

Canaan Elementary School
Handbook
2025 - 2026



Mascoma Inspires!
Build the path you want to take

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VISION, MISSION, & GOALS

Mascoma Valley Regional School District Vision

Mascoma Inspires! Build the path you want to take

Mascoma Valley Regional School District Mission Statement

We are a community that values creativity, curiosity and the pursuit of excellence, cultivating our strengths and interests to inspire partnerships in the district, community and the world beyond.



Canaan Elementary School Mission Statement

In partnership with parents and the community, Canaan Elementary School challenges our students to excel in learning

Canaan Elementary School Goals

- **COMMUNICATION:** Expand and improve communication within the building between cohorts of teachers (i.e.) Special Educators, Reading Specialists, Regular Education teachers and paraprofessionals
- **INSTRUCTION:** Expand focus on instructional strategies to meet the needs of all students
- **SUPPORT:** Expand the positive behavior support program to support all students with a focus on students that have experienced trauma
- **CULTURE:** Create a collaborative school pride movement that extends beyond the school into the district and community

CANAAN ELEMENTARY SCHOOL PERSONNEL

31 School Street, Canaan NH 03741

Telephone: (603) 523-4312; FAX: (603) 386-6883

Canaan Elementary School Website: <https://ces.mascomaschools.org/>

Administrative Team

Megan Prince, *Principal*
Connie Locke, *Nurse*

Tammy Daley, *Administrative Assistant*
_____, *School Counselor*

Special Education Team

Monica Cashin, *Special Education Coordinator*
Stephanie Smith, *Speech-Language Pathologist*
Rita Boyce, *Occupational Therapist*
Francie Prosser-Riessen, *Physical Therapist*
BJ Foster-Zehr, *Special Education Teacher*
Heather Aube, *Pre-K Special Education Case manager*

_____, *Special Education Clerical Aide*
Aaren Dow, *Speech Assistant*
Laurie Hanks, *School Psychologist*
_____, *Special Education Teacher*
Christy Marshall, *Special Education Teacher*
Dawn Frenzel, *Special Education Teacher*

Unified Arts Team

_____, *Librarian/Media Specialist*
Jason Jarvis, *Art Teacher*

Kerry Hughes, *Physical Education Teacher*
Amy Morse, *Music Teacher*

Grade-Level Academic Teams

<u>Preschool</u>	<u>Kindergarten</u>	<u>Grade 1</u>	<u>Grade 2</u>	<u>Grade 3</u>	<u>Grade 4</u>
Kyle Audett	Brandi Hughes	Maranda Crookshanks	Melinda Fifield	Cassidy Jansch	Kim Harvey
	Crystal Darling	Lisa Meyer	Laura Doherty	Meghan Quinn	Sarah VanGorden
	Lynn Cutting		Katie Rafter		

Academic Support Team

Susan Johnson, *Reading Specialist*
Jeanne Gilmore, *Title I Math Tutor*

Taylor Falkner, *Reading Specialist*
_____, *Title I Math Tutor* Linda Landry, *Title I Math Tutor*

ARRC Team

Allison Porecca, *ARRC Lead Teacher*
Meredith Melendy, *ARRC Para Professional*
Andrew Cashe, *ARRC Para Professional*
Andrea Geoghegan, *ARRC Para Professional*

Amy Paulette, *ARRC Para Professional*
Jessica Selby, *ARRC Para Professional*
Clayton Rogers, *ARRC Para Professional*

Para Professional Team

Margaret Battis, Sally Disbrow, Lisa Bill, Brenda Hall, Samantha Hitt, Serena Lyman, Tonya Mansur, Jenna McAlister, and LeeAnn Wilson

Facilities, Transportation, & Food Services

Matt Oliver, *Building Maintenance Supervisor*
Dan Ibey, *Facilities Dept.*
Jack Kelley, *Day Custodian*
Alan Brown and Troy Shareiko, *Night Custodians*

Sierra Bishop, *Transportation Coordinator*, 603-632-1199
Danielle Pushee, *Special Ed Bus Coordinator*, 603-632-5563
Kelldah Sousa, *Cafe Services*

Other District Schools

EVS: 603-632-4231/FAX 603-632-5482 IRS: 603-632-4357/FAX 603-632-4262 MHS: 603-632-4308 / FAX 603-632-5419

THE CES WAY

At the Canaan Elementary School we have three overarching expectations of our students that apply to all aspects of our program and all times of the day:

RESPECT, RESPONSIBILITY, and SAFETY



We are **SAFE, RESPECTFUL, and RESPONSIBLE** in the Hallway

- ☐ We stay to the right.
- ☐ We use quiet voices.
- ☐ We keep our hands down.
- ☐ We walk.

We are **SAFE, RESPECTFUL, and RESPONSIBLE** at Recess

- ☐ We keep our hands to ourselves.
- ☐ We help each other.
- ☐ We put away equipment.

We are **SAFE, RESPECTFUL, and RESPONSIBLE** in the Bathroom

- ☐ We use quiet voices.
- ☐ We do our business and wash our hands.
- ☐ We give each other privacy.
- ☐ We go right back to class.

We are **SAFE, RESPECTFUL, and RESPONSIBLE** in the Cafeteria

- ☐ We sit in our seats.
- ☐ We touch our own food.
- ☐ We clean up our messes.
- ☐ We use quiet voices and kind words.

REGISTRATION INFORMATION

The Mascoma School District has an online registration process. Parents will be emailed a link to fill in the registration. If you do not have access to the internet at home, you may call the school for help. **If information changes throughout the school year, please contact our office to update the registration system.** A birth certificate, immunization record, record of physical examination, and two proofs of residency are required when registering for school. Children will not be permitted to begin school until all of these documents are on file. Also note that only those students who are, or will become, five (5) years of age on or before September 30th of the current school year shall be admitted to kindergarten

SCHOOL HOURS

Student Drop-off

Please note that School Street is one-way street and parking along the left side of School Street is prohibited.

The school day officially begins at 8:00 a.m. Students may arrive as early as 7:30 a.m. and proceed to class. Prior to 7:30, there is no supervision for students. **For safety and health reasons, especially in winter, students will not be permitted on the grounds prior to 7:30.** Those students who arrive after 8:10 a.m. will be marked as tardy. All tardy students are to enter through the main entrance.



Cars should enter and exit the bus loop. **Please do not pass a stopped car in front of yours.** There are a lot of car doors opening and children crossing into school so this poses a safety issue.

Parents are welcome, even encouraged, to walk their students into school each day. We ask, however, that parents say goodbye to their children in the lobby. Allowing students to walk themselves to their classrooms helps foster independence and instills confidence.

Student Pick-Up

Upon dismissal from school, all K-4 students that walk home will exit from the front door of the building just after 3:00. All walkers that are not being met by a parent are to leave the grounds immediately and proceed with caution to their destinations.

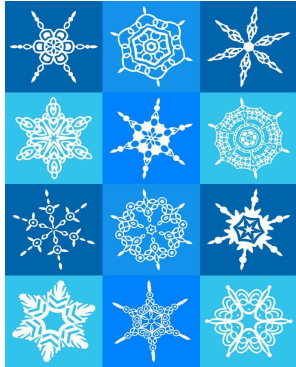
Car riders are dismissed at 2:50. Parents who are picking up their children in a car should drive around the driveway to the right of the school building and join the car line. The car rider line is single file until you reach the horseshoe portion where it becomes two lanes. This formation allows for more cars on campus and alleviates the back up of traffic on Route 4. From the two lanes, cars will alternate back into one lane to pick up your child. Your child will be brought to your car. This route is only available beginning at 2:30 P.M., as students are using the play area throughout the day.

All people authorized to pick up your child must be listed on the registration and/or emergency forms. If, for some reason, you will be sending someone else to pick up your child, please call the office (603-523-4312) stating the person's full name and date of pick-up. Identification will be required if we do not personally know the pick up person.

Should a problem outside of school arise causing you to fear for the safety of your child, please report the problem to the school in writing with the necessary details. Should it be a question of custody resulting from a divorce decree or court order, please provide the school with a copy of the portion of the order that establishes who has custody.

