

Indian River School

2025- 2026

Student Handbook



The purpose of this handbook is to provide information about the protocols, procedures, and expectations for the community of Indian River School. If you have questions that are not answered in this handbook, please do not hesitate to ask an IRS staff member for clarification.

This agenda belongs to:

Name: _____

Grade: _____

Homeroom: _____

MASCOMA INSPIRES!

August 2025

Welcome to the 2025-2026 school year! I hope this message finds you enjoying the last few days of summer with your loved ones. As we prepare to begin a new school year, I want to extend my warmest welcome to both returning families and those joining our school community for the first time. We are excited to begin another year of learning, growth, and connection. This will be a year of learning and growing for all of us, and we are excited to share that with our school community.

At Indian River School, providing a safe, inclusive, and engaging environment where every child is supported and challenged to reach their full potential is our goal. Teachers and staff have been working hard over the summer to prepare classrooms, plan meaningful learning experiences, and build strong foundations for academic and social-emotional success. Please don't hesitate to reach out if you have any questions or need support as we begin the year. Our goal is to ensure that every child feels welcomed, valued, and inspired from the moment they walk through our doors. We can only do this if we work together, so thank you for being an essential part of our school community. We are honored to partner with you in your child's education and look forward to a wonderful year together.

*Best wishes,
Karin Denholm*

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VISION, MISSION, & GOALS

Mascoma Valley Regional School District Mission Statement

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

Mascoma Valley Regional School District Vision Statement

Mascoma Inspires! Build the path you want to take.

Indian River School Vision Statement

Indian River School will be a place that creates a caring, healthy, interactive learning community that reaches every student's needs and learning style.

Indian River School Mission Statement

Students will acquire the necessary skills and develop qualities and characteristics that will empower them to lead productive and fulfilling lives within the communities they choose.

Indian River School Goals for Students

- To become skilled as reflective readers and writers, as well as users of mathematics, scientific inquiry, and technology;
- To become critical thinkers across academic areas;
- To demonstrate understanding of the curriculum through the planning and development of quality ideas and products;
- To develop the ability to work and interact productively with others by using sound communication skills and being respectful of all people;
- To display a healthy self-image with the ability to practice self-control, to use problem solving skills and to demonstrate self-confidence; and
- To be enthusiastic, engaged learners.

The Indian River School community has chosen the Tiger as a symbol that represents our dedication to ensuring a peaceful, safe community. The tiger is considered a "protector of peace" and signifies the virtue "righteousness" or integrity. As a mascot, the Tiger is a strong and valiant presence. The Student Council of 2007-08 purchased a costume for our mascot, who appears at ball games as well as unexpected, but welcome, visits throughout the year.

GO IRS TIGERS!

INDIAN RIVER SCHOOL PERSONNEL
45 Royal Road, Canaan, NH 03741 Telephone: 603-632-4357; FAX: 603-632-4262
Indian River School Website: www.mascomaschools.org

Administrative Office Team

Mrs. Denholm <i>Principal</i>	Mr. Limerio, <i>Dean of Students</i>
Mrs. Ball, <i>Administrative Assistant</i>	Mrs. Ignacio, <i>School Secretary</i>
Mrs. Poitras, <i>Guidance Secretary</i>	Mrs. Giovagnoli, <i>RN Nurse</i>
Mr. Kilton, <i>Guidance Counselor</i>	Mr. Rick Lantman, <i>Athletic Coordinator</i>
Mrs. Moulton, <i>Behavior Coach</i>	

Special Education Team

Mr. McLean, <i>Special Education Coordinator</i>	Mrs. Barney, <i>SpEd clerical aide</i>
Ms. Campbell, <i>Special Education Teacher</i>	Ms. Callaghan, <i>Special Education Teacher</i>
Mrs. Gillies, <i>Special Education Teacher</i>	Mrs. Weeks, <i>Special Education Teacher</i>

Unified Arts Team

Mr. Guilford, <i>Librarian/Media Specialist</i>	Ms. Bouchard, <i>Art Teacher</i>	Mr. Lantman, <i>Physical Education Teacher</i>
Mr. Lorenz, <i>Music & Band Director</i>	Ms. King, <i>Health Teacher</i>	Mrs. Maynard, <i>Music & Chorus Director</i>

Grade-Level Academic Teams

Grade 5	Grade 6	Grade 7	Grade 8
Ms. Goodspeed	Ms. Dunkerton	Mr. Durphey, LIT	Ms. Fisher, LA
Mrs. Hutchins	Mr. Loynds	Mr. Hill, Math	Mrs. Green, Math
Ms. Hurley	Ms. March	Mrs. Prouty, LA	Mr. MacPhee, SS
Mr. St. Martin	Ms. Pierce	Mrs. Ryswek, SCI	Mrs. Oliver, SCI

