

**2019-2020**  
**FLORENCE RIDEOUT ELEMENTARY SCHOOL/LYNDEBOROUGH**  
**CENTRAL SCHOOL**  
**PARENT/STUDENT HANDBOOK**



Florence Rideout Elementary School  
18 Tremont Street  
Wilton NH, 03086  
(603) 654-6714

Lyndeborough Central School  
192 Forest Road  
Lyndeborough NH, 03082  
(603) 654-9381

Robert LaRoche, Principal

This handbook has been issued to inform you about the policies and procedures at Florence Rideout Elementary School and Lyndeborough Central School. Our desire is to keep you informed and involved so that we may work cooperatively in the education of your children. Please take the time to become familiar with the content in this document.

Through the elementary years, our students build skills and attitudes that enable them to become life-long learners and contributing members of their community. This goal is accomplished, in part, by helping students build self-esteem, and motivating each one to work to his/her potential. It is important that parents, teachers, and administrators collaborate for the unified purpose of providing the best quality education for all children who enter our schools.

I urge you to become involved and to encourage your children to participate in all of the educational activities and programs available at Florence Rideout Elementary and Lyndeborough Central Schools. Regular updates on events and happenings can be readily found on our website. Through our working together, the educational success of your child will become a reality.

Whenever you have a question or concern not addressed here, please call us and we will assist you in any way possible.

**Robert LaRoche, Principal**  
**Florence Rideout Elementary School/Lyndeborough Central School**

## **FLORENCE RIDEOUT ELEMENTARY SCHOOL**

### **CONTACT INFORMATION**

#### **SCHOOL TELEPHONE NUMBERS**

Main Office: 603-654-6714 Fax: 603-654-3490

#### **SCHOOL ADDRESS:**

18 Tremont Street  
Wilton NH, 03086



## **LYNDEBOROUGH CENTRAL SCHOOL**

### **CONTACT INFORMATION**

#### **SCHOOL TELEPHONE NUMBERS**

Main Office: 603-654-9381 Fax: 603-654-6884

#### **SCHOOL ADDRESS:**

192 Forest Road  
Lyndeborough NH, 03082

#### **WEBSITE:**

[www.sau63.org](http://www.sau63.org)

# **Wilton-Lyndeborough Cooperative School District**

## **Mission Statement**

**Wilton-Lyndeborough Cooperative School District will provide a safe and educational environment that promotes student exploration, critical thinking, and responsible citizenship.**

Our schools will strive to accomplish this mission by committing to:

- Encourage students to reach their potential and become responsible and productive citizens.
- Prepare, challenge, and empower our students to be life-long learners.
- Provide a safe and diverse learning environment.

## School Administrative Unit 63

192 Forest Road  
Lyndeborough, NH 03086

**Phone: 603-654-8088**

**Fax: 603-654-6691**

Superintendent .....	Bryan K. Lane
Executive Assistant.....	Kristina Fowler
District Curriculum Coordinator.....	Dr. Julie Heon
Business Administrator.....	Lizabeth Baker
Facilities Manager.....	Robert “Buddy” Erb

### Special Education Office

**Phone: 603-654-8086**

Director of Student Support Services.....	Ned Pratt
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### Food Service

Director of Food Services.....	Deborah Roske
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**Phone: 603-654-6123 x2159**

**email: [d.roske@sau63.org](mailto:d.roske@sau63.org)**

### School Bus Transportation

Steve’s School Bus Service .....	<b>Phone: 654-7035</b>
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### Wilton-Lyndeborough School Board Members

Matt Ballou  
School Board Chairman  
Lyndeborough

Alex LoVerme  
Vice Chair  
Wilton

Mark Legere  
Member  
Wilton

Jonathan Vanderhoof  
Member  
Lyndeborough

John Clarke  
At-Large  
Lyndeborough

Miriam Lemire  
At-Large  
Lyndeborough

Joyce Fisk  
Member  
Wilton

Carol Leblanc  
Member  
Wilton

Jonathan Vanderhoof  
Member  
Lyndeborough

Tiffany Cloutier  
Member  
Wilton

## **Florence Rideout Elementary School** **Staff Directory**

Principal.....	Robert LaRoche
Secretary.....	Kristi Legere
Admin.....	Patsy Berube
Guidance .....	JoAnn Dufour
Nurse .....	Kim Sheridan R.N.
Technology Coordinator.....	Andrew Stevens
First Grade Teacher .....	Danielle Cambray
First Grade Teacher .....	Bridgette Fuller
First Grade Teacher .....	Julie Lemire
First Grade Teacher .....	Heather Desmarais
Second Grade Teacher.....	Rebecca Hawkes
Second Grade Teacher .....	Kristen Hebert
Third Grade Teacher .....	Andrea Petrone
Third Grade Teacher.....	Samantha Sappet
Fourth Grade Teacher.....	Holly Lafoe
Fourth Grade Teacher.....	Sandy Reid
Fifth Grade Teacher.....	Erin Tierney
Fifth Grade Teacher .....	Melanie Drew
Art .....	Greg Lamers
Music .....	Claudette Barker
Physical Education .....	Fritz Shenk
Media Generalist.....	Stephanie Loiselle
Reading Specialist.....	Tammy Cargill
RTI Coordinator.....	Michelle Locke
W.I.N. Interventionist .....	Kristen Dame

## **Florence Rideout Elementary School** **Staff Directory (cont.)**

Special Education Teacher .....	Audrey Bober
Special Education Teacher .....	Andrea Pollock
Special Education Teacher .....	Kathy Harris
Board Certified Behavior Analyst.....	Amber Casavant
ABA Therapist.....	Stephanie Gaardner
ABA Therapist.....	Liz Meltzer
ABA Therapist.....	Ashley Noonan
ABA Therapist.....	Taylor Owens
ABA Therapist.....	Samantha Thapa
ABA Therapist .....	Wanda Seavey
Paraeducator.....	Stephanie Gilbert
Paraeducator.....	Ann Harkleroad
Paraeducator.....	Heidi Kemmerer
Paraeducator.....	Patricia Polson
Paraeducator.....	Heather Roberts
Food Service .....	Deborah Roske
Custodian .....	Dan LaSala
Custodian .....	Bill Carey
Custodian.....	John Ward



**Lyndeborough Central School**  
**Staff Directory**

Principal .....	Robert LaRoche
Administrative Asst.....	Sherry Leblanc
School Counselor .....	JoAnn Dufour
Nurse .....	Laura Gifford R.N.
Technology Coordinator.....	Andrew Stevens
Kindergarten Teacher .....	Vicki MacPherson
Kindergarten Teacher .....	Nicole Dane
Kindergarten Teacher .....	Taylor McArdle
Preschool Teacher.....	Melissa Levesque
Art .....	Greg Lamers
Music .....	Claudette Barker
Physical Education .....	Fritz Shenk
Reading Specialist.....	Tammy Cargill
RTI Coordinator.....	Michelle Locke
Title One .....	
Title One .....	Kristen Dame
Board Certified Behavior Analyst.....	Amber Casavant
ABA Therapist.....	Bridgette Jasper
ABA Therapist.....	Stephanie Gagnon
ABA Therapist.....	Dream Dawn
Kindergarten Instructional Aide.....	Kelly Eshbeck
Kindergarten Instructional Aide.....	Nadine Preftakes
Kindergarten Instructional Aide.....	Michelle Mason
Preschool Classroom Aide.....	Tracy Aucoin
Paraeducator.....	Jayne Lundwall
Food Service .....	Deborah Roske
Custodian .....	Albert Boucher

Florence Rideout Elementary School consists of 17 classrooms for students in Grade 1 through Grade 5, a full-sized Gymnasium, Cafeteria, Library, 2 Computer Labs, plus additional rooms for support programs such as: Speech, Special Education, and Title I Tutoring.

Lyndeborough Central School consists of 4 classrooms for students in Preschool and Kindergarten, a Multi-Purpose room serves as a Cafeteria space for Physical education Music and Art instruction. Additional rooms for support programs such as Speech Therapy and Occupational Therapy.

### **FRES SCHOOL HOURS**

Grade 1 through Grade 5: **8:00 AM to 2:40 PM**

### **LCS SCHOOL HOURS**

Kindergarten: **8:00 AM to 2:20 PM**

Preschool (3 yr. old) **8:30 AM to 11:00 AM (M-Th)**

Pre-K (4 yr. old) **12:00 PM to 2:20 PM (M,T,Th,F)**

### **FRES DAILY SCHEDULE**

8:00	Entrance to Building
8:05	Tardy Bell
11:15-11:40	First Lunch (Gr. 2-3); Recess: 10:50-11:15
11:45-12:10	Second Lunch (Gr. 1); Recess: 11:20-11:45
12:15-12:45	Third Lunch (Gr. 4-5); Recess: 11:45-12:10
2:40	Dismissal

### **LCS DAILY SCHEDULE**

8:00	Entrance to Building
8:15	Tardy Bell
9:35-9:50	Snack
10:55-11:20	AM Recess
11:20-11:45	Lunch
2:20	Dismissal

### **F.R.E.S. ARRIVAL**

Students **should not arrive before 7:40 AM** when playground supervision begins. All students should be present in the schoolyard when the first bell rings at 8:00 AM to enter the building. Students arriving late must be signed in by an adult in the front office. Please park in the visitor parking spaces and walk with your child to the main office.

Parents may drop their child off at school at the supervised parent pick-up/drop off zone. This is located at the rear of the building along Livermore Street. Students will enter the building and proceed to the playground. Please do not drop off after 8:00 AM when there is no staff on site to supervise this location.

Students arriving late must be signed in by an adult in the front office. Please park in the visitor parking spaces and walk with your child to the main office.

The front gated driveway is for buses only. During the school day all vehicular traffic is prohibited from entering the driveway. **It is important not to pass the buses when they are parked with their lights flashing.**

### **L.C.S. ARRIVAL**

Students **should not arrive before 8:00 AM.**

Parents dropping their child off at the school should enter the school drive way south entrance and form a double line. Parents should remain in their vehicle and wait until a staff member greets and then escorts your child into the school.

If you are dropping off your child at FRES, please note that the Kindergarten bus leaves for LCS at **7:55** am.

Students arriving late after 8:15 must be signed in by an adult in the front office. Please park in the visitor parking spaces and walk with your child to the main office.

### **F.R.E.S. DISMISSAL**

All students are dismissed at **2:40 PM**. Students riding the bus will be dismissed from their classrooms first. Staff members will lead lines to the bus loading area along the . Walkers will be dismissed from the Tremont Street playground door.