WEATHER-RELATED OR EMERGENCY SCHOOL CLOSURES

School closings, delayed openings, and weather-related emergencies are posted on the school website, announced in the local media, and communicated directly to families via an automated phone system.



Delayed Openings

The superintendent may delay the opening of school by two hours. The school day would then run from 10:00 a.m. to 3:00 p.m. Students are not to arrive at school prior to 9:30. If school is delayed, you will receive an email and/or voice message via *Messenger*, the district's alert system. Please make sure that you keep your phone numbers and email addresses up to date so that you receive these messages, should there be a delay. Please note that morning preschool is canceled in the event of a delayed opening.

School Cancellations

The decision to close school because of inclement weather will be made by the superintendent on the basis of conditions that exist within the district. If this should occur, you will also be sent an email or voice message via *Messenger*.

ATTENDANCE

If your child will be absent, please contact the school by phone at (603) 523-4312 prior to 8:30 a.m. This is a district policy instituted to safeguard children. We intend for the Canaan Elementary School to be a place where students learn and grow in a happy and safe environment. Consistent attendance is an important factor in achieving this end. Learning is interrupted when students arrive late to school or are dismissed early. Furthermore state law requires that every person between the ages of 6 and 18 attend school.

Tardies

Students who arrive at school after 8:10 a.m. must report to the front office to obtain a tardy slip for class.

- 10 Tardies - Will result in the issuance of a letter expressing concern about the student's pattern of late arrivals and its impact on his or her educational experience
- 20 Tardies - Will result in the issuance of a second letter and a meeting will be scheduled between the student, a parent/guardian, the guidance counselor, and the principal to complete an Attendance Contract.

Early Dismissal

If the need arises for you to pick up your child prior to 3:00 p.m., please notify your child's teacher AND the front office by emailing or sending a note with your child stating the date, time, the name of the individual who will pick your child up, and the reason for the early dismissal. At the time of the dismissal please report to the front office to sign out and pick up your child. Identification will be required if we do not personally know a person.



Absences

In accordance with district policy, a *half-day* absence is defined as “a student missing more than 2 hours of instructional time and less than 3.5 hours of instructional time. Any absence of more than 3.5 hours of instructional time shall be considered a *full-day* absence.” (*MVRSD Policy JH*)

Excused Absences

In accordance with district policy, absence from school for any of the following reasons will be considered “excused absences:

1. Illness
 2. Recovery from an accident
 3. Required court attendance
 4. Medical and dental appointments
 5. Death in the immediate family
 6. Observation or celebration of a bona fide religious holiday
 7. Such other good cause as may be acceptable to the Principal or permitted by law
- Any absence that has not been excused for any of these reasons will be considered an unexcused absence.” (*MVRSD Policy JH*)

Unexcused Absences

If a student misses more than 2 hours of instructional time without communicating appropriately with the school and/or without gaining the necessary sanction from an administrator, that student’s absence will be marked as “unexcused.”

- 5 Unexcused Absences - Will result in the issuance of a letter expressing concern about the student’s lack of attendance and its impact on his or her educational experience
- 10 Unexcused Absences - Will result in the issuance of a second letter and a meeting will be scheduled between the student, a parent/guardian, the guidance counselor, and the principal to complete an attendance contract.

Vacations During Instructional Days (Not Scheduled Holidays)

It is expected that parents plan their family vacations during the non-school days scheduled throughout the year. With only 180 school days available in a 365-day year, it is important for students to attend and participate in all instructional days that are scheduled.

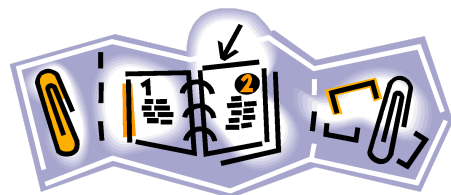
We appreciate that from time to time there are extenuating circumstances which can make attendance and timeliness challenging for families. **“The school principal may, however, grant special approval of absence for family vacations, provided written approval is given in advance.** Parents are asked to write a note to their child’s teacher at least two weeks before the trip. This advance planning will allow the teacher enough time to work with parents and the student regarding homework completion.” (*MVRSD Policy JH*)

HOMEWORK

Teachers may give homework to students to aid in the student’s educational development. If homework is to be used by teachers as part of a students’ grade, the teacher will explain how such homework assignments relate to the teachers’ grading system and communicate that to parents/guardians in writing. Homework should be an application or adaptation of a classroom experience, and will not be assigned for disciplinary purposes.

The following is an estimate of time spent on home study in addition to reading:

Grade 1	Will not exceed 25 minutes	2 nights/week
Grade 2	Will not exceed 30 minutes	3 nights/week
Grade 3	Will not exceed 40 minutes	4 nights/week
Grade 4	Will not exceed 45 minutes	4 nights/week



Parents play a vital role in helping each child develop important independent study habits:

- making sure the child has a workspace with good lighting
- making sure the TV is off and the child can work without disruption
- finding a regular time each night for the home study time so a routine develops
- talking regularly about home study assignments

REPORTING SYSTEM

Teachers report on a quarterly basis electronically through *Alma*. Parent conferences are offered at the end of the first and third terms. Additional conferences may be arranged to meet both parent and teacher needs.



OPEN HOUSE

Our annual Fall Open House is held in either the end of September or early October.

Families are invited to meet teachers, visit classrooms, talk to community organizations and socialize.

CHAIN OF COMMUNICATION

Nearly all issues are appropriately and satisfactorily resolved in the first conversation with the staff member most directly involved in the concern. For those that are not, the chain of communication provides many ways to resolve an issue through meaningful conversation that will help to build understanding and trust.

1. **The first conversation should be with the person most directly involved. Students and parents should communicate school-related concerns in a conversation with their child's teacher, case manager, or school nurse.**
2. If the concern is not adequately resolved, a student or parent can arrange a conference with the principal.
3. Only after a student or parent has progressed from a conversation with the staff member most directly involved to the administration would it be appropriate to contact the superintendent, and then the school board.

Communicating with Staff Members: Teachers are accessible through phone or email. (A staff member's email address is the first letter of their first name, followed by their last name, and "@mvrds.org". Emily Smith's email address would be: esmith@mvrds.org). Teachers welcome and encourage direct communication with parents; however, if a parent calls during a period in which a teacher is instructing, the call may be forwarded to a voice mailbox.

THE STUDENT SUPPORT TEAM (SST)

These teams consist of the classroom teachers, school counselor, reading specialist, principal, and other invited personnel as needed. Parents/guardians or a staff member who have an academic, social, or behavioral concern about a child that impacts his/her education may access the SST. The teams may suggest accommodations or strategies for the classroom teacher or parents to try, or suggest testing to determine if there is a specific learning problem.

The Student Support Room offers support for students who require additional behavior intervention and is a gateway to additional resources for students in crisis or need. It is staffed throughout the day and is intended for proactive student breaks, scheduled check-ins, rewards for expected behavior, social/emotional group work, and the provision of

social/emotional related services. The room is also a space for students to process after an incident has occurred and a space for students to serve detentions or suspensions if the behavior warrants consequence.



Accessing the Student Support Room Proactively

Breaks are *proactive* and are intended to head-off inappropriate behavior. Students taking a break have *not* yet committed a behavioral infraction. Breaks may be predetermined and scheduled as part of a behavior plan, or they may be impromptu and as needed. A student may need a break for any of the following reasons:

- student is anxious
- student is dysregulated
- student is acting out of character

Breaks may be initiated by a staff person, or they may be initiated by the student, after the student has been trained in how to ask for and take a break.

Accessing the Student Support Room Reactively

A student may be referred to the Student Support Room for a major infraction or for a minor infraction that has been addressed by the classroom teacher, properly communicated to the student's parent/guardian, and persists despite intervention at the classroom level. A teacher must complete a "Behavior Referral Form".



STUDENT CONDUCT

The Canaan Elementary School's discipline system stresses the positive aspects of acceptable behavior and acknowledges such behavior when it occurs. The system is intended to support positive self-image and an understanding and appreciation for such an image in the school environment.

We encourage each child to behave appropriately and to make smart and responsible choices. We strive to link clear expectations with logical consequences. Students are expected to conduct themselves in a safe and respectful manner. It is important that you have a clear understanding of and confidence in, the efforts our school is making to maintain high standards of safety and conduct.