Mrs. Coutermanche, NECC Ms. Navedo Reading Specialist Mrs. Susan Follensbee, Reading Support Teacher

Paraeducators Team

Mrs. Allen	Ms. Fortune	Mrs. Lund	Mrs. Steller
Mrs. Brown	Mr. Harvey	Mrs. Maheu	Mr. Tilden
Mrs. Carter	Mrs. Kelley	Ms. Maville	

SAU 62 District Services & Supports 603-632-5563

Mr. Eastman Court Liaison 603-236-6950	Officer Matt Bunten SRO 603-632-4308 EXT 2040	Lyndsay Porreca Social Worker 603-340-1091	Amy Reiter Social Work 603-632-4357 ext 1217	Samantha Monmaney Family Outreach Coordinator 603-632-4357 EXT 1212
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Facilities, Transportation, & Food Services

Matthew Oliver, Facilities Director	Sierra Bishop, Transportation Supervisor, 603-632-1199
Ms. Nowell, Day Custodian	Danielle Pushee, Special Edu Bus Services, 603-632-5563, Ext 3007
Mr. O'Mara, Night Custodian	Anton Prikazchikov, Director of Food Services, 603-632-4308 Ext. 2048

Mascoma Valley Regional High School 603-632-4308 FAX 603-632-5419
 EVS 603-632-4231 FAX 603-632-5482 CES 603-523-4312 FAX 603-523-8872

MASCOMA VALLEY REGIONAL SCHOOL DISTRICT CALENDAR
2025-2026

Dates in the following calendar may be changed if necessary to schedule makeup days, or days lost to emergency school closing, in order to meet the minimum number of student instructional days required by state law.

August

18th - New Teacher Orientation
19th - 21st - Teacher Work Days
21st - 9th Grade Orientation
26th - First Day of School
29th - No School / Labor Day

September

1st - No School/Labor Day
24th - Early Dismissal

October

13th - No School / Columbus Day
22nd - Early Dismissal

November

11th - No School / Veteran's Day
19th - Early Dismissal / Conferences
26th - 28th - No School / Thanksgiving

December

22nd - 31st - No School / Holiday Vacation

January

1st - 2nd - No School / Holiday Vacation
19th - No School / MLK Civil Rights Day

February

23rd - 27th - No School/Winter Break

March

19th - Early Dismissal
20th - No School / Teacher Work Day

April

15th - Early Dismissal/Parent Conferences
20th - 24th - No School / Spring Break

May

20th - Early Dismissal
25th - No School / Memorial Day

June

12th - High School Graduation (Tentative)
15th - Last Day of School (if no snow days)
19th - No School / Juneteenth
29th - Last Teacher Day (with 10 snow days)

Indian River Daily Schedules

5th Grade Daily Schedule	
8:00am - 8:51am	Chorus/Band/Study Hall
8:51am - 9:42am	Core
9:42am - 10:42am	MTSS / WIN
10:42am - 11:33am	Unified Arts
11:33am - 12:24pm	Core
12:24pm - 12:49pm	Lunch
12:49pm - 1:14pm	Recess
1:14pm - 2:05pm	Core
2:05pm - 2:58pm	Core

7th Grade Daily Schedule	
8:00am - 8:51am	Core
8:51am - 9:42am	Chorus/Band/Study Hall
9:42am - 10:42am	MTSS / WIN
10:42am - 11:33am	Core
11:33am - 11:58am	Lunch
11:58am - 12:24pm	Recess
12:24pm - 1:14pm	Core
1:14pm - 2:05pm	Unified Arts
2:05pm - 2:58pm	Core

6th Grade Daily Schedule	
8:00am - 8:51am	Chorus/Band/Study Hall
8:51am - 9:42am	Core
9:42am - 10:42am	MTSS / WIN
10:42am - 11:33am	Core
11:33am - 12:24pm	Unified Arts
12:24pm - 12:49pm	Recess
12:49pm - 1:14pm	Lunch
1:14pm - 2:05pm	Core
2:05pm - 2:58pm	Core

8th Grade Daily Schedule	
8:00am - 8:51am	Core
8:51am - 9:42am	Chorus/Band/Study Hall
9:42am - 10:42am	MTSS / WIN
10:42am - 11:33am	Core
11:33am - 11:58am	Recess
11:58am - 12:24pm	Lunch
12:24pm - 1:14pm	Core
1:14pm - 2:05pm	Core
2:05pm - 2:58pm	Unified Arts

