

# Greenfield Elementary School

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*www.conval.edu*

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## Greenfield Elementary School Parent/Student Handbook Sign-off

Dear Parents and Guardians of GES Students:

Welcome to GES! In an effort to go green, our handbook will not be printed out. It can be found on our webpage. <http://ges.convalsd.net/>

We hope that it will serve as a useful resource for you and your GES student/s. The handbook includes information that is specific to GES as well as a section on ConVal School Board policies. All Board policies may be found in their entirety at <http://schoolboard.convalsd.net/>

Your signature is required to indicate that you have read, or will read, the GES handbook. Please return the bottom portion of this page by the next school day if possible. Thank you for your cooperation.

If you prefer a paper copy of the GES handbook, please indicate below and one will be sent home with your student.

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### ACKNOWLEDGEMENT

By signing this form, I acknowledge that I have read, or will read, the Greenfield Elementary School Student Handbook for the 2017-2018 school year. I understand that this handbook contains information that my child and I may need during the school year.

\*\*\*\*\*

**Name of Student** \_\_\_\_\_

**Signature of Parent/Guardian** \_\_\_\_\_

**Date** \_\_\_\_\_

**I would prefer a paper copy of the handbook.**

Please complete this form and return it to school within 5 days.

## **A Letter from our Superintendent**

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

## **A Letter from our Principal**

Dear Parents and Students,

Welcome to Greenfield Elementary School. We are looking forward to a successful school year, filled with learning, excitement and growth. Everyone at GES is committed to providing your child with a superior learning experience. We look forward to working with you to ensure all students reach their fullest potential. We ask you to join with us to support the learning and growth of your child. When students, teachers and parents work together every child can succeed.

This handbook is to be used as a guide to GES and the ConVal School District. It outlines policies and procedures that govern how our school operates and functions. Please take your time to familiarize yourself and your child with its contents. After reviewing the information presented in this handbook, please contact the office if you have further questions.

Sincerely,

*Colleen Roy*

Colleen Roy  
Principal  
Greenfield Elementary School

### **School Hours ~**

**8:20 AM** – drop off begins ~ students go to classrooms

**8:40 AM** – classes begin **Students will be marked tardy if they arrive after 8:40 AM.**

**3:25 PM** – dismissal

### **Absences**

**Please call 547-3334 by 8:40 A.M. each day your child is absent to confirm he or she is safely in your care.** (In the case of a planned absence, it may be more convenient to notify us beforehand.) **Absences can also be reported using PickUp Patrol. The school needs to account for every student who does not come to school. If parents have not called the school, the office will try to locate the child. If we are unable to do so, the school is required to report the child as missing to the Greenfield Police Department.**

### **Afternoon Dismissal: Bus & Car Pickup Procedures DO NOT PASS PARKED BUSES**

**Bus Dismissal:** GES staff members dismiss children to buses as the buses arrive at school.

**Car Pickups:** Cars must **park** in the lower parking lot and parents/guardians must enter the school to pick up students. Students will be waiting on the bench nearest the school office. Cars must leave the parking lot by **exiting the lower parking area only.**

For safety reasons, please walk in front of or behind parked buses – **do not walk between buses.**

**Walkers and bicycle riders:** For safety reasons, walkers and bike riders walk along the sidewalk around and not through the parking area. Bike riders may begin riding when they reach Forest Road. Bike riders must wear helmets.

**Dismissal during the school day:** When you come to pick up your child, please **stop at the office.** The office will call your child's classroom for the student to be dismissed.

### **Animals/Pets**

Because of health and safety issues, pets or other animals are generally not allowed in school. If there is a compelling reason for a teacher to have an animal in school at any time, district policy requires that the owner must present a recent health certificate from a veterinarian. The certificate must include: verification of a current rabies vaccination (if appropriate) documentation that the animal is free of parasites and mange, and a positive personality evaluation completed by the veterinarian. Before any animal can come to school, there must be prior approval from the Principal. See Policy IMG

### **Arrival at School**

Prompt arrival is very important. Coming to school late can be very disorienting for children. Parents are expected to accompany children inside and to the office upon arrival. This ensures your child's safe arrival and helps us maintain accurate attendance records. We will always make sure that each child gets safely to his or her class and that any messages you have for his or her teacher will be delivered. **Parents are expected to call by 8:40 A.M. to report a child tardy. We need to know whether your child needs a school lunch and what time he or she will arrive.**

### **Attendance**

Regular and punctual patterns of attendance are essential for the continuous progress of your child in school. Student attendance is the responsibility of parents and students. While absences due to illness or other reasons are sometimes unavoidable, parents are encouraged to make every effort to minimize unnecessary student absences. For more information, please

refer to Policy JH.