We hope that through a clear statement of behaviors and through clear communication with you, we can teach children that certain rules are necessary and important, that the behavior of each child must meet these standards, and that each child will be held accountable for his/her actions. Your understanding and support for these standards is essential. The basic premise of our disciplinary code is that all students have the right to learn and teachers have the right to teach.

Canaan Elementary School has a comprehensive school-wide discipline system that:

- teaches all students appropriate behaviors and problem-solving skills
- provides a rapid, specialized response to students with intense needs and those who are showing early signs of problems
- encourages good behavior choices, using recognition and rewards.

The school rules focus around children making wise choices in three areas: Respect, Responsibility and Safety. Canaan Elementary School students are expected to show respect, take responsibility, demonstrate courtesy, and have integrity. As a school, we continue to focus on a behavior matrix that deals with expected behaviors throughout the building. Children learn about the expected behaviors through class lessons, guidance classes, and modeling. Children's positive behaviors will be recognized and reinforced throughout the day by all staff members.

LEVEL I

Misbehaviors on the part of the student that impede orderly classroom procedures and interfere with the learning process. Individual faculty or staff members generally handle Level 1 misbehaviors:

Examples of Level 1 Misbehavior

1. Repeated failure to complete homework or class assignments, to follow teacher's directions, or to adequately prepare for class.
2. Abuse of hall or bathroom privileges.
3. Vandalism.
4. Wearing suggestive or inappropriate clothing.
5. Cheating or lying.
6. Defiant attitude and/or lack of respect for authority.

7. Unwanted touching or hurting of someone with any part of student's body or with an object.
8. Bringing unauthorized items to school such as objects to trade or sell, remote control toys, tools, trading cards, etc. This does not include those items specified in Level III misbehaviors.
9. Throwing objects (pencils, erasers, snowballs, food, etc.).
10. Teasing, name calling, or hurtful or insulting language.
11. Using inappropriate language, such as swearing.
12. Any other offense that would merit this level of disciplinary response.

Procedures

1. The supervising staff member or observer immediately intervenes and applies the most appropriate disciplinary option.
2. Since the frequency of occurrence can determine subsequent responses to the same infraction, staff members will fill out a SSR Referral Form.
3. Depending upon the misbehavior, parents may be contacted by the teacher.

Disciplinary Options/Responses

1. Documented warning.
2. Loss of recess or special privileges.
3. Parent and school counselor notification.
4. Lunch in a restricted area.
5. Recess in a restricted area.
6. Supervised after school detention.
7. Supervised before school intervention.
8. Supervised recess intervention.
9. Clean, repair, or replace damages to school property, as needed.
10. Confiscate unauthorized items.

LEVEL II

Level II student behaviors are those that are frequent and serious enough that they tend to impede orderly classroom procedures and the learning process. These infractions may require the intervention of administrative personnel because Level I interventions have failed to correct the situation.

Examples of Level II Misbehaviors

1. Repeated and/or flagrant violations of the Level I behaviors.
2. Showing flagrant disrespect or defiance of school personnel or students in action, word, and/or gestures.
3. Misbehavior at a school sponsored activity such as field trips, Destination Imaginations meetings, etc.
4. Theft, abuse, or threatening a person to obtain personal property.
5. Inappropriate language directed at another student or staff member.
6. Fighting, such as punching, kicking, hitting, shoving, etc.
7. Vandalism, defacing of school property.
8. Leaving school grounds without permission.

Procedures

1. The supervising staff member or observer immediately intervenes and applies the most appropriate disciplinary option. Staff members will fill out an SSR Referral Form.
2. Depending upon the misbehavior, parental contact through the principal may result
3. If an Incident Report is deemed necessary, the principal will request this of the supervising staff member. This report will be placed in the student's file.

Disciplinary Options/Responses (one or more may be utilized)

1. Repetition of Level I options.
2. Parent notification.
3. Restitution for damage to school property or an individual's property.
4. In or out of school suspension.

LEVEL III

Level III student behaviors are those that are directed against persons or property. The consequences of the behaviors put the health or safety of others in the school at risk. Level III infractions require the intervention of administrative personnel.

Examples of Level III Misbehaviors

1. Repeated and/or flagrant Level II misbehaviors.
2. Threats or acts of violence directed toward others or school property.

3. Indecent exposure.
4. Tampering with a fire alarm or fire extinguishers.
5. Unlawful harassment.
6. Arson.
7. Violations of the district's Tobacco/Drug and Alcohol policies.
8. Possession of explosive devices.
9. Possession of weapons.
10. Bomb threat.
11. Other serious infractions.

Procedures

1. The administrator initiates the disciplinary action after investigating the infraction that has been reported.
2. The principal meets with the student and confers with the parents about the misbehavior.
3. When appropriate, outside agencies are notified.

Disciplinary Options/Responses

1. Repetition of Level II options.
2. Referral to an outside agency for additional services.
3. School Board hearing that may result in suspension or expulsion

BULLYING PREVENTION PROGRAM

Bullying is defined as “a single significant incident or pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another pupil which (a) Physically harms a pupil or damages the pupil's property; (b) Causes emotional distress to a pupil; (c) Interferes with a pupil's educational opportunities; (d) Creates a hostile educational environment; or (e) Substantially disrupts the orderly operation of the school. Bullying shall also include actions motivated by an **imbalance of power** based on a pupil's actual or perceived personal characteristics, behaviors, or beliefs, or motivated by the pupil's association with another person and based on the other person's characteristics, behaviors, or beliefs” (*MVRSD Policy JICK*). If deemed necessary, the principal will initiate a bullying investigation. If it is determined that a student has violated the District's Bullying Policy, the following actions will be taken:

1st Offense	2nd Offense	3rd Offense	Subsequent Offenses
<u>(K-4) Action:</u> 1 Day in-school suspension <u>Interventions:</u> -Referral to SST -Referral to outside resources	<u>(K-4) Action:</u> 2 Days in-school suspension <u>Interventions:</u>	<u>(K-4) Action:</u> 3 Days in-school suspension <u>Interventions:</u>	<u>(K-4) Action:</u> 4+ Days in-school suspension <u>Interventions:</u>

JICK - PUPIL SAFETY AND VIOLENCE PREVENTION - BULLYING

Category: Priority/Required by Law

See also JBAA, JIC, JICD, IHBA

It is the policy of the Mascoma Valley Regional School District that its students have an educational setting that is safe, secure, peaceful and free from student harassment. The Mascoma Valley Regional School District will not tolerate unlawful harassment of any type and conduct that constitutes bullying, as defined herein is prohibited. Bullying in schools has historically included actions shown to be motivated by a pupil's actual or perceived race, color, religion, national origin, ancestry or ethnicity, sexual orientation, socioeconomic status, age, physical, mental, emotional, or learning disability, gender, gender identity and expression, obesity, or other distinguishing personal characteristics, or based on association with any person identified in any of the above categories.

I. Definitions (RSA 193-F:3)

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

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

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

2. Cyberbullying. Cyberbullying is defined as any conduct defined as "bullying" in this policy that is undertaken through the use of electronic devices. For purposes of this policy, any references to the term bullying shall include cyberbullying.

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

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

Any reference in this policy to "parent" shall include parents or legal guardians.

II. Statement Prohibiting Bullying or Cyberbullying of a Pupil (RSA 193-F:4, II(a))

The Mascoma Valley Regional School Board is committed to providing all pupils a safe and secure school environment. This policy is intended to comply with RSA 193-F. Conduct constituting bullying and/or cyberbullying will not be tolerated and is hereby prohibited.

Further, in accordance with RSA 193-F:4, the District reserves the right to address bullying and, if necessary, impose discipline for bullying that:

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

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

III. Statement prohibiting retaliation or false accusations (RSA 193-F:4, II(b))

False Reporting

A student found to have wrongfully and intentionally accused another of bullying may face discipline or other consequences, ranging from positive behavioral interventions up to and including suspension or expulsion.

A school employee found to have wrongfully and intentionally accused a student of bullying shall face discipline or other consequences be determined in accordance with applicable law, District policies, procedures and collective bargaining agreements.