Early Release	5th/6th
8:00-8:33	C/B/SH
8:33-9:06	Core
9:06-9:39	5th UA
9:39-10:12	6th UA
10:12-10:37	5th Lunch, 6th Recess
10:37-11:02	5th Recess, 6th Lunch
11:02-11:35	MTSS
11:35-12:08	Core
12:08-12:40	Core

Early Release	7th/8th
8:00-8:33	Core
8:33-9:06	C/B/SH
9:06-9:39	MTSS
9:39-10:12	Core
10:12-10:45	Core
10:45-11:18	7th UA
11:18-11:43	7th Lunch, 8th Recess
11:43-12:08	7th Recess, 8th Lunch
12:08-12:40	8th UA

Delay Start	5th/6th
10:00-10:35	C/B/SH
10:35-11:10	Core
11:10-11:45	MTSS
11:45-12:20	5th UA
12:20-12:45	5th Lunch, 6th Recess
12:45-1:10	5th Recess, 6th Lunch
1:10-1:45	6th UA
1:45-2:20	Core
2:20-2:58	Core

Delay Start	7th/8th
10:00-10:35	Core
10:35-11:10	C/B/SH
11:10-11:35	7th Lunch, 8th Recess
11:35-12:00	7th Recess, 8th Lunch
12:00-12:35	MTSS
12:35-1:10	Core
1:10-1:45	Core
1:45-2:20	7th UA
2:20-2:58	8th UA

RESPONSIBILITIES AND EXPECTATIONS

What follows is a list of expectations in all learning spaces, programs and activities in, or related to, the Indian River School:

Professional Regard for the Focus on Learning and Learners

- Use respectful voices, actions, and words when making a request or asserting an opinion
- Honor the classroom, program, or activity expectations of teachers and supervisors
- Respect the intellectual property of others by giving credit to their original ideas and products.

Courteous Community Interactions

- Practice empathy by listening to other perspectives and trying to understand
- Be a good neighbor/citizen by celebrating differences and diversity
- Ask permission before borrowing anything from another person, or from the school
- Use proper manners during meals or refreshments in the school or on campus
- Use proper manners for disposing of litter or rubbish, for stacking lunch trays, for washing hands in restrooms, and for picking up or cleaning up any area of IRS
- Walk to the right when passing others in the halls or on campus.

Safe Practices in School Environment

- Follow all safety procedures and directives
- Honor the personal space of others by refraining from unwelcome, aggressive, or sexual touching
- Upon arrival to school, go immediately and directly to the designated waiting area
- Upon dismissal from school, proceed immediately and directly to arranged/scheduled transportation, or walk off campus by designated walkways in an orderly, safe manner
- Enter and exit IRS through the front doors unless accompanied by a supervisor or staff
- Walk bicycles on campus, secure bicycles in the rack provided, use helmets when riding
- Carry all after-school recreational items on school grounds, because skateboards, roller blades, skis & other equipment are allowed only in authorized, adult-supervised activities.

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 in a “chain of communication” should be with the person most directly involved. Students and parents should communicate school-related concerns in a conversation with the teacher, coach, or leader of an activity.**

2. The second conversation should be in a conference with a school counselor.
3. If the concern is still not adequately resolved, a student or parent can arrange a conference with the assistant principal or principal.
4. Only after a student or parent has progressed from a conversation with the staff member most directly involved, and then to the administration, would it be appropriate to contact the Superintendent, and then the School Board.

Communicating with Staff Members: Teachers are readily accessible by 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 teacher will return the call at the earliest appropriate time in the school day – the planning period, lunch period, before or after school.

Parent-Teacher Conferences, Open House, and Visits: Parents are encouraged to attend all formal, scheduled opportunities to visit the school. See "Visits" below for details about arranging a class visit with a teacher. Parent conferences in the fall and spring are scheduled to discuss academic progress. These are extremely important and all families are encouraged to attend both conferences.

ARRIVAL AND DEPARTURE

The District contracts Butler Bus Company to provide transportation to and from our four schools.

Bus Conduct: Riding the bus to and from school *is a privilege*, not a right. While on the bus and/or in transport, all students are expected to honor IRS behavioral expectations as well as all additional bus regulations. The driver is to be honored with respect at all times. Safety is the highest concern, and distracting the driver or disrespecting his/her directives is a serious offense that may impact the safety of everyone on the bus.

