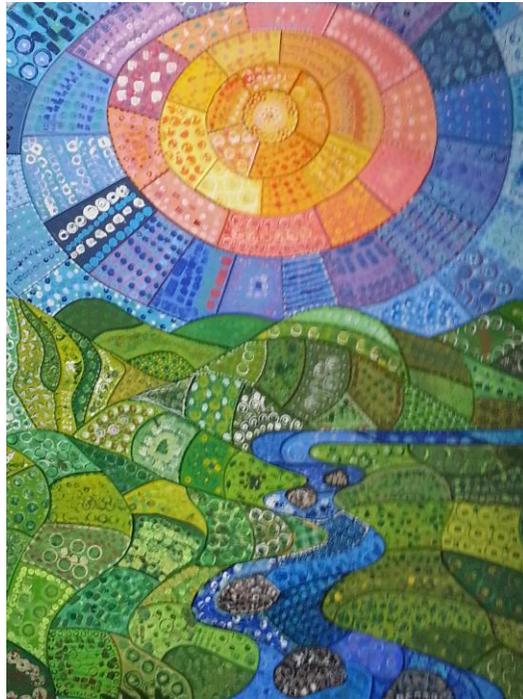


Welcome to  
**Francestown Elementary School**



***Student-Parent Handbook***  
**2017 - 2018**

**This Student Handbook belongs to:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

# Fracestown Elementary School Handbook

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

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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**

Kimberly Rizzo Saunders, CAGS  
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Ann Allwarden, Ed.D  
Assistant Superintendent of Schools  
[aallwarden@conval.edu](mailto:aallwarden@conval.edu)

Welcome to the 2017-2018 school year!

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

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

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

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

Make it a great year!

Kimberly Rizzo Saunders  
Superintendent of Schools

**ConVal Regional School District**  
**Mission, Vision, and Values**

***Mission Statement***

The ConVal Regional School District, in partnership with its member communities, will inspire all learners to achieve academically, contribute to the global community, and thrive as independent and productive citizens.

***Vision Statement***

The ConVal Regional School District will create and cultivate these conditions in the lives of our students.

- Sense of belonging
- Access to heroes and caring role models
- Sense of accomplishment
- Fun and excitement
- Curiosity and creativity
- The spirit of adventure
- Leadership and responsibility
- Confidence to set goals and take action to reach those goals

***Values Statement***

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

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

# FRANCESTOWN ELEMENTARY SCHOOL

August 2017

Dear Parents and Students,

Welcome to the 2017 - 2018 school year. We are looking forward to a successful year, in which staff and families will work together to challenge FES students to aim high and work toward their goals, both academically and socially. At FES, we understand the importance of the home-school connection and strive to use every resource available to create the best educational community for our students.

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

We look forward to working with you and your children. I have an open-door policy and welcome your communication at any time. Please do not hesitate to contact me at [kfoecking@conval.edu](mailto:kfoecking@conval.edu) or (603) 547-2976. Let's work together to provide your children with the best education possible.

Sincerely,

Katherine Foecking  
Principal

## SCHEDULES

### ***FES Daily Schedule***

8:20	Bus and parent drop off
8:40	School begins
12:00-12:30	Recess
12:30-1:00	Lunch
3:25	Dismissal

### ***Specialists Schedule***

Specials (P.E., art, music, library/media and health) will rotate on a weekly schedule. All students at Francestown Elementary will participate in a special daily. The specials will rotate in the following order:

- Music
- Art
- P.E.
- Library/Media
- Health
- P.E.

The specials schedule can also be viewed on the calendar on the school website.

**Please note:** Because of the addition of an elementary Library/Media specialist this year, teachers and students will have the opportunity to collaborate with our Library/Media specialist during the weeks when we have Music as a scheduled special.