Students that are being picked up by parents will be dismissed to the gymnasium as a class. Parents may park along Livermore Street in spaces behind the school Parents are asked to wait in the gymnasium lobby until gymnasium door is opened. Please have your Parent Pick-Up Ticket visible. Please exit the gymnasium using the door that exits to the parking lot. **It is important not to pass the buses when they are parked in the lot with their lights flashing.**

### **L.C.S. DISMISSAL**

All students are dismissed at **2:20 PM**. Students riding the bus will be dismissed from the Multi-Purpose Room. Staff members will lead students to the bus loading area. Kindergarten students are not allowed to walk home unless they are accompanied by an adult.

Students that are being picked up by parents will be escorted to their parent's vehicle by staff. Traffic should enter the school drive way south entrance and form a double line. Parents should remain in their vehicle and wait until there child is brought to them. Please have your Parent Pick-Up visor sign visible. **It is important not to pass the bus when they are parked in the lot with their lights flashing.**

## **BICYCLE RULES**

1. A student must bring a written letter from a parent stating that the student has permission to ride their bicycle to and from school.
2. A student who rides a bicycle is expected to place his/her bicycle in the bike rack as soon as he/she arrives at school. The bicycle should be locked and remain in the rack until the student is dismissed with the walkers to leave the school grounds.
3. Students are expected to obey all traffic rules while riding. Failure to do so will result in immediate suspension of bicycle riding privileges at school.
4. Students must walk their bicycle across crosswalks and continue to walk their bike when they reach school property.
5. Students are required by state law to wear a safety helmet.



## **WALKERS**

For the safety of your children, please review the following pedestrian rules.

1. Students are encouraged to form a group or patrol when walking to and from the school grounds.
2. Students should stay single file to the left, outside of the white edge line.
3. Walkers and bikers are asked not to arrive on school grounds until after 7:40 a.m., as there is no early morning playground supervision until then.
4. Kindergarten students are not allowed to walk home unless they are accompanied by an adult.





# **WILTON-LYNDEBOROUGH COOPERATIVE SCHOOL DISTRICT**

## **ELEMENTARY SCHOOL POLICIES AND PROCEDURES**



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## **School Special Classes**

### **Art (K- Gr. 5)**

Art is a regular part of the instructional program at both schools. Through painting, drawing, printmaking, weaving, sculpting and constructing your child's imagination and creativity will be challenged. Art history is taught through a study of a variety of artists' paintings, drawings, and sculptures. Every child will have artwork displayed throughout the school year. The art teacher instructs each class for 45 minutes each week.

### **Physical Education (K- Gr. 5)**

In Physical Education Class, cooperation, effort, and good sportsmanship are emphasized along with your child's physical skills. Classes are held outdoors during good weather in spring and fall. During winter months, classes are held in the Activities Room/Gymnasium. Areas of activity include ball games, tumbling, endurance and cooperation, strength work, strategy planning, flexibility activities, etc...

All students should have proper attire (sneakers and either pants or shorts) in order to participate. Your child may be excused from physical education classes if he/she provides the school with a written excuse from either a parent or physician.

### **Music (K- Gr. 5)**

The music teacher instructs each class for one 45 minute period each week. Instruction covers the basics of rhythm, singing, listening, simple notation, and music composers and styles. In addition to age appropriate classroom instruction, an annual musical program is prepared for the enjoyment of the entire school community.

### **Library (Gr. 1-5)**

The school library provides students with resources for reading, writing reports, and learning library skills. The lower grades have a reading circle during part of their library time. Teachers also use the library to help provide children with research skills. Books are available at the public library to supplement and complement the school's collection. The students are able to check out materials from either library.

Library materials are loaned out to students one week at a time. Renewal of materials is allowed for up to 2 more weeks if needed. Lost or damaged materials are the responsibility of the student at full replacement cost. No further materials may be borrowed until payment is received. At the end of the year, those students with outstanding library books or fines will have their report cards withheld until books are either returned or paid for.

### **Technology Education (Gr. 1-5)**

Students receive regular weekly instruction in each school's Computer Lab. Students become familiar with Microsoft Office products (Word, PowerPoint, Excel), digital media software, basic keyboarding skills, conducting research on the internet, and cyber safety. Using technology to enhance instruction that is taking place in the regular classroom is common practice at both schools.

## **Odyssey**

The Odyssey School wide Enrichment Program supports the Florence Rideout Elementary School mission to promote student exploration, critical thinking and responsible citizenship. It provides enriched learning experiences and higher standards for all students by developing talents and providing a broad range of advanced level enrichment experiences. It supports the development of 21<sup>st</sup> century skills including creativity, critical thinking, collaboration, flexibility, initiative and productivity. The Odyssey School wide Enrichment Program is based on the work of Dr. Renzulli and Reis.

Prior to each Odyssey session, students choose from a list of clusters offered by teachers. A cluster is an exploratory course developed by teachers based on data collected from student interest inventories that are administered at the beginning of the school year. Each cluster is composed of students who share a common interest and meet weekly eight times during a trimester session for 45 minutes to pursue this interest. At the conclusion of each session, teachers guide students through a reflective process and share their learning.

### **Guidance**

The role of the school counselor is to provide professional support to children, parents, and teachers in assessing learning and behavior problems as well as developing strategies to promote the social and emotional well-being of our students. The guidance counselor works with students individually, in small groups and in classrooms, and is also available to staff and parents for consultation on school-related matters. The guidance counselors at each building lead the Student Support Team (SST) meetings, and serve as the building 504 coordinator.

### **Reading Specialist**

The reading specialist works with classroom teachers and students in developing developmental reading programs for individual students and classroom reading groups. The reading specialist regularly evaluates students' reading skills, for the purpose of assisting in the diagnosis of learning disorders, developing remediation plans, and/or monitoring student progress.

### **Response to Intervention (RTI)**

RTI is a multistep process that our school utilizes to provide services and interventions to help all students, including students who struggle with learning. An integral part of the RTI model is progress monitoring and data collection which are the foundation of making informed instructional decisions for students. This process improves the early identification and support of students with learning and behavior needs and provides our teachers with vital information so that they can deliver instruction and interventions which are matched to individual student's needs.

If your child requires intervention through the RTI model, you will be contacted by our RTI coordinator to discuss our plan for your child's supplemental support and growth. Our shared goal is for all students to reach their potential.

## **Special Education**

Once a child has been found eligible for Special Education Services, a team consisting of the child's parents, teachers, district evaluator(s), special education coordinator, and the Local Education Administrator together develop an Individualized Educational Plan, or IEP.

Students work with a special education teacher in small groups or on an individual basis. They may receive direct instruction from the special education teacher (or paraprofessional) may support the student in the regular classroom, following the inclusionary model. Special education teachers supervise the work of the special education paraprofessionals.

## **Rights of All Handicapped Persons**

"No qualified handicapped person shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which is offered to non-handicapped persons..." (Section 504, Support A, 104.4(a).)

## **Title I Program**

Please refer to Appendix A.

## **School Nurse**

Kim Sheridan, RN

## **Health Office Ext. 3245 or Direct Line: 654-8603**

The school nurse carries out a wide variety of activities not only in nursing, but also in professional relationships with teachers and administrators in the educational field. The nurse contributes directly to the public understanding of educational as well as health needs. The nurse works closely with medical professionals, and has a duty to cooperate with the programs of local, state, and federal agencies in the fields of health, education, and welfare.

The school nurse shall act as a specialist in all matters pertaining to the physical health of the students and school staff of the buildings to which she/he has been assigned. Responsibilities shall be advisory rather than diagnostic. All treatment given by the nurse shall be in the form of first aid or temporary relief. The responsibility for further treatment will rest with the child's parent/guardian or with the individual staff member requiring attention.



## **Nurse/Health Office Policies**

### **Immunizations for School Entrance**

All students must be immunized prior to school entrance according to the New Hampshire State Public Health Agency. Evidence from a health care provider or completion of these requirements must be submitted to the school nurse prior to the student entering school. No child may be enrolled in school without first presenting an immunization record, or a medical or religious exemption.

Any student may be exempt from the above regulation if a health care provider presents evidence stating that the immunization is detrimental to the child's health. The exemption must state the duration of the exemption. Exemption from immunization for one disease shall not affect other required immunizations.

A student may be exempt from immunization for religious reasons at the discretion of the school nurse upon receipt of a notarized letter, signed by the parent or legal guardian, which states that the student hasn't been immunized because of religious beliefs.

### **Physical Examinations**

All students entering Florence Rideout Elementary School for the first time must show proof of completion of a medical examination by a health care provider within one year preceding first entry to the school. First grade students must show proof of completion of a medical examination by a health care provider which took place within a one year period prior to school entrance.

Students transferring into Florence Rideout Elementary School must also submit proof of physical examination by a health care provider completed within one year preceding first entry to the school and immunization information at the time of registration and prior to school entry.

### **Medication Policy**

The following have been adopted for the administering of medication at school:

1. All medication must be brought into school by parents in the original container, clearly marked with the child's name and instructions on how to be administered along with written permission from the parent and a written order by the provider.
2. **PRESCRIBED MEDICATIONS** should not be taken during school hours unless it is impossible to achieve medical regimen at home. Medications to be given three times a day can be given every eight hours, and thus will not have to be given at school.
3. **NON-PRESCRIBED MEDICATIONS** will not be encouraged for use by students. Non-prescribed medication will not be made available to students, unless written permission is given by the parent or guardian. Over the counter medication checklist is available on the annual Student Health Assessment record completed by the parent guardian.
4. The school nurse or designee, assigned by the nurse, shall assist all students in the School District who are required to take medication prescribed by a health care provider during the school day.

5. The school nurse or designee, assigned by the nurse, shall be responsible for administering and observing the taking of medication.
6. All medication shall be stored in a locked cabinet in the nurse's office. Unused medications shall be picked up by a parent/guardian or disposed of by the school nurse at the end of the school year.
7. All medication shall be recorded daily in the school nurse's database.
8. The school nurse will keep an updated Epi-Pen on hand in case of emergency. All school personnel have been instructed in its use. Students known to have severe allergies will be allowed to carry an Epi-Pen or inhaler to recess and on field trips, as prescribed by the provider.
9. Medication prescribed for asthma and severe allergic reactions (inhaler, Epi-Pens, or other medications) may be kept in the student's possession provided the health care provider's prescription for the medication, the directive for self-administration, and written permission from the parent/guardian are on file in the Health Office.
10. **RSA 508:12 EMERGENCY CARE.** If any person in good faith renders emergency care at the place of emergency, or while in transit in an ambulance or rescue vehicle, to a person who is in urgent need of care as a result of the emergency, and if the acts of care are made in good faith and without willful or wanton negligence, the person who renders the care is not liable in civil damages for his/her acts or omissions in rendering the care, as long as he/she receives no direct compensation for the care from or on behalf of the person cared for. Any person rendering emergency care shall have the duty to place the injured person under the care of a physician, nurse, or other person qualified to care for such person as soon as possible and to obey the instructions of such a qualified person.

