

The
Hancock Elementary School
Handbook



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'Rooted in Community, Reaching for the Stars'

We hope this handbook will provide answers to Hancock Elementary School parents' and guardians' most frequently asked questions. This information is also available on our school website at:
<http://conval.edu/district>

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

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

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Welcome to the 2017-2018 school year!

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

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

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

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

Make it a great year!

Kimberly Rizzo Saunders
Superintendent of Schools

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

Telephone (603) 924-3336 Fax (603) 924-6707
www.conval.edu

A Letter from Our School Principal

Welcome to the 2017 – 2018 School Year!

I hope your summer was spent exploring, creating, reading, and relaxing. This was certainly a summer of exploration for my family. While the adventures were memorable and my time with my family was cherished, I am excited to explore a new year with the Hancock Huskies!!

My time with my family as well as recent events in the US and abroad has placed community at the forefront of my mind. This year it is imperative that we truly bring “Rooted in Community, Reaching for the Stars” to life. The HES staff will work to create a school community where students all have a hand in each other’s academic and social success. We will celebrate learning as a whole school and problem solve failures together. We will nurture healthy, supportive relationships among students and instruct when conflicts arise.

We have so much to accomplish – new ways of solving math problems, mastering difficult words in a favorite book, offering an opinion about a story, and standing tall during an oral presentation! It is essential that all children understand that they are accepted, respected, and not alone as they take these learning risks.

Please join us in creating a truly safe and respectful community for the 2017 – 2018 school year!

Sincerely,

Amy Janoch
Hancock Elementary School Principal

**'Education is not the learning of facts,
but the training of the mind to think.'**

- Albert Einstein

Mission

All students at Hancock Elementary School will demonstrate academic, social and emotional growth so that they may succeed as individuals and positively contribute to their classroom, school, and local community.

Values

As a Professional Learning Community, we will implement our mission and support our vision by demonstrating:

- A focus on student learning
- Collaborative teamwork
- Personal accountability
- Trust and respect
- Job embedded professional development

Hancock Elementary School Building Goals for the 2017 – 2018 School Year

By March 2018 the percentage of ConVal Elementary School Students, K - 4, meeting grade level expectations in math will increase by no less than 3% as measured by: Kindergarten: PNOA Groupings & Place Value; Grades 1-2: PNOA-Groupings & Place Value and MAPS-Number & Operations; Grades 3-4: MAPS-Number & Operations and AIMSWEB-Computation assessments.

By May 2018, the percentage of HES students K - 4 that meet grade level expectations will increase by 10% in reading as measured by AIMSweb TEL (grades k - 1), AIMSweb ORF (grades 2 - 4), and MAPS (grades 1 - 4).

By May 2018, the HES staff will create a Responsive School that ensures 75% of students will be proficient with pro-social behavior as measured by the universal screener, SWIS data (office referrals), and attendance.

ConVal District Goals may be found in the [Strategic Plan](#) on the ConVal District Website.

Student Rights and Responsibilities

Students Rights

- Students have the right to learn
- Students have the right to a safe learning environment
- Students have the right to be treated with respect and as an individual
- Students have the right to be heard
- Students have the right to voice their ideas and opinion
- Students have the right to expect staff to help them solve problems

Students Responsibilities

- Students have the responsibility to attend school regularly and arrive on time
- Students have a responsibility to make a conscious effort in the classroom
- Students have a responsibility to treat themselves and others kindly and respectfully
- Students have a responsibility to listen to others
- Students have a responsibility to complete their work
- Students have a responsibility to respect other people's property
- Students have a responsibility to follow teachers' directions

