

Hancock Elementary School

Family Handbook

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In an effort to conserve paper, the Hancock Elementary School Handbook is available through a link on our website <https://hes.convalsd.net/> at the bottom of the homepage. Please read through the handbook, sign and return this paper with your first day packet paperwork.

If you would prefer to have a printed copy of the handbook, please call the office (603) 525-3303 and we will send one home with your child.

Please check to indicate you would like a hard copy of the handbook.

I, _____, parent/guardian of _____ have read and understand the contents of the Hancock Elementary School Handbook.

Signature of Parent/Guardian

Date

Per ConVal District Policy we are publishing the following information regarding directory information.

I have read the policy **JRA – Student Records, Privacy, Family, & Adult Student Rights**. 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

The
Hancock Elementary School
Family 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
CONTOOCOOK VALLEY SCHOOL DISTRICT
OFFICE OF THE SUPERINTENDENT OF SCHOOLS
106 Hancock Road, Peterborough, NH, 03458-1197**

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Welcome to the 2021-2022 school year!

As the Superintendent of the ConVal School District, I want to personally welcome each of you back to school. It is wonderful to have you back in person with a return to a more normalized school year. Last year was a challenge for many students, staff, and families. It may take a little time for all of us to readjust. You are fortunate that you are attending a school that recognizes that you are an individual and works to personalize your learning.

You will have the opportunity to do many things that you enjoy, but I want to challenge you to try to learn something this year that is different, that stretches you as a learner and as a person. Build off the perseverance, grit, and lessons of last year. 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

Dear Parents, Guardians, and Students,

Welcome to the 2021-2022 school year to both returning and new students! I am very excited to be starting my first year as Principal at Hancock Elementary School! I am looking forward to getting to know the HES community and developing strong relationships with all stakeholders.

The HES staff have been working hard to prepare for the upcoming school year in order to provide your child with a superior learning experience. As with all the elementary schools, at HES we emphasize academic, behavioral, and social learning, in order to continue to achieve our mission and vision.

We are looking forward to a successful school year, where your child (ren) feels welcomed, is filled with excitement, and participates in their learning and growth. We want you to join us in supporting the learning and growth of your child, working as a team will ensure the success of your child.

Included in this handbook is a Covid-19 Reopening Addendum that outlines particular changes and expectations to the handbook. The policies in the addendum are for 2021-22 only, and take precedence over other policies that may be in this handbook. Please read the addendum.

We hope this handbook will provide the answers to many of your questions, as well as information about our policies, procedures, and new initiatives. Please review the contents of this handbook and share the information with your child(ren). We value your interest and involvement in your child's education. Be sure that your child's teacher understands any special needs or information that would be helpful in the teaching/learning process. Please don't hesitate to ask any staff member for information if you don't find what you are looking for here. Our school phone number is 525-3303, and you are always welcome to email me or Lindsay Carter. (npease@conval.edu or lcarter@conval.edu). The HES staff and I look forward to working together to make this a wonderful school year!

Sincerely,
Nicole Pease, Principal

COVID 19 Reopening Addendum for 2021-2022 School Year

Parent and family responsibilities

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

The District has the duty to provide for the health and sanitation of its schools (NH RSA 194:3, VIII). This duty includes “the daily administration and provisions of educational services to students at the school facility including...staff, student and parent safety...” (RSA 194-C:4, II(j)). To this end, the district will continue to implement a variety of mitigation strategies aimed at keeping people safe. While the following routines address mainly students and staff members, these requirements apply equally to anyone needing to enter a school building.

Home Routines (page 9 in [District Plan](#))

Every student will be asked to complete the home screening procedure. An online application has been, or will be, identified at each level to assist with this daily procedure:

- Preschool and Elementary - Pickup Patrol

If students are not cleared to come in the building based on their responses to the home screening procedure, please follow the established district protocols.

Home Screening Procedure

Before leaving home, students and staff will complete the following steps:

- Temperatures need to be taken. If the temperature is 100.0°F or higher, students and staff need to stay home.

The following questions need to be answered:

Are you experiencing any of the following symptoms?

- Fever and chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headaches
- New loss of taste or smell
- Sore throat, congestion, or runny nose
- Nausea, vomiting, or diarrhea
- Have you had close contact with someone who is suspected or confirmed to have had COVID-19 in the past 10 days?
- Have you, during the previous 10 days, traveled internationally or by cruise ship?

- Before leaving home, every student and staff member should wash their hands with soap and water for at least 20 seconds.

During the *Blue Phase* and the *Green Phase*, anyone who did not complete the home screening procedure through PickUp Patrol at home will be screened before entering the school building.

Masks (page 11 of the [District Plan](#))

All students and staff members will follow district-established expectations regarding the use of face masks while on school grounds, which will be based on the most recent guidance from the CDC and NH DHHS. If face masks need to be worn, regularly scheduled mask breaks will be incorporated into the daily schedule for staff and students.

If face masks need to be worn, a student who refuses to put on their mask shall be removed from the classroom, the parents/guardians shall be required to take their child home (see NH RSA 200:39), and options for participation in school will be discussed.

Transportation (page of the [District Plan](#))

We plan on opening school in the *Blue Phase*, in this phase transportation will return to traditional bus routes based on geography with students assigned to seats. In the event that the COVID status and CDC and NH DHHS recommendations dictate, the District will shift to a different phase following a recommendation from COVID-19 Monitoring Team and a decision by the School Board. Should the District need to transition into the *Green Phase* or the *Yellow Phase*, in order to minimize the risk of community spread, it will be strongly recommended that family members drive students to and from school or that licensed students drive themselves. If needed, the District will consider increasing the number of bus routes in order to implement recommended guidelines for physical distancing.

Masking and physical distancing guidelines related to waiting at bus stops, entering a bus, traveling on a bus, and exiting a bus will follow the recommendations of the CDC and NH DHHS.

Hygiene

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

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

Students should use the bathroom in the classroom or the restroom specified for their area.

Curriculum

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

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

Gatherings

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

'Rooted in Community, Reaching for the Stars'

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:

- Maintaining a focus on student learning,
- Collaborating with students, families and colleagues,
- Accepting personal accountability,
- And maintaining trust, and respect for all stakeholders.

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	Nicole Pease
Administrative Assistant	Lindsay Carter
Nurse	Mitzi Turgeon
School Counselor	Vanessa Lofstedt
Grade K Teacher	Katelyn Goodington
Grade 1 Teacher	Jessica Harrington
Grade 2 Teacher	Courtney Shultz
Grade 3/4 Teacher	Emily Hutchins
Grade 4 Teacher	Stefanie Nevins
EST Teacher	Sarah Wright
Paraprofessional	Suzette Edick
Wellness/PE Teacher	Kelly Parker
Art Teacher	Andy Shultz
Music Teacher	Hannah Petrick
Library Media Specialist	Erin Mack
Speech Pathologist	Gretchen Stockwell
Speech Pathologist Assistant	Kim Turk
Occupational Therapist.....	Linda Gott
ESL Teacher	Yvegeniya Kashian
Maintenance	Mr. Roland
PTO	
President	
Treasurer	Joe Simiele
Coordinator	

SCHOOL PROCEDURES

The Hancock Elementary School Daily Schedule

8:20 Arrival
8:30 Enter the School
8:40 School day begins
12:00 Lunch
12:30 Recess
3:25 Dismissal

No School or Delay Policy

If school is to be closed or delayed due to weather conditions or other extenuating circumstances, parents will be notified through the Alert Now calling system, and via WMUR Channel 9.

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. When calling to report an absence, indicate the reason for the absence. Please call each consecutive day that the child is 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.

Truancy:

- 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 instruction time shall be considered a full-day absence.

Tardy Arrivals: Students are considered tardy when they enter the school building after 8:45 am. It is important for the school office and your child's teacher to know when he or she will arrive.

- Please 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, please park your car in the lot and walk your child into the school.** Your child may go to his or her classroom afterwards.

Early Dismissal: Early release from school should be infrequent and only for emergencies. Please schedule doctor appointments etc. for after school if at all possible. For early pick up, please use PickUp Patrol (see below for instructions in the use of PickUp Patrol).

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.

Morning Arrival at HES Where and How

Our morning routine at HES is a wonderful time for children to connect, play, and prepare for a successful day. Students may be dropped off between 8:20 and 8:30.

1. All car and bus drop off will be done via Elementary Lane.
2. Walkers and bike riders should come to school via School Street. Bike riders must wear a helmet.
3. Children being dropped off by car or bus will pull around the circle to the walkway where they will be greeted by a staff member.
4. Student can place their backpacks on the walkway and head to the playground or field to play.
5. Students who would like breakfast should head into the school upon their arrival.
6. At 8:30 the bell rings and students will collect their belongings and line up to head into school.

Afternoon 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. Buses and car pick up take place on Elementary Lane. 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 by the guardrail 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 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 know who has departed.** Thank you for your help with this.

PickUp Patrol

PickUp Patrol is cloud-based software used by all ConVal schools except the high school to manage student dismissal information. **All dismissal changes, including early dismissals, need to be entered by parents before 2:45 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 2:45 pm.**

How PickUp Patrol works: Parents enter changes before the 2:45pm 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 driver 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!**

Volunteering

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.