- Students are allowed to listen to music on a personal electronic device through the use of headphones. Students are not permitted to play music on the bus that is audible to other students in their vicinity.
- Students on all district buses are to be sectioned by age group (elementary students in the front of the bus, middle school students in the middle, high school students in the back).
- Unacceptable behavior may result in a student's assignment to a particular seat on the bus for up to, but not to exceed, the duration of the school year. A bus driver may assign a student a seat anywhere on the bus, at any point in time, for any reason they deem necessary.
- If unacceptable behavior persists despite redirection, or if the unacceptable behavior is particularly egregious, a student's bus privileges may be revoked for up to, but not to exceed, the duration of the school year.

Before School: The start of the school day is 8:00 a.m. Students should not arrive at school prior to 7:40 a.m. In the event of a delayed start, the start of the school day is 10:00 a.m. In this case, students should not arrive at school prior to 9:40 a.m. Parents and guardians who wish to drop their students off in the

morning must access the Indian River School via the road that goes straight up the hill and to the right of the high school. The road that turns off to the left and cuts beneath the high school is exclusively for district buses.

When students arrive they are to go directly to their homerooms. **Students will be allowed to go to the cafeteria to grab breakfast before returning to their homerooms to eat. Students may not gather in the gymnasium before school.** Students are not to wander through the building, or around campus. The only exceptions to these arrival times are for those students who are part of one of the school's select music ensembles, or with special permission from a staff member for another specific purpose.

Students who board a bus at Canaan Elementary School or Enfield Village School may go inside the school foyer ***no earlier than 10 minutes*** before the bus arrives. IRS students are expected to stay in the front foyer, to refrain from physical contact, to talk quietly, and to use only language and behavior appropriate to the school setting. All district employees have full authority, and IRS students are to comply with directives given by employees in any of the district school facilities (custodians, food servers, bus drivers, supervisors, teachers, and administrators). Students must take the first available bus to Indian River.

After School: Students are to go directly to their bus or ride upon dismissal unless remaining after school for a school sponsored activity. Social visits or waiting for rides in the partner school building will not be permitted.

All changes or usual after-school transportation arrangements are to be decided in advance of the school day, and students are to bring written permission and directions from a parent or guardian. Students cannot ride a bus they do not typically take unless they have a bus pass from the front office. Students will not be issued a bus pass without express permission from their parents or guardian.

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 and email system.

Delayed Opening: 10:00 a.m. – 3:00 p.m. Students are not to arrive at school more than 20 minutes before the start of a delayed opening (not before 9:40 a.m.). There will be no outdoor activities permitted during the school day of a Delayed Opening that was necessary due to weather, regardless of any improved conditions.

Cancellation of After-School Activities: The Superintendent will make a decision for all district activities in a timely manner prior to the end of the school day. If the Superintendent does not cancel all activities, the athletic director, coaches, or activity sponsors may make a decision to cancel or postpone a particular activity in consultation with the building administrators. If after school activities are canceled

during the day, students are permitted and encouraged to contact their parents before the end of the school day.

ATTENDANCE

State law requires that every person between the ages of 6 and 18 attend school. Research, experience, and common sense confirm that daily attendance and full participation in every instructional experience are significant factors in academic success. The student, parents, and school authorities must share the responsibility for acceptable student attendance.

Tardies: Students who arrive at school after the first bell (8:00 a.m.) must report immediately to the office to explain the reason for tardiness and to obtain an admit slip for class.

- 10 Tardies - Will result in the issuance of a form 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 form letter and a meeting will be scheduled between the student, a parent/guardian, an administrator, a guidance counselor, and the School Resource Officer to create a plan to improve the student's punctuality to school
- 30 Tardies - Will result in the issuance of a third form letter, a second meeting, and a detention for the student. Every 5th tardy thereafter (35th, 40th, 45th) will result in a detention for the student.

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.” (JH)

Communicating Absences to the School: When a student is absent from school, a parent or guardian is expected to call to explain the reason before 9:00 a.m. **If a call is not received from the parent of an absent student prior to 9:00 a.m., that absence will be marked as *unexcused*,** and a member of the Front Office staff will notify the parent via email to verify the child's welfare. If the IRS staff member is unable to confirm the absence with a parent or guardian, a report may be made to the School Resource Officer to investigate the circumstances of the student's absence.

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.” (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."