Meet the Hancock Elementary School Staff

Principal	Amy Janoch
Administrative Assistant	Marianne Adams
Nurse	Mitzi Turgeon
Guidance Counselor	Jen Swazey
Grade K Teacher	Kelsey Hockenbury
Grade 1 Teacher	Fawn Woudenberg
Grade 2 Teacher	Courtney Taylor
Grade 3/4 Teacher	Jean Robins
EST Teacher	Sarah Wright
Paraprofessional	Suzette Edick
Paraprofessional	Laurie Gillespie
Health Teacher	Libby Woodhead
Physical Education Teacher	Derek Castor
Art Teacher	Andy Shultz
Music Teacher	Lucius Parshall
Library Media Specialist	Alex Kendall
Speech Pathologist	Gretchen Stockwell
Speech Pathologist Assistant	Kim Turk
Occupational Therapist.....	Linda Gott
ESL Teacher	Yvegeniya Kashian
Arts Enrichment	Jeannie Connolly
Maintenance	Bruce Harwood

Admissions and Transfers

Admissions

In order to enroll a student in Hancock Elementary School, the ConVal School District requires documentation of immunizations, birth certificate, proof of residency, and copies of special education or 504 plans, parenting plans, and/or divorce decrees, should they exist. During the school year, you may contact the principal to enroll new students. The school phone number is 603 525-3303.

Kindergarten Entry

A student may enter kindergarten if his or her chronological age is 5 before August 25 of the school year of entry. No waivers may be granted from this minimum age requirement.

Grade 1 Entry

A student may enter grade one if his or her chronological age is 6 before August 25 of the school year of entry.

Immunization

The state of New Hampshire requires that students have proper immunizations prior to enrolling in public school. Please see the section on Immunization Requirements for more information.

Transferring - Entering

Parents of students that are new to Hancock Elementary must complete a registration packet providing current contact information and proof of residence. The school also requires documents in advance for students with educational plans requiring specialized services.

Transferring - Exiting

When moving to another town or state it is important to communicate this change to the classroom teacher. In doing so, the teacher can provide an opportunity for all students to properly bring closure to the relationship. We ask that you allow at least one day notice when a change will occur.

The Hancock Elementary School Daily Schedule

8:20 Earliest arrival time for children; staff members are on duty
8:40 School day begins
12:00 Recess
12:30 Lunch
3:25 Dismissal

Attendance

Daily attendance is essential for the academic and social growth of each and every child. Consistent attendance creates a predictable schedule and provides the continuity needed for students to make progress. Nonetheless, illness happens and when it does please notify the school so that we can be sure that each and every student at Hancock Elementary is safe.

Absences: A student is absent if they do not come to school during the days and hours that school is in session. It is important to notify the school if your child is going to be absent. If there has not been contact between the parent/guardian and the school when your child is not present in school, the absence will be considered an unexcused absence. If a student has an unexcused absence, it is defined as truancy.

When calling to report an absence, indicate the reason for the absence. Please call each consecutive day that the child is absent. Please review the District Policy related to absences:

- 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 shall be considered a full-day absence.
- Any absence of more than three and one-half hours of instructional time shall be considered a full-day absence.

Tardy Arrivals: Students are considered tardy when they enter the school building after 8:40 am. It is important for the school office and your child's teacher to know when he or she will arrive.

Parents are expected to call the school before 8:40 am whenever a child will be tardy. State the expected time of arrival and whether your child needs a school lunch. Voice mail is available 24/7 – leave a message any time: 603 525-3303. **When you arrive, walk your child inside to the office to sign in.** Your child may go to his or her classroom afterwards. For additional information related to ConVal's policy on Attendance, Absenteeism and Truancy, JH please refer to the District Policy section of the Handbook.

Emergency Procedures

Emergency Procedures

The Hancock Elementary School has carefully planned Emergency Management Procedures that detail the evacuation routes and safety procedures to be used in the event of an emergency. A map of emergency exits and designated gathering places is posted in each classroom.

Snow Days

Snow day procedures and cancellation information may be found online at [ConVal](#).

Fire Drills

Fire drills and other safety drills are practiced regularly with students. Many children are distressed by the loud noise of the fire alarm; teachers work with children to help them understand why drills are necessary and how they help us be prepared. HES teachers make every effort to ease children's feelings of concern while still adhering to state-mandated safety requirements.