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.

SAFETY

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.

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.

Video Surveillance on School Property

As per the School Board Policy EEAA, Video Surveillance on School Property, there are multiple cameras both inside and at door entries. These cameras are used to ensure the safety of our staff, students, and visitors.

Bus Communication and Safety

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. Also, please call the bus company if your child has any unusual medical condition, or if you want to ask about why a bus has not arrived at a bus stop. The bus company maintains radio communication with all of its bus drivers and all of the ConVal schools.

Student Expectations on Buses

Students transported in a school bus shall be under the authority of the District and under control of the bus driver per School District Policy EEA, EEAEC & JICC. 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.

Activity on bus routes is monitored through video tapes/ DVD recordings. If you are concerned with conduct on the bus, please contact the school administrator.

TEACHING AND LEARNING

Academic Expectations

At Hancock Elementary School we strive to build a love for learning in all children. In order to become independent learners, all children must become competent readers, writers and mathematicians. HES teachers address common school-wide expectations for student behavior and academic learning. Classrooms may vary on a day-to-day basis, but all teachers at each grade level address common NH State Standards and district curriculum maps and have common expectations for safe, kind, and respectful behavior.

If a student is identified as Educationally Handicapped, his or her IEP (Individualized Educational Plan) describes goals that may include modifications of the district's curriculum.

HES teachers are committed to common professional responsibilities, including:

- Demonstrating genuine caring and respect for all students, and motivating students to learn, to take appropriate risks, and to produce "quality work."
- Providing support and/or direct instruction in social skills in a classroom environment that is safe, supportive, and appropriately challenging for all students.
- Providing students with engaging learning activities to address the district curriculum and other district or school wide programs.
- Assessing students' growth and progress on a regular basis, utilizing both formal and informal assessments, maintaining records of students' academic growth and using assessment data to help guide their instruction.
- Collaborating with colleagues and participating in grade level and other appropriate Professional Learning Community groups as well as professional development activities to address school and district goals that support students' growth and learning.
- Implementing a plan for regular, effective communication with parents.
- Strengthening ties between each classroom, the school, the district and the local community through educationally meaningful activities.

Parent Responsibilities

We ask that you join us in cultivating a love of learning. We hope that all children will read and/or be read to at home. We also hope that all children will practice basic math facts for fluency. Your child's teacher will outline reading and math expectations at the beginning of the school year, and can offer suggestions as to how to help your child become a successful reader and mathematician.

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.

Guidelines for homework:

- First grade - 10 minutes

- Second grade - 20 minutes
- Third grade - 30 minutes
- Fourth grade - 40 minutes

Parents will receive regular communication from the school about their child's learning progress. The Principal will notify parents of upcoming school-wide assessments. Assessment results (NHSAS, NWEA MAPS, AIMSWeb, and NECAP Science) will be sent home to parents after each testing period as well. (See School Board Policy IKA- GRADING SYSTEM, p. 35)

Family/Teacher Communication

Our staff values the connection between school and families. Teachers will communicate regularly through newsletters, emails and phone calls. We encourage families to reach out either by phone or through email. Teachers can be reached by phone 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.

In mid to late September, the school sponsors an evening Open House so that parents can meet their child's teacher, learn more about their child's classroom, have a chance to meet their child's classmates and their families, and show their parents samples of their work from the first month of school.

Parent/Student/Teacher conferences are scheduled once a year, at the end of the first trimester. A parent or guardian who wishes to schedule an additional conference with a teacher or the principal, may call to set up an appointment.

Curriculum

The ConVal District has committed to several ongoing curriculum initiatives. Letterland, Reading Street, Keys to Comprehension, and Eureka are used district-wide at the elementary level. In addition to the core curriculum, all schools use a set of writing strategies called SRSD, Self-Regulated Strategy Development, to build students' skills with writing sentences, paragraphs and multi-paragraphs. We are also committed to Response to Intervention. Response to Intervention ensures that all children receive targeted instruction using research based practices. All classes have intervention blocks of 30 minutes, designed to meet the needs of individual children, based on their progress with reading, language arts, and math skills.

Curriculum work is ongoing in science and social studies. Grade level teachers have created curriculum maps that scaffold learning from grade to grade. Our partnerships with the Harris Center and Cornucopia Project are integrated into our social studies and science instruction and enrich the children's understanding of the environment around them.

The ConVal School District 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. ELO offer an opportunity for students to experience learning in a hands on and personally relevant manner. Opportunities may include but are not limited to, independent research, performing groups, community services or other opportunities approved by the Superintendent or his/her designee. For more information related to Extended Learning Opportunities, please see Policy IHBH, Extended Learning Opportunities.

In order to build students 21st century skills, each classroom is equipped with a SMART board, and laptop computers. The technology is carefully integrated into the classroom based on the developmental level and academic needs of the students.

Reporting of Student Growth and Progress

Hancock school values positive, meaningful communication between school and home. Class newsletters provide parents with information about what current academic topic/units and upcoming special events. Parents also benefit when they volunteer, participate in parent-teacher conferences, review trimester progress reports, attend special student presentations and performances, and come to the school-wide Open House held in late September/early October.

Benchmark Assessments

A benchmark assessment is one that is administered three times a year to assess students' growth in math and reading. ConVal elementary schools use NWEA/MAPS (Measures of Academic Progress) and aimsweb Plus for benchmark assessments. MAPS testing is taken by all students in grades 1-4 three times per year (fall, winter and spring). Kindergarteners take it only at the end of their kindergarten year. This testing is done on the computer. aimsweb Plus is a research based tool that allows quick assessments in reading. Results of each of these assessments assist with identifying students' skills in reading and/or math and guide instruction.

State Assessments

As per state directives, the New Hampshire State Assessment is a computer based assessment that is administered with students in grades 3 and 4 in the spring.

Parents will receive notifications throughout the year announcing testing schedules as well as student results. HES will host a number of curriculum and assessment evenings to further detail the tools used by the ConVal district and HES.

Grading

In accordance with District Policy IKA Grading System, the school board approved the use of a Standards-Based Report Card at the elementary level in 2014. A standard in education is the learning goal - what we want students to know and be able to do by the end of the school year. A Standards-Based Report Card articulates agreed upon standards for students in the ConVal Elementary Schools. The Standards-Based Report Card enables teachers to more effectively examine a child's progression toward a learning target. For parents, the report card articulates how a child is progressing toward specific skills related to math, science, social studies and reading.

The report card has a 6 point scale that enables parents, teachers and students to understand a student's progression toward an agreed upon learning target.

- 6- Exceeds
- 5- Meets
- 4- Progressing Advanced
- 3- Progressing On Level
- 2- Progressing Below
- 1- Beginning

Promotion/Retention

At HES promotions and retention will happen on an individual student basis and will be communicated clearly to parents, teachers, and students as directed by District Policy IKE Promotion and Retention.

Behavior Expectations

Student Behavior

Students will engage in behaviors that support the learning of all in the classroom. The ConVal School District is committed to ensuring safe school environments in which all students are able to learn to best of their abilities. Please review policies JI and JIA in the policy section of this handbook for more information about Students Rights and Responsibilities. HES students have the responsibility to behave in the manner appropriate to good citizenship, courtesy, consideration, and respect while at school. Behavioral expectations are detailed in the ConVal District Policy JIC. Failure to comply can lead to disciplinary action detailed in ConVal District Policy JICD – Student discipline and due process which can be found on the district website <http://convalsd.net>.

District Policy JIC Student Conduct, requires all schools develop and share behavior expectations for students. Hancock Elementary School uses ***Responsive School Discipline*** to achieve our mission of providing our students with the social skills needed 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. At the start of the school year, all classroom teachers teach the behavior expectations through interactive modeling. Each classroom has a behavior management system that reinforces students when meeting the expectations and provides verbal and/or nonverbal feedback when students demonstrate unexpected behavior. Misbehavior after several reminders may result in a student being asked or choosing to move to the “regulation station” in the room. The “regulation station” offers a number of strategies that can help students to get back to a learning frame of mind. 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. In the event of an assault, the principal will follow district policy JICDDA-SIMPLE ASSAULT: PARENTAL NOTIFICATION POLICY which can be accessed in the policy section of this handbook.
- Defacing school property can result in repair, payment, and possible suspension.

For additional information regarding our behavior support system for all students, please request a copy of the HES Behavior Management Handbook.

What to Wear in School

Parents are expected to help children come to school clean, neat, and dressed appropriately for the ever-changing New Hampshire weather. **If at all possible, please mark your child's clothing (all grade levels) with names, initials or last names** – 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 and hoods 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.
- If necessary, students will be asked to change into more appropriate clothing and/or footwear (from the Lost and Found, or parents will be called to bring in more appropriate items).

For district policy related to dress codes please see JICA in the policy section of this document.

What to Bring to School

Students need to bring a healthy snack every day; if they are not getting hot lunch, they also need a healthy packed cold lunch. Microwave ovens are not available to students.