### ***Birthdays and other out-of school Parties***

To avoid anyone feeling “left out”, invitations for out-of-school celebrations need to be distributed outside of school. The **PTO Student Directory** provides contact information for your child’s classmates.

### ***Dismissal Changes***

**PickUp Patrol** is our online system for parents to communicate dismissal plan changes to the school. Parents receive an email at the beginning of the school year with PickUp Patrol login instructions. Changes can be entered from a smartphone, tablet, or computer, days, weeks, or even months in advance and at any time up until **3:00 PM** on the day of the change.

After **3:00 PM**, changes will not be accepted except in the case of an emergency. Such changes can be made **via phone** directly to the main office. As the end of the school day is a busy time, please plan accordingly and limit these exceptions to emergencies **ONLY** to assure the safety of all students.

If your child will be picked up by anyone other than a parent or legal guardian a photo ID will be requested.

### ***Bus Company Contact Information: Student Transportation of America***

Bus transportation for all ConVal students is provided by Student Transportation of America. Specific questions about bus routes or bus issues should be directed to the bus company’s management at **924-9211**. Also, please call the bus company if you want to ask about why a bus has not arrived at a bus stop. The bus company maintains radio communication with all of its bus drivers and all of the ConVal schools. Activity on all bus routes is monitored through video tapes/ DVD recordings.

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

Teachers may be reached one half hour before school begins 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. Do feel welcome to email staff. Teachers have found email to be a quick regular method of checking in with families.

A link to email staff can be found on our web page at <http://ges.convalsd.net/staff-and-classrooms/>

### ***Emergency Procedures***

The Greenfield Elementary School has carefully planned Emergency Management Procedures that detail the evacuation routes and safety procedures to be used in the event of an emergency. An Emergency Management Plan is in each classroom. Safety drills are practiced regularly with students.

### ***Expectations for Appropriate School Clothing***

Students are expected to wear appropriate seasonal clothing to school. Comfortable clothing that is suitable for school helps children concentrate on their studies. Safe and appropriate footwear must be worn at all times. Sneakers are needed for physical education, health and music classes. Outerwear for winter should include a coat, mittens, hats, boots and snow pants.

### **Field Trips**

We appreciate parents volunteering to help chaperone school-sponsored field trips. All parent chaperones who will be *driving* a child other than their own, must have completed and been approved through the district criminal reference check process. They must also submit copies of their driver's license and auto insurance to the school office. Parent chaperones on *bus* field trips who will be guiding any group of students on their own (away from a teacher/staff person) must also complete the criminal reference check process.

### **Health Information from our School Nurse**

**School Nurse Roles and Responsibilities:** The Contoocook Valley School District Registered Professional Nurses are advocates for student health in the educational setting. The School Nurse provides expertise and oversight for the provision of school health services. The goal of the School Nurse is to advance the well-being and academic success of our students and to help prepare them for a productive and healthy future. Healthy students are better able to be successful in every aspect of their lives, both at home and at school. Parents are welcome to call or visit the Nurse's Office any time with information or questions about their child's health.

The School Nurse performs nursing assessments and screenings, monitors communicable disease, maintains health records and immunization records, provides individualized nursing services for students with disabilities and/or health conditions, administers prescribed medications and attends to illness and injuries that occur at school. In addition, the School Nurse provides students, staff and parents with relevant health and safety education. Books and videos on many health and childcare issues are often available for loan. ***If at any time during the school year your child develops a health issue or concern, please contact the School Nurse.***

**Immunization Requirements** In compliance with NH RSA 141-C:20-a Public Health Rules and ConVal District Policy, students must meet all immunization requirements prior to school entrance unless the student has applied for and met State exemptions requirements. Please refer to the Contoocook Valley the NH School Immunization website at [www.dhhs.nh.gov/dphs/immunization/documents/school](http://www.dhhs.nh.gov/dphs/immunization/documents/school) 15-16 for a list of specific immunizations. Parents must provide written documentation of immunizations from their Healthcare Provider (or the date of an upcoming appointment) before starting school. A student shall be exempt from immunization if:

1) A healthcare provider certifies that immunization against a particular disease may be detrimental to the student's health. The exemption shall exist only for the length of time, in the opinion of the Healthcare Provider; such immunization would be detrimental to the student. An exemption for one disease shall not affect other required immunizations.