ConVal Food Service and Fresh Picks Café

Students at Hancock Elementary School are offered a range of food service options through [Fresh Picks](#). Meals are prepared at the SMS kitchen and served at HES. **Menus are available online at the [Fresh Pick Site](#). Look for ConVal under the list of schools and then look for elementary menus.**

The ConVal Food Service Director is Donovan Hunt (603 924-3336 x2060). Our food service director is committed to providing a well-balanced and healthy lunch at an affordable price. Parents are welcome to call with questions. (For information about food allergies, please read the nurse's section below.)

- **Parents may pay online.** Refer to the Food Service information packet, call the number above or call the HES office if you are interested in learning how to set up an account.
- **Parents can also pay by check.** Make checks payable to: **ConVal Food Service** and place in an envelope. Be sure to write ConVal Food Service on the outside of the envelope with your child's name, teacher's name and HES. (This is important because your envelope goes to the food service office along with many others!) For your convenience, pre-printed coin envelopes are also available in the school office.

Regular Breakfast and Lunch Prices:

- **A 'Grab and Go' breakfast is \$1.25**
- **Daily lunch is \$2.25 and includes a milk.** The cost to purchase lunch for the year is \$380.00. Students may participate in the lunch program for the whole year or individual days.

Free and Reduced Lunches and Breakfasts: Your child is eligible to receive free or reduced price lunches at the beginning of this school year if he/she was eligible at the end of the last school year. A new application for this school year needs to be filled out as soon as possible (there is a ten-day grace period). If you have more than one child in the ConVal School District, you need to fill out only one application - just list all your children and the school they attend on one application. You will receive a notice in the mail informing you of eligibility.

- **Reduced breakfast price is \$.30** (a complete meal including a milk)
- **Reduced lunch price** (a complete meal including milk) **is \$.40.** The cost for five days is \$2.00.
- Free breakfasts and lunches are also complete meals including a milk

Volunteering and the HES PTO

Hancock Elementary School enjoys and benefits from an active PTO. The commitment to working collaboratively and collectively is essential to the growth of our students. You may participate in the PTO directly by becoming an officer or attending PTO meeting or by supporting the PTO by volunteering and contributing at the many community events that they host. For further information, please see the HES PTO website page.

Volunteering: Hancock has enjoyed a long history of working side by side with parents and community members. We continue to welcome our parent volunteers who give so much of their valuable time and talents to benefit our school. Parents are an important part of the success of our school community and we appreciate everything you do for our students.

Classroom volunteers who work directly with the students in an unsupervised capacity will be asked to complete a Criminal Records Check fingerprint packet. The packet contains a Release Authorization Form which must be completed and signed in the presence of a notary. It also includes the fingerprint card that requires additional information be completed. These documents will go with the volunteer to their local police department for fingerprinting, and you will then return all forms to your school. You may also contact the Human Resources Department of the Superintendent of Schools, at 924-3336 ext. 2033, to schedule a time to have your fingerprints done at the Superintendent's Office in Peterborough. Once a report of "No Record" is received by the HR Department, you are considered an approved Designated Volunteer.

In addition to the Criminal Records Check, each volunteer will be asked to attend a brief Volunteer Training Session. During this session, the principal will review the school values, student behavior expectations, procedures for addressing student behavior, and confidentiality policy. This is a new practice at HES. Please understand that this process is meant to provide you with the needed information to effectively support all students.

Each time you visit, **remember to sign in as soon as you arrive, and sign out before leaving.** For safety and security, use the main entrance. All other outside doors are kept locked at all times.

Snacks and Treats for Classroom Parties

HES follows the guidelines of the ConVal Wellness Committee regarding healthy foods served at school (detailed information is sent home separately about this). In general, foods served at school should be nutritious and healthy; foods high in sugar, fat and calories are not appropriate choices for classroom treats. **Allergies and other food issues are a concern for many children, and it is important to err on the side of caution when planning any school event which involves food.** Creative non-food games or activities, or non-food items as rewards, are great alternatives for celebrations that take place at school.

