely locked cabinet that is substantially constructed. 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 will be notified of the incident and must

replenish the supply of medication. Emergency medications may be stored in other readily accessible locations.

Student's medications may be retrieved from the health office by the parent/guardian 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.

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 related activities.

Students are not allowed to carry medications during the school day, except for those medications allowed by law to be carried and self-administered (RSA 200:42;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.

If any student is found to be irresponsible with their medication, the school administration and parent/guardian will be notified for further action. At the discretion of the school nurse, other medications, such as insulin, may be carried and self-administered. If a student self-carries medication, the parent/guardian shall be responsible for supplying the health office with a back-up medication.

Students with known history of anaphylaxis or potential for severe allergic reaction (such as bee stings, peanuts, etc) must have written authorization from the licensed prescriber for administration of medication such as diphenhydramine or epinephrine and a specific protocol for administration from the student's health care provider.

If the student is a minor, parent/guardian must provide written approval by completing a school self-administration form in accordance with RSA 200:42 and RSA 200:46. Immediately after using the epinephrine auto-injector during the school day, the student shall report to the health or principal's office to enable the nurse or principal or principal's designee to provide appropriate follow-up care.

It is the responsibility of the parent/guardian to notify the school health office of any changes in their child's health, allergy status or medication changes.

***Legal References:***

*RSA 200:42 Possession and Use of Auto Inhalers Permitted*

*RSA 200:43 Use of Epinephrine Auto Injector*

*RSA 200:44 Availability of Epinephrine Auto-Injectors*

*RSA 200:45 Pupil Use of Epinephrine Auto-Injectors – Immunity*

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

*NH Code of Administrative Rules Section Ed 311.02*

1st Read: March 31, 2009  
2nd Read: April 28, 2009  
Adoption: April 28, 2009

## **WELLNESS POLICY**

### **JLCF**

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

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

- Child Nutrition Programs will comply with federal, state, and local requirements, and will be accessible to all children.
- Sequential and interdisciplinary nutrition education will be provided and promoted.
- Patterns of meaningful physical activity that connect to students' lives outside of physical education will be encouraged.
- Physical education programs will meet federal and state regulations and standards.
- School-based activities will be consistent with local wellness policy goals.
- All food made available on school grounds during school hours, including vending concessions, a' la carte, student stores, parties, and fund raising will be consistent with Competitive Food Guidelines for K-12 schools.
- At least 75% of all food made available on school grounds after school dismissal, including vending, concessions, a' la carte, student stores, parties, and fundraising will be consistent with the Competitive Food Guidelines for K-12 Schools.
- All beverages made available on school grounds, including vending concessions, a' la carte student stores, parties, and fund raising will be consistent with the Competitive Food Guidelines for K-12 Schools.
- All foods provided by the District will adhere to food safety and security guidelines. The school environment will be safe, pleasing, and comfortable, and will allow ample time and space for eating meals.
- Food will not be used as a reward or punishment, unless necessitated by a student's Individualized Education Plan/504 Plan.
- Implementation/monitoring of this policy will be reported to the School Board annually by the Superintendent's designee, with recommendations for guideline changes if necessary or appropriate.

#### ***Legal References:***

*RSA 189:11-a, Food and Nutrition Programs*  
*Section 204 of Public Law 108-265, Child Nutrition and WIC Reauthorization Act of 2004*

*NH Code of Administrative Rules, Section Ed. 303.01 (g), Duties of School Boards*  
*NH Code of Administrative Rules, Section Ed. 306.11, Food & Nutrition Services*  
*NH Code of Administrative Rules, Section Ed. 306.40, Health Education Program*  
*NH Code of Administrative Rules, Section Ed. 306.41, Physical Education Program*  
*FDA Food Code*

Category: P

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

## **BEHAVIOR MANAGEMENT AND INTERVENTION**

### **JLDBA**

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

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

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

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

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

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

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

The use of corporal punishment is prohibited in District schools.

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

***Legal Reference:***

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

1st Reading: May 19, 2009  
2nd Reading: June 16, 2009  
Adopted: June 16, 2009

*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  
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