OR

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

Exemption forms are available in the Nurse's Office.

**Physical Examinations** Students must have a complete physical examination, performed within one year, prior to or upon first entry into the public school system. If an examination has not been performed within the past year, the school shall accept documentation of an appointment for a physical examination with a licensed Healthcare Provider, within a time determined by the School District for conditional enrollment.

**Screenings: Height and Weight; Vision and Hearing** Annual height and weight measurements may take place during the school year. Vision and hearing may also be screened. In addition, parents/guardians and teachers may request a vision and/or hearing screening by contacting the School Nurse. If you do not want your child screened, please notify the School Nurse, in writing, by September 15 of the current school year.

**Crutches, Casts, Slings, Sutures, Surgery** If your child is returning to school with a cast or sling, crutches or wheelchair, sutures (stitches), or after surgery, the School Nurse will need written instructions from your Healthcare Provider.

**Food Intolerances/Allergies** If your child has a food intolerance or allergy, please contact the School Nurse. As there may be an occasional, unexpected classroom celebration involving food, parents should send in a supply of acceptable food to be kept in your child's classroom. If your child has a diagnosed food intolerance and is having school lunch, a special meals prescription form is available.

**Head Lice** Please refer to the ConVal District Policy JLCC.

**Latex** Due to the rise in latex allergies, the Contoocook Valley School District has instituted a proactive procedure. In order to keep students and staff safe and healthy, latex products such as latex balloons, latex gloves, koosh balls or like products will not be allowed in any of our buildings.

**Guidelines for Keeping Sick Children Home**

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

**Calling the school when your child is home sick** Please remember to call your child's school whenever your child will be absent. Messages may be left anytime during non-school hours. Please give the actual reason for the absence such as fever, sore throat, headache, nausea, vomiting or diarrhea, so that we may keep track of "what's going around". Sick children will be sent home from school. The School Nurse may require a note from your Healthcare Provider before returning to school. Also, please note that children who are sick and stay home from school are not allowed to attend any school functions on that day.

**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 OK to be in school as long as your child feels well enough to participate.

**Eyes** Causes of “pink eye” (conjunctivitis) are varied and eyes are sometimes swollen and irritated with a clear drainage, by allergens or virus. However, your child should stay home from school and your Healthcare Provider called if there is mucus or pus drainage from one or both eyes with or without itching, if the eye is red, puffy and/or painful, and/or there is crustiness upon waking. ***If your child is diagnosed with bacterial conjunctivitis (pink eye), your child may return to school 24 hours after treatment is started.***

**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 has occurred within the last 24 hours.***

**Rash** ***Students with a widespread rash or oozing rash should stay home until cleared by a Healthcare Provider. The School Nurse may require a written note from the Healthcare Provider for re-entry to school.*** Students with poison ivy/oak/sumac may come to school, as it is not contagious.

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

**Returning Students to School: “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. It is important that the school knows how to reach parents or a designated emergency contact person during the day, particularly if a child has been sick.

### **Medications at School**

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

**Medication Form** If a child requires a medication at school, prescription or over-the-counter, parents need to complete a Medication Form, available from the School Nurse or Administrative Assistant. A new form is needed for each school year and whenever there is a change in dose, time or route of administration.

**Asthma Inhalers and Epi-Pens** Students may self-carry and administer their own asthma inhalers and/or Epi-Pens. A medication form, with parent permission and written authorization from a Healthcare Provider is required. These forms are available from the Nurse's Office or the Administrative Assistant. If a student carries the medication, the parent/guardian is strongly encouraged to supply the Nurse's Office with back-up medication.

**Prescription Medication** A Licensed Healthcare Provider signature is required for all prescription medication. Prescription medication must be delivered in the original container, labeled by the pharmacist with the student's name, date, medication, dosage and times to be administered. No more than a 30 school day supply of prescription medication may be kept at school.

**Administration of Prescription Medication** A parent/guardian, or a parent/guardian designated responsible adult shall deliver all medication to be administered by school personnel to the School Nurse or the Health Office Delegatee as follows:

- 1) The prescription medication shall be delivered and kept in a pharmacy or manufacturer labeled container.
- 2) The School Nurse, or Health Office Delegatee receiving the medication, shall document the quantity of the prescription medication delivered.
- 3) The medication may be delivered by an adult other than the parent/guardian provided that the School Nurse or Health Office Delegatee is notified in advance by the parent/guardian of the delivery and the quantity of the prescription medication being delivered to the school is specified.