Often it is the class PTO Representative who helps the teacher organize food treats. Before any food treats are decided upon, you must consult with both the school nurse and the classroom teacher to avoid all items that could trigger food allergies or other health concerns for students

Party Invitations Should Not Be Distributed at School - Use the Buzz Book Instead

Even if all classmates are invited, social invitations distract children from their lessons and often cause tears and hurt feelings. **To avoid this, teachers ask that parents refrain from sending invitations to birthday parties or other non-school related events to school.** Instead, families may connect via the HES Buzz Book which contains contact information voluntarily supplied by parents for this purpose. A copy is sent home to each family soon after the start of the school year.

Communicating with Staff Members and the Bus Company

Our staff values the connection between school and families. Teachers can be reached before 8:20 am, or after school. We will make every effort to return calls and emails in a timely manner, but because instructional time with students is so focused, teachers may not be interrupted during school hours. We welcome parents for pre-planned visits to our classrooms.

School buses are provided by Student Transportation of America (STA). They may be reached at 603 924-9211 for questions about morning bus routes and times. Activity on bus routes is monitored through video tapes/DVD recordings. See Afternoon Dismissal, below, for notifying HES of schedule changes using Pickup Patrol.

Dress Code for Students

Teachers would like parents to keep in mind that classes frequently go outside for field trips and other school activities, and we go out for recess except in very inclement weather. **If at all possible, please mark your child's clothing (all grade levels) with names, initials or last name** – you'd be amazed at how many children's items look alike! Please bear in mind:

- **Indoor footwear:** For safety, shoes must be worn at all times. For various reasons, **our teachers recommend children wear sneakers every day (or bring them in their backpacks in winter)**. Children need sneakers for PE. In warm weather, sandals with straps that keep them securely on the feet are recommended.
- **Indoor clothing:** Comfortable clothing that is appropriate for school helps children concentrate on their studies. Students should wear clothing that is age appropriate and provide appropriate coverage of body parts. Hats, hoods or headscarves should only be worn outside. An extra sweater or sweatshirt in the backpack is a good idea in cooler weather. Your child's teacher may send home further information about a change of indoor clothing.
- **In winter children should wear a coat, mittens, hats, boots and snow pants.** Snow pants keep children warm and dry at recess and other activities even when there is no snow on the ground. HES keeps a few extra pairs of snow pants on hand in case children forget.
- **In rainy weather,** children should wear a raincoat with a hood as well as boots. Gloves and a hat may also be needed, depending on weather. **Please do not send children with umbrellas.**

Homework

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

Student Behavior

Hancock Elementary School uses *Responsive School Discipline* to achieve our mission of providing our students with the social skills to be contributing members of their communities. *Responsive School Discipline* begins with the belief that all children want to be successful and it is the job of the teachers and guardians to provide the skills and feedback to enable students to achieve this goal. A responsive school creates a learning environment where children feel physically and emotionally safe. This sense of safety enables children to take risks in their social and academic learning.

"We will be respectful, responsible, safe and kind" is posted throughout the school. Our rules and expectations are based on these principles, and we teach children why they are important for everyone to follow. We strive for a caring, supportive school community that creates a positive environment for learning for all students; communication between parents and teachers supports this goal. Each classroom has a behavior management system that reinforces students when meeting the expectations and provides verbal and/or nonverbal feedback when students misbehave. Misbehavior after several warnings may result in a student being asked to move to the "take a break" area of the room. If a student or students continue to struggle with managing their behavior further consequences may occur.

