

# Greenfield Elementary School

## Student – Parent Handbook

### 2019 – 2020



Greenfield Elementary School strives to provide a safe, collaborative community, which nurtures learning, teaching and a sense of belonging. Recognizing the different needs of our students, we strive to develop and encourage lifelong learners. GES promotes strong family and community relations to instill responsibility, respect and citizenship.

## Consent Page for Greenfield Elementary School Handbook

Dear Parents and Guardians of GES Students:

Welcome to GES! We hope that this handbook 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 School Board policies may be found in their entirety at <http://schoolboard.convalsd.net/>

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

By signing this form, I acknowledge that I have read, or will read, the Greenfield Elementary School Student Handbook for the 2019-2020 school year. I understand that this handbook contains information that my child and I may need during the school year.

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

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

I would prefer a paper copy of the handbook.

I also have been provided with a copy of the policy **JRA – Student Records, Privacy, Family, & Adult Student Rights** (pages 48-51 of this Handbook). I understand that I have the option to opt out of allowing directory information to be shared as outlined in this policy.

I opt out of allowing directory information to be shared.

I agree to allow directory information to be shared in accordance with Policy JRA.

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

\_\_\_\_\_  
Date

# Greenfield Elementary School Handbook

We hope this handbook will provide answers to parents’ and guardians’ most frequently asked questions.

## Contents

Consent Page for Greenfield Elementary School Handbook	2
Office of the Superintendent of Schools	4
ConVal Regional School District Mission, Vision, and Core Beliefs	5
Greenfield Elementary School	6
Schedules	7
2019 – 2020 GES Instructional Team	7
Culture and Climate	8
Attendance	9
Behavior	11
Communication	12
General Information	13
Educational Programs and Services	16
Health and Wellness	18
Medications at School	21
Contoocook Valley School District Policies	23

## Office of the Superintendent of Schools

Welcome to the 2019-2020 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

## ConVal Regional School District Mission, Vision, and Core Beliefs

### **Mission**

To provide opportunities and inspire our learners to explore interests, pursue new knowledge and skills, learn about self and others, and give of oneself to the greater community.

### **Vision**

In the ConVal community, all learners will achieve academically, act thoughtfully, and contribute to the larger society.

### **Core Beliefs**

These beliefs are those ideals, thoughts, and attributes that we feel must exist for our students, our community, and our society to thrive.

- We believe that All must mean All. We must provide the opportunity for each and every student to reach their maximum potential.
- We believe that there is not only one path to student success and achievement. We must offer students a variety of learning opportunities to achieve their version of success.
- Although we value the unique characteristics of each of our schools, we believe that all ConVal schools should provide a guaranteed, viable curriculum and be equitable in terms of learning opportunities and services.
- We believe that ConVal should continue to participate and “give back” to our local communities.
- ConVal is committed to full inclusion for students with disabilities. ConVal will ensure teachers and staff are supported to ensure all students have access to rigorous curriculum within the general education setting and by presuming competence of all students.
- We believe that understanding the learning process is paramount to our work. We are committed to knowing when students are and are not learning, and we believe that it is our responsibility to ensure that learning and student growth occur.
- We believe that positive relationships are the fundamental building block for learning.

## Greenfield Elementary School

### 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

Principal

Greenfield Elementary School

## Schedules

### GES Daily Schedule (subject to change)

8:20-8:40	Buses arrive & Parent drop-off
8:40-9:00	Morning Meeting begins in classrooms
9:00-12:00	Instructional Hours
12:00 – 1:00	Lunch & Recess
1:00-3:20	Instructional Hours
3:25	Dismissal

### Specialists’ Schedule

Specials (Health/Wellness, Art, Music, Library Media) will rotate on a weekly basis. All students participate in a daily special. The specialists’ rotation is updated on the Upcoming Events section of the school website: [GES.convalsd.net](http://GES.convalsd.net).

## 2019 – 2020 GES Instructional Team

Kindergarten-Leslie Hodgen Grade 1-Amelia Barnes Grade 2-Sandy Aborn Grade 3-Rachael Heard Grade 4-Emma Goodspeed  <u>K-4 Special Education</u> EST Teacher-Maria Gendron EST Para-Diane Burnett EST Para-Sarah Garceau EST Para-Sarah Haynes EST Para-Elanie Kelly EST Para-Renee Lavoie  <u>Student Service Provider Team</u> Speech & Language-Gretchen Stockwell, Kim Turk OT- Linda Gott, Adrienne Scadova	<u>Specialist Team</u> Art-Andy Shultz Music-Hannah Shepherd Health/PE-Kelly Parker Library/Media-Nicole Murray  <u>Mental Health Team</u> School Counselor-Jen Swasey, School Psychologist-TBD  <u>Administrative/Facilities Team</u> Administrative Assistant-Karen Paul Nurse-Lise Lemieux Custodian-Chris Gagnon Lunch-TBD Principal-Colleen Roy
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## Culture and Climate

### Vision for the Culture of GES

All members of the GES learning community will demonstrate the school core values and meet behavioral expectations while being contributing members of a safe and supportive learning environment.

### Mission of the Culture and Climate Committee of GES

To provide teachers, staff, students, and families with:

- Clear expectations for positive behavior
- Clear protocols and procedures for responding to behavior
- Direct instruction of and praise for demonstrating GES core values – Positive, Responsible, Independent, Determined, Empathetic

in order to facilitate an environment that will foster academic and social growth for all students.

## Attendance

### Student Attendance

Regular and punctual patterns of attendance are required of each student. Student attendance is the responsibility of the 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. To assist parents or guardians in fulfilling this responsibility, we will inform you of excessive absences if they occur.

### PickUp Patrol

PickUp Patrol is an online system for parents to communicate attendance and dismissal plan changes to the school. Parents are expected to keep plans updated in PickUp Patrol. 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 2:25pm on the day of the change. After 2:25pm, changes will not be accepted online and will need to 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.

### Reporting Tardy Arrivals

Prompt arrival is very important. The beginning of the day is an essential time in each classroom for community building and introducing the day's activities and plans. Coming to school late can be very disruptive to the routine of the students. Please notify the school by 9:00 am either through email at [kpaul@conval.edu](mailto:kpaul@conval.edu) or by phone (547-3334) if your child will be tardy. If your child arrives late, they are expected to sign in upon arrival. This ensures your child's safe arrival and helps us maintain accurate attendance records.



### **Early Dismissal Procedure**

Please inform the school and your child's teacher (via PickUp Patrol, email, or phone) as soon as possible if you will be picking your child up from school early. This limits the disruptions for other students and the teacher. Please come directly to the main office to pick up your child. Following these procedures allows us to have your child waiting for you when you arrive.

### **Reporting Absences**

All students, including kindergarten students, are expected to attend school regularly and arrive on time. Punctuality and regular attendance are essential for supporting children's social growth and academic progress.