### **Illness at School**

In case your child becomes ill at school, we will make every effort to contact you. You will be receiving an "Emergency Information/Health" form at the beginning of the school year. We ask for your cooperation in furnishing a name and telephone number to call in case you are not at home. **It is important to inform us of any changes in order to provide us with the most current contact information during the school year.**

A child sent home with a fever of 100 degrees or higher, vomiting or diarrhea should be **kept at home for at least 24 hours after his/her temperature is normal, vomiting or diarrhea has stopped without the use of fever reducing medications.**

## **Food Allergies**

Florence Rideout Elementary School is a food allergy aware school. Classrooms will be designated peanut or nut safe as needed for children with an allergy to peanuts or nuts. Students may bring lunches or snacks that contain peanuts or nuts, or products labeled “manufactured in a facility that contains peanuts or nuts”. An allergy safe table is provided in the cafeteria for any student who needs to sit away from allergens (see School Board Policy JAA).

## **Head Lice (Pediculosis)**

The school nurse will notify the parent/guardian by telephone or other available means if their child is found to have head lice. Verbal and/or written instructions for treatment will be given to the family of each identified student. Instructions will include recommendations for treatment that are consistent with NH Department of Health and Human Services recommendations. The affected student will be sent home at the conclusion of the school day. Based upon the school nurse’s recommendation, other children who were most likely to have had direct head-to-head contact with the assessed child may be checked or screened for head lice.

Criteria for return to school: Students will be allowed to return to school after proper treatment as recommended by the school nurse. The Board recognizes that the American Academy of Pediatrics and the National Association of School Nurses discourage “no nit” policies. In alignment with these recommendations, no student will be excluded from attendance solely based on grounds that nits may be present. The school nurse may recheck a child’s head. In addition, the school nurse may offer extra help or information to families of children who are repeatedly or chronically infested.

## **Asbestos Notification**

A report is available in the school’s front office. FRES continues to have an asbestos management plan that is available for review in the FRES front office.

## **Accident Insurance for Students**

Insurance is available at minimal cost and all parents are encouraged to take advantage of this offer. Notices will be sent home regarding price and procedure for obtaining coverage.



## **School Registration**

Any child who will be five years of age on or before September 30 is eligible to enter kindergarten, and six years of age by September 30 to enter first grade. All registration forms can be accessed through our website.

To register a child for school, you must have:

1. A copy of the child's birth certificate.
2. A copy of the child's immunization record, verifying that the Mumps and Measles vaccine (or a verified case); Polio: Diphtheria, Pertussis; Tetanus; and Rubella vaccine are up to date.
3. A copy of a physical examination done within one year prior to school entrance.
4. A signed record release for any preschool attended.
5. Proof of Wilton/Lyndeborough residency (i.e. utility bill, lease agreement, property tax bill).

### **Transferring Into Florence Rideout Elementary School/Lyndeborough Central School**

To transfer a student into the Florence Rideout Elementary or Lyndeborough Central Schools, the following forms must be completed prior to admitting the child:

1. Permission for verbal communication with the previous school.
2. Emergency information/health.
3. Special medication (when applicable).
4. Request for release of records.
5. Emergency release.
6. A copy of the child's immunization record and a copy of the last physical exam (given within the last year), see page 16, Immunization.
7. Proof of Wilton/Lyndeborough Residency (i.e. utility bill, lease agreement, property tax bill).

### **Transferring Out of Florence Rideout Elementary School/Lyndeborough Central School**

If you are moving out of the Florence Rideout Elementary or Lyndeborough Central Schools, please inform the principal in person or by phone and complete and submit the incoming/outgoing student form found on our website. When you register your child at the new school, you will sign a request for a release of records. Our secretary will send all records to the receiving school.

## Daily Attendance

**Students absent from school must have their absence verified by a written excuse from a parent or guardian.** Student may not participate in afterschool activities on the day they are absent. When a child is going to be absent, please call the school office before 8:15 a.m. that day to alert us. If no one is available to answer your call, you may leave a message on the school answering machine. If we have not heard from you, we will call your home, and then we will try reaching you via the phone numbers on the child's emergency card, until each child is safely accounted for.

Students who miss school for five consecutive days must furnish the school with a doctor's certificate stating that such absences are necessary. Exception may be granted in consultation with the school nurse and school principal.

Parents should make every effort to schedule medical or dental appointments at times that do not interfere with school hours. When a student is absent, he/she is expected to make up work missed during the absence. A school calendar is published by the school and distributed to all parents. Vacation and extended trips should be arranged during school vacation periods. If a student is required to leave school to accompany his/her parents on an extended trip, a request must be submitted in writing at least one week in advance. Students will be required to make up all assignments upon return to class.

A child can never make up a day missed at school even though the assignments may be completed at a later date. The interaction and instruction that takes place in the classroom are equally as valuable as written assignments.

### Changes in Dismissal

Please notify the school if your child is to be dismissed early, or if there is a change in transportation (i.e. a different bus stop or a parent pick-up). We expect all dismissal plans to be in place well before **2:00 pm** that day to avoid confusion.

### Parent PickUp Patrol

PickUp Patrol is our online system for parents to communicate dismissal plan changes to the school. Parents receive an email with PickUp Patrol account set-up and 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 **2:00 pm** on the day of the change.

After **2:00 pm** changes will not be accepted except in the case of an emergency. Such changes can be made via phone directly to the main office. The end of the school day is a busy time, so please plan accordingly and limit these exceptions to emergencies ONLY to assure the safety of all students.

Written notes communicating dismissal changes that are signed and dated by parents/guardians are accepted as well. If you have made arrangements for any other person to pick your child up at school the note must contain the name(s) of the people you have designated to pick up your child. The individual may be asked to provide proper identification. **We do NOT allow the child**

**to leave with anyone other than the parent or guardian without a written note that is signed and dated by the parent or guardian.**

Students who are dismissed before the regular dismissal time must be signed out in the main office.

### **Delayed Opening and Cancellations**

In the event of inclement weather, parents/guardians will receive notification from the service at PowerSchool. This may occur before school, or during the school day, if necessary. In addition, announcements may be heard on the following radio and television stations:

WZID .....95.7 FM

WMUR-TV..... Channel 9

Schools will open two (2) hours after the regular starting time, and morning bus pick-ups will be two (2) hours later than the regular time.

Should conditions continue to pose a transportation risk, PowerSchool will notify you of the changes, and the **No School** announcement will be made by 8:30 AM on the same radio and TV stations.

Our superintendent consults with the road agents and the bus company in making a decision to operate as usual, to delay school opening, or to close school for the day.

### **Emergency Early Dismissal**

PowerSchool will call the first contact on the emergency information form for each student to alert parents to the early dismissal. If it is necessary for you to be away on inclement weather days, please:

Call the school secretary or have your child bring in a note on these days to inform the school where/how to contact you.

Ensure that your child knows where to go in case of early dismissal.

### **Tardiness**

Students arriving after **8:10 AM** are late, and will be recorded as tardy by the classroom teacher. **Please bring your child to the office to sign in when tardy.**

When a child is going to be tardy, please call the school office before **8:10 (FRES: 654-6714 LCS: 654-9381)** that day to alert us. If no one is available to answer your call, you may leave a message on the school answering machine. For the safety of your child we will call your home, and then we will try reaching you via the phone numbers on the child's emergency card, until each student is safely accounted for.

Parents will be notified by the principal if tardiness becomes excessive. Please make an effort to have your child arrive on time in order to ensure a smooth start to the day.

**Absences Due To Parental Vacations**

**Parents are strongly urged not to schedule family vacations during school days and not to extend the scheduled vacation periods.** Should you wish your child to accompany you on a vacation during the time school is in session, you should inform the building Principal at least one week in advance explaining the length of time for the vacation and the reason. Arrangements can be made at the discretion of the classroom teacher for assignments that will be missed and/or study projects.

## **General Policies and Procedures**

### **Telephone and Email Messages**

Each teacher has a district e-mail address (ie. j.doe@sau63.org) and a voicemail that may be accessed through the main office. Your phone message will be returned within 24 hours. We encourage the use of email as an efficient and timely way to connect with staff. You may go to the SAU 63 website, click on FRES under the school's menu, and go to teacher emails. Teachers are not interrupted from classroom instruction during the school day to take phone calls.

Students will be permitted to use the telephone only with the permission of their teacher. The office telephone is for emergency use only, such as illness, etc. **No social or non-emergency use is permitted by students.**

### **Visits to School**

You are welcome to visit Florence Rideout Elementary School/Lyndeborough Central School. If you wish to visit a classroom, please call ahead to arrange the visit with the teacher. Please check in at the office when you arrive on the school grounds.

### **Legal Guardianship/Child Custody/Restraining Orders**

Should there be a change in normal custodial arrangements for your child/children, it is imperative the Principal be informed as soon as possible. A letter specifying such from the adult with custodial rights and a copy of the corresponding legal documentation are required to be sent to the Principal for adherence. A copy will be placed on file, and associated personnel will be informed of the change.

The same procedure is required should there be a restraining order in effect relative to the child. Each time there is an extension or alteration to such order, the legal documentation verifying such must be provided to the Principal for adherence to it.

### **School Property Damage**

Harmful or malicious damage to school property must be reimbursed by the persons responsible; or, in the case of minors, by their parents or guardians.

### **School Lunch**

The school's lunch policy appears in Appendix A.

Students may not bring soda and caffeinated beverages to school. Candy and sugary treats are strongly discouraged.

The guidelines for free and reduced price lunches will be sent home. Those who believe they are eligible should complete an application.

Parents may join their student for lunch. Please call ahead to arrange for the visit.

### **Recess**

Whenever possible, and in the best judgment of school personnel, recess time will be spent outside the building. Of course, when conditions such as extreme cold or soaking rains are evident, recess will

be held inside. Children will not go outside when it is excessively wet or cold (typically 12° -15° F or below) or windy. All children will participate in outdoor recess activities unless excused for medical reasons and/or by a note from a physician. Parents are responsible to ensure that a child is properly dressed for prevailing weather conditions, including boots, mittens, etc. It is recommended that your child's clothing be labeled. Please refer to page 36 for playground rules.