Possible Consequences for Inappropriate Behavior:

- The student may be asked to write a letter of apology, make a plan for changes in behavior, or a combination of the above. (Note: Guided by District's Wellness Policy, staff members will not deny participation in recess or PE as a form of punishment or discipline. However, if a child misbehaves during recess or PE he or she may be asked to sit quietly for a few minutes.)
- Parents may be contacted to meet with a student's teacher and/or the building principal to discuss the inappropriate behavior, the consequences(s), and develop a plan for supporting changes in behavior.
- Physical confrontation/altercation/wrestling can result in possible suspension.
- Defacing school property can result in repair, payment, and possible suspension

Afternoon Dismissal and PickUp Patrol

PickUp Patrol is cloud-based software used by all ConVal schools except the high school to manage student dismissal information. See Tardy Arrivals, above, about notifying the school of morning arrival changes. **All dismissal changes, including early dismissals, need to be entered by parents before 2:30 pm, except in an emergency. In the event of an emergency that requires your child to go home a different way, notify the school by phone (603 525-3303).** Your child's plan change will be entered by the administrative assistant, the teacher and child notified, and new dismissal lists will be prepared for bus drivers and bus duty teachers. For this reason we ask that all non-emergency after school dismissal changes be entered by parents before 2:30 pm.

How PickUp Patrol works: Parents enter changes before the 2:30 cutoff using a smartphone, tablet or computer PickUp Patrol automatically sends a secure daily email to classroom teachers and the office before dismissal. Teachers review this information with students. Next, the HES principal, each bus drivers and the teachers on bus duty use PickUp Patrol's information as checklists to ensure that each child is dismissed according to his or her parent or guardian's plan.

Getting started with Pickup Patrol: A Welcome email with information and instructions will be sent to new families. (For security, there is a 48 hour "window" to sign in and create your free account. After that time you will be locked out – if this happens, notify the school so a new Welcome email can be sent to you)

- **If you do not have daily access to a smartphone, tablet or computer,** please give us a call – we are happy to work with you individually to keep your child's information accurate and up to date.

Returning families: If you already made a PickUp Patrol account, your account remains active while your child attends our school. **Be sure to review your child's plan for accuracy and enter changes whenever they occur!**

Dismissal at HES: Where and How

An orderly routine at dismissal is critical for the safety of all students. Children need everyone's help learning how to be safe around moving vehicles. Parents can help by following these safety routines:

1. **Buses are loaded and dismissed first.** NEVER PASS WAITING BUSES. Occasionally the teacher on duty may need to board a bus to speak with the driver or the students – please be patient in the event of a delay, and remember that safety must come first.
2. ***Cars wait in a single line until all buses have boarded and departed.** DO NOT PARK IN THE PICKUP LINE OR LEAVE YOUR VEHICLE UNATTENDED. Please stay in your vehicle until the teacher on duty dismisses your child. Students will be dismissed by the side door facing the parking lot. Please note that car pickups are only permitted in the main parking lot (no School Street car pickups). It is critical to know which children have been dismissed and which are still awaiting pickup, and it is not possible for our staff to monitor both areas at once. Children may not run between buses or cars waiting in the pickup line. Please ask a staff member for assistance so the line of pickup cars can be safely stopped while you and your child walk to your car. We recommend holding young children by the hand.
3. ***Walkers and bicycle riders: For safety reasons, only walkers and bicycle riders exit down School Street after being dismissed by the teacher on duty.** Parents can help by discussing the importance of bicycle and pedestrian safety with your child. Bike riders must wear helmets. We recommend that children not ride bicycles to and from school when road conditions are snowy, icy or rainy.

***Do not leave the school grounds with children without telling the teacher on duty. He or she has a daily checklist of dismissals and needs to who has departed.** Thank you for your help with this.

Information from Our School Nurse

School Nurse Roles and Responsibilities The Contoocook Valley School District Registered Professional Nurses are advocates for student health in the educational setting. The School Nurse provides expertise and oversight for the provision of school health services. The goal of the School Nurse is to advance the well-being and academic success of our students and to help prepare them for a productive and healthy future. Healthy students are 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 records and immunization records, provides individualized nursing services for students with disabilities and/or health conditions, administers prescribed medications and attends to illness and injuries that occur at school. In addition, the School Nurse provides students, staff and parents with relevant health and safety education. Books and videos on many health and childcare issues are often available for loan. ***If at any time during the school year your child develops a health issue or concern, please contact the School Nurse.***