If your child is going to be absent, please inform the school through PickUp Patrol, email to Karen Paul [kpaul@conval.edu](mailto:kpaul@conval.edu) or by phone by 9:00am every day your child is absent to confirm that they are safely in your care. If we do not hear from you, we will call you to inquire about your child.

### **Unexcused Absences**

After three days of unexcused absence, regardless of grade, a letter is sent to the parent/guardian. This letter refers to New Hampshire state law, RSA 193:1 Duty of Parent; Compulsory Attendance by Pupil ... requires:

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

After the fifth unexcused absence, a five-day letter is sent to request a meeting with the parent/guardian. A meeting will be held with the parents and a plan developed. The meeting will include the school social worker, school counselor, principal, and/or Special Education Coordinator. All letters and plans will be copied to the Assistant Superintendent and the Director of Student Services.

### **Process for Excessive Excused Absences**

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

Cumulative days require:

1. 15 days excused absences (cumulative) – teacher/principal requests a meeting with the parents/guardians
2. 25 days excused absences (cumulative) – Assistant Superintendent and Director of Student Services will contact the parent/guardian via letter to schedule a meeting.

The School Board considers the following to be excused absences:

- Illness
- Recovery from an injury
- Required court attendance

- Medical and dental appointments
- Death in the immediate family
- Observation or celebration of a bona fide religious holiday
- Such other good cause as may be acceptable to the Principal or permitted by law

Any absence that has not been excused for any of these reasons will be considered an unexcused absence. Also, please note that children who are sick and stay home from school are not allowed to attend any school functions on that day.

### **Afternoon Dismissal @ 3:25 pm: Bus/Pick-up/Biking Procedures**

#### *Bus Dismissal*

GES staff members dismiss children to buses at 3:25 pm.

#### *Parent Pick-up*

Please park in the lower parking lot and enter the front foyer to wait for your child. In order to ensure the safety of all students, a staff member may ask you for photo identification before we release your child.

Please arrive promptly at 3:25pm. Any students who are still at school at 3:30 will wait inside the building outside the front office and you will need to park your car and come inside to pick up your child.

#### *Bikers*

For safety reasons, any student riding their bike home will be dismissed after buses/pick-ups have left. Bike riders must wear a helmet.

## **Behavior**

### **GES Behavior Expectations**

Students have a responsibility to behave in a manner appropriate to good citizenship, courtesy, consideration, and respect while at school. Our school upholds the tenets outlined by the ConVal School Board on student conduct. Behavioral expectations are detailed in District policies at the end of this handbook.

### **Behavior Expectations on School Buses**

While the law requires the School District to furnish transportation, it does not relieve parents of students from the responsibility of supervision until such time 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.

The bus is an extension of the classroom and 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 the 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 poor choices. Parents will be contacted in the event of a bus problem involving their child.

### **Responsive Classroom**

Responsive Classroom, the philosophy at GES, 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.

### **Behavior Pathways**

These are the steps in our behavior program:

- Pathway 1: Proactive Discipline
  - Creating, modeling, and practicing the rules
  - Class meetings
- Pathway 2: Reminding and Redirection
  - The three Rs of teacher language: reminding, reinforcing, and redirecting. When cues from the 3 Rs don't work: logical consequences, you break it-you fix it, and/or loss of privilege are employed.
- Pathway 3: Regulation Break in the classroom
- Pathway 4: Regulation Break in a buddy teacher's room
- Pathway 5: Involve the principal
- Pathway 6: Involve security

Most behavior problems are handled and resolved with the classroom teacher, but occasionally a student's behavior may result in meeting with the principal. These behaviors may include noncompliance, severe unresolved disrespect to a teacher, physical and/or verbal aggression that disrupts the safety and/or learning of others, threats, profanity, and repeat offenders. Physical aggression is not tolerated at GES.

### **School Suspension Process**

Suspension is only considered for behavior that is significantly and/or persistently disrespectful, unsafe and/or harmful. If a student is suspended, the parents are called and the child must be picked up right

away. If the school cannot reach the parent, then the person listed as the emergency contact is called to pick up the student.

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

### **Student Re-entry from a School Suspension**

At the scheduled re-entry meeting, the student and parent meet with the Principal and/or another principal-designated staff member. There is a review of what led to the suspension, and a review of the student's apologies and written plan. Before being allowed to re-enter the classroom, the student must demonstrate that they are ready to come back to school and act appropriately. The re-entry process is a key factor in students making better choices regarding appropriate behavior that is more respectful, safe, and kind.

### **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. Please refer to policies JI and JIA in the policy section of this Handbook for more information about Student Rights and Responsibilities.

## **Communication**

We encourage you to communicate with your child's teachers often. GES staff send home a bi-weekly newsletter to keep parents informed about their child's class. Please read these 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 by phone one-half hour before school begins or after school. We will make every effort to return phone calls or emails as soon as possible. However, because our instructional time is so focused, teachers will not be interrupted during instructional time unless there is an emergency..

Greenfield is on a quarter reporting schedule. This year, there is one planned parent-teacher conference day to be held on November 5th. Report cards go home four times a year, approximately every 45 days.

### **Reporting Student Growth and Progress**

GES values positive, meaningful communication between school and home. Newsletters from teachers and the administration provide parents with information about current academic topics/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 held during September.

Parents will receive regular communication from the school about their child's learning progress. Students in grades K-4 receive quarterly standards based report cards. Student progress is reported for

academic, pro-social behaviors, and approaches to learning. Sample report cards can be found on the GES website. For further information, please refer to District Policy IKA-[Policy IKA](#). The principal will notify parents of upcoming school-wide assessments. Assessment results (NHSAS, NWEA MAPS, AIMSWeb) will be sent home to parents after each testing period.

### **Parent Concern Process**

If you have a school-related question, please contact the appropriate staff member (e.g., the teacher, 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.

### **Promotion/Retention**

At GES promotions and retentions will happen on an individual student basis and will be communicated clearly to parents, teachers, and students. For further information, please refer to District Policy IKE-Promotion and Retention of Students [Policy IKE](#)

## **General Information**

### **Bus Company Information**

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. The bus company maintains 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.

### **Emergency Drills**

The school holds 10 emergency drills throughout the year; these include fire drills and other emergency drills. Students must remain quiet and attentive throughout each drill. Evacuation directions and procedures are posted in each classroom and other areas of the school. If parents are present during drills, they must participate in the drill and follow the instructions of the incident commander for accountability and safety purposes.

### **Emergency Procedures**

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

To notify parents of emergency situations or weather-related closings, delays, and early releases the Superintendent will use School Messenger, an automated notification system.

Weather related closings and delays will also be posted on Channel 9 news, WMUR, listed under Contoocook Valley Regional School District or ConVal. It will also be on local radio stations including 92.1 FM, 1220 AM, 98.7 FM, 1290 AM, 103.7 FM or 1030 AM. Additionally the information will be posted on the school/district websites as well as announced on twitter @WeAreConVal.