- 3 Unexcused Absences - Will result in the issuance of a form letter expressing concern about the student's lack of attendance and its impact on his or her educational experience.
- 5 Unexcused Absences or 10 half day Unexcused Absences - Will result in the issuance of a second form letter and a meeting will be scheduled between the student, a parent/guardian, an administrator, a guidance counselor, and the School Resource Officer to create a plan to improve the student's attendance. At this point, the school or district may choose to make a referral to the Department for Children, Youth, & Family Services.

A parent is not obligated to wait for a letter to begin a dialogue with the school regarding their child's attendance. If a parent has a concern regarding their son or daughter's attendance record, they should contact a building administrator at their convenience to schedule a meeting.

Attendance Impact on Afterschool Events: A student who is absent for 3.5 hours or more of the school day may not attend or participate in after school athletic, recreational, or social activities.

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. In the event that a family has an unusual and rare opportunity for a family excursion during scheduled instructional days, the parent should write a letter to the principal explaining the situation. This should be done at least two weeks prior to the absence. The administration maintains the right to deny such requests.

Making Up Work for an Anticipated Absence (Vacation, Appointment, etc.): Students and their parents are also expected to contact teachers before a scheduled absence to obtain information about upcoming assignments. Teachers may wish to provide their course plans, assigned projects, recommended reading or writing assignments, and any other work that will be expected upon the student's return to school. Teachers may prefer to organize, with the student, the missed assignments and homework upon the student's return. Students are responsible for all missed work. Deadlines for missed work are at the teacher's discretion.

Making Up Work for an Unanticipated Absence (Illness, Family Emergency, etc.): Students who are absent due to an illness or unexpected difficulty will be allowed the same number of days that they were absent to make up the missed classwork and homework. However, an extensive project generally has several deadline dates, therefore work should be made up within the extent of time allotted for the long-range assignment.

DAILY LOGISTICS

Lockers: Each student will be assigned a locker in close proximity to their homeroom. **Only school locks will be authorized for use on student lockers.** You may purchase your own lock but administration must have a key or code to the lock. Students may obtain locks from the office at any time. Unauthorized locks will be removed. Lockers, like all school equipment, are the property of the school and are supervised and maintained by school authorities.

Hall Passes: Students must obtain a hall pass (which can be found in the agenda) with a teacher's signature for permission to travel unsupervised to a restroom, the nurse, the office, or to another learning area during a class period. The number of students excused for hall passage during a class period may be limited by teachers.

Restrooms: Students are to use the restroom on the same floor as the class they are in at the time they need to use the restroom. Students are expected to practice courtesy, cleanliness, and safety in all restrooms. Writing on walls, damaging equipment, littering, or misusing products or equipment may result in the need for a supervisor to accompany a student, or group of students, during designated restroom breaks. Students who are responsible for damages or vandalism will be expected to pay restitution, and may be subject to other appropriate consequences.

Lost and Found: It is wise to place a permanent label on all items brought to school. Lost items that are labeled are easily returned to the owner, and any claims of possession are resolved without dispute. Unidentified articles of clothing, books, sports equipment, and other common items left in public areas of the school will be taken to a display table in the amphitheater of the school. Jewelry, purses, or other smaller personal items of greater monetary value will be stored in the front office until claimed.

Buying, Selling, and Trading: Students are *not permitted* to exchange goods and services during the school day. One student may not buy an item from another student, nor may two students exchange items, even if they deem those items to be of equivalent value.

Snacks: Each grade will set snack time based on their schedule. The Wellness Policy (JLCF) recognizes the importance of proper nutrition and developmentally appropriate physical activity as ways of promoting healthy lifestyles, minimizing childhood obesity, and preventing other diet-related chronic diseases. Healthy snacks are encouraged. Water is encouraged. **Candy, soft drinks, or high energy drinks are not recommended.**

RECESS

Recess is held outdoors with only two exceptions:

- The temperature drops below 10°F with the windchill
- There is steady, moderately-heavy precipitation

Students must come to school with the appropriate clothing for wet and cold conditions.

Playground Guidelines:

- Listen to the adults on the playground

- Use appropriate language
- No food or drinks are allowed on the playground unless enclosed in a lunchbox
- No throwing any items not approved for recess (**including snow**)
- Use equipment appropriately
 - Swings
 - One at a time on the swings
 - No flipping the swings over the top of the swing set
 - No standing on the swings
 - No standing in front of or behind the swings
 - Students may climb the side bars of the swing set, but may not climb across the top, horizontal bar
 - No climbing or jumping on the basketball hoop posts
- Stay within the designated recess area
 - Cannot go around the corner of the 6th grade wing
 - Cannot play on rows of boulders lining road down to athletic fields
 - Cannot go beyond the top of the hill near the 7th grade wing
 - Cannot go past the line of saplings along the access road for busses
 - Cannot go down the hill from the playground without permission and supervision
- No hands-on in play or anger
- No use of cellphones/electronics
- No Public Displays of Affection (PDA)

Indoor Recess Guidelines:

- Students are to go to their designated indoor recess location
 - 5th and 6th grade students will report to their homerooms
 - 7th and 8th grade students will report to their homerooms
- Students are not permitted to use their chromebooks in classrooms without permission from the recess monitor.