Reprisal or Retaliation

The District will discipline and take appropriate action against any student, teacher, administrator, volunteer, or other employee who retaliates against any person who makes a good faith report of alleged bullying or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying.

1. The consequences and appropriate remedial action for a student, teacher, school administrator or school volunteer who engages in reprisal or retaliation shall be determined by the Principal after consideration of the nature, severity and circumstances of the act, in accordance with law, Board policies and any applicable collective bargaining agreements.
2. Any student found to have engaged in reprisal or retaliation in violation of this policy shall be subject to measures up to, and including, suspension and expulsion.
3. Any teacher or school administrator found to have engaged in reprisal or retaliation in violation of this policy shall be subject to discipline up to, and including, termination of employment.
4. Any school volunteer found to have engaged in reprisal or retaliation in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

Process To Protect Pupils From Retaliation

If the alleged victim or any witness expresses to the Principal or other staff member that he/she believes he/she may be retaliated against, the Principal shall develop a process or plan to protect that student from possible retaliation.

Each process or plan may be developed on a case-by-case basis. Suggestions include, but are not limited to, re-arranging student class schedules to minimize their contact, stern warnings to alleged perpetrators, temporary removal of privileges, or other means necessary to protected against possible retaliation.

IV. Protection of all Pupils (RSA 193-F:4, II(c))

This policy shall apply to all pupils and school-aged persons on school district grounds and participating in school district functions, regardless of whether or not such pupil or school-aged person is a student within the District.

V. Disciplinary Consequences For Violations of This Policy (RSA 193-F:4, II(d))

The District reserves the right to impose disciplinary measures against any student who commits an act of bullying, falsely accuses another student of bullying, or who retaliates against any student or witness who provides information about an act of bullying.

In addition to imposing discipline under such circumstances, the Board encourages the administration and school district staff to seek alternatives to traditional discipline, including but not limited to early intervention measures, alternative dispute resolution, conflict resolution and other similar measures.

VI. Distribution and Notice of This Policy (RSA 193-F:4, II(e))

Staff and Volunteers

All staff will be provided with a copy of this policy annually. The Superintendent may determine the method of providing the policy (employee handbook, hard copy, etc.)

The Superintendent will ensure that all school employees and volunteers receive annual training on bullying and related district's policies.

Students

All students will be provided with a copy of this policy annually. The Superintendent may determine the method of providing the policy (student handbook, mailing, hard copy, etc.)

Students will participate in an annual education program which sets out expectations for student behavior and emphasizes an understanding of harassment, intimidation, and bullying of students, the District's prohibition of such conduct and the reasons why the conduct is destructive, unacceptable, and will lead to discipline. Students shall also be informed of the consequences of bullying conduct toward their peers.

The Superintendent, in consultation with staff, may incorporate student anti-bullying training and education into the district's curriculum, but shall not be required to do so.

Parents

All parents will be provided with a copy of this policy annually. The Superintendent may determine the method of providing the policy (parent handbook, mailing, etc.). Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

1. Report bullying when it occurs;
2. Take advantage of opportunities to talk to their children about bullying;
3. Inform the school immediately if they think their child is being bullied or is bullying other students;
4. Cooperate fully with school personnel in identifying and resolving incidents.

Additional Notice and School District Programs

The Board may, from time to time, host or schedule public forums in which it will address the anti-bullying policy, discuss bullying in the schools, and consult with a variety of individuals including teachers, administrators, guidance counselors, school psychologists and other interested persons.

VII. Procedure for Reporting Bullying (RSA 193-F:4, II(f))

At each school, the Principal shall be responsible for receiving complaints of alleged violations of this policy.

Student Reporting

1. Any student who believes he or she has been the victim of bullying should report the alleged acts immediately to the Principal. If the student is more comfortable reporting the alleged act to a person other than the Principal, the student may tell any school district employee or volunteer about the alleged bullying, who shall then be responsible for reporting to the building principal.
2. Any school employee or volunteers who witnesses, receives a report of, or has knowledge or belief that bullying may have occurred shall inform the Principal as soon as possible, but no later than the end of the that school day.
3. The Principal may develop a system or method for receiving anonymous reports of bullying. Although students, parents, volunteers and visitors may report anonymously, formal disciplinary action may not be based solely on an anonymous report. Independent verification of the anonymous report shall be necessary in order for any disciplinary action to be applied.
4. The administration may develop student reporting forms to assist students and staff in filing such reports. An investigation shall still proceed even if a student is reluctant to fill out the designated form and chooses not to do so.
5. Upon receipt of a report of bullying, the Principal shall commence an investigation consistent with the provisions of Section XI of this policy.

Staff Reporting

1. An important duty of the staff is to report acts or behavior that they witness that appears to constitute bullying.
2. All district employees and volunteers shall encourage students to tell them about acts that may constitute bullying. For young students, staff members may provide direct assistance to the student.
3. Any school employee or volunteers who witnesses, receives a report of, or has knowledge or belief that bullying may have occurred shall inform the Principal as soon as possible, but no later than the end of the that school day.
4. Upon receipt of a report of bullying, the Principal shall commence an investigation consistent with the

provisions of Section XI of this policy.

VIII. Procedure for Internal Reporting Requirements (RSA 193-F:4, II(g))

In order to satisfy the reporting requirements of RSA 193-F:6, the Principal or designee shall be responsible for completing all New Hampshire Department of Education forms and reporting documents of substantiated incidents of bullying. Said forms shall be completed within 10 school days of any substantiated incident. Upon completion of such forms, the Principal or designee shall retain a copy and shall forward one copy to the Superintendent. The Superintendent shall maintain said forms in a safe and secure location.

IX. Notifying Parents of Alleged Bullying (RSA 193-F:4, II(h))

The Principal shall report to the parents of a student who has been reported as a victim of bullying and to the parents of a student who has been reported as a perpetrator of bullying within 48 hours of receiving the report. Such notification may be made by telephone, writing or personal conference. The date, time, method, and location (if applicable) of such notification and communication shall be noted in the report. All notifications shall be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

X. Waiver of Notification Requirement (RSA 193-F:4, II(i))

The Superintendent may, within a 48 hour time period, grant the Principal a waiver from the requirement that the parents of the alleged victim and the alleged perpetrator be notified of the filing of a report. A waiver may only be granted if the Superintendent deems such a waiver to be in the best interest of the victim or perpetrator. Any waiver granted shall be in writing.

XI. Investigative Procedures (RSA 193-F:4, II(j))

1. Upon receipt of a report of bullying, the Principal shall, within 5 school days, initiate an investigation into the alleged act. If the Principal is directly and personally involved with a complaint or is closely related to a party to the complaint, then the Superintendent shall direct another district employee to conduct the investigation.
2. The investigation may include documented interviews with the alleged victim, alleged perpetrator and any witnesses. All interviews shall be conducted privately, separately and shall be confidential. Each individual will be interviewed separately and at no time will the alleged victim and perpetrator be interviewed together during the investigation.
3. If the alleged bullying was in whole or in part cyberbullying, the Principal may ask students and/or parents to provide the District with printed copies of e-mails, text messages, website pages, or other similar electronic communications.
4. A maximum of 10 school days shall be the limit for the initial filing of incidents and completion of the investigative procedural steps.
5. Factors the Principal or other investigator may consider during the course of the investigation, including but not limited to:

Description of incident, including the nature of the behavior;

How often the conduct occurred;

Whether there were past incidents or past continuing patterns of behavior;

The characteristics of parties involved, (name, grade, age, etc.);

The identity and number of individuals who participated in bullying behavior;

Where the alleged incident(s) occurred;

Whether the conduct adversely affected the student's education or educational environment;

Whether the alleged victim felt or perceived an imbalance of power as a result of the reported incident;
and

The date, time and method in which parents or legal guardians of all parties involved were contacted.

6. The Principal shall complete the investigation within 10 school days of receiving the initial report. If the Principal needs more than 10 school days to complete the investigation, the Superintendent may grant an extension of up to 7 school days. In the event such extension is granted, the Principal shall notify in writing all parties involved of the granting of the extension.