In accordance with ConVal School Board Policy EEAA (included in the policy section of this Handbook), video surveillance cameras may be in use at GES.

### **Homework**

Parents are encouraged to convey the message that the completion of homework assignments is important and is a valuable part of each student's education. Classroom teachers will send home information regarding homework expectations for their class during the first few weeks of school. Assigned homework will be in keeping with the ability of the students. Some homework assignments may be activities, while others will be practice necessary to reinforce classroom instruction. Parents are sometimes asked to sign homework assignments and are always welcome to call the school for clarification about homework.

In general, students in the lower elementary class should spend no more than 10 – 15 minutes on homework, while students in the upper elementary class should spend no more than 20 – 30 minutes on homework. Homework should never cause a child overwhelming stress or frustration. If this happens, please send in a note/email to your child's teacher explaining where your child was most frustrated so they can follow up with your child the next day.

### **Parking**

During the hours of 8:00 – 8:45 am and 3:00 – 3:45pm vehicles may not park in the bus lane. Additionally, when driving/parking in the school parking lot, please be extremely cautious so as to keep everyone safe!

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

The PTO supports the mission and vision of GES by sponsoring and supporting many programs. Attending a PTO meeting (held monthly) is a great way to find out what's going on, to get to know others, and to offer your suggestions. For more information on the PTO, please contact Ashleigh Wadleigh, PTO President @[ashleighwadleigh15@gmail.com](mailto:ashleighwadleigh15@gmail.com)

### **Substance Abuse**

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 facility."

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.

### **Visitors**

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 will use the main entrance, and the doors at the end of

each corridor remain locked at all times. We welcome parents to our classrooms for planned visits but we make every effort to respect teaching time with our students. Checking with teachers prior to visits allows teachers to inform you of any special situations (testing, trips, and programs).

### **Volunteering**

Studies show a positive connection between parental school involvement and a child's academic performance. GES has a proud tradition of parent volunteers (as well as grandparents, siblings, extended family and community members) who create a richer school and extra-curricular experience for all students. There are many ways to play an active part in the school community: in the classroom; at special events; publicity and communications; baking or other preparations at home; or even just to make phone calls. The GES PTO sends home a "classroom volunteer form" at the beginning of the year. 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.

### **What to Bring**

Breakfast/snack and lunch is available for purchase. Please visit the school website for details. If your student is not buying snack or lunch, they should bring healthy choices for snack and lunchtime.

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

Also, all students need to bring a modest-sized backpack for storing their snack, extra clothing, books, take-home folders, notes, school projects, etc. Backpacks need to be small enough to fit easily into student cubbies.

Students may not have chewing gum, toys or games from home, or any electronic devices in school. If students use these on the bus ride to school, they must remain in the student's backpack for the duration of the school day. Unauthorized items will be confiscated, and parents will be asked to retrieve them from the main office. The school does not accept responsibility for any stolen or lost toys, electronics, or other personal items.

### **What to Wear**

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

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

Students may not wear halter tops, short shorts, or mini-skirts; half-shirts; tops with “spaghetti straps”; clothing that reveals underwear, etc.; pants that are so long they come down underneath a student’s shoes, shorts, or pants that are so ‘baggy’ that they keep slipping down; platform shoes/sneakers, high heels, sneakers/footwear with built-in roller blade type mechanisms, etc. For further information, please refer to District Policy JICA [JICA-Student Dress Code](#)

## Educational Programs and Services

### **Art Day**

Every year, GES hosts Art Day for all students. The day is filled with a variety of diverse art activities. Teachers, parent volunteers, artists, and community volunteers facilitate several fun events for students to participate in throughout the day. There are activities such as dancing, origami, metal imprints, weaving, felting, theater games, and yoga. The students are able to try new things and participate in multiple art forms.

### **Arts Integration**

The ConVal Elementary Schools’ Arts Integration Program serves the district’s eight elementary schools. The purpose of the program is to enrich the existing art, music, and core curriculum through exposure to various programs, performances, and activities. The program has been in place for over 10 years.

### **Computers and Technology**

GES teachers help students become comfortable with computers as an educational tool. Students are introduced to basic uses of the computer, simple word processing, educational software, and online school approved educational websites. Some sites and programs are also available for use at home. Contact your child’s teacher for more information.

The overall integration of technology into both curriculum/instruction and the assessment of academics continue to be an important school and district-wide goal. Students have the opportunity to use interactive whiteboards, digital cameras, document cameras, iPads, desktops, laptops, and the school computer lab.

### **Cornucopia Project**

Lower elementary students participate in the Cornucopia Project where they engage in hands-on, agricultural lessons that allow them to establish a direct connection to the earth, and to their food source. This provides students with the basis for a long-lasting relationship with their local environment. Students learn about healthy food choices through their school gardens. Every spring, students plant organic vegetable seeds and maintain the gardens. In the fall, they harvest what they have grown.

### **Field Trips**

Every year, GES students have multiple opportunities to go on various field trips that enhance the academic and social curriculum. We appreciate parents volunteering to help chaperone school-sponsored field trips. Please note, that due to liability issues, non-GES children or siblings are not allowed to ride on any school bus transporting enrolled students. Parent chaperones on 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.

### **Harris Center for Conservation**

The Harris Center works collaboratively with ConVal teachers to link science and social studies curricula to the local landscape. Harris Center naturalists identify and research the local cultural and natural history stories and study sites surrounding the school.

The Harris Center provides students with a continuum of experiences and opportunities to study nature; develop skills as scientists, historians, and problem solvers; experience nature as a source of inspiration, creativity, and health; and to appreciate the local landscape outside the school.

### **Library Books**

Students are encouraged to check books out of the GES school library. Children need their parents' help at home to take good care of school books and materials. We want students to be avid readers and are delighted with the frequent use of library and classroom books. Books should be returned to school in good condition and within a reasonable amount of time.

### **School Counselor**

Our school counselor, Jen Swasey, provides short-term services for students who need help developing appropriate social skills, or emotional support to help cope with a transition or stressful situation that is impacting their success in school.

Most school counseling services are provided to small groups of children around particular issues such as divorce, bereavement, self-esteem, friendship skills, and goal setting; parent permission is required to participate in these services. The School Counselor is also available for visits from children who want to see the counselor for an informal conversation or for lunch; parent permission is not necessary for such visits.

The School Counselor also works with teachers and parents to provide appropriate support for students when needed and serves as a liaison between the school, the home, and community-based services. Parents are invited to contact the GES School Counselor about any significant family/home issues that may be impacting their child at school.

### **Special Education**

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

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

If a student is subsequently identified as eligible for special education, an individual education plan (IEP) is developed. Support to address IEP goals may take place within the regular classroom, in a tutoring or small-group situation in or outside of the regular classroom, or in therapy programs (such as Speech, Occupational Therapy, or Physical Therapy).