Bus Loop Guidelines:

- Students are to remain on the sidewalk at all times
- Students may not step into the road, nor into the grass/snow
- Students are to move around the loop in a counterclockwise direction
- Students may move about the loop at any pace they choose, but they must be respectful of, and avoid physical contact with, other students in the loop
- Students may not hit or touch road signs posted around the loop
- Balls and other playground equipment are not permitted on the bus loop
- Students must maintain an appropriate volume
- Students wishing to sit or stand may congregate on the paved area at the entrance to the middle school
- Students may not run or otherwise engage in active play in this space

LUNCH

School Meals: The District contracts Cafe Services to provide breakfast and lunch at the four schools. Monthly menus and other information are provided by Cafe Services:

Breakfast = \$1.80 Lunch = \$3.10

Per MVRSD Policy EF, Policy EFA and Policy JLCF the district shall ensure all students have access to a healthy school lunch as outlined by the USDA. No student will be subject to different treatment from the standard school lunch meal or school cafeteria procedures. The parent of each student shall receive and acknowledge receipt of the policies through the student handbook.

- No student will be denied meals regardless of other charges at the school.
- No student will be denied meals for disciplinary reasons.
- No student will be denied meals because of unpaid charges if the student has money in hand for the current day's meal.

We encourage families to fill out a confidential application for Free or Reduced-Price School Meals. The application may be filled out electronically at www.mymealtime.com or a paper copy may be obtained from the district website https://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.

The District's expectation is that parents will provide their child(ren) with a lunch from home or funds for a school meal. If a student does not have sufficient funds on their account the parent will be called and asked to send lunch or funds with their child. After the third day the District Social Worker will be asked to contact the child's parents. After a week the NH Division of Child, Youth and Family Services (DCYF) will be contacted. At no time will a student be allowed to charge a la carte items.

For Mealttime balance questions: Cafe Services 603.632.4308 ext 2048 or fooddirector@mvrds.org
For Free & Reduced application questions: Martha MacDonald 603.632.5563 ext. 3004 or mmacdonald@mvrds.org.

Nuisance Items: Lunch is a time for eating and socializing appropriately with peers. It is not a time for games or playing with toys. Cards, balls, spinning tops, and other miscellaneous recreational items are not permitted in the gymnasium during the lunch blocks.

GRADING

Assessment of students' academic growth is ongoing in each learning activity. Teachers use a variety of assessment tools (rubrics, tests, quizzes, reflective journals, portfolios, research papers, reports, and homework).

Grading Periods: The academic year is divided into four 45-day quarters. All academic courses are year-long. Unified Arts courses are divided into five 36-day classes.

Grading Scale:

A+	97-100	B+	87-89	C+	77-79	D+	67-69	F	Below 60
A	93-96	B	83-87	C	73-76	D	63-66		
A -	90-92	B-	80-82	C-	70-72	D-	60-62		

Communication Pertaining to Grades: One midterm progress report is generated for every student each quarter. One report card is generated for every student at the end of each quarter. Report cards are sent home during the week which follows the end of a grading period. Teachers are expected to communicate regularly with parents whose children are at risk of academic failure. Parents may contact teachers at any time to discuss a student's progress.

Homework: Homework is meant to be an extension of the school-day learning experience. It is provided as practice or application of new skills, exploration of an essential question or inquiry, or as a reflective response to a learning experience. Parents are encouraged to ask their children what they have learned and what their homework is meant to accomplish. They can help by establishing a place and time that might enhance their children's efforts to engage in assigned homework. Parents are also encouraged to contact teachers to confirm the due dates of long-term assignments, to find out about make-up assignments after a student's absence, and inquire about regular expectations for daily or weekly assignments. At IRS, homework is a percentage of the average grade for courses.

Honor Roll:

- Academic Honor – Students who have earned all A's and B's (**in all core content and unified arts courses**) will be honored for their accomplishment at the end of the grading period in which the status is earned.
- High Academic Honor – Students who have earned all A's and not more than one B (**in all core content and unified arts courses**) will be honored for their accomplishment at the end of the grading period in which the status is earned.
- Extensive Academic Honor – Students who maintain Academic Honor or High Academic Honor status *throughout the entire year* will be acknowledged during the school's final honors ceremony.