## **MEET THE F.E.S. TEAM**

Katherine Foecking – Principal  
Harriet Ford – Administrative Assistant

Sherree Hodgson – School Nurse  
Jennifer Swasey – School Counselor  
Dr. James Lewis III – School Psychologist

Ashley Angwin – Kindergarten/Grade 1 Teacher  
Mary Ellen Stanley – Grade 2 Teacher  
Ashley Klingseisen - Grade 3 Teacher  
Laura Seale – Grade 4 Teacher

Cheryl Orcutt – Special Education Teacher  
Cindy Bradshaw – Paraprofessional  
Greer Knowlton-Binns – Paraprofessional  
Gretchen Stockwell – Speech and Language Pathologist  
Linda Gott – Occupational Therapist

Kevin Morneault – P.E. Teacher  
Andy Shultz – Art Teacher  
Lucius Parshall – Music Teacher  
Libby Woodhead – Health Teacher  
Nicole Murray – Library Media Specialist

Eric Landry - Custodian



# Culture and Climate at FES



## Vision for the culture of FES

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

## Mission for the culture of FES

“The mission of the FES Climate and Culture Committee is to provide teachers, staff, students, and families with:

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

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



## **ATTENDANCE**

### ***Student Attendance***

Regular and punctual patterns of attendance are required of each student. Student attendance is the responsibility of the parents and students. While absences due to illness or other reasons are sometimes unavoidable, parents are encouraged to make every effort to minimize unnecessary student absences. To assist parents or guardians in fulfilling this responsibility, we will inform you of excessive absences if they occur.

### ***Reporting Tardy Arrivals***

Prompt arrival is very important. The beginning of the day is an essential time in each classroom for community building and introducing the day's activities and plans. Coming to school late can be very disorienting for children. **Parents are expected to accompany children inside and sign in upon arrival.** This ensures your child's safe arrival and helps us maintain accurate attendance records. Parents are expected to call by 8:45 am to report a child tardy. We need to know whether your child needs a school lunch and what time he or she will arrive. **When you bring your children to school, it is very important that you also stop in the office to sign your child in, or if you are picking your child up early, you need to wait for your child in the office and sign him or her out before leaving the building.** We will always make sure that each child gets safely to his or her class and that any messages you have for his or her teacher will be delivered.

### ***Reporting Absences***

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

If your child is going to be absent, **please call by 8:45 am each day your child is absent to confirm he or she is safely in your care, 547-2976.** (In the case of a planned absence, it may be more convenient to notify us beforehand.) If we do not hear from you, we will call you to inquire about your child.

### ***Unexcused Absences***

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

*A parent of any child at least 6 years of age and under 18 years of age shall cause such child to attend school...Such child shall attend full time when such school is in session unless: [the child] has been temporally excused upon the request of the parent*

*for purposes agreed upon by the school authorities and the parent. Such excused absences shall not be permitted if they cause a serious adverse effect upon the student's educational progress.*

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

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

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

Cumulative days require:

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

The School Board considered the following to be excused absences:

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

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

Also, please note that children who are sick and stay home from school are not allowed to attend any school functions on that day.

### ***Dismissal Changes***

PickUp Patrol is our online system for parents to communicate dismissal plan changes to the school. Parents receive an email at the beginning of the school year with PickUp Patrol login instructions. Changes can be entered from a smartphone, tablet, or computer, days, weeks, or even months in advance and at any time up until **2:50** on the day of the change.

After **2:50**, changes will not be accepted except in the case of an emergency. Such changes can be made via phone directly to the main office. As the end of the school day is a busy time, please plan accordingly and limit these exceptions to emergencies **ONLY** to assure the safety of all students.

### ***Afternoon Dismissal: Bus & Car Pickup Procedures***

Dismissal: 3:25 pm

**Bus Dismissal:** FES staff members dismiss children to buses at the time listed above.

**Car pickups:** If you are picking up your child after school, please arrive promptly at 3:25. You can drive your car around the parking lot and form a line along the sidewalk. For safety reasons students will be loaded into cars as they arrive in line. **Do not leave your car unless you park in a designated area. At 3:30 any children who are still at school will wait in the building outside the front office.** If you are later than 3:30, please park your car and come inside to pick up your child.