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

### **What I Need (WIN) Time**

Central to our instructional time is WIN Time. This is a designated time, built into our master schedule. Students are placed into specific, targeted groups based on assessment data and with the understanding that students do not master a standard at the same time. During WIN Time, students are provided with strategic instruction to meet their specific needs. This could be a time for remediation, reteaching, or enrichment.

## **Health and Wellness**

### **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 more 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 and immunization records, provides individualized nursing services for students with disabilities and/or health conditions, administers prescribed medications, and attends to illnesses and injuries that occur at school. In addition, 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 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 exemption requirements. Please refer to the Contoocook Valley School Board website at <http://schoolboard.convalsd.net/> or the NH School Immunization website at <https://www.dhhs.nh.gov/dphs/immunization/schools.htm> 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 licensed physician or authorized health care provider certifies that immunization against a particular disease may be detrimental to the child's health. The exemption shall exist only for

the length of time, in the opinion of the physician, such immunization would be detrimental to the child. An exemption from immunization for one disease shall not affect other required immunizations. This is a Medical Exemption.

2. A parent or legal guardian objects to immunization because of religious beliefs. The parent or legal guardian shall sign a notarized form stating that the child has not been immunized because of religious beliefs. This is a Religious Exemption.

A student who is exempt from immunizations 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, they will not be admitted to the school.

Exemption forms are available in the Nurse's Office or online  
<https://www.dhhs.nh.gov/dphs/immunization/exemptions.htm>

### **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, 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.

### **Crutches, Casts, Slings, Sutures, or 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 from the School Nurse.

### **Head Lice**

Please refer to the ConVal District Policy JLCC in the attached Policy Section of this handbook.

### **Latex**

Due to the rise in latex allergies, the ConVal 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 they are too sick to be comfortable to learn at school, and/or they 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.

### *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, 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 they have been 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 (Tylenol) or ibuprofen (Advil) will reduce the temperature but will not prevent your child 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.

### *Rash*

Students with a widespread 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), or bacteria such as strep. Signs of strep can vary but can include: a sore throat, swollen tonsils and 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.

### **Calling the School When your Child is Home Sick**

Please remember to call the office whenever your child is absent. Messages may be left any time 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.

### **Returning Students to School: “The 24-hour Rule”**

Students may return to school after 24 hours on antibiotics, when their temperature has been less than 100 degrees for 24 hours (with no medication), 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**

Medications 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 prescription or over-the-counter medication at school, 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 School Nurse or the Administrative Assistant. If a student carries the medication, the parent/guardian is strongly encouraged to supply the School Nurse with backup 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 delivered. 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 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 (Advil) or acetaminophen (Tylenol) 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 students throughout the school year. Medication that is not picked up will be discarded.

## Contoocook Valley School District Policies

### **AC—NON-DISCRIMINATION**

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

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 Read: September 18, 2018

2nd Read: October 2, 2018

Adopted: October 2, 2018

### **ECAF—AUDIO AND VIDEO SURVEILLANCE ON SCHOOL BUSES**

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

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

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

All recordings shall be retained for a period not to exceed ten (10) days, unless the Superintendent, or designee, determines that the recording is relevant to a disciplinary proceeding.

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

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

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

#### **Legal References:**

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

**Category: R**

*See also:* EEA, JICK, JRA

First Read: October 3, 2017

Second Read: October 17, 2017

Adopted: October 17, 2017

### **EEAA—VIDEO SURVEILLANCE ON SCHOOL PROPERTY**

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

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

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

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

#### **Category: R**

See Also: EEAB Video and Audio Recording for Instructional and Professional Development Purposes, EEAE School Bus Safety Program

#### **Legal References:**

*RSA 189:65, Definitions*

*RSA 570-A:2*

*RSA 189:68(IV) Student Privacy*

*20 USC 1232g, Family Education Rights and Privacy Act (FERPA)*

*34 CFR Part 99, Family Education Rights and Privacy Act Regulations*

1st Read: August 9, 2016

2nd Read: August 23, 2016

Adopted: August 23, 2016

### **EEAEC & JICC—STUDENT CONDUCT ON SCHOOL BUSES**

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

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

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

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

See also: EEA

#### **Legal References:**

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

*NH Code of Administrative Rules, Section Ed.*

*306.04(d)(1), School Safety*

*NH Code of Administrative Rules, Section Ed.*

*306.04(f)(4), Student Discipline*

*Appendix: EEA-R & JICC-R*

1st Reading: September 2, 2008

2nd Reading: September 30, 2008

Adopted: September 30, 2008

### **EFAA—MEAL CHARGING**



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

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

#### **Student Meal Accounts**

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

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

Bank fees incurred on any check returned for insufficient funds will be charged to the parent. The fee may not exceed \$25.00, RSA 358-C:5, I.) In accordance with RSA 358-C:5, notice of the fee

charged for a check that is returned for insufficient funds shall be included in any letter sent to a Parent seeking payment because the student meal account has a negative balance.

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

#### **Parental Restrictions on Use of Student Meal Account**

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

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

#### **Balance Statements**

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

The notices will be sent by e-mail when practical, otherwise by a note, sealed in an envelope, sent home with the student. Notice prior to the account reaching zero is intended to reinforce the requirement that a positive balance be maintained

in the student meal account. If a student meal account falls into debt, the initial focus will be on resuming payments for meals being consumed to stop the growth of the debt. The secondary focus will be on restoring the account to routinely having a positive balance. Only [CA1] those District staff who have received training on the confidentiality requirements of federal and state law, including the United States Department of Agriculture's ("USDA") guidance for school meal programs, and who have a need to access a child's account balance and eligibility information may communicate with parents regarding unpaid meal charges. Volunteers, including parent volunteers will not be used to communicate with parents regarding unpaid meal charges. 42 U.S.C. 1758(b)(6).

### **Free or Reduced Price Meals**

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

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

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

meal program will be posted on the school website and made available to parents at each school.

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

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

### **Students Without Cash in Hand or a Positive Account Balance**

Regardless of whether a student has money to pay for a meal or has a negative balance in the student meal account, a student requesting a meal shall be provided with a meal from among the choices available to all students. The only exception will be where the student's parents have provided the District with specific written direction that the student not be provided with a school lunch program meal, the student has a meal sent from home, or otherwise has access to an appropriate meal. Under no circumstances will a student's selected meal be thrown away because of the status of the student's meal account.

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

Initial efforts to contact parents will be by email or phone, however if those efforts are unsuccessful, letters to parents may be sent home in sealed envelopes with the student. Resolution of the problem should seek to ensure the student has ongoing access to an appropriate meal. Should the student's meal account balance fall below zero, a balance statement requesting immediate payment shall be sent to parents no less than once each month.