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

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

Students may not have chewing gum unless noted in a student's specific plan.

Electronics

Electronic games, iPods and other devices are not allowed to be used at school. We feel strongly that they detract from the school atmosphere that we want to promote. We ask that these items

be left at home. This includes cell phones. **If you have a situation in which your child needs an electronic device, please work with the administrator to develop an appropriate plan.**

Alcohol and Substance Abuse

ConVal School District Policy JICH, Alcohol and Substance Abuse prohibits students from possessing, ingesting, selling, providing, or being under the influence of substances not prescribed to him or her by a medical practitioner.

Student Support Services

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 <https://www.dhhs.nh.gov/dphs/immunization/schools.htm> 20-21 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 Please refer to the Conval District Policy JLCC and JLCC-R.

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

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

Guidelines for Keeping Sick Children Home

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

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

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

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

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

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

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

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

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

Medications at School

This is in accordance with ConVal District Policy JLCD. 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.

School Counseling/ 504

Additional support for students is available in a number of ways. We have a school counselor as part of our staff, who is here one to two days a week. She consults with staff, runs groups of various kinds, and works in classrooms. In addition to services provided for all students, the

school counselor coordinates 504 plans. A 504 is written for a student who needs special accommodations to access the education program.

Suicide Prevention and Response

The District and School Board are committed to protecting the health, safety and welfare of its students and school community. Please review Policy JLDBB – Suicide Prevention and Response for more information.

Suicide Prevention SB282-FN:RSA 193-J

During the 2019 legislative session, [SB 282](#) was passed to address the critically important issue of suicide prevention of school-age children in New Hampshire. SB 282 was created out of a recognition that suicide is a complex issue that necessitates resources from schools, families, and the community to all be harnessed in an appropriate and timely fashion in order to prevent suicide. The sole purpose of this new law is to reduce the number of suicides that are occurring in New Hampshire's school-age population. The bill seeks to accomplish this by ensuring that suicide prevention education and training be available to school personnel, students and their parents by utilizing age-appropriate and evidence-based materials in this subject area. This bill is applicable to all public schools and chartered public schools across the state and becomes effective in July 2020. This requirement has also generated suicide prevention [Policy JLDBB](#).

NH Resources and Trainings

- NAMI-NH <https://www.naminh.org/education/training-opportunities/> -NAMI-NH Online Suicide Prevention Training:<https://schoolsafetyresources.nh.gov/connect-online-suicide-prevention-training-for-school-personnel-nami-nh-may-2019/>
- Connor's Climb <https://www.connorsclimb.org/>
- UNH Cooperative Extension: <https://extension.unh.edu/programs/youth-mental-health-wellness>
- American Foundation for Suicide Prevention (AFSP) NH Chapter: <https://afsp.org/chapter/new-hampshire>
- NH 24/7 Resources: <https://www.211nh.org/>
- NH Suicide Prevention Plan: <https://www.dhhs.nh.gov/dphs/bchs/mch/documents/state-suicide-prevention-plan-2013.pdf>
- NH Community Mental Health Centers: <https://www.dhhs.nh.gov/dcbcs/bbh/reviews.htm>
- NH Community Behavioral Health Centers: <https://nhcbha.org/emergency-key-service>
- NH School District Governance Association: <https://sdganh.org/>
- Monadnock Family Services:<https://www.mfs.org/>
- MAPS:<https://mapsnh.org/>

NH Resources and Trainings

- NAMI-NH <https://www.naminh.org/education/training-opportunities/> -NAMI-NH Online Suicide Prevention Training:<https://schoolsafetyresources.nh.gov/connect-online-suicide-prevention-training-for-school-personnel-nami-nh-may-2019/>
- Connor's Climb <https://www.connorsclimb.org/>
- UNH Cooperative Extension: <https://extension.unh.edu/programs/youth-mental-health-wellness>
- American Foundation for Suicide Prevention (AFSP) NH Chapter: <https://afsp.org/chapter/new-hampshire>
- NH 24/7 Resources: <https://www.211nh.org/>
- NH Suicide Prevention Plan: <https://www.dhhs.nh.gov/dphs/bchs/mch/documents/state-suicide-prevention-plan-2013.pdf>

- NH Community Mental Health Centers: <https://www.dhhs.nh.gov/dcbcs/bbh/reviews.htm>
- NH Community Behavioral Health Centers: <https://nhcbha.org/emergency-key-service>
- NH School District Governance Association: <https://sdganh.org/>
- Monadnock Family Services: <https://www.mfs.org/>
- MAPS: <https://mapsnh.org/>

National Resources to Support Suicide Prevention and Postvention in Schools

- American Foundation for Suicide Prevention (AFSP): <https://afsp.org/>
- Suicide Prevention Resource Center: <https://www.sprc.org/>
- The National Suicide Prevention Lifeline: <https://suicidepreventionlifeline.org/>
- The Connect Program: <https://theconnectprogram.org/>
- The National Alliance for Suicide Prevention: <https://theactionalliance.org/>
- SAMHSA Suicide Prevention: <https://www.samhsa.gov/tribal-ttac/resources/suicide-prevention>
- Center for Disease Control Prevention Package: <https://www.preventioninstitute.org/projects/updating-cdc-suicide-prevention-technical-package-application-during-catastrophic-events>
- The National Center for Behavioral Health: <https://www.thenationalcouncil.org/>

School District Contacts

SAU: Cari Christian-Coates, Director of Student Services- <mailto:ccoates@conval.edu>

Antrim Elementary School, Dublin Consolidated School:

Robin Gregg

<mailto:rgregg@conval.edu>

Bennington Elementary School, Frankestown Elementary School:

Kara Schoen <mailto:kschoen@conval.edu>

Peterborough Elementary School: Jennifer Swasey <mailto:jswasey@conval.edu>

Greenfield Elementary School, Temple Elementary School, Hancock Elementary School:

Vanessa Lofstedt: <mailto:vlofstedt@conval.edu>

Great Brook Middle School:

Laura Gourlay <mailto:lgourlay@conval.edu>

Catherine Mandeville <mailto:cmandeville@conval.edu>

South Meadow Middle School:

Stephanie Smart <mailto:ssmart@conval.edu>,

Ashley Goggin <mailto:agoggin@conval.edu>

Conval High School:

Teresa Drogue <mailto:tdrogue@conval.edu>

Todd Bennett <mailto:tbennett@conval.edu>

Nikki Pike <mailto:npike@conval.edu>

Rebecca Dunn <mailto:rdunn@conval.edu>

Amanda Haley <mailto:ahaley@conval.edu>

Rachel Berten <mailto:rberten@conval.edu>

ELL (English Language Learners) Program

For students whose first language is other than English, ELL services are available as needed. These students face the challenge of learning both everyday spoken/social English and academic English, and may have had their past schooling interrupted because of various factors. The ELL teacher provides students with general support and orientation as well as specialized instruction in the reading, writing, and speaking of English. HES welcomes students who are learning English, and values the diversity of backgrounds and experiences these students bring to this 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, he or she may be referred through the formal special education process. Once this process has been initiated (by the school or parent), parents are invited to participate in all relevant meetings and are provided with their legal parental rights. This team meets to see if a formal evaluation of the student's strengths and needs is warranted, and if so whether the results of this evaluation warrant the student being identified with an educational disability that warrants receiving special education services.

If a student is subsequently identified as eligible for special education, an individual educational plan (IEP) is developed. Support to address IEP goals may take place within the regular classroom, in a tutoring or small-group situation outside the regular classroom, in therapy programs (such as speech, PT, or OT) or in the Intensive Learning Supports/ Life Skills Program. ILS is a district support service at PES for students with significant educational needs.

Intervention Block

Central to our instruction is the Intervention block. The intervention block is built into our master schedule. Students attend a re-teach and enrich four times a week. We believe that students do not master a standard at the same time, in the same way, with the same instruction, or with the same resources. Students are assigned to specific Intervention block classes based on their AIMSweb, NWEA, and/or curriculum based assessments.

During the intervention block time, students are provided with strategic instruction to meet the needs of each student. We work to fill in learning gaps for students who approach or fall below achievement of standards. Students are regularly informally assessed to monitor progress. This is a valuable opportunity to teach in smaller groups, with different resources, given extended time, and possibly with a different teacher.

ConVal Food Service and Fresh Picks Café

The ConVal School District provides the opportunity to purchase breakfast and lunch from the school cafeteria 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.**

Our food service director is committed to providing a well-balanced and healthy lunch at an affordable price. Each meal meets or exceeds the federal nutrition standards. Payment is

expected no later than when the meal is served. Parents are welcome to call with questions. (For information about food allergies, please read the nurse's section below.)

- **Parents may pay online.** The K12 Payment Center link can be found on the homepage of our web site.
- **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 \$2.35 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

General School Information

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. You may contact Kate Wasserloos at the SAU to enroll new students. The SAU phone number is (603)924-3336.

Kindergarten Entry

A student may enter kindergarten if his or her chronological age is 5 before September 30 of the school year of entry. No waivers may be granted from this minimum age requirement.