**Over-The-Counter Medication** Over-the-counter medication must be delivered by an adult in a new, unopened container. With written parent/guardian permission, ibuprofen or acetaminophen may be administered at school at the discretion of the School Nurse. A written order by a licensed Healthcare Provider may be required at the discretion of the School Nurse.

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

### ***Homework***

Parents are encouraged to convey the message that the completion of homework assignments is important and a valuable part of each student's education. Assigned homework will be in keeping with the level of the class and the age and ability of the students. Some homework assignments may be activities, while others will be practice necessary to reinforce classroom instruction. Parents are always welcome to call/email classroom teachers for clarification about homework.

### ***Library Books***

Children need their parents' help at home to take good care of school books and materials. Students check out one library book at a time, and as soon as that one is returned, another one can be checked out. We want students to be avid readers and are delighted with the frequent use of library and classroom books. Books do need to be returned in good condition and within a reasonable timeframe. Please note that the cost for repairing or replacing any damaged or lost books will be billed to the student's parents.

### ***Lost and Found***

Items that are left around the school, gym, or playground are collected and placed in the school's Lost and Found located in a basket in the main hallway. Please **label** your child's clothing (especially jackets, hats, snow pants, sweatshirts, etc), lunch boxes, and backpacks.

### ***Lunch Program***

All students may purchase "snack" which includes milk. Students may purchase a hot lunch or bring their own lunch. Free and reduced hot lunch applications are distributed on the first day of school and are available throughout the year in the event that family financial circumstances change. Lunch menus are posted on the website.

### ***Recess***

All students go outside for supervised recess unless the wind chill is below zero or it is raining. Students who come to school are expected to be healthy enough to go outside for recess. Students need to be sent to school with appropriate clothing for outside play. In wintry weather, this means coming to school with boots, hat, gloves, a warm jacket, and snow pants. When wearing boots to school, students also need shoes or sneakers to wear inside.

### ***Smoking Prohibited***

By NH State Law, smoking is not permitted in the school or on the school grounds. Title X, 126-K:7-1 states "No person shall use any tobacco product in any public educational facility or on the grounds of any public educational facility".

### ***Specialists' Schedule 2017-2018***

Specials (Library/Media, Health, PE, Music and Art) will rotate on a five day schedule (with the exception of shortened weeks). All students at Greenfield Elementary will participate in a special daily. The specials will rotate in the following order:

- Art
- PE
- Library
- Health
- PE
- Music

### ***Student Information Forms***

Completed forms need to be returned to school as soon as possible. **Please notify the school office of any changes in the emergency contact information**, such as any change in parents' home/work phone numbers, or a change in the names and phone numbers of emergency contacts.

### **Visiting**

**All parents and all visitors must report to the office upon arrival to sign in, and sign out before leaving the building.** For safety and security reasons, students and visitors must use the main entrance, and the doors at the end of each corridor will remain locked at all times. We make every effort to respect the teaching time that our teachers have with our students and we always welcome parents to our classrooms for planned visits.

### **Volunteering**

We welcome our volunteers who give so much of their valuable time and talents to benefit our students and our school. Our success is due to the efforts that all of us make together as a community and we very much appreciate everything that our volunteers do for our students. All contributions are valued and important.

**Guidelines for Volunteering:** Policy IJOC states that volunteer field trip chaperones and drivers are required to undergo a background investigation. Please inquire at the school for the necessary paperwork.

All volunteers must:

- Sign a confidentiality form available at the school office.
- Successfully complete the criminal reference check process if you want to volunteer or chaperone any activity where you are with students without a teacher or staff member present whether in school or on a field trip.
- Complete the criminal reference check process, and submit your valid NH license and auto insurance for copies to be made and kept on file at the school office if you want to drive on a field trip where there is a child other than your own in your vehicle.
- Respect confidentiality - anything that volunteers may learn about the lives and needs of children at GES is confidential. Please respect students' and families' right to privacy.
- Sign in – volunteers must sign in/out in the office.
- Questions or concerns – if you have a specific concern or question, please speak to your child's teacher or the principal.

All **ConVal School District Policies** are available in their entirety online at:  
<http://schoolboard.convalsd.net/>

### **Contoocook Valley School Board Policy JICC**

*Category: R See also EEA, EEAEC & JIC*

#### **STUDENT CONDUCT ON SCHOOL BUSES**

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

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

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

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

#### **Legal References:**

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

*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  
Include in Student Handbook

### **Contoocook Valley School Board Policy JIA**

**Category: R See also JIC, JICD**

#### **STUDENT DUE PROCESS RIGHTS**

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

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

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

#### **Legal References:**

*RSA 189:15, Regulations*

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

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

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

*Appendix: JICD - R*

1st Read: May 6, 2014

2nd Read: June 3, 2014

Adopted: June 3, 2014

### **Contoocook Valley School Board Policy JH**

**Category: P**

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

##### **Absences**

School-aged children enrolled in the District must attend school in accordance with all applicable state laws and Board policies.