Retention: The Mascoma Valley Regional School District's policy for Student Retention states that a "student may be retained in a grade level if the student can be expected to significantly benefit from the retention. Retention will be considered if the student has not reached a standard of achievement necessary for satisfactory progress in the next grade. Occasionally children who are not sufficiently mature socially, emotionally, or mentally may be retained." (*IKE*)

Academic Honesty: Plagiarism is hereby defined as "an act or instance of using or closely imitating the language and thoughts of another author without authorization and the representation of that author's work as one's own, as by not crediting the original author" (dictionary.com). Students may paraphrase the work of others by putting that work in their own words. Students may also quote another author directly by using the appropriate punctuation and providing the appropriate credit to the author. Students who engage in plagiarism and/or cheating, either by their acts or assistance to others, will receive a warning for their first offense. For their second offense, they will receive NO CREDIT for the entirety of the academic assignment or assessment.

High school credit courses: Placement for IRS students seeking Mascoma Valley Regional High School credit courses will be determined by NWEA cut scores set by the high school. Students who seek to take

high school classes, while a student at the middle school, will need to work with guidance counselors to support this in their schedule. If this is not possible virtual learning opportunities will need to be considered.

STUDENT SERVICES

Counseling: Indian River has two school counselors - one for students in 5th and 6th grade and one for students in 7th and 8th grade. These counselors provide individual counseling, small thematic groups, drug abuse resistance education, and resources for families and parents. In addition to two guidance counselors, Mascoma Valley Regional School District also provides two social workers, a consulting school psychologist, a behavior coach, and a substance abuse & prevention counselor.

Student Support Team (SST): This is a formal team and process to which a student may be referred due to academic concerns that are not changing through classroom or team interventions. It is often, though not always, the step taken before a Special Education referral is made.

Mandated Reporting of Child Abuse or Neglect: If a child is being physically, sexually, or emotionally abused, he or she may communicate an incident or situation to any Indian River School staff member. Every staff member is considered a “mandated reporter.” If a staff member hears a report from a child or has a strong reason to be concerned, he or she is mandated by federal law to report a concern or child’s statement to the Division of Children, Youth, and Family Services. Employees of DCYF then decide to what extent and how to investigate the report. At IRS, every staff member is informed of this federal mandate. Notification to the alleged perpetrator of the abuse is not a requirement. A mandated reporter may remain anonymous and is protected by law. According to the Mascoma Valley Regional School District Board policy, district employees are “required by law to report any suspected abuse or neglect. Any school employee having reason to suspect that a child is being or has been abused or neglected shall immediately report his/her suspicions to the building principal and immediately notify the appropriate state officials at the New Hampshire Department of Health and Human Services. The principal will notify the Superintendent that such a report to Health and Human Services has been made.” This is in accordance with RSA169-C:29, 30, & 31

LIBRARY MEDIA CENTER

The Library Media Center provides a welcoming environment for students and staff to access a variety of materials and spaces. The center maintains a comprehensive collection of printed and digital materials, space for work in varied size groups, a variety of hands-on activities, special sessions for targeted instruction, and technical support for Chromebooks and digital media. The Media Center is open daily from 7:30 a.m. to 3:30 p.m.

The library catalog is available by visiting <https://mvrstd.follettdestiny.com> and choosing Indian River School. Students may sign into Destiny Discover to search for their next book, create reading lists, take out eBooks and audiobooks, and place holds on books.

Print books, eBooks, audiobooks and other materials may be checked out for two weeks at a time and can be renewed as needed. The limit is two pleasure reading books at a time, and additional books may be checked out for assignments.

Mission Statement: The Mission of the Library Media program is to ensure that all students and staff have the resources and support necessary to become successful, lifelong learners.

Goals: To promote and support reading and listening as the basis for instruction
To encourage excellence in student learning
To support and maintain the technology provided by the district
To create a space for a variety of learning opportunities
To provide resources and activities that contribute to lifelong learning

Assistance: Resetting passwords: Assistance with loaning, repair, and charging of devices, training on the use of programs and apps

Book recommendations are always welcome, and new titles arrive throughout the year. The Media Center hosts two Scholastic Book Fairs each year, which benefit the school. Please feel free to contact the library at 603-632-4357 x1222 or via email at irslibrary@mvrds.org.