### **Classroom Concerns**

Please do not allow your child to bring toys, playing cards, electronic equipment or expensive jewelry to school. Toys and cards are frequently a distraction, and are difficult to monitor. Placing cell phones, audio equipment, and jewelry in a backpack or locker does not guarantee their safety, and the school cannot be responsible for keeping these items safe. "Show and Tell" items are an exception, but expensive equipment and jewelry is always discouraged.

Please do not have your child bring party invitations to school unless the whole class is invited. This causes distress among those class members who have not been invited.

### **School Dress**

Clothing makes a statement, and we want that statement to be a respectful one. Footwear is important in terms of comfort and safety while running and playing on rough ground. Violations to the policy may result in a telephone call to parents to bring appropriate clothing to school.

1. Shirt, hat, and jewelry emblems should not be offensive (no reference to alcohol, drugs, off-color language, violence or sex). Students are asked to remove their hats while in the building.
2. Appropriate footwear must be worn in order to safely play on playground equipment. Sneakers or athletic shoes are required for participation in PE class.

#### Warmer weather:

3. Modest, sensible apparel is encouraged. Blouses and shirts should cover the mid-section of the body. Spaghetti straps and low-cut blouses are discouraged.
4. Shorts and cutoffs should be mid-thigh or longer.
5. Bicyclists must wear helmets.
6. Flip-flops are not allowed

#### Colder weather:

7. Parents are requested to be sure their child is dressed warmly in winter weather as recess is held outdoors unless it is severely cold or wet.
8. Boots should also be worn as the playground often has wet and muddy areas. Access to the playground will be limited if the child does not have appropriate footwear. Please provide your child with shoes or sneakers to be worn within the building.

### **Books--Lost, Damaged, Forgotten**

Parents will be responsible for the cost of replacing lost or damaged books and school materials.

Students are required to cover textbooks which go home on a regular basis. Brown paper bags or similar material will suffice.

### **Lost And Found**

**\*\*Please clearly mark your child's last name on all clothing and footwear.\*\***

We do maintain a Lost and Found, which is located in the main hallway within each building. Items found in shared areas are displayed in this area. Unclaimed clothing is brought to donation centers twice a year.

### **Field Trips**

Field trips are of an educational nature and are related to classroom learning. Every effort is made to have students back at school in time to take the bus home. Parents are notified in advance if they are expected to pick their child up after hours.

Each student will be provided with a permission slip prior to the field trip that will need to be signed by a parent or guardian. No student will be allowed on a field trip without a permission slip on file.

Parents may arrange for bag lunches to be purchased from the school for their student.

If you do not wish for your child to participate in any specific trip, please notify the teacher in writing before the trip so that alternative arrangements can be made.

### **Volunteers and Field Trip Chaperones**

Not only do volunteers help students and teachers directly, they also gain firsthand knowledge about the school and show the children that adults consider school an important place.

Volunteers help with classroom preparation, student aid, and classroom demonstrations.

People who volunteer must fill out a Consent and Release Form. A finger-print and criminal records check is now required from volunteers and chaperones who work with students.

Please consider providing your assistance in some way. You may notify your child's teacher, school secretary or principal if you wish to volunteer.

### **Florence Rideout Elementary School/Lyndeborough Central School PTO**

The FRES and LCS parents and staff have a very active and involved PTO. The PTO supports our students and staff with additional educational programs and events throughout the year.

Membership is ongoing. A membership drive is held every fall. New participants are always welcome to provide fresh ideas. You may contact the school at any time to become more actively involved.

The Board of Directors consists of: *President, Vice President, Secretary, and Treasurer.*

Meetings are held on a monthly basis at the school (specific dates and times to be set yearly).

These meetings are open to the public and are held to plan upcoming events, review past events, etc. More information about the PTO can be found on the school website.

### **Report Cards/Learning Profiles**

Competency-Based Learning Profiles will be sent home four times each year, on a quarterly basis. Learning Profiles are used by the school to communicate with parents regarding their child's progress and achievement towards competencies, learning habits, and/or behavior in school. Parents are asked to sign the report card and return it to school. The final report card is kept by the parents. Parents are urged to call the child's teacher if there are any questions regarding their child's progress.

### **Parent-Teacher Conferences**

Parent conferences are arranged at the end first and third quarters in November and April. Parents or teachers may request conferences at other times if needed. The Parent-Teacher Conference offers both the opportunity to ask questions relative to your child, and to build an avenue of communication between home and school to better assist your child's progress.

Throughout the school year, parents are encouraged to communicate with their child's teacher whenever necessary. Please call the office and ask the secretary to contact the teacher to set up an appointment or to check on the teacher's availability. If it becomes clear that the issue is of a more serious nature, please schedule a meeting for a time when both parties are prepared to give their full attention to the concern. Each teacher has a district e-mail address (ie. j.doe@sau63.org) and a voicemail that may be accessed through the main office.

### **Transitions**

We recognize that transition activities are essential in helping children move from home to the school setting. Various activities are planned to build connections between home and school. In the spring, we offer a "**Kindergarten Parent Orientation**" meeting giving an overview of our kindergarten program for parents. Later in the spring, incoming kindergarten students are invited to spend some a morning with their teacher in their new kindergarten classroom during "**Kindergarten Welcome Day**". Over the summer, students receive a note or card from their teacher to strengthen the connection between teacher and child.

As the beginning of the school year approaches an hour long "**Meet and Greet**" is scheduled prior to the first day of school. When children have completed their kindergarten and 5<sup>th</sup> grade year, they are transitioned to grade one at Florence Rideout Elementary School or sixth grade at WLC Middle School as part of our "**Step-up Day**" event in Late May/early June.

### **Snacks**

Each student should bring in **one** healthy snack each day. We ask all families to refrain from bringing in related snacks for sharing in classrooms.

## Assessments

Staff utilize several assessments to provide insight and information regarding your child's learning progress. Individual student results from these assessments are shared with parents.

- Dial 4 Kindergarten Screening
- STAR 360 Early Literacy, Reading and Math
- Fountas & Pinnell Benchmarking (Leveled Readers)
- AIMSWEB- Math computation and application

## Kindergarten Screening

Early screening in the school year provides the Kindergarten teachers and staff with valuable information about your child's individual development and learning skills. Screening results will be used to help teachers determine the best possible programming options for each child.

## Homework

Homework is designed for students to practice skills already taught at school and to enrich the learning activities that are initiated in class. It provides the opportunity for our students to develop self-discipline, responsibility, and initiative. The work may be to study math facts, do an activity sheet, finish a project that was started in class, prepare for a test or read. An effective homework program also supports the conviction that learning is not limited to the normal classroom experience, but an extension that works to expand the vital home/school connection.

As students mature, they should assume the responsibility to make sure their assignments are completed on time and make an effort to develop effective study habits. This is not an easy task. Students who do not have the necessary study skills or completed homework assignments may fall behind in their work.

The following is the suggested average for homework per grade level:

<b><u>Grade</u></b>	<b><u>Time Guideline</u></b>	<b><u>Frequency</u></b>
*Kindergarten	5 or 10 minutes	four times a week
First	20 minutes	four times a week
Second	20 minutes	four times a week
Third	30 minutes	four times a week
Fourth	30 minutes	four times a week
Fifth	45/60 minutes	four times a week

There are ongoing projects in grades 2 through 5, such as monthly book reports or science and social studies units, which may require work on weekends or holidays.

\*Parents are asked to read to their child for 30 minutes (minimum) every day.

If you feel that your child is consistently spending more time than these recommended guidelines, please contact your child's teacher.

## Bus Transportation Regulations

The right of students to ride on the school bus is conditional on their behavior and observance of rules pertaining to proper conduct. Drivers are authorized to enforce these rules, which are listed below. We recommend that parents of bus students review these regulations with their children.

### School Bus Regulations

1. The students' right to ride the school bus is conditional on their behavior and observance of rules pertaining to proper conduct. Drivers are authorized to enforce these rules and to make suggestions in line with good citizenship.
2. The driver may assign seats to students. The bus will not be in motion until all students are seated.
3. While on the bus, students shall not shout, whistle, throw anything, or otherwise distract the bus driver in any way. Eating and drinking are not permitted, nor are students allowed to have electronic equipment (games, CD players, radios) on the bus.
4. There shall be no fooling, fighting or other improper behavior on the bus.
5. Students shall not open windows unless authorized by the driver. Students shall not put head, arms, hands, feet or objects out the window.
6. Aisles are to be kept free from books, lunch boxes, and other objects. Students must keep their feet out of the aisle when others are loading and unloading from the bus.
7. Students who must cross the road after leaving the bus shall adopt the following procedures:
  - a. Exit the bus and walk about 10 feet up the road from the bus.
  - b. Look BOTH ways to be sure cars have stopped.
  - c. Check with driver, wait for his/her signal.
  - d. Cross the street in front of the bus.
8. Students must line up single file about 6 feet behind the bus stop before boarding the bus. When leaving the bus, all students must remain in their seats until it is their turn to leave. Each student will leave the bus at their specified stop, unless they present a signed bus pass from the office (see #12).
9. Students must be ready to take the bus when it arrives. **Drivers will not wait if you are late.**
10. Student violations will be written up and handed to the Principal by the bus driver. The Principal will then give the slip to the student, requiring the student to bring the write-up back with their parents' signature before boarding the bus the next day.
11. The Principal may suspend a student from riding the bus for ongoing serious misconduct. The Principal will inform the parents that a second offense may result in further suspension from riding the bus.

12. Bus students will be picked up and discharged only at their regular bus stops, unless the driver is given a bus pass from the office. A written note or phone call from a parent is required to obtain a bus pass. Parents can call the bus company directly in the morning if it is an emergency. School must also be notified.
13. Walkers are not allowed to ride a regularly scheduled school bus without written permission from parents or a pass from the school.

## Discipline

Florence Rideout and Lyndeborough Central School use a positive approach to discipline that draws upon children's ability to demonstrate behavior in constructive, friendly ways as well as the teacher's ability to empower children to do so. Children behave and learn best when they are aware that their parent(s)/guardian(s) communicate regularly with school staff and are supportive of the teachers and school administration. If you have any concerns or questions about a school or classroom practice, please share these concerns with the appropriate school personnel.

In an effort to foster a sense of ownership and responsibility, classroom rules are created with the children during the first few weeks of school. Teachers continually discuss and model appropriate behaviors and expectations with students in a calm, respectful manner. Teachers use a variety of techniques and strategies when responding to student misbehavior. Teacher's use positive language to remind, redirect and reinforce expectations. Logical consequences are often utilized. Logical consequence are directly related to children's behavior and helps them fix their mistakes.