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.

Snacks and Treats for Classroom Parties

HES follows the guidelines of the ConVal Wellness Committee regarding healthy foods served at school. 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 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.

Pets

Pets are not allowed on school grounds, unless there is an educational purpose. Any animal visitors, coming to school for an educational purpose, must be approved by the principal. Classroom pets are no longer allowed, unless there is an educational purpose. Any pet on the school grounds must be leashed.

Field Trips

We appreciate parents volunteering to help chaperone school-sponsored field trips. Please note, however, that due to liability issues, non-HES children or pre-school siblings are not allowed to ride on any school bus transporting enrolled students. Parent chaperones on bus field trips who will be guiding any group of students on their own (away from a teacher/staff person) must also complete the criminal reference check process.

Parent-Teacher Organization (PTO)

The school's PTO is a service organization that provides support to students, teachers, and parents through many different programs and initiatives. The PTO has raised funds to buy playground equipment and supplies for teachers. The PTO also provides support for the Harvest Feast, the Children in the Arts Day Festival, Arts Enrichment, Fourth Grade graduation, academic enrichment activities, artists in residence, and a variety of field trips and special events throughout the school year. The PTO sponsors movie nights, the Harvest Feast and Auction, a spring Family Dance, the Staff Appreciation week, Forums with representatives from the Superintendent's Office, and PTO e-mailed announcements. All parents and teachers are automatically members of the PTO, which is governed by elected officers and those attending PTO meetings. All parents

are welcome and encouraged to attend PTO meetings; childcare is provided during evening meetings at no cost.

Parenting Plans

If your child has a parenting plan, you are required to provide a copy to be placed in your child's records. If your parenting plan changes, please provide the main office with an updated copy.

Appendix. Contoocook Valley School District Policies

AC – NON-DISCRIMINATION

The School Board, in accordance with the requirements of the federal and state laws, and the regulations which implement those laws, hereby declares formally that it is the policy of the Board, in its actions and those of its employees and students, that there shall be no discrimination on the basis of age, sex, gender, race, creed, color, marital status, physical or mental disability, national origin, sexual orientation, or any other categories protected by law for employment in, participation in, admission/access to, or operation and administration of any educational program or activity in the School District. Notwithstanding the language of any other policy adopted by this Board, we will abide by the Department of Education Final Rule 34 CFR Part 106.

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

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

Legal Reference:

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

1st Read: July 7, 2020
2nd Read: July 28, 2020
Adopted: July 28, 2020

EBCE – SCHOOL CLOSINGS

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

Announcements: When the Superintendent decides it is necessary to delay opening or close any facility or school or cancel any school event, the Superintendent will initiate all

related communications to the public by radio, television, website, or other available means.

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

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

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

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

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

Category: R
See Also Policy EBCD

1st Read: August 24, 2020
2nd Read: September 1, 2020
Adopted: September 1, 2020

ECAF — AUDIO AND VIDEO SURVEILLANCE ON SCHOOL BUSES

Video cameras may be used on school buses to monitor student behavior. Audio recordings in conjunction with

video recordings may also be captured on school buses, in accordance with the provisions of RSA 570-A:2.

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

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

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

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

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

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

Legal References:

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

Category: R

See also: EEA, JICK, JRA

First Read: October 3, 2017

Second Read: October 17, 2017

Adopted: October 17, 2017

EEA – STUDENT TRANSPORTATION SERVICES

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

General Operating Policy

Bus routes, stops and schedules shall be established annually, under the direction of the Superintendent or his/her designee in cooperation with the pupil transportation contractor subject

to review by the School Board. Routes will be developed annually and posted.

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

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

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

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

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

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

Student Conduct on School Bus

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

Resolution of Conflicts

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

Legal References:

RSA 189:6, Transportation of Pupils

RSA 189:8, Limitations and Additions

RSA 189:9, Pupils in Private Schools

RSA 189:9-a, Pupils Prohibited for Disciplinary Reasons

RSA 193:12, Legal Residency Required

RSA 194-B:2, V, Chartered Public Schools; Establishment

Appendix: EEA-R & JICC-R

Category: R

See also: EEAEC, JICC

1st Read: November 1, 2016

2nd Read: November 15, 2016

Adopted: November 15, 2016

EEAA — VIDEO SURVEILLANCE ON SCHOOL PROPERTY

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

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

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

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

Category: R

See Also: EEAB, EEAE

Legal References:

RSA 189:65, Definitions

RSA 570-A:2

RSA 189:68(IV) Student Privacy

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

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

1st Read: August 9, 2016

2nd Read: August 23, 2016

Adopted: August 23, 2016

EEAEC & JICC — STUDENT CONDUCT ON SCHOOL BUSES

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

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

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

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

See also: EEA

Legal References:

RSA 189:6-a, School Bus Safety

NH Code of Administrative Rules, Section Ed. 306.04(d)(1), School Safety

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

Appendix: EEA-R & JICC-R

1st Reading: September 2, 2008

2nd Reading: September 30, 2008

Adopted: September 30, 2008

EFAA — MEAL CHARGING

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

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

Student Meal Accounts

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

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

Bank fees incurred on any check returned for insufficient funds will be charged to the parent. The fee may not exceed \$25.00, RSA 358-C:5, I.) In accordance with RSA 358-C:5, notice of the fee charged for a check that is returned for insufficient funds shall be included in any letter sent to a Parent seeking payment because the student meal account has a negative balance.

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

Parental Restrictions on Use of Student Meal Account

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

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

Balance Statements

The Superintendent shall establish a procedure at each school requiring that a low balance statement be sent to parents whenever the balance in a student's meal account falls to or

below a set amount that approximates the amount typically necessary to pay for one week of meals.

The notices will be sent by e-mail when practical, otherwise by a note, sealed in an envelope, sent home with the student. Notice prior to the account reaching zero is intended to reinforce the requirement that a positive balance be maintained in the student meal account. If a student meal account falls into debt, the initial focus will be on resuming payments for meals being consumed to stop the growth of the debt. The secondary focus will be on restoring the account to routinely having a positive balance. Only[CA1] those District staff who have received training on the confidentiality requirements of federal and state law, including the United States Department of Agriculture's ("USDA") guidance for school meal programs, and who have a need to access a child's account balance and eligibility information may communicate with parents regarding unpaid meal charges. Volunteers, including parent volunteers will not be used to communicate with parents regarding unpaid meal charges. 42 U.S.C. 1758(b)(6).

Free or Reduced Price Meals

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

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

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

The District will proactively enroll students found to be categorically eligible into the free or reduced price meal program. The District will seek to enroll eligible students in the free or reduced price meal program upon learning from any source of the student's potential eligibility. When

eligibility is established, the District will apply the earliest effective date permitted by federal and state law.

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

Students Without Cash in Hand or a Positive Account Balance

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

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

Initial efforts to contact parents will be by email or phone, however if those efforts are unsuccessful, letters to parents may be sent home in sealed envelopes with the student. Resolution of the problem should seek to ensure the student has ongoing access to an appropriate meal.

Should the student's meal account balance fall below zero, a balance statement requesting immediate payment shall be sent to parents no less than once each month.

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

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

If a student with a negative balance in his or her meal account seeks to purchase a meal with cash or check, the student will

be allowed to do so. There is no requirement that the funds be applied first to the debt.

Unresolved Debt

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

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

If parents continue to fail to provide the student with a meal sent from home, continue to fail to provide funds for their student to use the school lunch program, continue to refuse to cooperate with reasonable requests by District staff to address the overdue debt, and the parent is believed to have the ability to pay, the Superintendent may pursue payment through civil legal action, including filing a claim in small claims court pursuant to RSA Chapter 503. The Superintendent is delegated authority to assess the likelihood that civil action will lead to payment, the resources required to pursue collection, and to pursue such action only when doing so is in the best interest of the District. Note: this does not apply to free or reduced priced meals.

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

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

Staff Enforcement of Policy/Training

A copy of this policy and refresher training shall be provided annually to all food service and school staff responsible for serving student meals or enforcing this policy. New staff with these responsibilities shall be provided with a written copy of the policy and training on the policy during their initial training or orientation. In accordance with federal

requirements, a record shall be maintained documenting that new staff receive the policy and training. The record must also document that all applicable staff receive a copy of the policy and refresher training annually.

Student with Special Dietary Needs

Nothing in this policy prohibits providing an appropriate meal to a student with special dietary needs such as, but not limited to, diabetes, provided these needs have been documented in a health plan, Section 504, or IEP. If the meal is medically required, and the student has a negative student meal account balance, or does not have cash to purchase the meal, the necessary dietary needs will be met.