Immunization Requirements In compliance with NH RSA 141-C:20-a Public Health Rules and Conval District Policy, students must meet all immunization requirements prior to school entrance unless the student has applied for and met State exemptions requirements. Please refer to the Contoocook Valley School District website at www.conval.edu, or the NH School Immunization website at www.dhhs.nh.gov/dphs/immunization/documents/school13-14 for a list of specific immunizations. Parents must provide written documentation of immunizations from their Healthcare Provider (or the date of an upcoming appointment) before starting school. A student shall be exempt from immunization if:

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

OR

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

Exemption forms are available in the Nurse's Office or online at www.conval.edu.

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

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

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

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

Head Lice Refer to the Conval District Policy JLCC.

www.conval.edu/district-policies/students/jlcc-head-lice-policy/view

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

Guidelines for Keeping Sick Children Home

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

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

Colds Children with a new cough or severe cold symptoms such as sneezing, congestion and/or thick or constant nasal drainage should stay home. Minor cold symptoms such as mild stuffiness and clear nasal discharge are OK to be in school as long as your child feels well enough to participate.

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

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

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

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

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

Returning Students to School: "The 24 Hour Rule/Guideline" Students may return to school after 24 hours on antibiotics, when their temperature has been less 100 degrees for 24 hours, and/or no vomiting or diarrhea for 24 hours. It is important that the school knows how to reach parents or a designated emergency contact person during the day, particularly if a child has been sick.

Medications at School

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

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

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

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

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

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

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

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

Contoocook Valley School District Policies

ASSIGNMENT OF STUDENTS TO CLASSES AND GRADE LEVELS

JG

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

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

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

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

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

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

Legal Reference:

NH Code of Administrative Rules Section Ed. 302.02(1), Duties of Superintendent
NH Code of Administrative Rules Section Ed. 306:14(e), Instructional Program;

Appropriate

Assignment of All Incoming Students

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

RSA: 193:1 Compulsory Attendance

1st Reading: May 3, 2011

2nd Reading: June 7, 2011

Adopted: June 7, 2011

STUDENT DUE PROCESS RIGHTS

JIA

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

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

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

Legal References:

RSA 189:15, Regulations

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

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

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

Appendix: JICD – R

1st Read: May 6, 2014

2nd Read: June 3, 2014

Adopted: June 3, 2014

STUDENT CONDUCT

JIC

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

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

Legal References:

RSA 189:15, Regulations
NH Code of Administrative Rules, Section Ed. 306.04(f)(4), Student Discipline
NH Code of Administrative Rules, Section Ed. 306.06, Culture and Climate
NH Code of Administrative Rules, Section Ed. 317.04(b), Disciplinary Procedures
See Appendix: JICD – R

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

STUDENT CONDUCT ON SCHOOL BUSES

JICC

See also EEA, EEAEC & JIC

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

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

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

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

Legal References:

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

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

SIMPLE ASSAULTS: PARENTAL NOTIFICATION POLICY

JICDDA

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

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

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

1st Board Reading: March 28, 2000

Adopted: May 16, 2000

DISCIPLINE PROCEDURES

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

Suspensions of Ten Days or Less During the School Year

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

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

When these removals (10 days, or less at one time) accumulate to more than ten (10) days in a school year, school personnel, in consultation with at least one of the student's teachers, shall determine the extent of services needed to enable the student to progress in the general curriculum and toward the IEP goals, and the location in which the services will be provided.

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

Suspensions of More Than Ten Days

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

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

To determine:

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

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

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

Manifestation Determination Decision

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

1. Conduct a functional behavioral assessment and implement a behavioral intervention plan for the student, or

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

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

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

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

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

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

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

Nothing in this part will prohibit employees of the District from reporting a crime committed by a student with a disability to appropriate authorities. Neither will it

prevent state law enforcement and judicial authorities from exercising their responsibilities with regard to the application of Federal and State law to crimes committed by a student with a disability, then the District shall also ensure that copies of the special education and discipline records will be transmitted for consideration by the appropriate authorities, but only to the extent permitted by the Family Educational Rights and Privacy Act (FERPA).