### CLASSROOM CONSEQUENCES

**Take Responsibility** – This logical consequence is used in situations when something has been broken or a mess has been made- whether accidentally or intentionally. Teachers use this when they see an opportunity for a child to solve a problem he or she has caused.

**Loss of Privilege** – This logical consequence is used in situations when a student defies, tests or even forgets the rule. The consequence is that the child loses the privilege What is taken away is directly related to the misbehavior.

**Take a Break** – This type of logical consequence is when a student is out of control and needs an opportunity to regain self-control and calm down. The student will move to a predetermined location within the classroom, takes time to regroup and then rejoins the class once he or she has regained control. "Take a Break" locations have been established in the cafeteria and on the playground.

### Progressive Discipline Plan

We have established school rules regulations which we feel reflect a caring environment and protect the learning environment. Students who choose not to obey these rules will be disciplined in a fair, consistent, and progressive manner. Throughout the year, time is spent practicing, modeling, and revisiting the art of conflict resolution. Younger children (Kindergarten and Grade 1) are encouraged to "use their words" and to solve problems that arise, rather than resorting to aggressive behaviors. We use these teachable moments to process and model self-control strategies with younger students. As older students develop greater self-control and understanding of what is expected they are held to higher expectations and may receive more significant consequences.

**Minor Infraction:** Minor infractions on the playground or in the classroom include but are not limited to actions such as, name calling; being unkind to classmates; being disrespectful to an adult; being continually unprepared for class; failure to complete assignments; continually disruptive in class or talking out of turn, not following established rules and expectations in the cafeteria, or on the playground. Such infractions may result in any of the following: **Take-a-Break w/Principal, Loss of Cafeteria/Recess Privilege, Teacher Detention**

**Major Infraction:** Major infractions will be dealt with immediately. These can include; ongoing and repeated patterns of minor infractions that create a disruptive and/or unsafe environment; hitting/physical aggression towards another student; deliberate inappropriate language (profanity) orally or in writing; non-compliance (not following staff directives); threats of any nature; possession of inappropriate material; theft; violation of acceptable use policy. A Discipline Report is sent home, to be read, signed, and returned by the parent(s), Parents are notified by the principal by phone. Such infractions may result in any of the following consequences: **Principal After School Detention, In-School Suspension**

**Gross Misconduct:** The student is immediately sent to the principal's office. These can include but are not limited to; physical aggressive behavior that harms others, fighting, destruction of school property, Leaving school grounds, bullying/harassment, drug/alcohol/weapons possession. A discipline report is sent home, to be read, signed, and returned by the parent(s), and parents are notified by the principal by phone. Parents may be required to bring student home. A copy of the discipline report is placed in the student's cumulative records folder, and will transfer with the student when he or she transfers to another school. Such infractions may result in any of the following consequences: **In-School Suspension, Out of School Suspension**

## **SCHOOLWIDE CONSEQUENCES**

### **Student Behavior Reflection Form (Think Sheet)**

This form will be completed by a students as a means of identifying the inappropriate behavior/choice and choosing steps for the purpose of improving future behavior. Copy of think sheet will be given to the classroom teacher and sent home with child.

### **Take a Break in Principal's office**

This is the removal of the student by the teacher from the environment where the inappropriate behavior occurred. Student will complete a "Think Sheet" and process with either principal or head teacher. The length of the Take a Break may vary and will be at the principal's discretion. Typically, this will not exceed 30 minutes.

### **Loss of Cafeteria/Recess Privilege**

Students will eat lunch in the office separate from the lunch room and/or will miss recess. Student will complete a "Think Sheet" and process with either principal or head teacher. Typically this consequence is delivered if the infraction occurred on the playground or cafeteria. These privileges can be lost for one, two, or three consecutive days at the discretion of the principal.

### **Student Reflection Journals (Reflection Packets)**

During an after school detention or suspension students are to complete a reflection packet. The student will answer questions about their behavior and think about strategies to improve behavior. Goal setting is also part of this. Reflection Journals, which contain individual student think sheets and reflection packets are kept in the principal's office.

**Teacher After School Detention**

The classroom teacher may assign detention for repeated minor misconduct within the classroom. This detention occurs the following school day. For after school detention, the teacher will contact the parents by phone and assign the detention for the next day. During the detention a student will complete a Reflection Packet. Students failing to report to a teacher's detention will result in principal detention as well as completion of the original teacher detention. Detention will be held from 2:50 - 3:30. Parent(s)/guardian(s) must make arrangements to pick up the child at the completion of detention. A brief conference/phone conference with parents should be held at this time with the teacher.

**Principal After School Detention**

This detention will be held from 2:50 - 3:30 in the principal's office or other designated area. Principal will contact parents the day of the infraction. During the detention a student will complete a Reflection Packet. Parent(s)/guardian(s) must make arrangements to pick up the child at the completion of detention. A copy of student Discipline Report will be sent home with student. Parents sign and return next day. A conference/phone conference with parents should be held at this time with the principal

**In-School Suspension**

During in-school suspension a student is not allowed to participate in any part of his/her normal educational setting for the entire day(s). A copy of student Discipline Report will be sent home with student. Parents sign and return next day. Student will be required to any classwork or tasks assigned by the teacher. During the in school suspension a student will complete a Reflection Packet. Student will be serve an in school suspension in an area supervised by the principal and/or head teacher. A conference with parents will be held at this time with the principal

**Out of School Suspension**

A student will be suspended from school by the principal for up to 10 days for each incident of gross misconduct, or for repeated major infractions. The student will be sent to the Principal's Office, and the Principal will call the parents to come immediately to pick up their student. The Principal will require a meeting with the Parent(s) before the student resumes school attendance, in order to go over behavioral expectations, and/or develop a Behavior Plan for the student to follow.

Students who threaten serious harm (to property, or oneself or others) **must** receive a safety assessment by a counseling professional before returning to school. Please refer to Suspension and Expulsion policies in Appendix C.

**Playground Rules and Student Engagement:**

Students are free to play in a safe and socially acceptable way during recess and breaks. Informal instruction/redirection may take place at the discretion of teacher or principal if deemed necessary to encourage a safe environment free from exclusion, bullying, or harassment.

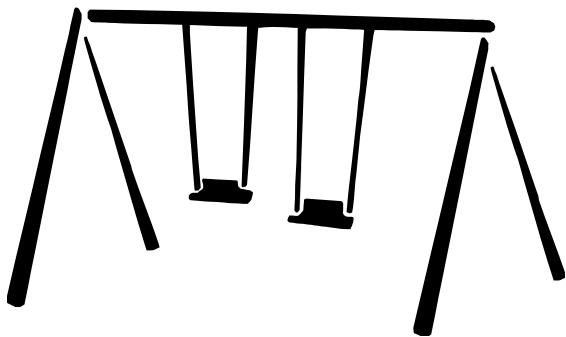
1. Students will play with each piece of equipment as intended by the manufacturer. Do not jump off of benches, swings, or climbing equipment, or hang from the soccer goals.
2. Slide down-do not walk up or down-the slide.
3. Sit-do not stand-on the swings.
4. Permit only one person on each section of the climbing equipment.
5. Return balls/equipment to the bin or rooms where they belong.

**Playground Etiquette:**

1. Students will treat one another with respect. They will not engage in unwelcome physical contact or verbal harassment.
2. Students will play in an appropriate and safe manner and will not engage in activities that are hurtful to themselves or others.
3. Do not throw balls or other objects against the building.
4. Wear hats, gloves or mittens and coats in cold weather. Wear boots to play in the snow.
5. Respect and obey school staff members.
6. Line up quietly.

**School Grounds:**

1. Follow the rules stated above.
2. Treat others with respect.
3. Do not throw rocks, or any other item.
4. Weapons, matches, drugs, and alcohol are not allowed.



# APPENDIX A

## SCHOOL PROGRAMS



## **Title One Program**

Title I provides federal funding to local school districts for tutorial programs that offer children extra assistance in the basic skill areas. Funding eligibility for individual schools is based upon the level of enrollment in the free and reduced lunch program. Eligibility is determined on an annual basis by the Department of Health and Human Services.

In SAU #63, the program is primarily designed to provide supplementary help to eligible students who are having difficulty in Language Arts and/or Math. Difficulties may include: reading comprehension, written mechanics, grammar, vocabulary, spelling, phonics, math problem solving, math computation, and/or study skills in grades 1-8.

Title I is a supplementary program. Students receive regular classroom instruction with their classroom teacher(s); they receive support and reinforcement in specific skills from the Title I tutor. Students participate in Title I approximately 20-45 minutes per day, two to five times per week. Schedules are arranged with classroom teachers so students miss as little as possible of classroom instruction.

Students are usually referred to Title I by teachers, parents, or school counselors. Eligibility is primarily based on individualized academic testing coupled with classroom performance and teacher/parent observations.

If your child has received Title I in the past, either here or in another location, it does not automatically make him/her eligible for Title I services this school year. Please check with your child's school if you wish new eligibility to be considered.

If you have any questions regarding the Title I Program, or wish to make a referral, please do not hesitate to contact the Title I Coordinator Ned Pratt at 654-8088.

## Elementary School Breakfast/Lunch Policy



### FOOD SERVICES

The Wilton-Lyndeborough Cooperative School District offers meals and a la carte items in accordance with the USDA School Breakfast Program and National School Lunch Program. Meals are available to all students without discrimination. Parents and siblings are welcome to join their student for breakfast or lunch. Please notify the school office prior to 9:00 am so that arrangements can be made. Menus are published monthly and made available at each cafeteria and posted on the school's web site. All menus are subject to change.