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

To file a program complaint of discrimination with the USDA, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
 - (2) fax: (202) 690-7442; or
 - (3) email: program.intake@usda.gov.
- This District is an equal opportunity provider.
Nondiscrimination

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

Assessment for Neglect Reporting

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

See also: JLCF, EF, EFA, EFE

Legal References:

15 U.S.C. § 1692-1695 federal Fair Debt Collection Practices Act (FDCPA)

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

First Read: March 6, 2018

Second Read: March 20, 2018

Adopted: March 20, 2018

IHBH — EXTENDED LEARNING OPPORTUNITIES

Purpose

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

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

Roles and Responsibilities

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

Students wishing to pursue programs of study under these guidelines must first present their proposal to the school's ELO Coordinator(s) for approval. The name and contact

information for the school's ELO Coordinator(s) will be found in the Student/Parent Handbook and by contacting the Principal's Office and/or the Guidance Department. The designated ELO Coordinator will assist students in preparing the application form and other necessary paperwork.

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

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

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

High School Extended Learning Opportunities

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

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

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

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

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

Program Integrity

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

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

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

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

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

Legal References:

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

See also IHBI, ILBA, ILBAA, IMBC

1st Read: October 28, 2008

2nd Read: December 2, 2008

Adopted: December 2, 2008

IHCD & LEB — ADVANCED COURSEWORK

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

Credit may be given, provided the course conforms to applicable District policies and state standards. The District

will not be responsible for any tuition, fees, or other associated costs incurred by the student for enrollment in such courses.

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

Legal References:

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

Category: P

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

1st Read: November 17, 2015

2nd Read: Waived

Adopted: November 17, 2015

IKA — GRADING SYSTEM

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

Category: R

See Also: IHBH

1st Reading: December 2, 2008

2nd Reading: January 4, 2009

Adopted: January 4, 2009

IKFB — GRADUATION REGALIA

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

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

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

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

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

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

Legal Reference:

NHRSA 189:71 Military Uniform

Category: R

See also: IJOC

1st Read: September 20, 2016

2nd Read: October 4, 2016

Adopted: October 4, 2016

IMBC — ALTERNATIVE CREDIT OPTIONS

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

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

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

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

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

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

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

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

Funding

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

Legal Reference:

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

Category: P

See also: IHBH, IHBI, ILBA, ILBAA

1st Reading: June 3, 2014
 2nd Reading: August 19, 2014
 Adopted: August 19, 2014

JCA — CHANGE OF SCHOOL OR ASSIGNMENT

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

Procedures for Reassignment of Students within the District:

1. The parent or legal guardian will submit a written request for student enrollment transfer to the home and receiving building principal. The written request will include a summary of the unique circumstances leading to the request for transfer. All requests will be reviewed on a case-by-case basis at the discretion of the Superintendent; priority in decision making given to the child, the school, and the district.
2. Once the request is received by the building principals, the home principal will schedule a meeting with the parent/guardian. This meeting shall occur within five days of receipt of the written request. All requests will be shared with the Director of Student Services.
3. If the home principal supports the transfer request, he/she will communicate the decision to the receiving building principal. Both administrators must support the request for the transfer to move forward. Once approved by both administrators, each will generate a joint, written notification to the Superintendents that outlines the agreement.

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

1. If the home or receiving principal does not approve the request, the home principal will send a written denial, documenting the justification, to the parent/guardian within 15 days of receipt of the transfer request.
2. The Superintendent's reassignment decision shall be in writing, and shall be final and binding.
3. Parent/guardian requests must be made each year to the home and receiving principals, no later than March 15th. If the request is not received by March 15th, the student will attend school in the town in which the parent/guardian resides.

Conditions and Procedures for Reassignment Outside the District:

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

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

Manifest Educational Hardship Change of Assignment

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

Legal Reference:

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

Category: P

1st Read: October 15, 2019
2nd Read: November 5, 2019
Adopted: November 5, 2019

JEDB — STUDENT RELEASE PRECAUTIONS

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

1. No school or grade may be dismissed before the regular hour for dismissal except with the approval of the Office of the Superintendent of Schools.
2. No teacher may permit any individual pupil to leave school prior to the regular hour of dismissal except by permission of the principal or his/her indicated representatives.
3. No pupil may be permitted to leave school prior to the dismissal hour for any reason unless permission of the parent or guardian has been first secured, nor sent home unless a responsible adult is at the home.

As provided by the ConVal High School Student Handbook, any student being released during the school day must be released through the school office when he/she leaves and must report to the office when he/she returns, except that students who are ill may also be released through the nurse’s office. Students will be released only when legally authorized by the parent or legal guardian.

Category: R

1st Read: November 15, 2016
2nd Read: December 6, 2016
Adopted: December 6, 2016

JG — ASSIGNMENT OF STUDENTS TO CLASSES AND GRADE LEVELS

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

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

is ultimately responsible for making the decision regarding grade level and classes.

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

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

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

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

Legal Reference:

NH Code of Administrative Rules Section Ed. 302.02(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

Category: P

See also: JEB

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

JH — ATTENDANCE, ABSENTEEISM, AND TRUANCY

Absences

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

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

The Board considers the following to be excused absences:

1. Illness
2. Recovery from an injury
3. Required court attendance

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

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

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

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

Family Vacations/Educational Opportunities

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

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

JI — STUDENT RIGHTS AND RESPONSIBILITIES

The privileges and rights of all students shall be guaranteed.

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

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

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

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

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

Legal References:

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

See also: JICD

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

JIA — STUDENT DUE PROCESS RIGHTS

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

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

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

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

Legal References:

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

Category: Recommended

See also JIC, JICD, JICDD, & JICK

1st Read: October 15, 2019
2nd Read: November 5, 2019
Adopted: November 5, 2019

JIC – STUDENT CONDUCT

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

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

Legal References:

RSA 189:15, Regulations

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

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

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

See Appendix: JICD – R

Category: R

See also JICD

1st Reading: July 16, 2013

2nd Reading: September 17, 2013

Adopted: September 17, 2013

JICA — STUDENT DRESS CODE

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

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

Category: R

1st Read: September 2, 2014

2nd Read: November 18, 2014

Adopted: November 18, 2014

JICD – STUDENT DISCIPLINE AND DUE PROCESS (Will be added once approved by the Board.)

JICDD — STUDENT DISCIPLINE

OUT-OF-SCHOOL ACTIONS

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

school and off-campus conduct may have an adverse effect upon the school, school property, or school staff.

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

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

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

1. Damaging school property;
2. Violence at or near the school's bus stop, during bussing times;
3. Drinking alcohol, using tobacco products, or using illegal drugs at or near the school bus stop, during bussing times;
4. Damaging the private property of school staff or employees; or
5. Any other activity the Board or administration determines impedes the general welfare of scholastic activities or the safety or welfare of the student body.

Cyber-Bullying and Internet Threats

Reports and/or allegations of cyberbullying will be addressed in accordance with the provisions of Board policy JICK. Consistent with applicable law, the District will not require or request that a student disclose or provide to the District the student's username, password or other authenticating information to a student's personal social media account.

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

Legal References:

RSA 189:70, Educational Institution Policies on Social Media Revised: September 2015

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

Category: Recommended

See Also JIA, JIC, JICK

First Read: May 7, 2019

Second Read: May 21, 2019

Adopted: May 21, 2019

JICDDA — SIMPLE ASSAULTS: PARENTAL NOTIFICATION POLICY

In cases of all assaults, the building principal, or assistant, shall notify the involved students' parents by telephone and letter about the incident. The letter from the building or assistant principal shall describe the incident and the

seriousness and harm done or potential harm and the School District's response to the incident to the extent permitted by confidentiality laws and regulations.

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

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

See Also: Memorandum of Understanding

1st Board Reading: March 28, 2000

Adopted: May 16, 2000

JICF — GANG ACTIVITY

Gangs which initiate, advocate, or promote activities which threaten the safety or well-being of persons or property on school grounds or which disrupt the school environment are harmful to the educational process.

The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol or any other attribute which indicates or implies membership or affiliation with such a group, present a clear and present danger to the school environment and educational objectives of the community are forbidden.

Incidents involving initiations, hazing, intimidation, and/or activities of such group affiliations which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students are prohibited.

Any student wearing, carrying, or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or affect the attendance of another student will be subject to disciplinary action, including suspension and expulsion.

The Superintendent may provide in-service training in gang behavior and characteristics to facilitate staff identification of students at-risk and promote membership in authorized school groups and activities as an alternative.

NOTICE: The prohibitions set forth by this policy shall be printed in the Student Handbook for the middle and high schools.

Category: R

1st Read: February 2, 2016

2nd Read: March 15, 2016

Adopted: March 15, 2016

JICFA — HAZING

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

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

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

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

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

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

Legal Reference:

Hazing

New Hampshire Code of Administrative Rules, Section Ed 306.04(a)(7), Student Hazing

RSA 193:13, Suspension & Expulsion of Pupils

Category: P

1st Read: September 7, 2010

2nd Read: March 15, 2011

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

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

A. Definitions

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

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

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

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

B. Students

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

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

Additional consequences may be administered pursuant to printed student conduct rules.

C. Employees

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

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

D. All other persons

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

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

E. Implementation and Notice – Administrative Rules and Procedures.

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

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

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

Legal References:

RSA 155:64 – 77, Indoor Smoking Act

RSA 126-K:2, Definitions

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

Category: Priority

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

First Read: March 19, 2019

Second Read: April 2, 2019

Adopted: April 2, 2019

JICHB — ALCOHOL AND SUBSTANCE ABUSE

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

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

The above restrictions shall apply in any of the following situations: On school property before, during or after school hours, en route to or from school in a school bus or other school authorized vehicle, en route to or from a curricular, co-curricular, extracurricular or athletic activity in a school bus or other authorized vehicle at a curricular, co-curricular, extracurricular or athletic activity.