The educational program offered by the District is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress.

Attendance shall be required of all students enrolled in the District during the days and hours that school is in session. The Board considers the following to be excused absences:

1. Illness
  2. Recovery from an injury
  3. Required court attendance
  4. Medical and dental appointments
  5. Death in the immediate family
  6. Observation or celebration of a bona fide religious holiday
  7. Such other good cause as may be acceptable to the Principal or permitted by law
- Any absence that has not been excused for any of these reasons will be considered an unexcused absence.

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

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

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

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

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

##### **Truancy**

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

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

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

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

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

When the Principal or designee identifies a student who is habitually truant or who is in danger of becoming habitually truant, he/she shall commence an intervention with the student, the student's parents, and other staff members as may be deemed necessary.

The intervention shall include, but is not limited to:

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

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

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

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

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

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

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

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

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

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

Legal References:

RSA 189:34, Appointment

RSA 189:35-a, Truancy Defined

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

RSA 193:7 Penalty

RSA 193:8, Notice Requirements

RSA 193:16 Bylaws as to Nonattendance

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

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

1st Read: June 7, 2011

2nd Read: July 19, 2011

Adoption: July 19, 2011

#### **Contoocook Valley School Board Policy JIC**

*Category: R See also JICD*

#### **STUDENT CONDUCT**

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

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

**Legal References:**

*RSA 189:15, Regulations*

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

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

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

*See Appendix: JICD – R*

1st Reading: July 16, 2013

2nd Reading: September 17, 2013

Adopted: September 17, 2013

**Contoocook Valley School Board Policy JICI**

*Category P See also JICI-R, JICD-R*

**DANGEROUS WEAPONS ON SCHOOL PROPERTY**

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

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

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

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

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

Weapons under control of law enforcement personnel are permitted.

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

**Legal References:**

*18 U.S.C. § 921, Et seq., Firearms*

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

*RSA 193-D, Safe School Zones*

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

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

1st Read: February 15, 2011

2nd Read: May 3, 2011

Adoption: May 3, 2011

**JICA**

**Contoocook Valley School District Policy**

**STUDENT DRESS CODE**

Building Principals are authorized to issue regulations to assure the integrity of the educational process. Such regulations should be approved by the Superintendent of Schools.

In all other respects, parents and students have the right and responsibility to determine each Student s dress, providing that such attire complies with the health code of the

State of New Hampshire and does not interfere with educational process.

1st Board Reading: March 28, 2000

Adopted: May 16, 2000

**Contoocook Valley School Board Policy JICD**

*Category P See also IHBA, JI, JIA, JIC, JICD-R, JKAA*

## **STUDENT CONDUCT, DISCIPLINE AND DUE PROCESS**

### **SAFE SCHOOLS**

Inappropriate student conduct that causes material and substantial disruption to the school environment interferes with the rights of others, or presents a threat to the health and safety of others will not be tolerated. Students are expected to exhibit appropriate classroom behavior that allows teachers to communicate and educate effectively and allows all students to learn.

Students will conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Consequences for the misconduct will be fair and developmentally appropriate in light of the circumstances.

Students who fail to abide by this policy and the administrative regulations supporting it may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to participate in or obtain their education; conduct that is violent or destructive; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion.

Suspension means an in-school suspension, an out-of-school suspension, a restriction from activities or loss of eligibility. An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten consecutive school days. An out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed ten days. A restriction from school activities means a student will attend school and classes and practice but will not participate in school activities.

Probation means a student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension will mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms will result in immediate reinstatement of the penalty.

Expulsion means an action by the board to remove a student from the school environment, which includes, but is not limited to, classes and activities, for a period of time set by the board.

Due process in accordance with all applicable laws will be afforded to any student involved in a proceeding that may result in suspension, exclusion, or expulsion. Students expelled from school may be reinstated by the Board under the provisions of RSA 193:13.

The Superintendent may modify expulsion requirements as provided in RSA 193:13, IV.