### MEALS OFFERED

- Breakfast is available for purchase daily to all students at FRES (7:40 am – 8:00 am) and WLC (7:20 am – 7:45 am) before school.
- Breakfast is available for purchase daily as a Grab & Go meal to all students at FRES and LCS during snack time.
- On delayed opening days, breakfast is not served.
- A limited menu is available for purchase mid-morning to WLC students.
- Lunch is available for purchase daily to all students during assigned lunch periods.
- Bag lunches are available for purchase for school sponsored field trips. Please submit the field trip lunch request form to Food Service at least two school days prior to the field trip.
- All meals are compliant to the regulations of the Healthy Hunger-Free Kids Act.
- At all schools, milk is available a la carte for students not purchasing a meal.
- At WLC, additional a la carte items are available. **PAYING FOR MEALS**
- Meal prices are posted on the monthly menus.
- A la carte pricing varies, and free/reduced meal benefits do not apply to a la carte purchasing.
- Every student has a debit account in MealTime. Parents/Students may access their MealTime account at any time online or with the mobile app to track spending and make deposits.
- NOTE: All accounts are OPEN unless we receive a letter from you requesting no purchases. From time to time, students do get adventurous and sometimes make purchases without their parents' awareness. Parents are responsible for these purchases.
- The preferred (quickest) method for payment for meals is by using the MealTime account. Each student is assigned a PIN and can purchase meals and a la carte items by entering their PIN

## **Elementary School Breakfast/Lunch Policy- (continued)**

at the registers. Use of someone else's PIN is considered fraud and is subject to disciplinary action.

- Deposits can be made into the student's account online, using the mobile app, or by sending checks or cash to Food Service. Please make checks payable to "WLC School Lunch".
- If sending a single check for deposit into multiple students' accounts, please indicate how much to allocate per student.
- Checks returned for insufficient funds (NSF) are subject to a \$30 service charge (service charge is subject to change).
- Cash and check payments are accepted at the registers at WLC. FRES and LCS do not accept payments at the registers.
- If the student's MealTime account does not have sufficient funds, the student will not be permitted to purchase a la carte items. Note that this includes milk, ice cream, and additional entrees as well as all other items offered as a la carte. A la carte purchases are not permitted even if the student is paying in cash. Payments can be applied to the MealTime account. MEAL BENEFIT PROGRAMS

- Any family or student needing financial assistance should complete the application for free or reduced meals. Meal benefit applications are available on the website, from the Food Service Director, and at all school offices.
- Meal Benefits apply only for the current school year. A new application must be submitted each year.
- All applications may be subject to verification.
- For assistance in completing the meal benefits application please contact Deb Roske at 732-9344. ALLERGIES / SPECIAL MEALS

- All meals and a la carte items available from Food Service are nut-free.
- If your student has special dietary needs, please have your physician complete and sign the "Special Meals Prescription Form" available from the school nurse.
- Food Service will make accommodations to comply with special meals prescription forms.

### **CAFETERIA SUPPLIES**

- Paper goods, plasticware, condiments, etc. are provided for students purchasing meals or a la carte items from Food Service. These items are not available for classroom activities or home use without prior arrangement by the Food Service Director

## **JICL - SCHOOL DISTRICT INTERNET ACCESS FOR STUDENTS**

*Category: Priority/Required by Law*

*See also EHAA, GBEF*

The Wilton-Lyndeborough Cooperative School Board recognizes that technological resources can enhance student performance by offering effective tools to assist in providing a quality instructional program, facilitating communications with parents/guardians, teachers, and the community, supporting District and school operations, and improving access to and exchange of information. The Board expects all students to learn to use the available technological resources that will assist them in the performance of their education. As needed, students shall receive lessons and instruction in the appropriate use of these resources.

Students shall be responsible for the appropriate use of technology and shall use the District's technological resources primarily for purposes related to their education. Students are hereby notified that there is no expectation of privacy on district computers, computer files, email, internet usage logs, and other electronic data.

The Superintendent or designee shall ensure that all District computers with Internet access have a technology protection measure that prevents access to visual depictions that are obscene or pornographic and that the operation of such measures is enforced. The Superintendent or designee may disable the technology protection measure during use by an adult to enable access for bona fide research, educational or other lawful purpose.

The Superintendent shall establish administrative regulations and an Acceptable Use Agreement that outlines student obligations and responsibilities related to the use of District technology. He/she also may establish guidelines and limits on the use of technological resources. Inappropriate use may result in a cancellation of the student's user privileges, disciplinary action, and/or legal action in accordance with law, Board policy, and administrative regulations.

The Superintendent or designee shall provide copies of related policies, regulations, and guidelines to all students. Students shall be required to acknowledge in writing that they have read and understood the District's Acceptable Use Agreement.

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

*RSA 194:3-d, School District Computer Networks*

*47 U.S.C. §254, Requirements For Certain Schools – Internet Safety*

*20 U.S.C. §6777, Enhancing Education Through Technology – Internet Safety*

*Appendix: JICL-R*

New Policy: April 2010 (replaces EGA and IJNDB)

First Reading: September 28, 2011

Second Reading: October 11, 2011

***Final Adoption: October 11, 2011***



## **APPENDIX B**

### **STUDENT RECORDS POLICIES**



## **JRA – STUDENT RECORDS AND ACCESS TO STUDENT RECORDS - FERPA**

### **General Statement.**

It is the policy of the School Board that all school district personnel will follow the procedures outlined herein as they pertain to the maintenance of student records. Furthermore, it is the policy of the School Board that all school district personnel will follow the provisions of the Family Educational Rights Privacy Act (FERPA) and its corresponding regulations.

### **Education Record.**

For the purposes of this policy and in accordance with FERPA, the term “educational record” is defined as all records, files, documents and other material containing information directly related to a student; and maintained by the school district; or by such other agents as may be acting for the school district. Such records include, but are not limited to, handwriting, videotape, audiotape, electronic or computer files, film, print, microfilm and/or microfiche.

### **Directory Information.**

For the purposes of this policy, and in accordance with the provisions of FERPA and New Hampshire RSA 189:1-e, the term “directory information” means:

- Students' name, address, telephone number, date and place of birth, dates of enrollment
- Parents'/guardians' name and address,
- Students' grade level, enrollment status and dates of attendance
- Students' photograph Students' participation in recognized school activities and sports
- Weight and height of members of athletic teams
- Students' diplomas, certificates, awards and honors received

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

### **Personally Identifiable Information.**

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

### **Annual Notification/Rights of Parents and Eligible Students.**

Within the first four weeks of each school year, the District will publish notice to parents and eligible students of their rights under State and Federal law and this policy. The District will publish in at least one local newspaper a notice listing these rights.

The notice will include:

- (1) The rights of parents or eligible students to inspect and review the student's education records;
- (2) The intent of the District to limit the disclosure of information in a student's record, except: (a) by the prior written consent of the parent or eligible student; (b) as directory information; or (c) under certain, limited circumstance, as permitted by law;
- (3) The right of a student's parents or an eligible student to seek to correct parts of the student's educational records which he/she believes to be inaccurate, misleading, or in violation of student rights; this includes a hearing to present evidence that the records should be changed if the District decides not to alter them according to the parent's or eligible student's request;

- (4) The right of any person to file a complaint with the United States Department of Education if the District violates FERPA; and
- (5) The procedure that a student's parents or an eligible student should follow to obtain copies of this policy.

#### **Procedure to Inspect Education Records.**

Parents or eligible students may inspect and review education records which they are entitled to. In some circumstances, it may be more convenient for the record custodian to provide copies of records.

Since a student's records may be maintained in several locations, the school principal may offer to collect copies of records or the records themselves from locations other than a student's school, so that they may be inspected at one site. If parents and eligible students wish to inspect records where they are maintained, school principals will determine if a review at that site is reasonable. Parents/eligible students should submit to the school principal a written request that identifies as precisely as possible the record or records that he/she wishes to inspect. The principal will contact the parents or the eligible student to discuss how access is best arranged for their inspection or review of the records (copies, records brought to a single site, etc.). The principal will make the needed arrangements as soon as possible and notify the parent or eligible student of the time and place where the records may be inspected. This procedure must be completed within 45 days or earlier after the principal's receipt of the request for access. If for any valid reason such as working hours, distance between record location sites or health, a parent or eligible student cannot personally inspect and review a student's education records, the principal may arrange for the parent or eligible student to obtain copies of the records. When records contain information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the records of the other students. If such records do contain the name of other students, the principal will seek consultation with the Superintendent and/or the District's attorney to determine how best to proceed.

#### **Procedures To Seek To Correction of Education Records.**

Parents of students or eligible students have a right to seek to change any part of the student's records which they believe is inaccurate, misleading or in violation of student rights. To establish an orderly process to review and correct the education records for a requester, following processes are established.

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

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

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

**2. Second-level decision.** If the parent/eligible student wishes to challenge the principal's decision to not change the student record, he/she may appeal the matter to the Superintendent. The parent/eligible student shall submit a written request to the principal asking that the matter be appealed to the Superintendent. The principal will forward to the Superintendent the request. The Superintendent shall, within ten business days after receiving notification of the request:

1. Review the request;
2. Discuss the request with other school officials;
3. Make a decision to comply or decline to comply with the request;
4. Schedule a meeting with the parents/eligible student if the Superintendent believes such a meeting would be necessary; and
5. Contact the parents/eligible student of his/her decision concern the request for amendment.

If the Superintendent determines the records should be amended, he/she will make the change and notify the parents/eligible student in writing that the change has been made. The letter stating the change has been made will include an invitation for the parent/eligible student to inspect and review the records to verify that the records have been amended and the correction is satisfactory. If the records are changed to the parent's/eligible student's satisfaction, both parties shall sign a document/form stating the date the records were changed and that the parent/eligible student is satisfied with the correction. If the Superintendent determines the records are will not be amended, he/she will notify the parents/eligible student in writing of his/her decision. Such letter will also notify the parents/eligible student of their right to an appeal hearing before the school board.

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

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

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

If the school board determines that the student record should be changed or amended, it will direct the Superintendent to do so as soon as possible. The Superintendent will then contact the parents/eligible student for a meeting so they can review and inspect the records to verify that they have been changed or amended. At this meeting, both parties shall sign a document/form stating the date the records were changed and that the parent/eligible student is satisfied with the correction.

The school board's decision will be final.

### **Disclosure of Student Records and Student Information.**

In addition to directory information, the District may disclose student records and student information without consent to the following parties or under the following conditions.

1. School Officials With a Legitimate Educational Interest. School with a legitimate educational interest may access student records. "Legitimate education interest" refers to school officials or employees who need to know information in a student's education record in order to perform the employee's employment responsibilities and duties.
2. Other schools into which a student is transferring or enrolling.
3. Officials for audit or evaluation purposes.
4. Appropriate parties in connection with financial aid.
5. Organizations conducting certain studies for, or on behalf of the school district. Student records or student information will only be provided pursuant to this paragraph if the study is for the purpose of: developing, validating or administering predictive tests; administering student aid programs; or improving instruction.
6. Accrediting organizations.

7. Judicial orders or lawfully issued subpoenas.
8. Health and safety emergencies.

**Maintenance of Student Records and Data.**

The principal of each building is responsible for record maintenance, access and destruction of all student records. All school district personnel having access to records shall place great emphasis upon privacy rights of students and parents. All entries into student records must be dated and signed by the person accessing such records. The principal will ensure that all records are maintained in accordance with application retention schedules as may be established by law.