Reasonable Suspicion

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

School Violations

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

Other Provisions

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

Prescription Drugs/Other Medication

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

Requests for Help

District counseling services will be available upon request to any student who is having problems with substance misuse or

abuse. Also, when a student has violated Alcohol and Other Substance Use Policies, the student will be referred to a student assistance counselor. The counselor will provide counseling on an individual basis, or in small groups, and/or assist in making appropriate referrals to outside agencies. Conversations will be kept confidential per the ASCA ethical standards of practice.

Legal References:

21 U.S.C. § 812(c), *Controlled Substances Act*

RSA 318-C, *Controlled Drug Act*

RSA 571-C:2, *Intoxicating Beverages at Interscholastic Athletic Contests*

1st Read: June 20, 2017

2nd Read: July 18, 2017

Adopted: July 18, 2017

JICI — DANGEROUS WEAPONS ON SCHOOL PROPERTY

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

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

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

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

Additionally, any student who is determined to have brought a firearm (as defined by Title 18 U.S.C. 921) to school will be expelled for not less than one year (365 days). The

determination of whether to modify the expulsion shall be left to the discretion of the Superintendent upon review of the specific case in accordance with other applicable law.

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

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

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

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

Legal References:

18 U.S.C. § 921, Et seq., Firearms

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

RSA 193:13, Suspension and Expulsion of Students

NH Code of Administrative Rules, Section Ed. 317, Standards and Procedures for Suspension and

Expulsion of Pupils Including Procedures Assuring Due Process

Category: P – Required

See also KFA

1st Read: September 4, 2018

2nd Read: September 18, 2018

Adoption: September 18, 2018

JICK — PUPIL SAFETY AND VIOLENCE PREVENTION

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

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

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

II. Definitions

The following definitions apply to this policy:

- A. **Bullying:** a single significant incident or pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another pupil which:
1. Physically harms a pupil or damages the pupil's property;
 2. Causes emotional distress to a pupil;
 3. Interferes with a pupil's educational opportunities;
 4. Creates a hostile educational environment;
 5. Substantially disrupts the orderly operation of the school.

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

- B. **Cyberbullying:** bullying (as defined above) undertaken through the use of electronic devices.
- C. **Electronic devices:** include, but are not limited to, telephones, cellular phones, computers pagers, electronic mail, instant messaging, text messaging, and websites.
- D. **Perpetrator:** a pupil who engages in bullying or cyberbullying.
- E. **School property:** all real property and all physical plant and equipment used for school purposes, including public or private school buses or vans.
- F. **Victim:** a pupil against whom bullying or cyberbullying has been perpetrated.
- G. **Educational opportunities:** the curricular and extra-curricular programs and activities offered by the District.
- H. **Interference with educational opportunities:** a single significant incident or pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof which impedes a pupil's ability to participate in, or access, the educational opportunities offered by the District. The determination as to whether an incident or a pattern of incidents interferes with a pupil's educational opportunities shall be made by the person investigating the reported incident(s).
- I. **Hostile educational environment:** a single significant incident or pattern of incidents that is so severe and pervasive that it effectively denies a student equal access to the District's educational opportunities. The determination as to whether an incident or pattern of incidents has created a hostile educational environment shall be made by the person investigating the reported incident(s).
- J. The determination as to whether a single significant incident or a pattern of incidents causes a "substantial disruption to the orderly operation of the school" shall be made by the person investigating the reported incident(s), and shall be based on the totality of the circumstances, and may include disruptions to curricular or extra-curricular programs and activities offered by the District.

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

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

III. Reporting Procedure

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

Student or Parent Reports

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

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

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

IV. Notice to Parents/Guardians

Within 48 hours of receiving a report of alleged bullying or cyberbullying, the Principal, or his/her designee, shall give notice of the report of the alleged incident to the parent(s) or guardian(s) of the victim and the perpetrator. The report shall be made by telephone or in writing; if made by telephone, a record of the report shall be made. The record should include, at a minimum, the date and time of the call. Any such notification under this policy must comply with the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. 1232g. At a minimum, the notice shall advise the individuals involved of the nature of the incident, the date and time the report was received, and the procedures described in this

policy. In accord with FERPA, the notice shall not contain any personally identifiable information obtained from student education records.

V. Waiver of Notification Requirement

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

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

VI. Response to Remediate Substantiated Incidents of Bullying or Cyberbullying

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

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

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

VII. Discipline and/or Interventions

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

VIII. Prohibition Against Retaliation and False Accusations

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

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

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

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

IX. Training

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

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

X. Notice of Policy

The Superintendent or his/her designee shall provide written notice of this policy to students, parents, legal guardians, school employees, school volunteers, and employees of

companies under contract with the Contoocook Valley School District, or any school within the Contoocook Valley School District, through appropriate references in the student and employee handbooks, by publishing a copy of this policy on the District/SAU website, by providing companies under contract with the Contoocook Valley School District, with a copy of the policy, by providing training on the policy in accord with RSA 193-F, or through other reasonable means.

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

XI. Capture of Audio and Video Recordings on School Buses

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

XII. Report to the Department of Education

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

Legal References:

RSA 193-F, Pupil Safety and Violence Prevention Act of 2000
RSA 570-A, Wiretapping and Eavesdropping (if applicable -- see Note and Section XIII, above)
NH Ed R. 306.04(a)(8), Student Harassment

1st Read: November 16, 2010

2nd Read: December 7, 2010

Adoption: December 7, 2010

Amended: April 3, 2012

JIH — STUDENT SEARCHES AND THEIR PROPERTY

The Superintendent, principal, security personnel of the school or other authorized personnel may detain and search any student or students on the premises of the public schools, or while attending, or while in transit on school vehicle, to any event or function sponsored or authorized by the school under the following conditions:

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

discipline rules and applicable provisions of the student handbook.

2. School lockers and school desks are the property of the school, not the student. Students who use school district lockers, desks, and other storage areas or compartments have no reasonable expectation of privacy from school employees as to the contents of those areas. Lockers, desks, and other storage areas or compartments may be subjected to searches at any time with or without reasonable suspicion. Students are not to use any school area or property to store anything that should not be at school. Students shall not exchange lockers or desks. Students shall not use any lockers or desks other than those assigned to them by the principal or designee. A shared locker or storage area implies shared responsibility.
3. Authorized personnel may conduct a search of the student's person or the student's belongings, as noted above, whenever a student freely and voluntarily consents to such a search. Consent obtained through threats or coercion is not considered to be freely and voluntarily given.
4. Strip searches are forbidden. No clothing except cold weather/outdoor garments and footwear will be requested to be removed before or during a search.
5. Authorized personnel conducting a search shall have authority to detain the student or students and to preserve any contraband seized. Contraband seized during the course of a search will be preserved and held in accordance with applicable administrative rules and procedures.
6. Any searches of students as outlined herein will be conducted by authorized personnel of the same sex as the student being searched. Two authorized persons shall be present during any search of a student or student property.
7. Items that may be seized during an unauthorized search, in addition to those mentioned in Paragraph 1 above, shall include but not be limited to, any item, object, instrument, or material commonly recognized as unlawful or prohibited by law or by district policy. For example: prescription or non-prescription medicines, switchblade knives, brass knuckles, billy clubs, and pornographic literature are commonly recognizable as unlawful or prohibited items. Such items, or any other items which may pose a threat to a student, the student body, or school personnel shall be seized, identified as to ownership if possible, and held for release to proper authority.

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

Searches of student automobiles are governed by Board Policy JIHB.

Category: R

Legal References:

NH Constitution, Pt. 1, Art. 19
1 State 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:

Category: Recommended

See also: JIH, JIHB-R

1st Read: September 18, 2018

2nd Read: October 2, 2018

Adopted: October 2, 2018

**JJA — STUDENT ACTIVITIES &
ORGANIZATIONS**

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

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

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

Legal References:

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

Category: O

See also: IHBG, IHBG-R

First Reading: February 19, 2019

Second Reading: March 5, 2019

Adoption: March 5, 2019

JLCC — HEAD LICE POLICY

Screening

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

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

Management on the Day of Identification

The management of pediculosis (head lice infestation) should proceed so as to not disrupt the education process. Nonetheless, any staff member who suspects a student has head lice will report this to the school nurse, principal or principal's designee. District employees will act to ensure that student confidentiality is maintained so the child is not embarrassed.

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

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

Criteria for Return to School

If a student is sent home, the student will be allowed to return to school after the parent/guardian/adult student and the school nurse have had contact regarding proper treatment, as recommended in the ConVal School District Guidelines On Head Lice brochure. The school nurse, principal, or principal's designee will re-check the student's head. In alignment with these recommendations, no student will be excluded from attendance solely based on grounds that nits may be present. In addition, the school nurse or school social worker may offer extra help or information to families of children who are repeatedly or chronically infested.