**Bicycle riders:** For safety reasons, bike riders will depart after pickups have left. Bike riders should wear helmets.

## **BEHAVIOR**

### ***FES Behavior Expectations***

Students have a responsibility to behave in a manner appropriate to good citizenship everywhere, with courtesy, consideration, and respect. The Francestown Elementary School's Behavior Expectations Chart, available on our website, outlines developmentally appropriate expectations for our elementary-age students. Topics include Safety (Be Safe), Respect (Be Kind), and Responsibility (Take Care of our things). Our school upholds the tenets outlined by the ConVal School Board on student conduct. Behavioral expectations are detailed in District policies in subsequent pages of this handbook.

### ***Responsive Classroom***

**Responsive Classroom**, the philosophy at FES, is an approach to teaching and learning that fosters safe, challenging and respectful classrooms. Developed by classroom teachers, this approach consists of practical strategies to combine social and academic learning throughout the day. The foundation of Responsive Classroom is knowledge of child development, explicit teaching of social as well as academic skills and the facilitation of positive community membership. Cooperation, assertion, responsibility, empathy, and self-control (CARES) is a specific set of social skills that children need to learn and practice to become successful socially and academically. The outcomes are positive classroom climate, increased learner investment, and independence and decreased disruptive behavior.

## ***Behavior Pathways***

**Behavior Pathways:** These are the steps in our behavior program

### Pathway 1: Proactive Discipline

Creating, modeling and practicing the rules

Class meetings

### Pathway 2: Reminding and redirecting

The three R's of teacher language - reminding, reinforcing and redirecting

When cues from the 3 R's don't work, logical consequences – must be relevant, realistic and respectful, an apology of action – you break it, you fix it, or loss of privilege.

### Pathway 3: Time out in the classroom

### Pathway 4: Timeout in buddy teacher's classroom

### Pathway 5: Involve the principal

### Pathway 6: Involve security

Most behavior issues are handled and resolved with the classroom teacher but occasionally a student(s) may result meet with the principal (Pathway 5). These behaviors may include noncompliance, severe unresolved disrespect to a teacher, physical and/or verbal aggression that disrupts the safety and/or learning of others, threats, profanity, and repeat offenders. Physical aggression is not tolerated at FES.

## ***School Suspension Process***

Suspension is only considered for behavior that is significantly and/or persistently disrespectful, unsafe, and/or harmful.

If a student is suspended, the parents are called, and the child must be picked up right away. If the school cannot reach the parent, then the person listed as the emergency contact is called to pick up the student.

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

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

At the scheduled re-entry meeting, the student and parent meet with the Principal and/or another principal-designated staff member. There is a review of what led to the suspension, and a review of the student's apologies and written plan.

Before being allowed to re-enter the classroom, the student must demonstrate that they are ready to come back to school and act appropriately.

The re-entry process is a key factor in students making better choices regarding appropriate behavior, and can help classmates to understand and support the student's follow-up plan for behavior that is more respectful, safe, and kind.

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

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

**COMMUNICATION**

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

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

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

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

***Parent Concern Process***

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

**GENERAL INFORMATION**

***Bus Company Contact Information***

Bus transportation for all ConVal students is provided by Student Transportation of America. Specific questions about bus routes or bus issues should be directed to the bus company's management at **924-9211**. The bus company maintains communication with all of its bus drivers and all of the ConVal schools. Activity on all bus routes is monitored through video tapes/DVD recordings.