7. Whether a particular action or incident constitutes a violation of this policy shall require a determination based on all facts and surrounding circumstances and shall include recommended remedial steps necessary to stop the bullying and a written final report to the Principal.

8. Students who are found to have violated this policy may face discipline in accordance with other applicable board policies, up to and including suspension. Students facing discipline will be afforded all due process required by law.

9. Consistent with applicable law, the District will not require or request that a student disclose or provide to the District the student's user name, password or other authenticating information to a student's personal social media account. However, the District may request to a student or a student's parent/guardian that the student voluntarily share printed copies of specific information from a student's personal social media account if such information is relevant to an ongoing District investigation.

XII. Response to Remediate Substantiated Instances of Bullying (RSA 193-F:4, II(k))

Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of bullying or retaliation may range from positive behavioral interventions up to and including suspension or expulsion of students and dismissal from employment for staff members.

Consequences for a student who commits an act of bullying or retaliation shall be varied and graded according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim, and take corrective action for documented systematic problems related to bullying.

Examples of consequences may include, but are not limited to:

- Admonishment
- Temporary removal from classroom
- Deprivation of privileges
- Classroom or administrative detention
- Referral to disciplinarian
- In-school suspension
- Out-of-school suspension
- Expulsion

Examples of remedial measures may include, but are not limited to:

- Restitution
- Mediation
- Peer support group
- Corrective instruction or other relevant learning experience
- Behavior assessment
- Student counseling

Parent conferences

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying. The Board encourages the Superintendent to work collaboratively with all staff members to develop responses other than traditional discipline as a way to remediate substantiated instances of bullying.

XIII. Reporting of Substantiated Incidents to the Superintendent (RSA 193-F:4, II(l))

The Principal shall forward all substantiated reports of bullying to the Superintendent upon completion of the Principal's investigation.

XIV. Communication With Parents Upon Completion of Investigation (RSA 193-F:4, II(m))

1. Within two school days of completing an investigation, the Principal will notify the students involved in person of his/her findings and the result of the investigation.
2. The Principal will notify via telephone the parents of the alleged victim and alleged perpetrator of the results of the investigation. The Principal will also send a letter to the parents within 24 hours again notifying them of the results of the investigation.
3. If the parents request, the Principal shall schedule a meeting with them to further explain his/her findings and reasons for his/her actions.
4. In accordance with the Family Educational Rights and Privacy Act and other law concerning student privacy, the District will not disclose educational records of students including the discipline and remedial action assigned to those students and the parents of other students involved in a bullying incident.

XV. Appeals

A parent or guardian who is aggrieved by the investigative determination letter of the principal or his/her designee may appeal the determination to the Superintendent for review. The appeal shall be in writing addressed to the Superintendent, shall state the reason(s) why the appealing party is aggrieved, and the nature of the relief they seek. The Superintendent shall not be required to re-investigate the matter and shall conduct such review as he/she deems appropriate under the circumstances.

It is in the best interests of students, families and the District that these matters be promptly resolved. Therefore, any such appeal to the Superintendent shall be made within ten (10) calendar days of the parent/guardian's receipt of the investigative determination letter of the principal or his/her designee. The Superintendent shall issue his/her decision in writing.

If the parent or guardian is aggrieved by the decision of the Superintendent, they may appeal the decision to the School Board within ten (10) calendar days of the date of the parent/guardian's receipt of the Superintendent's decision. An appeal to the Superintendent shall be a prerequisite to any appeal to the School Board. The appeal to the School Board shall be in writing, addressed to School Board Chair in care of the Superintendent, shall state the reason(s) why the appealing party is aggrieved, and the nature of the relief they seek.

An aggrieved parent/guardian has the right to appeal the final decision of the local School Board to the State Board within thirty (30) calendar days of receipt of the written decision of the local School Board in accordance with RSA 541-A and State of New Hampshire Department of Education Regulations set forth in ED 200. The State Board may waive the thirty-day requirement for good cause shown, including, but not limited to, illness, accident, or death of a family member.

XVI. School Officials (RSA 193-F:4, II(n))

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

XVII. 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.

XVIII. Use of Video or Audio Recordings in Student Discipline Matters

The District reserves the right to use audio and/or video recording devices on District property (including school buses) to ensure the health, safety and welfare of all staff, students and visitors. Placement and location of such devices will be established in accordance with the provisions of Policies EEAA, EEAE and ECAF.

In the event an audio or video recording is used as part of a student discipline proceeding, such video may become part of a student's education record. If an audio or video recording does become part of a student's education record, the provisions of Policy JRA shall apply.

The Superintendent is authorized to contact the District's attorney for a full legal opinion relative in the event of such an occurrence.

Legal References:

RSA 189:70, Educational Institution Policies on Social Media
RSA 193-F:3, Pupil Safety and Violence Prevention Act
RSA 570-A:2, Capture of Audio Recordings on School Buses Allowed
NH Code of Administrative Rules, Section Ed 306.04(a)(8), Student Harassment

Legal References Disclaimer: *These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.*

Adopted: 12/28/10

Reviewed/First Reading: 10/27/20; 2nd Reading/Adopted: 11/10/20

JICK-R

BULLYING REPORT FORM

Definition – Bullying is defined as a single significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another pupil which:

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

Bullying shall also include actions motivated by an imbalance of power based on a pupil's actual or perceived personal characteristics, behaviors, or beliefs, or motivated by the pupil's association with another person and based on the other person's characteristics, behaviors, or beliefs. Historically this has included a pupil's actual or perceived race, color, religion, national origin, ancestry or ethnicity, sexual orientation, socioeconomic status, age, physical, mental, emotional, or learning disability, gender, gender identity and expression, obesity, or other distinguishing personal characteristics.

Policy Statement – The Mascoma Valley Regional School Board is committed to providing all pupils a safe and secure school environment in which all members of the school community are treated with respect. This policy is intended to comply with RSA 193-F. Conduct constituting bullying and/or cyber bullying will not be tolerated, and is prohibited. Further, in accordance with RSA 193-F, the Mascoma Valley Regional School District reserves the right to address bullying and, if necessary, impose discipline for bullying that:

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

Disciplinary Consequences – The Mascoma Valley Regional School District reserves the right to impose disciplinary measures or appropriate measure against any student, teacher, staff member, administrator, volunteer, or school district

agent who commits an act of bullying, falsely accuses another student of bullying, or who retaliates against any student or witness who provides information about an act of bullying.

Policy Reference – The full School Board Policy JICK – “Pupil Safety and Violence Prevention-Bullying” can be referenced on the district website.

Reporting – I the undersigned have read the above information and am reporting an act of bullying.

Print Name: _____ Date: _____

Signature: _____

JICK-

Relationship to Victim – Please indicate on the appropriate line.

Self ____ Student ____ School Volunteer ____ Anonymous ____

Parent ____ Staff Member ____ Other ____

Contact Information:

Address: _____

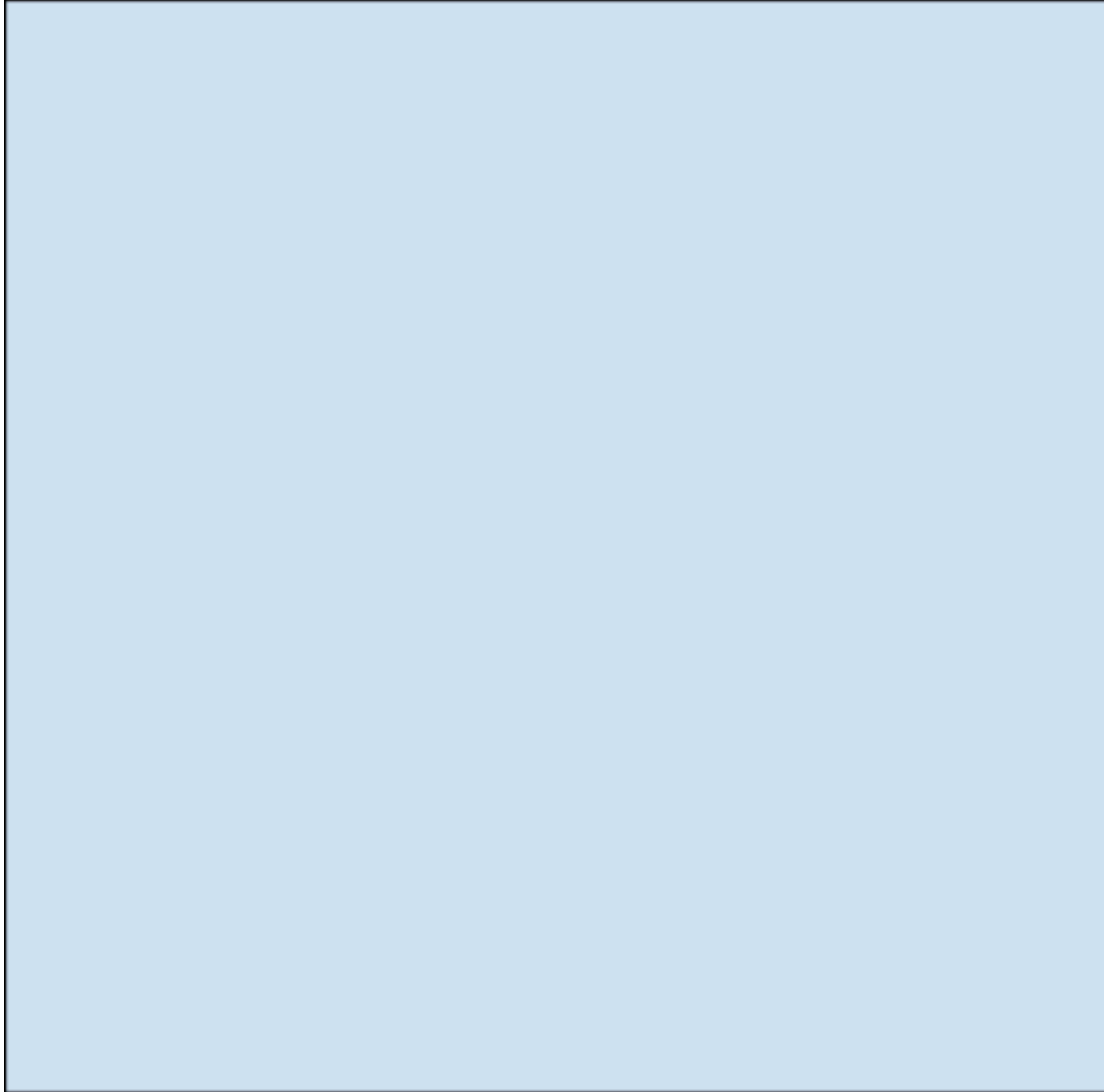
Phone: _____

Email: _____

Bullying Incident – Please list all incidents. You may add additional pages as necessary.

When?	
Where?	
Who?	Alleged Victim of Bullying: _____ Alleged Perpetrator of Bullying: _____
What Happened?	
Witnesses?	Name(s): _____ Contact Information (if available): _____ _____ _____

How do you feel this incident adversely affected the student's education or educational environment?



Received by: _____

Date: _____

Time: _____

PLAYGROUND

The majority of our rules on the playground are framed in the positive. They tell students what they *should* do, as opposed to telling students what they should *not* do.

General Rules

- Have fun
- Share
- Problem solve
- Be Safe, Responsible, Respectful
- Wear weather appropriate clothing - coats, boots, snow pants, mittens, hat



ITEMS FROM HOME

Students are not permitted to have cell phones during school hours; if brought to school, they will remain in the office until dismissal. In addition, students may not bring playground equipment or personal electronic devices to school. **Pokemon cards are not permitted at school.** Occasionally a teacher may request that children bring in something special from home for use in a particular activity. The teacher maintains sole discretion as to when toys from home may be taken out for use or display. The teacher also reserves the right to confiscate a toy from home and return it directly to a parent or guardian, if that toy becomes a distraction to the learning environment.

PARTIES



them.

If you wish to send in a snack for your child's birthday, please check with the teacher first as some students have dietary restrictions and some classrooms are restricted due to student allergies. We strongly encourage healthy snacks! ***Please do not distribute invitations to home parties at school.*** We are unable to give out addresses or phone numbers without parental permission. *However, we will mail out invitations if and only if they are brought to the office with names and stamps on*

TRANSPORTATION

All students, grades K-12, will be transported within the framework of the law, RSA 189-6, and school board rules on transportation. Information about bus routes and schedules can be obtained from school, the district website or from the superintendent's office. Routes will be posted prior to the start of school.



Students must be at their bus stop on time, so that buses may keep to their schedule. If a student does not typically ride the bus, or if a student needs to take a bus other than the one he/she typically rides, please email the front office or send a note to school with your child. The note must be signed and dated by the front office staff and then given to the driver.

Riding the bus to and from school is a privilege, not a right. The bus is considered school property and therefore an extension of the school day. While in transport, students are expected to honor CES behavioral expectations as well as any additional bus regulations. Distracting the driver or disrespecting his/her directives may impact the safety of everyone on the bus. Any disciplinary action is at the discretion of the building principal. All Bus Write-ups will be processed with students and the following consequences are generally issued:

- 1st Bus Write-up of School Year - Warning
 - Review of bus safety rules
 - Parents/guardians will be notified
- 2nd Bus Write-up of School Year - Assigned Seat at Front of Bus
 - (min. 1 week, up to duration of school year)
 - Parents/guardians will receive a copy of the Bus Write-Up
 - Parent/guardian signature is required
- 3rd and all subsequent Bus Write-ups - Suspension of Bus Privileges or other consequences as determined by the building principal.
 - (min. 1 week, up to duration of school year)
 - Parents/guardians will receive a copy of the Bus Write-Up as well as a phone call from administration

If suspended from the bus, the student's suspension would not begin until the day after parents are notified. Please note, a bus suspension is *not* a school suspension. Students are required by law to be in school and must find another way to get to school.

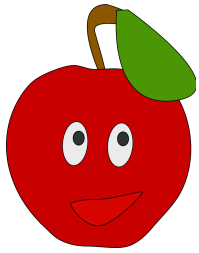
FIELD TRIPS

Students may go on nature walks around the school property from time to time. These do not require special permission from parents, but the school office is notified when the class leaves the building.

At the outset of each school year, a blanket permission form is sent home for "in-district field trips." The majority of the classes in the school walk to the library, the local maple sugar shack and other in town locations that are covered by this form.

For all field trips on which students will travel outside the district, a separate permission form will be issued. Chaperones are sometimes needed to supervise small groups of students. Chaperones are required to complete a volunteer form, be fingerprinted by the SAU, and have a district issued

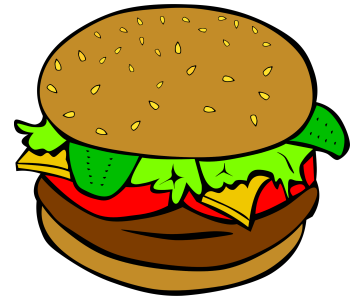
photo ID. Please do not bring preschool-aged children when you chaperone on a trip. All students are expected to be transported by the school bus.



FOOD SERVICE

All Mascoma schools provide a hot lunch program. Students may participate in this program or bring lunch from home. Snack and lunch milk are also available. In addition, the Mascoma elementary schools provide a breakfast program.

Our school participates in a federally subsidized free and reduced-cost lunch program. We encourage all families eligible under the income guidelines to participate. Not only do the children receive a nutritious meal each day, but also the school district is reimbursed for each meal, thereby offsetting the cost of the program. Additionally, eligibility for many federally funded educational programs is based on the number of free and reduced applications. Please review the guidelines sent home on the first day, and if eligible, take advantage of the reduced prices and help the school receive additional funding at the same time!



The confidential *Free/Reduced Lunch Application* can be completed electronically at www.mymealtime.com or a paper copy may be obtained from the district website at https://www.mascomaschools.org/food_services. We also encourage families to set up a Mealttime account in order to fund their student's meals. You may also set up a low balance email notification.

For Free & Reduced application questions: Martha MacDonald 603-632-5563 ext 3004 or mmacdonald@mvrssd.org.

SNACK

Early childhood is a prime time for introducing and teaching healthy food habits. A snack time is scheduled for mid-morning each day. If your child has dietary restrictions due to medical or religious reasons, please notify the teacher.