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

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

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

#### **Unresolved Debt**

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

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

If parents continue to fail to provide the student with a meal sent from home, continue to fail to provide funds for their student to use the school lunch program, continue to refuse to cooperate with reasonable requests by District staff to address the overdue debt, and the parent is believed to have the

ability to pay, the Superintendent may pursue payment through civil legal action, including filing a claim in small claims court pursuant to RSA Chapter 503. The Superintendent is delegated authority to assess the likelihood that civil action will lead to payment, the resources required to pursue collection, and to pursue such action only when doing so is in the best interest of the District. Note: this does not apply to free or reduced priced meals.

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

Applying the policy set forth above, the Superintendent shall determine if further collection efforts are in the best interest of the District. Any payments collected on debt that has been offset with District funds, shall be credited to the District. All debt collection efforts shall comply with RSA Chapter 358-C, New Hampshire's Unfair, Deceptive or Unreasonable Collection Practices Act.

#### **Staff Enforcement of Policy/Training**

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

#### **Student with Special Dietary Needs**

Nothing in this policy prohibits providing an appropriate meal to a student with special dietary needs such as, but not limited to, diabetes, provided these needs have been documented in a health plan, Section 504, or IEP. If the meal is medically required,

and the student has a negative student meal account balance, or does not have cash to purchase the meal, the necessary dietary needs will be met.

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

To file a program complaint of discrimination with the USDA, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at:  
[http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:  
(1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;  
(2) fax: (202) 690-7442; or  
(3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).  
This District is an equal opportunity provider.  
Nondiscrimination

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

#### **Assessment for Neglect Reporting**

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

*See also:*

JLCF – Wellness

EF – Food Service Management

EFA – Availability and Distribution of Healthy Foods  
EFE – Vending Machines

#### **Legal References:**

*15 U.S.C. § 1692-1695 federal Fair Debt Collection Practices Act (FDCPA)*  
*42 U.S.C. 1758(b)(6), Use or disclosure of information Civil Rights Act of 1964 & 7 C.F.R. Part 15, Subpart A & B*  
*2 C.F.R. §200.426*  
*7 C.F.R §210.09*  
*7 C.F.R §210.10*  
*7 C.F.R §210.15*  
*7 C.F.R. §245.5*  
*USDA SP 46-2016 – No later than July 1, 2017, all SFA's operating the Federal school meal program are required to have a written meal charge policy.*  
*USDA Guidance SP37-2016: Meaningful Access for Persons with Limited English Proficiency (LEP) in the School Meal Programs*  
*RSA 189:11-a*  
*RSA 358-C, New Hampshire's Unfair, Deceptive or Unreasonable Collection Practices Act;*  
*NH Dept. of Education Technical Advisory – Food and Nutrition Programs*  
First Read: March 6, 2018  
Second Read: March 20, 2018  
Adopted: March 20, 2018

#### **IHBI—EXTENDED LEARNING OPPORTUNITIES**

##### **Purpose**

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

The purpose of Extended Learning Opportunities is to provide educational experiences that are meaningful and relevant, and that provide students with opportunities to explore and achieve at high levels. In order to maximize student achievement and meet diverse pathways for learning, this policy permits students to employ Extended Learning Opportunities that are stimulating and intellectually challenging, and that enable students to fulfill or

exceed the expectations set forth by State minimum standards and applicable Board policies.

### **Roles and Responsibilities**

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

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

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

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

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

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

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

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

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

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

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

### **Program Integrity**

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

If a student is unable to complete the extended learning opportunity for valid reasons, the Principal, or designee, or assigned Highly Qualified Teacher will evaluate the experience completed to date and

make a determination for the award of partial credit or recommend an alternative experience.

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

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

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

**Legal References:**

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

**Category: R**

See also IHBI, ILBA, ILBAA, IMBC

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

**JCA – CHANGE OF SCHOOL OR ASSIGNMENT**

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

Procedures for Reassignment of Students within the District:

The parent or legal guardian will submit a written request for student enrollment transfer to the home and receiving building principal. The written request

will include a summary of the unique circumstances leading to the request for transfer. All requests will be reviewed on a case-by-case basis at the discretion of the Superintendent; priority in decision making given to the child, the school, and the district. Once the request is received by the building principals, the home principal will schedule a meeting with the parent/guardian. This meeting shall occur within five days of receipt of the written request. All requests will be shared with the Director of Student Services.

If the home principal supports the transfer request, he/she will communicate the decision to the receiving building principal. Both administrators must support the request for the transfer to move forward. Once approved by both administrators, each will generate a joint, written notification to the Superintendents that outlines the agreement.

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

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

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

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

**Conditions and Procedures for Reassignment Outside the District:**

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

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

that student is a student with a disability as defined by applicable State or Federal law.

#### **ManiGEst Educational Hardship Change of Assignment**

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

#### **Legal Reference:**

*RSA 193:3, III. (Change of School Assignment)*  
*RSA 193:3, I, II, ManiGEst Educational Hardship*  
*RSA 193:14-a, Change of School Assignment; Duties of State Board of Education*

#### **Category: P**

1<sup>st</sup> Read: November 3, 2015  
2<sup>nd</sup> Read: November 17, 2015  
Adopted: November 17, 2015

#### **JEDB—STUDENT RELEASE PRECAUTIONS**

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

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.

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.

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

#### **JG—ASSIGNMENT OF STUDENTS TO CLASSES AND GRADE LEVELS**

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

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

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

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

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

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

#### **Legal Reference:**

*NH Code of Administrative Rules Section Ed. 302.02(I), Duties of Superintendent*  
*NH Code of Administrative Rules Section Ed. 306:14(e), Instructional Program; Appropriate Assignment of All Incoming Students*  
*NH Code of Administrative Rules Section Ed. 1111, Placement of children with Disabilities*  
*RSA: 193:1 Compulsory Attendance*

**Category: P**

See also: JEB

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

**JH—ATTENDANCE, ABSENTEEISM, AND TRUANCY**

**Absences**

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

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

The Board considers the following to be excused absences:

- Illness
- Recovery from an injury
- Required court attendance
- Medical and dental appointments
- Death in the immediate family
- Observation or celebration of a bona fide religious holiday
- 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:

Investigation of the cause(s) of the student's truant behavior;

Modification, when appropriate, of his/her educational the student's program to meet particular needs that may be causing the truancy;

Development of a plan, involving the parents, designed to reduce the truancy;

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:

A statement that the student has become or is in danger of becoming habitually truant;

A statement of the parent's responsibility to ensure that the student attends school; and

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.

Coordinate truancy-prevention strategies based on the early identification of truancy, such as prompt notification of absences to parents.

Assist school staff to develop site attendance plans by providing development strategies, resources, and referral procedures.

Encourage and coordinate the adoption of attendance-incentive programs at school sites and in individual classrooms that reward and celebrate good attendance and significant improvements in attendance.

However, these guidelines shall be advisory only.

The Superintendent is authorized to develop and utilize other means, guidelines, and programs aimed at preventing and reducing truancy.