### ***Emergency Procedures***

The Francestown Elementary School has carefully planned Emergency Management Procedures that detail the evacuation routes and safety procedures to be used in the event of an emergency. An Emergency Management Plan is posted in each classroom. Safety drills are practiced regularly with students. If school is canceled or delayed it will be posted on Channel 9 news, WMUR, listed under (Contoocook Valley Regional School District or ConVal). It will also be on local radio stations including WNHQ 92.1 FM; WKBK 1220 AM or WXOD 98.7 FM; WKNE 1290 AM or 103.7 FM; or WBZ 1030 AM. The ConVal District website will also post school closings. In the event of an early release due to bad weather, school delay or cancellation, or emergency situation we use AlertNow, an automated phone system, to notify parents.

### ***Fire Drills***

The school holds ten drills throughout the school year; these include fire drills and other emergency drills. Students must remain quiet and in line throughout each drill. Evacuation directions and procedures are posted in each classroom and other areas of the school.

**If parents are present during drills, they must participate in the drill and follow the instructions of the incident commander for accountability and safety purposes.**

### ***Homework***

Parents are encouraged to convey the message that the completion of homework assignments is important and a valuable part of each student's education. Classroom teachers will send home a homework policy for their class during the first few weeks of school. 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 and are always welcome to call the school for clarification about homework.

### ***Parking***

Parking is limited to those areas marked by white lines. **There is no parking on the drop-off loop, bus lane, or in any area with no parking signs.** When picking up children at the school, please look for actual parking spaces if leaving your vehicle. If you remain in your vehicle, you may line up along the parking area curb.

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

The PTO supports classroom activities and sponsors many additional programs and meets once a month. Attending a PTO meeting is a great way to find out what's going on, to get to know others, and to offer your suggestions. Meetings occur on the third Monday of each month at 3:30 in the school library.

PTO meeting notices are on the bulletin board and sent home in your child's backpack. For more information on the PTO, please contact:

Heather Whipple-Simard, President, 831-0888, [Hnnwhipple@comcast.net](mailto:Hnnwhipple@comcast.net)

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

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

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

### ***Smoking/Alcohol/Drugs Prohibited***

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

Alcohol and illegal substances are not permitted on school property as per the District Alcohol and Substance Abuse Policy (JICHB). If a child brings alcohol or illegal substances onto school property, the school administrator will notify the district office and parents/guardians. A meeting will occur that includes the parents/guardians, school administrator, and school counselor in order to determine appropriate next steps.

### ***Visiting***

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

### ***Volunteering***

Studies show a positive connection between parental school involvement and a child's academic performance. FES has a proud tradition of parent volunteers (as well as grandparents, siblings,

extended family and community members) who create a richer school and extra-curricular experience for all students. There are many ways to play an active part in the school community: in the classroom; at special events; publicity and communications; baking or other preparations at home; or even just to make phone calls. Each classroom sends home a “classroom volunteer form” at the beginning of the year.

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

### ***What to Bring to School***

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

It helps to have an extra pair of 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 a modest-sized backpack for storing their snack, extra clothing, books, take-home folders, notes, school projects, etc. Backpacks need to be small enough to fit easily into student cubbies.

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

### ***What to Wear in School***

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

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

Students may not wear halter tops, short shorts, or mini-skirts; half shirts; tops with “spaghetti straps”; clothing that reveals underwear, etc.; pants that are so long they come down underneath a student’s shoes; shorts or pants that are so ‘baggy’ that they keep slipping down; flip-flops, platform shoes/sneakers, high heels, slip-on sandals, sneakers/footwear with built-in roller blade type mechanisms, etc.

## **EDUCATIONAL PROGRAMS AND SERVICES**

### ***Art Day***

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

### ***Arts Integration***

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

### ***Computers and Technology***

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

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

### ***Cornucopia Project***

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

### ***Field Trips***

We appreciate parents volunteering to help chaperone school-sponsored field trips. Please note, however, that due to liability issues, non-FES 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.

### ***Harris Center for Conservation***

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

In grades 2-12, the Harris Center provides students with a continuum of experiences and opportunities to study nature; develop skills as scientists, historians, and problem solvers; experience nature as a source of inspiration, creativity, and health; and to appreciate the local landscape outside our school.