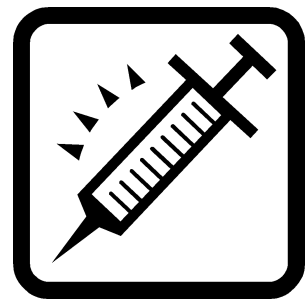
ACCIDENT & ILLNESS NOTIFICATION

In the event of a significant student accident or illness during the school day, the school nurse will contact the parents/guardians as soon as possible. When completing annual online registration, parents are asked to provide emergency contact information for individuals who would care for their child in the event of illness, accident or injury, when they, the parent/guardian, cannot be reached. **Parents must keep this emergency contact information up to date and notify the school office immediately of any changes.** In the event of a serious emergency, it is our policy, unless specifically requested to do otherwise, to contact parents immediately, and, if necessary, activate emergency medical services.

IMMUNIZATIONS

According to NH RSA 141-c:20-a, students must have proof of all New Hampshire required immunizations, documentation of immunity, or valid exemptions, in order to be admitted or enrolled in any school in the Mascoma Valley Regional School District. Medical and Religious exemptions have specific requirements, please contact the school nurse for exemption information. Documentation of immunization **MUST** be provided before a child's first day of school attendance. Children may be conditionally enrolled when the parent/guardian provides:

1. Documentation of at least one dose of each required vaccine; AND
2. The appointment date for the next dose of required vaccine.



MEDICATION

In accordance with the *MVRSD Policy JLCD*, medication required during the school day is to be administered by the school nurse, principal, or other designee. Medication will be administered in school only after receiving and filing in the student's health record the following:

1. A written statement from the licensed prescriber detailing the method of taking the medication, dosage, and the time schedule of the medication.
2. A written authorization from the parent/guardian indicating the desire that the school assist the student in taking the prescribed medication.

All medication should be delivered to appropriate school personnel by the parent/guardian. All prescription medication must be delivered and contained in its original pharmacy container. The school nurse is directed to keep such medications in a locked cabinet and refrigerator. No more than a 30-day supply will be kept and maintained by the school. The school nurse will contact the parent/guardian regarding any unused medication. Such medication shall be picked up by parent/guardian within ten days after its use is discontinued. If the parent/guardian does not pick up the medication within ten days, the school nurse may dispose of the unused medication and

record as such in the student's health record. After initial registration, any changes in diagnosis, medications, etc. should be shared with the school nurse.

Students shall not share any prescription or over-the-counter medication with another student. Students acting in violation of this prohibition will be subject to discipline consistent with applicable Board policies.

This policy shall extend to any school-sponsored activity, event, or program.



Students with a temperature of 100 degrees Fahrenheit or higher should not come to school as this is considered a fever. Students should be fever free without fever-reducing medication (such as Tylenol or Motrin) for at least 24 hours before returning to school.

EXCLUSION OF STUDENTS FROM SCHOOL FOR ILLNESS

In accordance with *MVRSD Policy JLCG*, a student of the Mascoma Valley Regional School District may be excluded from the classroom when he/she exhibits symptoms of a contagious or communicable illness. **The school nurse is responsible for determining whether a student should be excluded from school for such an illness.** Parents will be notified if their child is excluded from school for such an illness and provided with criteria for readmission.

When your child is in school, we expect that he/she will participate in all school activities, including recess and physical education. Students will not be kept indoors for recess or excluded from physical education due to minor illnesses. Only under special circumstances and with the advice of a doctor in writing will a child be kept indoors at recess or be excluded from physical education.

STUDENT DRESS

Please label all clothing. This avoids confusion and lost articles. Please send in only what your child can handle on his/her own. Teacher's hands need to be available for children at transition and dismissal times. In choosing appropriate footwear, please take your child's abilities into consideration, as safety and independence are high priorities.

In keeping with *MVRSD Policy JICA*, reviewed and adopted in 2023, students:

- are *not* to wear "clothing depicting hate speech, offensive, vulgar, or racist language or pictures"
- are *not* to wear "clothing that glorifies or promotes use of alcohol, drugs or tobacco"

- are *not* to wear clothing that exposes their midsection
- are *not* to wear hats or caps in the classroom

Any student in violation of the dress code will be required to find clothing that meets the code or will be sent home to correct the situation.

Winter Clothing

Please note that children are scheduled to be outside for recess unless the temperature and/or wind chill factor is at or below 10°F.

In winter months, students must come to school with:

- a coat
- snow pants
- boots
- gloves or mittens
- a hat or headband



Students will not be permitted to play in the snow or on the snow banks, without the above mentioned articles of clothing. Children who are missing any of the articles of clothing mentioned above will be restricted to the plowed blacktop. A separate pair of indoor footwear is also recommended in winter months.

LOST AND FOUND

It is wise to place a permanent label on all items brought to school. Labeling avoids potential confusion and lost items that are labeled are easily returned to their owner. Unidentified articles of clothing and other items left in public areas of the school will be placed on the lost and found table and photographs of the items will be on the school website. Please note that unclaimed items do accrue as the year goes on and storage space in the building is limited. Before each school vacation that is a week or more in duration (Holiday, Winter, Spring, Summer), all items in the Lost and Found will be packed up and donated to a local charity, such as the *Listen Center*.

LIBRARY BOOKS

Students often visit the Canaan library with their class. They are permitted to borrow two books at a time and are permitted to bring these books home. Students and families assume responsibility for these books while they are in their care. A lost or damaged library book must be found or replaced at the family's expense before that student will be permitted to check out a second book again. The student may continue to check out one library book at a time in the interim, unless a second book is lost or damaged before restitution is made on the first.

PLACEMENT

Great care is taken to create classroom communities focusing on classroom size, skill level, learning style, special education needs, gifted and talented needs, and student-to-student interaction to make sure that all student needs are met. The placement team consists of the principal, specialists, special education staff, and present and future grade level teachers. **Parent requests for specific teachers should not be made.** If you have specific placement concerns and feel that you need to speak with the principal, please call to set up a time.

PRESCHOOL

Who Can Attend?

The preschool program is open to children who are three (on or before September 30th). Three-year-olds meet two days a week (Tuesday and Thursday), from 8-11:30 a.m. or 11:45-3:00 p.m. The preschool program is also open to children who are four (on or before September 30th). Four-year-olds meet three days a week (Monday, Wednesday, and Friday), from 8-11:30 a.m. or 11:45-3:00 p.m.

Drop off and Pick Up

For our morning sessions, families are asked to drop off their children at 8:00 a.m. at the front of the school. Preschool children are not permitted to be dropped off prior to 8:00 a.m. Pick up at the end of the morning session takes place promptly at 11:30 a.m. in front of the school.

For our afternoon sessions, families are asked to drop their children in front of the school at 11:45 a.m. Pick up at the end of the day takes place promptly at 3:00 p.m. in front of the school.

On **Early Release Days**, there is no afternoon preschool and on **2-hour delays**, there is no morning preschool.

Absences

If your child is going to be absent, please call (603)523-4312 before 8:30 a.m. **Absences do not alter a child's tuition bill.** The space is held for your child regardless of his/her participation and expenses are not reduced. If you know in advance that your child will not be in attendance, it is greatly appreciated if a written note is sent.

Clothing

Children should leave a full set of clothing at school (shirt, pants, underwear, and socks).

Tuition

All tuition inquiries should be directed to the administrative assistant at CES. Tuition payments are due on the first school day of the month. Parents will be notified if payment has not been received by the 8th of the month. If payment is not received by the 15th of the month, you will be contacted by the school. Payments that are more than one month late may result in your child being withdrawn from the program. The \$30 registration fee must be paid at the time of registration.

Federal and state laws require school districts to identify and provide programs for all children with special needs starting at age three. If you think you have a child with special needs that is three or four years of age, please contact Preschool Special Education Case Manager, Lisa Nevins at (603)523-4312 ext 4130 or lnevins@mvrdsd.org.