**Disclosures Made From Education Records.**

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

The record includes:

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

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

See also JRA-R, EHB

**Legal References:**

RSA 91-A:5,III, Exemptions, Pupil Records  
RSA 189:1-e, Directory Information  
20 U.S.C. §1232g, Family Educational Rights and Privacy Act  
34 C.F.R. Part 99, Family Educational Rights and Privacy Act Regulations

***First Reading: September 14, 2010***

***Second Reading: October 12, 2010***

***Final Adoption: October 12, 2010***

***Reviewed: January 13, 2015, February 17, 2015***

***Revised: February 17, 2015***



## APPENDIX C

### SAFETY AND STUDENT DISCIPLINE



## **NEPN/NSBA Code: AC**

### **NONDISCRIMINATION/EQUAL OPPORTUNITY**

Discrimination against and harassment of school employees because of age, sex, race, religion, color, marital status, familial status, physical or mental disability, genetic information, national origin, ancestry or sexual orientation are prohibited. Discrimination against and harassment of students because of sex, race, religion, color, age, marital status, familial status, physical or mental disability, national origin, ancestry or sexual orientation are prohibited.

The Board directs the school administration to implement a continuing program designed to prevent discrimination against all applicants, employees, students and individuals with disabilities having access rights to school premises and activities. The District will designate a Nondiscrimination Officer/Title IX Coordinator who will be responsible for ensuring compliance with all federal and state requirements relating to nondiscrimination. The Nondiscrimination Officer/Title IX Coordinator will be a person with direct access to the Superintendent.

The Board directs the administration to implement internal complaint procedures for resolving complaints of discrimination under this policy and to provide adequate notice of the availability of such complaint procedures.

The Board directs the administration to provide notice of compliance with federal and state civil rights laws to all applicants for employment, employees, students, parents, and other interested persons, as appropriate.

The District will require all persons, agencies, vendors, contractors, and other persons and organizations doing business with or performing services for the District to subscribe to all applicable federal and state laws pertaining to contract compliance.

#### **Legal References:**

Equal Employment Opportunities Act of 1972 (P.L. 92-261) amending  
Title VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000(e) et seq.)  
Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.)  
Title VI of the Civil Rights Act of 1964 (P.L. 88-352)  
Age Discrimination in Employment Act of 1967 (29 U.S.C. § 621 et seq.)  
Equal Pay Act of 1963 (29 U.S.C. § 206)  
Rehabilitation Act of 1973 (Section 504) (29 U.S.C. § 794 et seq.); 34  
CFR § 104.7, as amended  
Americans with Disabilities Act (42 U.S.C. § 12101 et seq.), as amended  
Genetic Information Nondiscrimination Act of 2008 (42 U.S.C. § 2000ff et seq.)  
NH RSA 186:11; 354-A:7  
NH Code Admin. R. Ed. 303.01(i) NEPN/NSBA Code: AC 2  
Cross Reference: ACAA - Harassment and Sexual Harassment of Students  
ACAA-R – Student Discrimination and Harassment Complaint Procedure  
ACAB - Harassment and Sexual Harassment of School Employees  
ACAB-R – Employee & Third Party Discrimination and Harassment Complaint Procedure

***First Reading: May 11, 2010***

***Second Reading: June 2, 2010***

***Final Adoption: June 2, 2010***

***Revision: June 25, 2013***

## **JLDBA – BEHAVIOR MANAGEMENT AND INTERVENTION**

It is the policy of the Wilton-Lyndeborough Cooperative School Board to promote good behavior in a safe and orderly environment where all students can be fully engaged in the learning process. To ensure that our students and staff are protected against disruptive behavior, the board directs the Superintendent to set forth procedures for behavior management and interventions that are designed to maintain a positive environment conducive to learning.

Student conduct that disrupts class work, involves disorder, or invades the rights of others will not be tolerated and may be cause for suspension or other disciplinary action. The administration of disciplinary action will focus both on consequences and on changing or managing inappropriate behavior.

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

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

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

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

The use of corporal punishment is prohibited in Wilton-Lyndeborough Cooperative School District schools.

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

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

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

***First Reading: June 2, 2010***

***Second Reading: July 13, 2010***

***Final Adoption: August 10, 2010***

## **JICD – STUDENT CONDUCT, DISCIPLINE AND DUE PROCESS – SAFE SCHOOL ZONE**

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

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

management and welfare of the school district. Consequences for the misconduct will be fair and developmentally appropriate in light of the circumstances.

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

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

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

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

Due process in accordance with all applicable laws will be afforded to any student involved in a proceeding that may result in suspension, exclusion, or expulsion. Students expelled from school may be reinstated by the Board under the provisions of RSA 193:13. The Superintendent may modify expulsion requirements as provided in RSA 193:14, IV.

Students receiving special education services will be disciplined in accordance with the student's IEP and all applicable provisions of the Individual With Disabilities Education Act (IDEA).

At all times, students are required to conduct themselves in accordance with behavioral standards set forth in Policy JIC and all other applicable Board policies.

Students and parents will be notified annually of this policy.

***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(b), Disciplinary Procedures  
See Appendix: JICD-R

***First Reading: June 2, 2010***

***Second Reading: July 13, 2010***

***Final Adoption: August 10, 2010***

# **JICK - PUPIL SAFETY AND VIOLENCE PREVENTION**

## **I. General Statement of Policy**

The Wilton-Lyndeborough Cooperative School Board is committed to providing all pupils a safe school environment in which all members of the school community are treated with respect. This policy is intended to comply with RSA 193-F:3, which specifically identifies "bullying" as a form of pupil harassment. Conduct constituting bullying will not be tolerated, and is prohibited by this policy, in accordance with RSA 193-F:3.

## **II. Bullying and Harassment Defined**

Bullying is conduct which subjects a pupil to insults, taunts, or challenges, whether verbal or physical in nature, which are likely to intimidate or provoke a violent or disorderly response from the student being treated in this manner. The Superintendent may develop administrative regulations to implement this definition.

Harassment is defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual on the basis of age, gender, race, creed, color, religion, marital status, sexual orientation, national or ethnic origin, or disability and that: (1) has the purpose or effect of creating an intimidating, hostile or offensive academic environment; (2) has the purpose or effect of interfering with an individual's work or academic performance; or (3) otherwise adversely affects an individual's work or academic performance.

## **III. Reporting Procedures**

Any school employee or employee of a company under contract with a school in the District, or the District itself, who has witnessed or has reliable information that a pupil has been subjected to bullying or harassment, as defined in II above, shall report such incident to the Principal, or his/her designee.

The Principal is initially responsible for receiving oral or written reports of violations of this policy. The Principal may designate, in writing, an additional person to receive such reports. If the Principal received the information verbally, he/she shall reduce the report he/she received to writing within twenty-four hours of receiving the information, and forward it to the Superintendent. If the Principal received the information in writing, he/she shall forward what he/she received to the Superintendent within twenty-four hours of receipt.

The District will make available forms for reporting incidents of bullying and harassment, and shall encourage the use of these forms. Such forms shall be available in the Principal's office in each building, and from the Superintendent's office. After receiving any such report, the Principal shall report the incident to the Superintendent, who shall notify the School Board.

The Principal, or designee, shall by telephone and in writing via first-class mail, report the incident to the parent or legal guardian of all pupils involved within 48 hours of the occurrence of such incident. Any such notification under this policy must be consistent with student privacy rights under the applicable provisions of FERPA. The notice shall advise the individuals involved of their due process rights including the right to appeal to the State Board of Education. The Superintendent may, within the 48 hour time period, grant the Principal a waiver from the notification requirement if the Superintendent deems such waiver to be in the best interest of the child. Any waiver granted shall be in writing.

## **IV. Investigation**

The Superintendent shall direct an investigation to be made of bullying or harassment reports in accordance with the procedures specified in Policy JBAA.

## **V. Training**

The Superintendent may develop age-appropriate methods of discussing the meaning, substance, and application of this policy with staff and students in order to minimize the occurrence of bullying, and for staff to effectively respond to any such incidents.

## **VI. Notice of Policy**

The Superintendent shall provide written notice of this policy to students, parents, and staff through appropriate references in the student and employee handbooks, or through other reasonable means. The Superintendent shall also make all contractors contracting with the District aware of this policy.

## **VII. Discipline**

If it is determined, after investigation, that a pupil has engaged in bullying or harassing conduct prohibited by this policy, that pupil shall be subject to appropriate disciplinary action, which may include, but not be limited to, suspension and expulsion. Any such disciplinary action shall be taken in accord with applicable School Board policy and legal requirements.

## **VIII. Appeal**

Aggrieved parties may appeal disciplinary action to the School Board. The School Board shall notify all parties involved in writing of its decision. The aggrieved party has the right under RSA 193-F:3 to appeal the decision of the School Board to the State Board of Education, who shall, in writing, notify all parties involved of its decision.

## **IX. Capture of Audio Recordings on School Buses**

Pursuant to RSA 570-A:2, notice is hereby given that the 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. The Superintendent shall ensure that there is a sign informing the occupants of school buses that such recordings are occurring.

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

NH Code of Administrative Rules, Section Ed 306.04(a)(8), Student Harassment  
RSA 193-F:3, Pupil Safety and Violence Prevention Act of 2000  
RSA 570-A:2, Capture of Audio Recordings on School Buses Allowed

***First Reading: June 2, 2010***

***Second Reading: July 13, 2010***

***Final Adoption: August 10, 2010***

## **NEPN/NSBA CODE: ACAA-R**

### **STUDENT DISCRIMINATION AND HARASSMENT COMPLAINT PROCEDURE**

This procedure has been adopted by the Board in order to provide a method of prompt and equitable resolution of student complaints of discrimination or discriminatory harassment as described in policies AC - Nondiscrimination/Equal Opportunity and ACAA - Harassment and Sexual Harassment of Students. Complaints alleging discrimination or harassment of employees or other third parties (such as parents, volunteers, vendors, etc.) should be addressed through the Board's Employee & Third Party Discrimination and Harassment Complaint Procedure (ACAB- R).

#### **Definitions**

For purposes of this procedure:

A. A "Complaint" is defined as an allegation that a student has been discriminated against or harassed on the basis of sex, sexual orientation, religion, race, color, ancestry, national origin, age, marital status, familial status, physical or mental disability.