### ***Library Books***

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

### ***School Counselor***

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

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

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



### ***Special Education***

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

If it appears that there are still significant questions and issues about why a child is not progressing, 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 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, or in therapy programs (such as speech, OT, or PT).

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

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

Central to our instruction time is **WIN Time**. WIN time is built into our master schedule/ Students attend a re-teach and enrich session at least 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 WIN time classes based on assessment data. During WIN 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 standards. This is a valuable opportunity to teach in smaller groups, with different resources, given extended time, and possibly with a different teacher.

## **HEALTH AND WELLNESS**

### ***School Nurse Roles and Responsibilities***

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

The School Nurse performs nursing assessments and screenings, monitors communicable disease, maintains health 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](http://www.conval.edu) or the NH School Immunization website at [www.dhhs.nh.gov/dphs/immunization/documents/school](http://www.dhhs.nh.gov/dphs/immunization/documents/school) 14-15 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 health care 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 the school.

Exemption forms are available in the Nurse's Office or online at [www.conval.edu](http://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](http://www.conval.edu). Click on the Food Services link.

### ***Head Lice***

Please refer to the ConVal District Policy JLCC.

[www.conval.edu/district-policies/students/jlcc-head-lice-policy/view](http://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 is absent. Messages may be left any time during non-school hours. Please give the actual reason for the absence such as fever, sore throat, headache, nausea, vomiting or diarrhea, so that we may keep track of "what's going around". Sick children will be sent home from school. The School Nurse may require a note from your Healthcare Provider before returning to school. Also, please note that children who are sick and stay home from school are not allowed to attend any school functions on that day.

### ***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: a sore throat, swollen tonsils, and swollen lymph nodes in the neck, fever, headache, and nausea. Strep is diagnosed by a laboratory test. If you suspect strep or have concerns, please call your Healthcare Provider.

### ***Returning Students to School: "The 24-Hour Rule/Guideline."***

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

## **MEDICATIONS AT SCHOOL**

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

### ***Medication Form***

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

### ***Asthma Inhalers and Epi-Pens***

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

carries the medication, the parent/guardian is strongly encouraged to supply the Nurse's Office with backup medication.

### ***Prescription Medication***

A licensed Healthcare Provider signature is required for all prescription medication. Prescription medication must be delivered in the original container, labeled by the pharmacist with the student's name, date, medication, dosage and times to be 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.

## **ConVal School District Policies**

All ConVal School District Policies are available in their entirety online at [www.conval.edu](http://www.conval.edu).

### **Contoocook Valley School Board Policy EEAA**

*Category: R See Also: EEAB EEAE*

#### **VIDEO SURVEILLANCE ON SCHOOL PROPERTY**

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

Signs will be posted on school building to notify students, staff and visitors that video cameras may be in use. Parents and students will also be notified through the student handbook.

Copies of video recordings from surveillance cameras will normally be retained for a period of two weeks and thereafter will be erased either by deletion or copying over with a new recording. If a recording contains evidence of any misconduct or crime, it will be retained until the matter has been fully resolved. Any release or viewing/listening of recordings will be in accordance with the law and will take into consideration the privacy rights of students depicted on the recording.

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

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

#### **Legal Reference:**

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

## **Contoocook Valley School Board Policy KED**

*Category: P*

### **FACILITIES OR SERVICES – GRIEVANCE PROCEDURE (SECTION 504)**

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

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

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

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

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

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

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

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

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

Legal References:

Section 504 of the Rehabilitation Act of 1973

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

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

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

1st Reading: June 19, 2012

2nd Reading: August 14, 2012

Adoption: August 14, 2012

## **Contoocook Valley School Board Policy IKE**

*Category: P See also ILBA*

### **PROMOTION AND RETENTION OF STUDENTS**

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

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

#### **Legal References:**

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

1st Reading: December 2, 2008

2nd Reading: March 31, 2009

Adoption: March 31, 2009

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

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

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

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

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

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

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

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

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

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

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

*Appendix: EEA-R & JICC-R*

1st Reading: September 2, 2008

2nd Reading: September 30, 2008

Adopted: September 30, 2008

Include in Student Handbook

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

*Category: R See also JIC, JICD*

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

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

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

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

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

*RSA 189:15, Regulations*

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

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

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

*Appendix: JICD - R*

1st Read: May 6, 2014

2nd Read: June 3, 2014

Adopted: June 3, 2014

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

*Category: P*

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

##### **Absences**

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

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

1. Illness
2. Recovery from an injury
3. Required court attendance
4. Medical and dental appointments

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

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

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

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

However, at this juncture, the Principal's decision shall be final.

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

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

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

### **Truancy**

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

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

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

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

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

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

The intervention shall include, but is not limited to:

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

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

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

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

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

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

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

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

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

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

Legal References:

RSA 189:34, Appointment

RSA 189:35-a, Truancy Defined

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

RSA 193:7 Penalty

RSA 193:8, Notice Requirements

RSA 193:16 Bylaws as to Nonattendance

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

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

1st Read: June 7, 2011

2nd Read: July 19, 2011

Adoption: July 19, 2011

## **Contoocook Valley School Board Policy JI**

*Category: P See also JICD*

### **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*

1st Read: October 6, 2009

2nd Read: November 17, 2009

Adoption: November 17, 2009

**Contoocook Valley School Board Policy JIC**

*Category: R See also JICD*

**STUDENT CONDUCT**

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

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

***Legal References:***

*RSA 189:15, Regulations*

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

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

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

*See Appendix: JICD – R*

1st Reading: July 16, 2013

2nd Reading: September 17, 2013

Adopted: September 17, 2013

**Contoocook Valley School Board Policy JICI**

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

**DANGEROUS WEAPONS ON SCHOOL PROPERTY**

Weapons are not permitted on school property, in school vehicles or at school-sponsored activities. This policy applies to students, staff, or members of the public alike. Student violations of this policy will result in both school disciplinary action and notification of local law enforcement authorities. Members of the public who violate this policy will be reported to local law enforcement authorities. The term “weapons” includes, but is not limited to, firearms (rifles, pistols, revolvers, pellet guns, BB guns, etc.), ammunition, knives, slingshots, metallic knuckles, firecrackers, billyclubs, stiletos, switchblade knives, swords, canes, pistol canes, black jacks, daggers, dirk knives, explosives, incendiaries, martial arts weapons or self-defense weapons, such as tazers or chemical sprays (as defined by RSA 159:24 and RSA 159:20 respectively), or any other object or substance which, in the manner it is used or threatened to be used, is known to be capable of producing death or bodily injury. Additionally, this list is not intended to be exhaustive or all-inclusive. The principal may determine that any instrument, object or substance is a “weapon” within the intent of this Policy, if the principal believes that such instrument, object or substance was used or was intended to be used to inflict bodily harm on any person.

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

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

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

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

*Legal References:*

*18 U.S.C. § 921, Et seq., Firearms*

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

*RSA 193-D, Safe School Zones*

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

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

1st Read: February 15, 2011

2nd Read: May 3, 2011

Adoption: May 3, 2011

## **Contoocook Valley School District Policy JICA**

*Category: R*

### **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 on appropriate level of consistency throughout the District. Such regulations should be approved by the Superintendent of Schools or designee.

1st Read: September 2, 2014

2nd Read: November 18, 2014

Adopted: November 18, 2014

## **Contoocook Valley School Board Policy JICD**

*Category: P See also JI, JIA, JIC, JICC, JICK See Appendix: JICD-R*

### **STUDENT DISCIPLINE AND DUE PROCESS**

#### Definitions

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

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

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

#### Standards for Removal from Classroom and Detention

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

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

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

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

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

The power of suspension is authorized as follows:

1. The building principal or designated administrator is authorized to suspend a student for 10 school days or less for gross misconduct or for neglect or refusal to conform to school district policies or rules.