Attendance and Discipline

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

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

ALCOHOL AND SUBSTANCE ABUSE

JICH (NOT REQUIRED)

The Contoocook Valley School Board believes:

- That alcohol and other substance abuse, directly or indirectly, affects a significant portion of the school population.
- That alcohol and other substance abuse must be considered a treatable illness, a view which is consistent with that of nearly all medical and social authorities.
- That prevention and early identification and treatment of alcoholism and substance abuse results in a high rate of recovery.
- That a school environment provides a unique opportunity for identification of potential problems with alcohol and drugs for staff and students and identification and referral steps will insure anonymity of the student or staff member.
- That the school district will work cooperatively with others in the community (industry, churches, social agencies, individuals, etc.) to establish effective counseling and treatment provisions for those experiencing alcohol or other drug-related problems.
- That the school district can and should make effective referral of staff and students experiencing alcohol or other drug-related problems and that neither the

record of a student nor the record and job status of an employee will be jeopardized by seeking and accepting treatment.

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

Alcohol and 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.

PUPIL SAFETY AND VIOLENCE PREVENTION

JICK

See also, JBAA, JIC, JICD, IHBA

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

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

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

II. Definitions

The following definitions apply to this policy:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

III. Reporting Procedure

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

Student or Parent Reports

1. Any student who believes that he or she has been the victim of bullying or cyberbullying, as defined in Section II, above, should immediately report the alleged act(s) to the Principal; however, if the student prefers, he/she may inform any school employee or volunteer.

2. Students or parents who have witnessed or who have reliable information that a pupil has been subjected to bullying or cyberbullying should immediately report the same to the Principal, or, if the student or parent prefers, he/she may inform any school employee or volunteer about the alleged bullying or cyberbullying.

3. Forms to report incidents of alleged bullying or cyberbullying shall be available at the Principal's office. Use of the form is encouraged, but not required. If the Principal or his/her designee receives the report verbally, he/she shall reduce the report received to writing within twenty-four hours of receiving the information.

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

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

IV. Notice to Parents/Guardians

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

V. Waiver of Notification Requirement

The Superintendent may, within the 48 hour time period referenced in Section IV of this policy, grant the Principal or his/her designee a written waiver from the

notification requirement in Section IV of this policy, if the Superintendent or his/her designee deems such waiver to be in the best interest of either the victim or the perpetrator. The granting of a waiver does not negate the responsibility to follow the other procedures set forth in this policy.

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

VI. Response to Remediate Substantiated Incidents of Bullying or Cyberbullying

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

In those cases where a perpetrator or victim is identified as a student with an educational disability, the Principal's response to remediate any substantiated incident of bullying or cyberbullying shall be presented to the IEP Team. The IEP Team is permitted to amend or augment the response in a manner necessary to

ensure that the perpetrator and/or victim receives a free, appropriate public education, while still taking appropriate measures to remediate bullying.

VII. Discipline and/or Interventions

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

VIII. Prohibition Against Retaliation and False Accusations

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

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

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

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

IX. Training

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

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

X. Notice of Policy

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

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

XI. Capture of Audio and Video Recordings on School Buses

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

XII. Report to the Department of Education

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

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

Legal Reference:

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

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

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

1st Read: November 16, 2010

2nd Read: December 7, 2010

Adoption: December 7, 2010

Amended: April 3, 2012

ATTENDANCE, ABSENTEEISM, AND TRUANCY

JH

Absences

School-aged children enrolled in the District must attend school in accordance with all applicable state laws and Board policies. The educational program offered by the District is predicated upon the presence of the student and requires continuity of

instruction and classroom participation in order for students to achieve academic standards and consistent educational progress.