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

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

#### **Legal References:**

*RSA 189:34, Appointment*

*RSA 189:35-a, Truancy Defined*

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

*RSA 193:7 Penalty*

*RSA 193:8, Notice Requirements*

*RSA 193:16 Bylaws as to Nonattendance*

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

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

1st Read: June 7, 2011

2nd Read: July 19, 2011

Adoption: July 19, 2011

#### **JI—STUDENT RIGHTS AND RESPONSIBILITIES**

The privileges and rights of all students shall be guaranteed.

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

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

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

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

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

**Legal References:**

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

*See also:* JICD

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

**JIA—STUDENT DUE PROCESS RIGHTS**

Students facing discipline will be afforded all due process rights given by law. The Superintendent or designee appointed in writing, is authorized to

suspend any student for ten days or less for violations of school rules or policies. The School Board, or representative thereof, designated in writing, is authorized to continue the suspension in excess of 10 days following a hearing with the aforementioned representative. Any suspension in excess of 10 days may be appealed to the Board committee charged with discipline review.

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

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

**Legal References:**

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

Appendix: JICD – R

Category: R

*See also:* JIC, JICD

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

**JIC – STUDENT CONDUCT**

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

Legal References:

*RSA 189:15, Regulations*  
*NH Code of Administrative Rules, Section Ed. 306.04(f)(4), Student Discipline*  
*NH Code of Administrative Rules, Section Ed. 306.06, Culture and Climate*

NH Code of Administrative Rules, Section Ed.

317.04(b), Disciplinary Procedures

See Appendix: JICD – R

Category: R

See also JICD

1st Reading: July 16, 2013

2nd Reading: September 17, 2013

Adopted: September 17, 2013

## **JICD—STUDENT DISCIPLINE AND DUE PROCESS**

### **Definitions**

1. Disciplinary measures are reasonable, developmentally appropriate procedures that may include, but are not limited to, removal from the classroom, detention, in-school suspension, out-of-school suspension, restriction from school sponsored events and activities, probation, and expulsion, as a means of addressing student misbehavior.
2. Removal from the classroom means a student is sent to the building principal's office. It is within the discretion of the person in charge of the classroom to remove the student.
3. Detention means the student's presence is required during non-school hours for disciplinary purposes. The building principal is authorized to establish guidelines or protocol for when detention shall be served (either before school or after school.) Whether a student will serve detention, and the length of the detention, is within the discretion of the licensed employee disciplining the student or the building principal.
4. An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten consecutive school days.
5. An out-of-school suspension means the temporary denial of a student's attendance at school for a specific period of time for gross misconduct or for neglect or refusal to conform to school rules or policies.
6. A restriction from school activities means a student will attend school and classes and practice but will not participate in school co-curricular activities or events.
7. Probation means a student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension will mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms will result in immediate reinstatement of the penalty.

8. Expulsion means the permanent denial of a pupil's attendance at school for any of the reasons listed in RSA 193:13, II and III.

### **Standards for Removal from Classroom and Detention**

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

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

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

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

### **Process for Out-of-School Suspension:**

The power of suspension is authorized as follows:

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

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

5. Due process standards for long-term suspensions (more than 10 days) will adhere to the requirements of Ed 317.04(d)(2).

#### **Process for Expulsion**

1. Any pupil may be expelled by the Board for gross misconduct, or for neglect or refusal to conform to District rules or policies, or for an act of theft, destruction, or violence, as defined in RSA 193-D:1, or for the possession of a pellet or BB gun, rifle, or paint ball gun.

2. Additionally, any pupil may be expelled by the Board for bringing or possessing a firearm as defined in Section 921 U.S.C. Title 18 in a safe school zone, as defined in RSA 193-D:1, unless such pupil has written authorization from the Superintendent. Any expulsion under this provision shall be for a period of not less than 12 months.

3. The District will ensure that the due process standards set forth in Ed 317.04(d)(3) are followed.

4. The Superintendent is authorized to modify the expulsion requirements of any student on a case-by-case basis.

#### **Legal References:**

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

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

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

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

See Appendix: JICD-R

#### **Category: P**

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

1st Read: August 19, 2014

2nd Read: September 2, 2014

Adopted: September 2, 2014

#### **JICDD--STUDENT DISCIPLINE OUT-OF-SCHOOL ACTIONS**

The ConVal School Board recognizes that out-of-school and off-campus student conduct is not normally the concern of the Board. However, the

Board also recognizes that some out-of-school and off-campus conduct may have an adverse effect upon the school, school property, or school staff. Therefore, it shall be the policy of this Board that the Board or school administrators may impose disciplinary measures against students for some out-of-school or off-campus conduct.

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

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

- Damaging school property;
- Violence at or near the school's bus stop, during bussing times;
- Drinking alcohol, using tobacco products, or using illegal drugs at or near the school bus stop, during bussing times;
- Damaging the private property of school staff or employees; or
- Any other activity the Board or administration determines impedes the general welfare of scholastic activities or the safety or welfare of the student body.
- Cyber-Bullying and Internet Threats

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

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

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

#### **Legal References:**

*RSA 189:70, Educational Institution Policies on Social Media*

*Revised: September 2015*

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

Category: Recommended

See Also JIA, JIC, JICK

First Read: May 7, 2019

Second Read: May 21, 2019

Adopted: May 21, 2019

### **JICDDA – Simple Assaults: Parental Notification Policy**

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

Additionally, simple assault as that term is used in New Hampshire criminal statutes, includes and knowing and unprivileged physical contact with another person. While simple assaults may result in injury, many, if not most, which occur in the school setting do not. Recognizing that under the statutory definition, simple assault can be very minor contact, building or assistant principals will consider the District's policies, rules and regulations concerning student conduct and discipline when making a determination about whether or not to file a Safe School Zone Offense Report with local Law Enforcement officials. The District will err in the direction of filing a report when there is any question. Law Enforcement and school officials can then jointly determine the best action to be taken. Statutory Reference: RSA 193-D:4, I (b)

See Also: Memorandum of Understanding

1st Board Reading: March 28, 2000

Adopted: May 16, 2000

### **JICFA—HAZING**

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

with any organization sanctioned by the School Board shall engage or participate in hazing.

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

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

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

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

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

#### **Legal Reference:**

*Hazing*

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

**Category: P**

1st Read: September 7, 2010  
2nd Read: March 15, 2011  
Adopted: March 15, 2011

### **JICHB—ALCOHOL AND SUBSTANCE ABUSE**

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

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

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

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

#### **Reasonable Suspicion**

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

#### **School Violations**

Each school level (high school, middle school, and elementary) will develop their own age appropriate procedures. Procedures will be published in the handbook of each level.