Students receiving special education services will be disciplined in accordance with the student's IEP and all applicable provisions of the Individual with Disabilities Education Act (IDEA). A free appropriate public education is available to all children with disabilities residing in the State between the ages of 3 and 21 inclusive, including children with disabilities who have been suspended or expelled from school. CFR 300.530-536

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

*RSA 193:13, Suspension & Expulsion of Pupils*

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

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

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

1st Reading: May 19, 2009

2nd Reading: June 16, 2009

Adopted: June 16, 2009

### **JICDD**

**Contoocook Valley School District Policy**

**Also JICD, JICI and Rules JICD-R, JICI-R**

#### **STUDENT DISCIPLINE**

##### **OUT-OF-SCHOOL ACTIONS**

The Board recognizes that out-of-school conduct of students attending school within this district are not normally a concern of the Board. However, the Board believes that disciplinary action for conduct occurring off school property and not involving a school activity is proper if the conduct has an adverse effect upon the school.

Therefore, it is the policy of the Board that any student attending school within this

District will be subject to disciplinary action including, but not limited to, suspension from school for any conduct that, in the opinion of the school administrators, has an adverse impact upon the school.

Such activity includes, but is not limited to, the following: damaging school property, e.g. a school bus; engaging in activity which causes physical or emotional harm to other students, teachers, or other school personnel; engaging in an activity which directly impedes discipline at school or the general welfare of school activities.

1st Board Reading: March 28, 2000

Board Adoption: May 16, 2000

### **JICDDA**

**Contoocook Valley School District Policy**



**See Also: Memorandum of Understanding**

**SIMPLE ASSAULTS: PARENTAL NOTIFICATION POLICY**

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

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

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

1st Board Reading: March 28, 2000

Adopted: May 16, 2000

**JICH**

**Contoocook Valley School District Policy**

**ALCOHOL AND SUBSTANCE ABUSE**

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

The elementary school procedure for the alcohol/substance abuse policy:

*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.*

**Contoocook Valley School Board Policy JICK**

Category: P See also, JBAA, JIC, JICD, IHBA

**PUPIL SAFETY AND VIOLENCE PREVENTION**

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

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

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

**II. Definitions**

The following definitions apply to this policy:

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

1. Physically harms a pupil or damages the pupil's property;
2. Causes emotional distress to a pupil;
3. Interferes with a pupil's educational opportunities;
4. Creates a hostile educational environment;
5. Substantially disrupts the orderly operation of the school.

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

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

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

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

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

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

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

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

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

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

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

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

### **III. Reporting Procedure**

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

#### **Student or Parent Reports**

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

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

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

#### **IV. Notice to Parents/Guardians**

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

#### **V. Waiver of Notification Requirement**

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

1. The Principal or his/her designee is responsible for investigating reports of bullying or cyberbullying. The Superintendent reserves the right to appoint another individual to conduct the investigation.
2. Investigations shall be initiated within five (5) school days of the date that the incident is reported to the Principal or his/her designee, and shall be completed within 10 school days.
3. If the Principal or his/her designee requires additional time to complete the investigation, the Superintendent or his/her designee may extend the time period for the investigation by up to seven (7) school days. Any such extension shall be in writing, and the Superintendent or his/her designee shall provide all parties involved with written notice of the granting of the extension.
4. Upon completion of the investigation, the Principal or his/her designee shall draft a written investigation report. The report must include, at a minimum, a description of the scope of the investigation, the findings, and the actions taken (i.e., the response to remediate, discipline, non-disciplinary interventions, etc).
5. Upon completion of the investigation, the Principal or his/her designee shall report all substantiated incidents of-bullying or cyberbullying to the Superintendent or his/her designee.
6. Within ten (10) school days of the completion of the investigation, the Principal or his/her designee shall provide the parents of the alleged victim and the alleged perpetrator with written notice of the results of the investigation (i.e., substantiated or unsubstantiated) and the available remedies and assistance. The notice shall comply with **FERPA**, and other State and Federal laws concerning student privacy.

#### **VI. Response to Remediate Substantiated Incidents of Bullying or Cyberbullying**

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

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

#### **VII. Discipline and/or Interventions**

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

#### **VIII. Prohibition Against Retaliation and False Accusations**

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

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

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

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

#### **IX. Training**

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

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

#### **X. Notice of Policy**

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

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

#### **XI. Capture of Audio and Video Recordings on School Buses**

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

**XII. Report to the Department of Education**

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

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

**Legal Reference:**

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

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

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

1st Read: November 16, 2010

2nd Read: December 7, 2010

Adoption: December 7, 2010

Amended: April 3, 2012