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

The Board considers the following to be excused absences:

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

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

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

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

Family Vacations/Educational Opportunities

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

Truancy

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

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

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

Intervention Process to Address Truancy

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

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

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

Parental Involvement in Truancy Intervention

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

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

Developing and Coordinating Strategies for Truancy Reduction

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

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

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

Parental Notification of Truancy Policy

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

Legal References:

RSA 189:34, Appointment

RSA 189:35-a, Truancy Defined

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

RSA 193:7 Penalty

RSA 193:8, Notice Requirements

RSA 193:16 Bylaws as to Nonattendance

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

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

and Absenteeism

1st Read: June 7, 2011

2nd Read: July 19, 2011

Adoption: July 19, 2011

DANGEROUS WEAPONS ON SCHOOL PROPERTY

JICI

See also JICI-R, JICD-R

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

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

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

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

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

Weapons under control of law enforcement personnel are permitted.

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

Legal References:

18 U.S.C. § 921, Et seq., Firearms

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

RSA 193-D, Safe School Zones

RSA 193:13, Suspension and Expulsion of Students

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

1st Read: February 15, 2011

2nd Read: May 3, 2011

Adoption: May 3, 2011

HEAD LICE POLICY

JLCC

Screening

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

Management on the Day of Diagnosis

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

Criteria for Return to School

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

Legal References:

RSA 200:32, Physical Examination of Pupils

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

RSA 200:39, Exclusion from School

1st Reading: May 3, 2011

2nd Reading: June 7, 2011

Adoption: June 7, 2011

FIRST AID AND EMERGENCY CARE (STUDENT ACCIDENTS AND ACCIDENT REPORTS)

All school personnel have responsibilities regarding injuries and emergencies as follows:

1. Administering first aid and/or summoning medical assistance
2. Notifying administration
3. Notifying parents
4. Filing accident reports

School personnel must use reasonable judgment in handling accident cases. Caution should be exercised not to minimize or maximize any injuries or emergency. Personnel will understand the proper steps to be taken in the event of an injury or emergency.

If a school nurse or licensed practical nurse is not available to a school for any reason, at least one other person who has a current first aid and cardiopulmonary certification (CPR) certification shall be available (per Ed 306.12) including AED (automated external defibrillator) certification. Also required is annual training in assisting in the administration of an Epi-pen and a metered dose inhaler. Being available means they must be on school grounds during school hours or present at scheduled school activities so that they can provide emergency care immediately.

All accidents judged to be other than minor require an accident report to be filled out and filed with the Principal within 24 hours of the incident per policy EBBB.

The District makes it possible for parents to subscribe to student accident insurance at low rates. The program is offered each year during September. The District does not provide student accident insurance.

At the beginning of each school year, the Principal shall review the policy on accidents and accident reporting with staff.

Legal Reference:

RSA 200:40, Ed 306.12

1st Read: February 17, 2009

2nd Read: June 7, 2011

Adoption: June 7, 2011

Wellness Policy

JLCE

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

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

- Child Nutrition Programs will comply with federal, state, and local requirements, and will be accessible to all children.
- Sequential and interdisciplinary nutrition education will be provided and promoted.
- Patterns of meaningful physical activity that connect to students' lives outside of physical education will be encouraged.
- Physical education programs will meet federal and state regulations and standards.
- School-based activities will be consistent with local wellness policy goals.
- All food made available on school grounds during school hours, including vending concessions, a' la carte, student stores, parties, and fund raising will be consistent with competitive food guidelines for K-12 schools.
- At least 75% of all food made available on school grounds after school dismissal, including vending, concessions, a' la carte, student stores, parties, and fundraising will be consistent with the Competitive Food Guidelines for K-12 Schools.
- All beverages made available on school grounds, including vending concessions, a' la carte student stores, parties, and fund raising will be consistent with the Competitive Food Guidelines for K-12 Schools.
- All foods provided by the District will adhere to food safety and security guidelines.
- 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*
- The school environment will be safe, pleasing, and comfortable, and will allow ample time and space for eating meals.

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Family Policy Compliance Office (FPCO) Home

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;

- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