#### **Other Provisions**

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

#### **Prescription Drugs/Other Medication**

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

#### **Requests for Help**

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

#### **Legal References:**

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

1st Read: June 20, 2017  
2nd Read: July 18, 2017  
Adopted: July 18, 2017

### **JICI—DANGEROUS WEAPONS ON SCHOOL PROPERTY**

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

The term “weapon” includes, but is not limited to, firearms (rifles, pistols, revolvers, guns of any form, pellet guns, air rifles, BB guns, etcetera) including any device from which a shot or projectile of any nature can be fired, explosives, incendiaries, martial arts weapons (as defined by RSA 159:24), crossbows, slingshots, electronic defense or aerosol self-defense weapons (as defined by RSA 159:20), or any other device, instrument, material or substance which is

used or threatened to be used in a manner likely to produce, or which is reasonably known to be capable of producing, death or bodily injury. Replicas (look-a-likes) of weapons may be treated as weapons within this Policy if they are used to frighten, harass, intimidate, or otherwise harm any person.

Additionally, this list is not intended to be exhaustive or all-inclusive. The principal may determine that any instrument, object or substance is a “weapon” within the intent of this Policy, if the principal believes that such instrument, object or substance was used or was intended to be used to inflict bodily harm on any person.

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

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

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

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

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

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

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

**Legal References:**

18 U.S.C. § 921, Et seq., Firearms  
20 U.S.C. § 7151, Gun-Free Schools Act RSA 193-D, Safe School Zones  
RSA 193:13, Suspension and Expulsion of Students  
NH Code of Administrative Rules, Section Ed. 317, Standards and Procedures for Suspension and Expulsion of Pupils Including Procedures Assuring Due Process

**Category: P – Required**

**See also** KFA

1st Read: September 4, 2018  
2nd Read: September 18, 2018  
Adoption: September 18, 2018

**JICK—PUPIL SAFETY AND VIOLENCE PREVENTION**

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

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

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

**II. Definitions**

The following definitions apply to this policy:

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:

- Physically harms a pupil or damages the pupil's property;
- Causes emotional distress to a pupil;
- Interferes with a pupil's educational opportunities;
- Creates a hostile educational environment;

- 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.

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

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

Perpetrator: a pupil who engages in bullying or cyberbullying.

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

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

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

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).

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).

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

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.

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.

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.

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 accordance 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.

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. 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.

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.

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).

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.

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 maniGESTation determination process.

### **IX. Training**

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

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

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

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

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

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

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

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

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

#### **Legal References:**

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

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

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

1st Read: November 16, 2010

2nd Read: December 7, 2010

Adoption: December 7, 2010

Amended: April 3, 2012

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

The Superintendent, principal, security personnel of the school or other authorized personnel may detain

and search any student or students on the premises of the public schools, or while attending, or while in transit on school vehicle, to any event or function sponsored or authorized by the school under the following conditions:

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

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

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

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

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

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

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

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

Searches of student automobiles are governed by Board Policy JIHB.

**Category: R**

**Legal References:**

NH Constitution, Pt.1, Art.19  
1State v. Drake, 139 NH 662 (1995)  
State v. Tinkham, 143 NH 73 (1998)

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

**JIHB--SEARCHES OF STUDENT AUTOMOBILES ON SCHOOL PROPERTY**

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

consent to having their automobiles searched in the event of such reasonable suspicion.

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

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

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

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

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

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

*Legal Reference:*  
*NH Constitution, Pt.1, Art.19*  
*Appendix JIHB-R*

Category: Recommended

*See also: JIH, JIHB-R*

1st Read: September 18, 2018

2nd Read: October 2, 2018  
Adopted: October 2, 2018

## **JJA—STUDENT ACTIVITIES & ORGANIZATIONS**

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

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

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

### **Legal References:**

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

*RSA 193-A, Home Education*

Category: O

**See also:** *IHBG – Home Education Instruction*  
*IHBG-R, Administrative Procedure to Accompany Policy IHBG*  
*Home Education Participation in District Programs and Activities*

First Reading: February 19, 2019

Second Reading: March 5, 2019

Adoption: March 5, 2019

## **JLCC—HEAD LICE POLICY**

### **Screening**

Based on recommendations from the American Academy of Pediatrics, school-wide screening for nits alone is not an accurate way of predicting which children will become inGESTed 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 inGEstation 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 inGEsted.

### **Legal References:**

*RSA 200:32, Physical Examination of Pupils*

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

*RSA 200:39, Exclusion from School*

1st Reading: May 3, 2011

2nd Reading: June 7, 2011

Adoption: June 7, 2011

### **JLCC-R—HEAD LICE CHECKLIST FOR HOME**

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

A. Treatment of hair as directed by your Primary Care Provider (PCP) – if using an over-the-counter product, repeat per label instructions  
Daily head check – under good lighting  
Use appropriate comb  
Manually remove nits  
Remove live lice – scotch tape may make this easier  
If live lice are noted after treatment, please call your PCP – your PCP may order a different medication

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

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

October 26, 2017

### **JLCD—ADMINISTRATION OF MEDICATION IN SCHOOLS**

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

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

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

### **Obligations of the District**

All medication to be administered shall be kept in a securely-locked cabinet. Controlled medications

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

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

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

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

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

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

#### **Obligations of the School Nurse**

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

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

#### **Storage of Medication**

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

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

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

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

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

#### **Obligations of the Parent/Guardian/Adult Student**

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

A parent/guardian/adult student, or their designated responsible adult, shall deliver all medication to be administered by school personnel to the school nurse or other responsible person designated by the school nurse as follows: (1) the prescription/OTC medication shall be delivered and kept in a pharmacy or manufacturer labeled container (2) the school nurse or principal's designee receiving the prescription medication shall document the quantity of the prescription medication delivered and have the adult delivering the medication co-sign the documented amount (3) the medication may be delivered by the parent/guardian/adult student or a designated adult, provided that the nurse is notified in advance by the parent/guardian/adult student of the delivery and the quantity of prescription medication being delivered to school is specified (4) the parent/guardian/adult student must ensure that the life-saving medication (Diasat, asthma metered

dose inhalers, Epi-Pen, Glucagon) or any other emergency medication be available to the student at all times. If the student's life-saving medication is not provided by the parent/guardian/adult student, the student shall not be permitted to attend any school-sponsored activities (5) it is the responsibility of the parent/guardian/adult student to notify the health office of any changes in student health, allergy status or medication changes.

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

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

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

Students may possess and self-administer a metered dose inhaler or a dry powder inhaler to alleviate or

prevent asthmatic symptoms, an auto-injector for severe allergic reactions, and other injectable medications necessary to treat life-threatening conditions. The parent/guardian/adult student and physician must authorize such self-possession and self-administration by completing a school self-administration form in accordance with RSA 200:42 and RSA 200:46. Inhalers and epinephrine auto injectors must be properly labeled with the student's name and type of medication. The student will be held responsible to keep self-carried medication in a safe place that is not accessible to other students. When a student finds it necessary to use his/her auto-injector, s/he shall immediately report it to the nearest supervising adult.