PARENT TEACHER ASSOCIATION

Our school has an active PTA. The true “Canaan Spirit” shines through in this organization. Along with providing volunteer support, the group raises money that is spent on the students of the school in many ways. It conducts a variety of activities to enhance the education of our children and provides topical information to parents. Fundraisers support various school projects and provide a service to the community. These special projects also create an opportunity for the adults in our community to get to know one another and socialize.

Our PTA is a “working” organization. Due to hectic daily schedules, we know that many individuals can’t attend monthly meetings. However, our experience has shown that many of those same people have a tremendous amount to offer in terms of skills and willingness to work on specific projects throughout the year. That’s the strength of our organization! Please consider giving your time/talent to one or more of our projects. Specific program planning is available at the start of each school year.



FUNDRAISING ACTIVITIES

The school board recognizes that citizens, students, community members and organizations may wish to express support for a particular program or activity by conducting fundraising activities. Fundraising drives involving school children require the prior approval of the school principal and school board.

VOLUNTEERING

Adults from the community are invited to become school volunteers to assist teachers and students with special class projects, to chaperone field trips, to help with holiday parties, etc. There is an application process and criminal background check in order to become a volunteer for the Mascoma schools. Instructions can be found online at https://www.mascomaschools.org/career/volunteer_information. Volunteer Application packets can also be picked up in the front office. A deadline for volunteer applications will be established each year and will always be prior to the district's April Vacation.

VISITING

Visitors should contact the teacher to arrange a mutually convenient time to visit the classroom. Prolonged visits (strictly observational) are discouraged as they may affect the routine classroom operation. In addition, younger siblings should not accompany parents during a classroom visit. Any visitor must report to the school office on the day of a classroom visit to sign in and obtain a *Visitors Badge*. The visitor's badge is to be worn where it can be seen throughout the visit. Any visitor should make his/her visit as unobtrusive as possible, allowing classroom activities to continue without interruption. Visitors are to sign out at the front office at the end of their visit and return their visitors badge.

CALENDAR

MASCOMA SCHOOL DISTRICT 2025 - 2026 School Calendar – Approved 1/28/25 (revised 2/7/25)

	M	Tu	W	Th	F		M	Tu	W	Th	F
August	18/NT	19/T	20/T	21/T	22/X	February	2	3	4	5	6
3	25/X	26	27	28	29/X	15	9	10	11	12	13
							16	17	18	19	20
							23/X	24/X	25/X	26/X	27/X
September	1/X	2	3	4	5	March	2	3	4	5	6
21	8	9	10	11	12	21	9	10	11	12	13
	15	16	17	18	19		16	17	18	19/ED	20/X/T
	22	23	24/ED	25	26		23	24	25	26	27
	29	30					30	31			
October			1	2	3	April			1	2	3
22	6	7	8	9	10	17	6	7	8	9	10
	13/X	14	15	16	17		13	14	15/EDC	16	17
	20	21	22/ED	23	24		20/X	21/X	22/X	23/X	24/X
	27	28	29	30	31		27	28	29	30	
November						May					1
16	3	4	5	6	7	20	4	5	6	7	8
	10	11/X	12	13	14		11	12	13	14	15
	17	18	19/EDC	20	21		18	19	20/ED	21	22
	24	25	26/X	27/X	28/X		25/X	26	27	28	29
December	1	2	3	4	5	June	1	2	3	4	5
15	8	9	10	11	12	11	8	9	10	11	12/G
	15	16	17	18	19		15	16/S/T	17/S/T	18/S/T	19/X/S/T
	22/X	23/X	24/X	25/X	26/X		22/S/T	23/S/T	24/S/T	25/S/T	26/S/T
	29/X	30/X	31/X				29/S/T				
January											
19				1/X	2/X						
	5	6	7	8	9						
	12	13	14	15	16						
	19/X	20	21	22	23						
	26	27	28	29	30						

August 18th	New Teacher Orientation	
August 19th-21st	Teacher Work Days	G = Graduation: June 12, 2026 TENTATIVE DATE
August 21st	9th Grade Orientation	(depending on the number of snow days)
August 26th	First Day of School	
August 29th - September 1st	No School/Labor Day	ED = Early Dismissal
October 13th	No School/Columbus Day	EDC = Early Dismissal/Parent Conferences (Elementary)
November 11th	No School/Veteran's Day	X = No School
November 26th - 28th	No School/Thanksgiving	T = Teacher Work Days (No School)
December 22nd - January 2nd	Holiday Vacation	NT = New Teacher Orientation
January 19th	No School/MLK Civil Rights Day	S = Possible Weather Day Make-Up
February 23rd - February 27th	Winter Vacation	First Quarter Ends: Thursday, October 30th (45 days)
April 20th - April 24th	Spring Vacation	Second Quarter Ends: Thursday, January 22nd (45 Days)
May 25th	No School/Memorial Day	Third Quarter Ends: Friday, April 3rd (45 Days)
June 15th	Last Day of School (if no snow days)	Year Ends: June 15th (if no snow days) (45 days)
June 19th	No School/Juneteenth	
June 29th	Last Teacher Day (with 10 snow days)	

APPENDIX - STUDENTS

List of Policies Included:

- I. **AC** – Non-Discrimination, Equal Opportunity Employment and Anti-Discrimination Plan (2/25/25)
 - II. **AC-R(2)** – Non-Discrimination, Equal Opportunity Employment and Anti-Discrimination – Annual Notice of Contact Information (2/25/25)
 - III. **ACAC** – Prohibition of Sexual Harassment: Policy and Grievance Procedures (2/25/25)
 - IV. **ACAC-R** – Title IX Sexual Harassment Grievance Procedures (9/22/20)
 - V. **ADC/GBED/JICG** – Prohibitions Regarding Use and Possession of Tobacco Products, E Cigarettes and E-Liquids in and on School Facilities and Grounds (8/13/24)
 - VI. **ECAF** – Audio and Video Surveillance on School Buses (2/22/22)
 - VII. **EF** - Food Service Management (1/22/19)
 - VIII. **EFA** – Availability and Distribution of Healthy Foods (11/1/18)
 - IX. **EFAA** – Meal Charging (8/27/19)
 - X. **GBEBB** – Employee-Student Relations (2/11/20)
 - XI. **GBEC/ADB** – Drug-Free Workplace & Drug-Free Schools (8/13/24)
 - XII. **IGDJ** - Interscholastic and Intramural Sports (2/16/17)
 - XIII. **IKE** – Promotion and Retention of Students (2/9/21)
 - XIV. **JH** - Attendance, Absenteeism and Truancy (12/4/18)
 - XV. **JH-R2** - MVRSD Attendance Contract (11/15/18)
 - XVI. **JI** – Student Rights and Responsibilities (10/22/24)
 - XVII. **JIC** – Student Conduct (4/27/21)
 - XVIII. **JICA** – Student Dress Code (3/21/23)
 - XIX. **JICC** – Student Conduct on School Buses (2/22/22)
 - XX. **JICC-R** – School Bus Conduct Rules (12/13/22)
 - XXI. **JICD** – Student Discipline & Due Process (11/12/24)
 - XXII. **JICD-R** – Safe School Zones Memorandum of Understanding (4/27/21)
 - XXIII. **JICDD** – Student Discipline/Out of School Actions (11/10/20)
 - XXIV. **JICFA** – Hazing (2/9/21)
 - XXV. **JICH** – Drug and Alcohol Use by Students (5/28/19)
 - XXVI. **JICI** - Weapons on School Property (5/12/15)
 - XXVII. **JICJ** – Acceptable Use of Electronic Devices in School (10/23/18)
 - XXVIII. **JICK** - Pupil Safety and Violence Prevention – Bullying (11/10/20)
 - XXIX. **JKAA** – Use of Restraints and Seclusion (10/22/24)
 - XXX. **JLCF** - Wellness (1/9/24)
 - XXXI. **JLCJ** - Concussions and Head Injuries (1/26/21)
 - XXXII. **JLDBB** – Suicide Prevention and Response (10/8/24)
 - XXXIII. **JLDBB-R** – Suicide Prevention Procedures (10/21/24) – See Website
 - XXXIV. **JLF** – Reporting Child Abuse or Neglect (12/10/24)
 - XXXV. **JRA** – Student Records & Access - FERPA (11/10/20)
- Note: Please see the school website for information on all policies**