Legal References/Resources:

RSA 200:39, Exclusion from School

JLCC-R: Head Lice Procedure

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

First Read: November 7, 2017

Second Read: November 21, 2017

Adopted: November 21, 2017

JLCC-R — HEAD LICE CHECKLIST FOR HOME

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

A. Treatment of hair as directed by your Primary Care Provider (PCP) – if using an over-the-counter product, repeat per label instructions

- Daily head check – under good lighting
- Use appropriate comb
- Manually remove nits
- Remove live lice – scotch tape may make this easier
- If live lice are noted after treatment, please call your PCP – your PCP may order a different medication

B. Continue daily head checks – for 3 weeks

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

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

October 26, 2017

JLDBB – SUICIDE PREVENTION AND RESPONSE

The Board is committed to protecting the health, safety and welfare of its students and school community. This policy supports federal, state and local efforts to provide education on youth suicide awareness and prevention; to establish methods of prevention, intervention, and response to suicide or suicide attempt (“postvention”); and to promote access to suicide awareness, prevention and postvention resources.

A. District Suicide Prevention Plan and Biennial Review

1. **Plan:** The Superintendent, or their designee, shall develop and provide to the Board for approval, a coordinated, evidence-informed District Suicide Prevention Plan (the “Plan”) to include guidelines, protocols and procedures with the objectives of prevention, risk assessment, intervention and response to youth suicides and suicide attempts. The coordinated plan shall conform to the components required of public schools by RSA 193-J:2.
2. **Biennial Review:** No less than once every two years, the Superintendent, or their designee, in consultation with input and evidence from community health or suicide prevention organizations, and District health and guidance personnel, shall update the District Suicide

Prevention Plan, and present the same to the Board for review. Such Plan updates shall be submitted to the Board in time for appropriate budget consideration.

B. Community-Based Suicide Prevention Efforts

1. The District shall develop and maintain cooperative relationships with and coordination efforts between the District and community suicide prevention programs and personnel. This effort must also include cooperative efforts between the District and any chartered public schools within the District.
2. The District shall, as appropriate, utilize community partners and assets to develop age appropriate student educational programming, such that all students receive information in the importance of safe and healthy choices and coping strategies, recognizing risk factors and warning signs of mental disorders and suicide in oneself and others, and providing help-seeking strategies for oneself or others, including how to engage school resources and refer friends for help.
3. The District shall, as appropriate, utilize community partners and assets to develop or assist in the development of the annual staff training required under this policy.
4. The District shall update, annually, a list of State and community crisis or intervention referral intervention information, and names and contact information for the suicide prevention contacts within each school. This information must be made readily available to students, parents, faculty, staff, and school volunteers.
5. This information shall be disseminated via each school handbook (which is available on each school’s website).

C. Training

The Superintendent, or their designee, shall assure that all school building faculty and staff, including contracted personnel and designated volunteers, receive at least two hours of training annually in suicide awareness and prevention. Such training may include such matters as youth suicide risk factors, warning signs, protective factors, intervention, response procedures, referrals, and postvention and local resources. This training should also be made available to third-party vendors, as appropriate.

D. Statutory Considerations

In adopting this policy, it is the intent of the District to fully comply with the provisions of RSA 193-J and to fulfill its statutory role in suicide prevention education as defined by

RSA 193-J:2. In doing such, the District does not assume any duty beyond that set forth in RSA 193-J.

Legal References:

RSA 193-J: Suicide Prevention Education

District Policy History:

First Read: 06/30/2020

Second Read: 06/30/2020

Adopted: 06/30/2020

JLCD — ADMINISTRATION OF MEDICATION IN SCHOOLS

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

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

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

Obligations of the District

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

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

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

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

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

CPR/AED/FA Adult and Child certification. This training shall include a practicum.

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

Obligations of the School Nurse

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

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

Storage of Medication

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

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

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

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

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

Obligations of the Parent/Guardian/Adult Student

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

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

quantity of prescription medication being delivered to school is specified (4) the parent/guardian/adult student must ensure that the life-saving medication (Diastat, asthma metered dose inhalers, Epi-Pen, Glucagon) or any other emergency medication be available to the student at all times. If the student's life-saving medication is not provided by the parent/guardian/adult student, the student shall not be permitted to attend any school-sponsored activities (5) it is the responsibility of the parent/guardian/adult student to notify the health office of any changes in student health, allergy status or medication changes.

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

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

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

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

injector, s/he shall immediately report it to the nearest supervising adult.

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

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

Civil Immunity

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

Definitions

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

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

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

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

Legal References:

RSA 200:42, Possession and Use of Epinephrine Auto-Injectors Permitted

RSA 200:43, Use of Epinephrine Auto-Injector

RSA 200:44, Availability of Epinephrine Auto-Injector

RSA 200:44-a, Anaphylaxis Training Required

RSA 200:45, Student Use of Epinephrine Auto-Injectors – Immunity

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

RSA 200:47, Use of Asthma Medications by Students – Immunity

RSA 200:53, Bronchodilators, spacers, and nebulizers in schools

RSA 200:54, Supply of Bronchodilators, Spacers or Nebulizers

RSA 200:55, Administration of Bronchodilator, Space or Nebulizer

RSA 318:42, *Dealing in or possessing prescription drugs (VII-b)*

N.H. Code of Administrative Rules – Section Ed. 306.12(b)(2), Special Physical Health Needs of Students

N.H. Code of Administrative Rules – Section Ed. 311.02(d); Medication During School Day

NH Board of Nursing-Nurse Practice Act –

www.nh.gov/nursing/nurse-practice-act/

Standards of Delegation for School Nurses in New Hampshire

Category: P – Required by Law

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

First Read: November 21, 2017

Second Read: December 5, 2017

Adopted: December 5, 2017

JLCF — WELLNESS POLICY

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

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

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

Superintendent's designee, with recommendations for guideline changes if necessary or appropriate.

Legal References:

RSA 189:11-a, Food and Nutrition Programs

Section 204 of Public Law 108-265, Child Nutrition and WIC Reauthorization Act of 2004

NH Code of Administrative Rules, Section Ed. 303.01 (g),

Duties of School Boards

NH Code of Administrative Rules, Section Ed. 306.11, Food & Nutrition Services

NH Code of Administrative Rules, Section Ed. 306.40, Health Education Program

NH Code of Administrative Rules, Section Ed. 306.41,

Physical Education Program

FDA Food Code

Category: P

Adoption: May 17, 2011

Amended: February 5, 2013

Amended: February 4, 2014

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

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

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

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

1. Students' name(s), address(es), telephone number(s), and date(s) of enrollment;
2. Parents'/guardians' name(s) and address(es);
3. Students grade levels, enrollment status and dates of attendance;

4. Student photographs;
5. Students participation in recognized school activities and sports;
6. Weight and height of members of athletic teams;
7. Post-high school career or educational plans; and
8. Students' diplomas, certificates, awards and honors received.

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

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

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

1. The rights of parents or eligible students to inspect and review the student's education records, and the process set forth in this policy JRA whereby a request is made for review and inspection;
2. The intent of the District to limit the disclosure of information in a student's record, except: (a) by the prior written consent of the parent or eligible student; (b) as directory information; or (c) under certain, limited circumstance, as permitted by law;

3. The right of a student's parents or an eligible student to seek to correct parts of the student's educational records which he/she believes to be inaccurate, misleading, or in violation of student rights; and the process for doing such, which includes a hearing to present evidence that the records should be changed if the District decides not to alter them according to the parent's or eligible student's request;
4. The right to provide written consent before the District discloses personally identifiable information, except to the extent the law permits disclosure without consent;
5. The right of any person to file a complaint with the United States Department of Education if the District violates FERPA; and
6. The procedure that a student's parents or an eligible student should follow to obtain copies of this policy.

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

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

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

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

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

When records contain information about students other than a parent's child or the eligible student, the parent or eligible

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

G. Procedures To Seek To Correction of Education

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

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

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

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

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

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

1. Review the request;
2. Discuss the request with other school officials;

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

If the Superintendent determines the records should be corrected, he/she will make the change and notify the parents/eligible student in writing that the change has been made. The letter stating the change has been made will include an invitation for the parent/eligible student to inspect and review the records to verify that the records have been corrected and the correction is satisfactory. If the records are changed to the parent's/eligible student's satisfaction, both parties shall sign a document/form stating the date the records were changed and that the parent/eligible student is satisfied with the correction.

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

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

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

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

If the School Board determines that the student record should be corrected, it will direct the Superintendent to do so as soon as possible. The Superintendent will then contact the

parents/eligible student for a meeting so they can review and inspect the records to verify that they have been corrected. At this meeting, both parties shall sign a document/form stating the date the records were corrected and that the parent/eligible student is satisfied with the correction.

The School Board's decision will be final.

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

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

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

as needed to ensure compliance with the judicial order and applicable law.