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

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

#### **Civil Immunity**

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

#### **Definitions**

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

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

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

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

**Legal References:**

*RSA 200:42, Possession and Use of Epinephrine Auto-Injectors Permitted*  
*RSA 200:43, Use of Epinephrine Auto-Injector*  
*RSA 200:44, Availability of Epinephrine Auto-Injector*  
*RSA 200:44-a, Anaphylaxis Training Required*  
*RSA 200:45, Student Use of Epinephrine Auto-Injectors – Immunity*  
*RSA 200:46, Possession and Self-Administration of Asthma Inhalers Permitted*  
*RSA 200:47, Use of Asthma Medications by Students – Immunity*  
*RSA 200:53, Bronchodilators, spacers, and nebulizers in schools*  
*RSA 200:54, Supply of Bronchodilators, Spacers or Nebulizers*  
*RSA 200:55, Administration of Bronchodilator, Space or Nebulizer*  
*RSA 318:42, Dealing in or possessing prescription drugs (VII-b)*  
*N.H. Code of Administrative Rules – Section Ed. 306.12(b)(2), Special Physical Health Needs of Students*  
*N.H. Code of Administrative Rules – Section Ed. 311.02(d); Medication During School Day*  
*NH Board of Nursing-Nurse Practice Act – [www.nh.gov/nursing/nurse-practice-act/](http://www.nh.gov/nursing/nurse-practice-act/)*  
*Standards of Delegation for School Nurses in New Hampshire*

**Category: P – Required by Law**

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

First Read: November 21, 2017  
Second Read: December 5, 2017  
Adopted: December 5, 2017

**JLCF—WELLNESS POLICY**

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

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

Child Nutrition Programs will comply with federal, state, and local requirements, and will be accessible to all children.

Sequential and interdisciplinary nutrition education will be provided and promoted.

Patterns of meaningful physical activity that connect to students' lives outside of physical education will be encouraged.

Physical education programs will meet federal and state regulations and standards.

School-based activities will be consistent with local wellness policy goals.

All food made available on school grounds during school hours, including vending concessions, a' la carte, student stores, parties, and fund raising will be consistent with Competitive Food Guidelines for K-12 schools.

At least 75% of all food made available on school grounds after school dismissal, including vending, concessions, a' la carte, student stores, parties, and fundraising will be consistent with the Competitive Food Guidelines for K-12 Schools.

All beverages made available on school grounds, including vending concessions, a' la carte student stores, parties, and fundraising will be consistent with the Competitive Food Guidelines for K-12 Schools.

All foods provided by the District will adhere to food safety and security guidelines.

The school environment will be safe, pleasing, and comfortable, and will allow ample time and space for eating meals.

Food will not be used as a reward or punishment, unless necessitated by a student's Individualized Education Plan/504 Plan.

Implementation/monitoring of this policy will be reported to the School Board annually by the Superintendent's designee, with recommendations for guideline changes if necessary or appropriate.

**Legal References:**

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



*Physical Education Program*  
*FDA Food Code*

**Category: P**

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

**JLDBA—BEHAVIOR MANAGEMENT AND INTERVENTION**

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

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

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

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

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

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

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

The use of corporal punishment is prohibited in District schools.

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

**Legal Reference:**

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

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

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

**I. Student Records and Access by School Officials**

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

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

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

Upon request, the ConVal School District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the

disclosure is for the purpose of the student's enrollment or transfer.

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

Access by school officials to personally identifiable student educational records without prior written parental consent shall be limited to those school officials who have a legitimate educational interest in accessing the records. A "legitimate educational interest" shall exist if the school official needs to review an educational record in order to perform his or her professional responsibility. Examples include: Matters relating to provision, supervision, selection, evaluation, funding or budgeting of services to one or more students; Discipline of a student; Assessment or monitoring of one or more students; Planning for future service provision for one or more students; Administration of educational programs for one or more students; Legal matters involving the District or any students in the district; or Investigation of matters pertaining to the safety, health or well-being of one or more students.

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

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

A. Employees of the School District who administer or provide education in our schools, including individuals such as:  
Principals, assistant principals, and other school administrators;  
Classroom educators;  
Special educators and special education staff members;  
Related service providers;  
Paraprofessionals;

Other instructors;  
School counselors;  
Nursing staff;  
School psychologists and evaluators;  
Special education IEP Team members; and  
Employees assigned to maintain, or assist in maintaining student records;

B. Administrators of the District, including the:  
Superintendent of Schools;  
Assistant Superintendent;  
Director of Special Education;  
Assistant Director of Special Education;  
The Business Administrator; and  
Staff assigned to assist any of the above.

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

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

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

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

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

The Superintendent or her/his designee may decide questions as to whether or not an individual is a designated school official and whether or not they have a legitimate educational interest in accessing a

student record or personally identifiable student information without prior written parental consent.

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

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

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

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

## **III. Release of Student Records to Others**

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

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

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

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

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

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

## **V. Designation of Directory Information**

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

- Name, address and telephone number of the family or adult student;
- Electronic mail address;

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

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

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

#### **VI. The Right to File a Complaint**

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

The office that administers FERPA is:

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

#### **VII. Annual Notice of FERPA Rights**

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

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

#### **Legal References:**

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

#### **Category: P**

**See also:** EHB

1<sup>st</sup> Read: September 5, 2017

2<sup>nd</sup> Read: September 19, 2017

Adopted: September 19, 2017

#### **KED—GRIEVANCE PROCEDURE (SECTION 504)**

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

1. The School Board hereby adopts the following Grievance Procedure, which may be used by any person believing that the District, School Administrative Unit (SAU), employees of the District

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

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

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

4. If the grievance is not resolved to the complainant's satisfaction, the aggrieved party, no later than five (5) school days after receipt of the Principal's decision, may appeal the Principal's

decision to the Civil Rights Coordinator. The appeal to the Coordinator must be made in writing, reciting the matter submitted to the Principal and the aggrieved party's dissatisfaction with decisions previously rendered. The Coordinator shall meet with the aggrieved party to attempt to resolve the matter as quickly as possible, but within a period not to exceed five (5) school days. The Coordinator shall communicate his/her decision in writing to the aggrieved party and the Principal not later than five (5) school days after the meeting with the aggrieved party.

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

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

7. The decision of the Civil Rights Coordinator is final pending any further legal recourse as may be described in current local district, state, or federal statutes pertaining to Section 504 of the Rehabilitation Act of 1973 or Title II of the Americans with Disabilities Act of 1990. A complainant has the

right to file a complaint at any time alleging discrimination under the above referenced laws and regulations with the; U.S. Department of Education, Office for Civil Rights, 5 Post Office Square, Suite 900, 8th Floor, Boston, MA 02109-3921.

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

***Legal References:***

*Section 504 of the Rehabilitation Act of 1973*

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

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

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

**Category: P**

1st Reading: June 19, 2012

2nd Reading: August 14, 2012

Adoption: August 14, 2012