B. "Discrimination or harassment" means discrimination or harassment on the basis of sex, sexual orientation, religion, race, color, ancestry, national origin, age, marital status, familial status, or physical or mental disability. "Discrimination" may include treating individuals differently, or interfering with or preventing them from enjoying the advantages or privileges afforded to others because of their membership in a protected class. "Harassment" may include oral, written, graphic, electronic or physical conduct relating to an individual's actual or perceived membership in a protected class that is sufficiently severe, pervasive or persistent so as to interfere with or limit that individual's ability to participate in the District's programs or activities by creating a hostile, intimidating or offensive educational environment.

C. Complaints of bullying and cyberbullying not involving the protected classes described above may also be pursued under Board Policy JICIB – Bullying and Cyberbullying.

#### **How to Make a Complaint**

A. Any individual who believes a student has been discriminated against or harassed should report his/her concern in writing promptly to the Building Administrator or the Nondiscrimination Officer/Title IX Coordinator and utilize this complaint procedure. Individuals who are unsure whether discrimination or harassment has occurred or who need assistance in preparing a written complaint, are encouraged to discuss the situation with the Building Administrator or the Nondiscrimination Officer/Title IX Coordinator.

B. School employees are expected to report possible incidents of discrimination or harassment of students to the Building Administrator or the Nondiscrimination Officer/Title IX Coordinator.

C. Students and others will not be retaliated against for making a Complaint or participating in an investigation. Retaliation is illegal under state and federal nondiscrimination laws and any retaliation by students or school staff will result in disciplinary measures, up to and including expulsion or dismissal.

D. Students are encouraged to utilize this Complaint Procedure. However, students are hereby notified that they also have the right to report complaints to the New Hampshire Commission for Human Rights, 2 Chenell Drive, Unit 2, Concord, NH 03301-8501 (telephone: 603-271-2767) and/or to the federal Office for Civil Rights, Regional Director, U.S. Department of Education, 5 Post Office Square, 8th Floor, Boston, MA 02110-1491 (telephone: 617-289-0111). Complaint Handling and Investigation

A. The Building Administrator or the Nondiscrimination Officer/Title IX Coordinator shall promptly inform the Superintendent and the person(s) who is the subject of the Complaint that a Complaint has been received.

B. The Building Administrator or the Nondiscrimination Officer/Title IX Coordinator may pursue a prompt and equitable informal resolution of the Complaint with the agreement of the parties involved. Any party to the Complaint may decide to end an informal resolution process and pursue the formal process at any point. The informal resolution is subject to the approval of the Superintendent, who shall consider whether the informal resolution is in the best interest of the parties in light of the particular circumstances and applicable policies and laws.

C. The Complaint will be investigated by the Nondiscrimination Officer/Title IX Coordinator or by another internal or external investigator designated by the Superintendent. Any Complaint about an employee who holds a supervisory position shall be investigated by a person who is not subject to that supervisor's authority. Any Complaint about the Superintendent should be submitted to the Chair of the School Board, who should consult with legal counsel concerning the handling and investigation of the Complaint.

1. The person who is the subject of the Complaint will be provided with an opportunity to be heard as part of the investigation. The Complainant shall not be required to attend meetings with the subject of the Complaint, but may choose to do so as part of the resolution process.

2. The Complainant and the subject of the Complaint may suggest witnesses and/or submit materials they believe are relevant to the Complaint.

3. If the Complaint is against an employee of the District, any applicable individual or collective bargaining contract provisions shall be followed.

4. Privacy rights of all parties to the Complaint shall be maintained in accordance with applicable state and federal laws.

5. The Nondiscrimination Officer/Title IX Coordinator shall keep a written record of the Complaint and investigation.

6. The Nondiscrimination Officer/Title IX Coordinator or the Superintendent may take interim remedial measures to reduce the risk of further discrimination or harassment while the investigation is pending. Examples of interim measures include, but are not limited to, ordering no contact between individuals, changing schedules or classes, etc.

7. The Nondiscrimination Officer/Title IX Coordinator or other designated investigator shall consult with the Superintendent concerning the investigation, conclusions, and any remedial and/or disciplinary actions.

8. The investigation shall be completed within 21 business days of receiving the Complaint, if practicable.

D. If the Nondiscrimination Officer/Title IX Coordinator or other designated investigator determines that discrimination or harassment occurred, he/she shall, in consultation with the Superintendent:

1. Determine what remedial action, if any is needed to end the discrimination or harassment, remedy its effects, and prevent recurrence

2. Determine what disciplinary action should be taken against the person(s) who engaged in discrimination or harassment, if any; and

3. Inform the complainant and the subject of the Complaint in writing of the results of the investigation and its resolution (in accordance with applicable state and federal privacy laws and any applicable collective bargaining agreement provisions).

E. If the complainant is dissatisfied with the resolution, an appeal may be made in writing to the Superintendent within 14 business days after receiving notice of the resolution. The Superintendent shall review the investigation report and may conduct further investigation if deemed appropriate. The Superintendent's decision shall be provided in writing to the complainant within 21 business days, if practicable. The Superintendent's decision shall be final.

***Legal Reference:***

Americans with Disabilities Act (28 CFR § 35.107), as amended  
Section 504 of the Vocational Rehabilitation Act (29 U.S.C. § 794), as amended; 34 CFR § 104.7  
Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.)  
Title VI of the Civil Rights Act of 1964 (P.L. 88-352) 20 U.S.C. § 1232g; 34 CFR Part 99  
NH Code Admin R. Ed. 303.01(i) and (j)

***Cross Reference:***

AC - Nondiscrimination/Equal Opportunity  
ACAA - Harassment and Sexual Harassment of Students  
ACAB/ACAB-R – Harassment and Sexual Harassment of Employees/Employee & Third Party  
Discrimination and Harassment Complaint Procedure  
JICIB – Bullying and Cyberbullying

***First Reading: June 2, 2010***

***Second Reading: August 10, 2010***

***Final Adoption: August 10, 2010***

***Revision: June 25, 2013***

## **NEPN/NSBA Code: ACAA**

### **HARASSMENT AND SEXUAL HARASSMENT OF STUDENTS**

Harassment of students because of sex, sexual orientation, religion, race, color, ancestry, national origin, age, marital status, familial status, physical or mental disability is prohibited. Such conduct is a violation of Board policy and may constitute illegal discrimination under state and federal laws.

Harassment includes but is not limited to verbal abuse based on sex, sexual orientation, religion, race, color, ancestry, national origin, age, marital status, familial status, or physical or mental disability. Complaints of bullying and cyberbullying not based on the characteristics described above may also be pursued under Board Policy JICIB – Bullying and Cyberbullying.

#### **Sexual Harassment**

Sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors or pressure to engage in sexual activity, physical contact of a sexual nature, gestures, comments, or other physical, written or verbal conduct that is gender-based that interferes with a student's education. School employees, fellow students, volunteers and visitors to the school, and other persons with whom students may interact in order to pursue school activities are required to refrain from such conduct.

Harassment/sexual harassment of students by school employees is considered grounds for disciplinary action, up to and including discharge. Harassment/sexual harassment of students by other students is considered grounds for disciplinary action, up to and including expulsion. The Superintendent will determine appropriate sanctions for harassment of students by persons other than school employees and students.

The Superintendent or the employee designated as the Nondiscrimination Officer will investigate complaints of harassment in accordance with the Student Discrimination and Harassment Complaint Procedure. School employees, students, and parents shall be informed of this policy/procedure through handbooks and/or other means selected by the school administration.

#### ***Legal Reference:***

Americans with Disabilities Act (28 CFR § 35.07), as amended  
Section 504 of the Vocational Rehabilitation Act (29 USC § 794), as amended; 34 CFR § 104.7  
Title IX of the Education Amendments of 1972 (20 USC § 1681 et seq.)  
Title VI of the Civil Rights Act of 1964 (P.L. 88-352) NH Code Admin. R. Ed. 303.01(i) and (j)  
NEPN/NSBA Code: ACAA

#### ***Cross Reference:***

ACAA-R – Student Discrimination and Harassment Complaint Procedure  
AC – Nondiscrimination/Equal Opportunity  
JICIB – Bullying and Cyberbullying

***First Reading: June 2, 2010***

***Second Reading: August 10, 2010***

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***Revision: June 25, 2013***

## **NEPN/NSBA Code: ACAB**

### **HARASSMENT AND SEXUAL HARASSMENT OF SCHOOL EMPLOYEES**

Harassment of school employees because of age, sex, race, religion, color, marital status, familial status, physical or mental disability, national origin, ancestry, sexual orientation or genetic information is prohibited. Such conduct is a violation of Board policy and may constitute illegal discrimination under state and federal laws.

#### **Harassment**

Harassment includes but is not limited to verbal abuse, threats, physical assault and/or battery based on age, sex, race, religion, color, marital status, familial status, physical or mental disability, national origin, ancestry, sexual orientation or genetic information.

#### **Sexual Harassment**

Unwelcome sexual advances, suggestive or lewd remarks, requests for sexual favors, and other verbal and physical conduct of a sexual nature constitute sexual harassment when:

- A. Submission to such conduct is made either explicitly or implicitly a term or condition of an employee's work environment or employee benefits;
- B. Submission to or rejection of such conduct by an employee is used as the basis for decisions on employment benefits; and/or
- C. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Any employee who engages in harassment or sexual harassment will be subject to disciplinary action, up to and including discharge. All complaints of harassment will be investigated in accordance with the Employee & Third Party Discrimination and Harassment Complaint Procedure. Notice and Training Annually, each employee shall receive a copy of this policy and the Employee & Third Party Discrimination and Harassment Complaint Procedure. This may be accomplished by including the policy/procedure with employee paychecks or by using other appropriate means to ensure that each employee receives a copy.

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

Title IX of the Education Amendments of 1972 (20 USC § 1681 et seq.)  
Title VI of the Civil Rights Act of 1964 (42 USC § 2000d)  
Americans with Disabilities Act (42 USC § 12101 et seq.)  
Section 504 of the Rehabilitation Act of 1973 (29 USC § 794 et seq.); 34 CFR § 104.7  
Title VII (42 USC § 2000c-2; 29 CFR § 1604.11)  
Age Discrimination in Employment Act (29 USC § 623)  
Genetic Information Nondiscrimination Act of 2008 (42 U.S.C. § 2000ff et seq.)  
NH RSA 354-A:7  
NH Code Admin. R.Ed. 303.01(i) and (j)

#### ***Cross Reference:***

ACAB-R- Employee & Third Party Discrimination and Harassment  
Complaint Procedure  
AC- Nondiscrimination/Equal Opportunity

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