8. *Health and safety emergencies.*
9. *Information designated as directory information*
10. *Disclosures to the Secretary of Agriculture or authorized representatives of the Food and Nutrition services for purposes of conducting program monitoring, evaluations and performance measurements.*

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

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

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

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

The record includes:

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

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

student or if the disclosure is authorized by such prior consent or for requests for, or disclosures of, directory information designated for that student.

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

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

L. Law Enforcement and Reporting Agencies. Consistent with RSA 193-D:7, it shall be permissible for any law enforcement officer and any school administrator to exchange information relating only to acts of theft, destruction, or violence in a safe school zone regarding the identity of any juvenile, police records relating to a juvenile, or other relevant information when such information reasonably relates to delinquency or criminal conduct, suspected delinquency or suspected criminal conduct, or any conduct which would classify a pupil as a child in need of services under RSA 169-D or a child in need of protection under RSA 169-C.

Legal References:

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

RSA 189:1-e, Directory Information

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

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

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

Related Policies: EHB & JRC

Category: Recommended

1st Read: August 20, 2019

2nd Read: September 3, 2019

Adopted: September 3, 2019

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

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

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

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

2. Any person who has a grievance may discuss it first with the appropriate building Principal in an attempt to resolve the matter informally at that level. The alleged violation must have occurred within 180 days of the informal discussion. The complainant may, at any time, suspend the informal process and submit a formal grievance to the building Principal.
3. If, within five school days of the informal discussion, the matter is not resolved to the satisfaction of the aggrieved party, or if the aggrieved party wish to bypass the informal process and file a formal grievance, the complainant may submit a formal grievance (verbally or in writing) to the Building Principal. A written grievance should contain the name and address of the complainant, a description of the alleged violation, and the remedy or relief sought. The alleged violation must have occurred within 180 days of the date that the grievance was filed. If the complaint is made verbally, the Principal shall reduce the allegations to writing and provide a copy to the complainant. The Principal shall investigate the allegations in the complaint. The aggrieved party, and where appropriate, the person alleged to have discriminated against the complainant, shall have the opportunity to present witnesses and other evidence. The Principal shall communicate his/her decision to the aggrieved party in writing within five (5) school days of receipt of the grievance, unless the complainant and the District agree to extend this timeline. The Principal's written decision shall comply with all applicable privacy laws, including but not limited to, the Family Educational Rights and Privacy Act.
4. If the grievance is not resolved to the complainant's satisfaction, the aggrieved party, no later than five (5) school days after receipt of the Principal's decision, may appeal the Principal's decision to the Civil Rights Coordinator. The appeal to the Coordinator must be made in writing, reciting the matter submitted to the Principal and the aggrieved party's dissatisfaction with decisions previously rendered. The Coordinator shall meet with the aggrieved party to attempt to resolve the matter as quickly as possible, but within a period not to exceed five (5) school days. The Coordinator shall communicate his/her decision in writing to the aggrieved party and the Principal not later than five (5) school days after the meeting with the aggrieved party.
5. The District will take steps, including but not limited to, discipline of students and/or employees, to prevent recurrence of any discriminatory conduct, and to correct discriminatory effects on the complainant and others, if appropriate. The District will also take steps, including but not limited to, discipline of students and/or employees, to prevent retaliation against the person who

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

6. If the complainant and the District agree, the Principal or the Civil Rights Coordinator may attempt to resolve the complaint through mediation. If the parties decide to pursue mediation, the timelines for the completion of the investigation or appeal will be standing, pending the resolution of the mediation. If the School District and aggrieved party agree on a mutual solution to the alleged discrimination, the investigation or appeal would be closed.
7. The decision of the Civil Rights Coordinator is final pending any further legal recourse as may be described in current local district, state, or federal statutes pertaining to Section 504 of the Rehabilitation Act of 1973 or Title II of the Americans with Disabilities Act of 1990. A complainant has the right to file a complaint at any time alleging discrimination under the above referenced laws and regulations with the; U.S. Department of Education, Office for Civil Rights, 5 Post Office Square, Suite 900, 8th Floor, Boston, MA 02109-3921.
8. This grievance procedure shall be disseminated to students, parents/guardians, employees, and other interested parties. The procedure shall be available on the ConVal School District's website, shall be printed in the parent/student handbook, and shall be available upon request from the building Principal or his/her designee, and at the SAU office.

Legal References:

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

Category: P

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

1. 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.

2. 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

LICE FACTS

Head lice cause unnecessary absence from school and work, millions of dollars misspent on remedies, and unnecessary treatment of misdiagnosed infestations.

Studies demonstrate that screening for head lice in schools does not decrease the incidence of head lice. Results of studies suggest that education of parents in identifying and managing head lice is more effective and that class wide or school wide screening should be discouraged.

The National Association of School Nurses, the American Academy of Pediatrics, and the Centers for Disease Control and Prevention, have all recommended that students with nits and/or head lice infestation not be excluded from school.

For more information:

www.nasn.org
www.cdc.gov
www.aap.org
<https://identify.us.com>
www.dhhs.nh.gov

Disclaimer:

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Prepared by the ConVal School District school nurses.

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GUIDELINES ON HEAD LICE CONVAL SCHOOL DISTRICT



FAQ'S

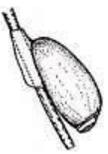
Q. What are head lice?

A. Head lice are insects about the size of sesame seeds, about 1/8th inch long, that only live on human heads. Their color can vary from gray to dark brown. Their food source is human blood. The presence of head lice is not due to lack of hygiene or cleanliness of the home. Head lice actually prefer clean long hair.



Q. What are nits?

A. A nit is a teardrop shaped egg that is cemented to one side of the hair shaft about 1/4 inch from the scalp. A female louse can lay 6 – 8 nits a day. Nits hatch in 12 days into a nymph. The nymphs immediately begin feeding on the human head and become adult lice in 9 – 12 days.



Q. How long do lice live?

A. Adult lice live up to 30 days. Head lice usually survive for less than one day away from the scalp. Their eggs cannot hatch at a temperature lower than that near the scalp.

Q. How do I get head lice?

A. Head lice are wingless. They cannot hop, jump or fly. Head lice cling to hair and are mostly transmitted by direct head to head contact. Transmission by shared combs, brushes, hats, and helmets is possible, but not likely.

Q. How do I know if my child has head lice?

A. The best way is to find a live louse on the head. This can be difficult as they move extremely fast. The nits may be easier to spot at the nape of the neck, behind the ears, and on the crown of the head. Scratching may be noticed. However, the first time a person is infested, scratching may not be evident.

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Q. How do I treat a head lice/nit infestation?

A. The ConVal school district does not endorse any particular treatment. Please consult your Primary Care Provider (PCP) for treatment advice. Some proper treatment options include:

- Pediculocides/ovicides – shampoos with pesticides are available over the counter and/or by prescription. **Be sure to read and follow all package instructions.**
- Suffocation – this includes suffocating the lice with mayonnaise or olive oil.
- Electronic devices – there are electronic combs available that detect and remove lice.
- Other agents, such as natural remedies, are available.

Check with your pharmacist or PCP to determine which method is best and safe for your family. **NEVER** use any flammable substance such as kerosene or gasoline. Hair coloring, such as bleach or dye, is not an effective treatment.

Q. Should I treat all family members?

A. All family members should be carefully inspected for head lice and treated only if head lice are found.

Q. Who should be notified?

A. The parent/guardian should notify any close contacts such as playmates or friends who have slept over as transmission occurs by head to head contact. The school will send home notices if a student has been identified as having live lice.

Q. Can my pets get head lice?

No, head lice only live on human heads.

Your school nurse is available for consultation. Please feel free to call with any questions or concerns.

FAQ'S

Q. Do I need to get rid of the nits?

A. Yes. Every successful lice removal program must include manual nit picking. Lice combs work well, as do fingernails. Getting rid of head lice requires time and patience. Every strand of hair should be examined. Comb all family members daily for 3 weeks.

Q. How do I treat my house?

A. The most important place to start is with the student and removal of lice/nits. Wash all recently worn clothing including underwear. Wash all bed linen, pajamas, and towels. Wash/vacuum stuffed animals or store items that are not washable in a sealed plastic bag for 7 days. Drying items at temperatures greater than 130 degrees will kill stray lice or nits. Vacuum furniture, carpeting, and car where the student has been in contact in the past 24-48 hours.

Q. Should I spray my house with insect spray?

A. No, it is not recommended as exposure to humans cannot be controlled and nits are unlikely to incubate and hatch at room temperature. Note that head lice do not survive off the human head for more than a day or two and viable nits die within a week.

Q. Can my child get sick from head lice?

A. Head lice are a nuisance, however they are not known to spread any disease agents. The greatest danger is a secondary infection from scratching the head.

Q. Will a child with lice be sent home immediately?

A. Not necessarily. If a child has live lice, the possibility of transmission to others has been present for at least a month. Sending children home deprives them of valuable educational time. Using her/his professional judgement, the school nurse will determine if the student needs to go home.

Q. Will my child's class be checked?

A. No. Screening for nits is not an accurate way of predicting if children are or will be, infested. Screening for live lice has not been proven to have a significant effect on the incidence of head lice in school.