A. Pursuant to Ed 317.04(a)(1), a suspension of 10 school days or less shall be considered a "short-term suspension" and may be issued for gross misconduct or for neglect or refusal to conform to the reasonable rules of the school under RSA 193:13,I.

2. The Superintendent, or designee appointed in writing by the School Board, is authorized to continue the suspension of a pupil for a period in excess of 10 school days. Prior to this extended suspension, the Superintendent, or designee, will provide an informal hearing on the matter. The informal hearing need not rise to the level and protocol of an official hearing before the Board.

3. Any suspension in excess of 10 school days, as described in Paragraph 2 of this Section, is appealable to the Board, provided the Superintendent receives the appeal in writing within 10 days after the issuance of the decision described in Paragraph 2. Any suspension in excess of 10 school days shall remain in effect while this appeal is pending.

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

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

#### Process for Expulsion

1. Any pupil may be expelled by the Board for gross misconduct, or for neglect or refusal to conform to District rules or policies, or for an act of theft, destruction, or violence, as defined in RSA 193-D:1, or for the possession of a pellet or BB gun, rifle, or paint ball gun.
2. Additionally, any pupil may be expelled by the Board for bringing or possessing a firearm as defined in Section 921 U.S.C. Title 18 in a safe school zone, as defined in RSA 193-D:1, unless such pupil has written authorization from the Superintendent. Any expulsion under this provision shall be for a period of not less than 12 months.
3. The District will ensure that the due process standards set forth in Ed 317.04(d)(3) are followed.
4. The Superintendent is authorized to modify the expulsion requirements of any student on a case-by-case basis.

**Legal References:**

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

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

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

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

1st Read: August 19, 2014

2nd Read: September 2, 2014

Adopted: September 2, 2014

**Contoocook Valley School District Policy JICDD**

*See also: JICD, JICI and Rules JICD-R, JICI-R*

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

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

Therefore, it is the policy of the Board that any student attending school within this District will be subject to disciplinary action including, but not limited to, suspension from school for any conduct that, in the opinion of the school administrators, has an adverse impact upon the school.

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

1st Board Reading: March 28, 2000

Board Adoption: May 16, 2000

## **Contoocook Valley School District Policy JICDDA**

*See Also: Memorandum of Understanding*

### **SIMPLE ASSAULTS: PARENTAL NOTIFICATION POLICY**

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

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

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

1st Board Reading: March 28, 2000

Adopted: May 16, 2000

## **Contoocook Valley School District Policy JICHB**

*See also: JICD, JICI and Rules JICD-R, JICI-R*

### **ALCOHOL AND SUBSTANCE ABUSE POLICY**

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*

### **Contoocook Valley School Board Policy JICK**

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

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

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

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

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

## II. Definitions

The following definitions apply to this policy:

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

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

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

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

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

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

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

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

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

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

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

J. The determination as to whether a single significant incident or a pattern of incidents causes a "substantial disruption to the orderly operation of the school" shall be made by the person investigating the reported incident(s), and shall be based on the totality of the circumstances, and

may include disruptions to curricular or extra-curricular programs and activities offered by the District.

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

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

### **III. Reporting Procedure**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Students who falsely accuse other students of bullying or cyberbullying may also be subject to disciplinary action, which may include, but is not limited to, suspension and expulsion. Any such disciplinary action shall be taken in accordance to applicable board policy and legal requirements. At the discretion of the Principal or his/her designee, students who commit an act of bullying or cyberbullying or falsely accuse another of the same as a means of retaliation or reprisal may, either in addition to discipline or in lieu of discipline, receive nondisciplinary interventions. Interventions are not considered disciplinary in nature.

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

#### **IX. Training**

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

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

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

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

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

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

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

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

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

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

**Legal Reference:**

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

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

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

1st Read: November 16, 2010

2nd Read: December 7, 2010

Adoption: December 7, 2010

Amended: April 3, 2012