PUBLIC SAFETY & VIOLENCE PREVENTION

The District and the Indian River School staff are committed to maintaining a safe and peaceful school learning environment by addressing any and all concerns about harassment and bullying.

Harassment: Harassment is characterized by verbal expressions and/or physical actions that insult, offend, subjugate, harm, or threaten another person.

Bullying: Bullying is an intentional, repeated verbal, physical, and social harassment characterized by targeting a particular student or group of students that exerts power meant to diminish the value of others. Bullying is characterized by verbal abuse such as name-calling, teasing, excluding, shunning, ridiculing, taunting, humiliating, insulting or threatening, and by physical abuse such as aggressive actions including but not limited to tripping, shoving, punching, toying with possessions, pinning, slapping, challenging, and other aggressive or threatening actions meant to intimidate or hurt. Bullying should be reported to school authorities to be investigated.

Physical aggression between equals, between friends, or between unconnected strangers is not considered “bullying;” however, *any* physically aggressive actions should be reported immediately to a school authority for investigation.

Violence Prevention: Bystanders should avoid being an audience or participants in the actions; any witnesses are encouraged to report a situation immediately to ensure timely interventions for safety. Victims should feel safe in reporting abuse. They may report a situation or a concern to a teacher, guidance counselor, the Title IX coordinator, or administrators.

PBIS AND TIGER CODE EXPECTATIONS

Indian River School has committed to PBIS (Positive Behavior Interventions and Supports) as a framework for managing student behavior. A major piece of PBIS is giving students clear and consistent expectations for behavior in all areas of our building. At Indian River School, we expect our students to display the Tiger Code (Inspired, Respectful, Safe) in order to create a safe and productive environment for learning. Below you will find our Behavior Matrix which maps out student behavior expectations:



Tiger Code We are IRS



IRS	Everywhere	Classroom	Hallway	Bathroom	Cafeteria	Recess	Assembly	Bus
I Inspired <i>Always try your best and lead by example.</i>	Lead by example. If it's mean, intervene! Take pride in your school building. Accept differences.	Be an active and engaged learner. Persevere through challenges. Meet or exceed academic and behavioral expectations.	Walk directly where you need to go, quickly and quietly.	Use the bathroom quickly and quietly.	Use your time wisely in order to finish your meal on time. Look for opportunities to help others.	Include others in play. Accept the consequences of your actions.	Be engaged and appropriate. Maintain focus on the event.	Role model your best behavior for other students.
R Respectful <i>Use kind words, actions, and manners.</i>	Use kind words, actions, and manners. Use appropriate volume and language. Follow the directions of all adults. Take care of self, others, and school property.	Protect the learning environment and others' rights to learn. Raise your hand and wait to be called on. Actively listen to the speaker.	Stay to the right. Be considerate of others in the hallway.	Request to use the bathroom at an appropriate time. Keep the bathroom clean and neat. Respect the privacy of others.	Pick up after yourself. Listen respectfully to directions.	Pick up after yourself. Follow directions of all adults. Use equipment appropriately and return when done. Line up when an adult signals.	Clap and respond appropriately. Listen and focus on the presenters. Sit appropriately.	Pick up after yourself. Keep your body and items in your seat.
S Safe <i>Maintain emotional and physical control of yourself.</i>	Respect others' personal space. Follow directions of all adults. Tell an adult about anything unsafe.	Use tools and materials appropriately. Use safe language.	Always have your agenda. Keep hallways and lockers clean. Keep moving to avoid traffic jams.	Get permission before going to the bathroom. Wash hands with soap and water.	Remain seated at a table when eating. Clean up the floor and surrounding area. Place all trash in a garbage or recycling bin.	Stay in control of your body. Come back into the building calmly and quietly. Stay in the recess area.	Enter and exit in a quiet and orderly manner.	Remain seated. Listen to the driver. Wait for a signal to cross the street.

It is the belief of Indian River School that whenever possible consequences for behavior and performance reflect the expectations of society. It is for this reason that IRS follows a progressive discipline philosophy and seeks natural or connected discipline whenever possible.

(Progressive discipline is the act of increasing consequences as the number of discipline referrals increases. This is especially true in the event of a recurring behavior.)

*Students should practice self-discipline, self-control, and character building.
Behavior not conducive to the learning environment will not be tolerated.*

UNACCEPTABLE BEHAVIOR AND RESULTANT CONSEQUENCES

Staff: Redirection for unacceptable behavior is most effective when provided at the time and place of the unacceptable behavior. It is for this reason that every adult working at Indian River School is the “local authority” and is to be respected as such.

Student Support Center: When unacceptable behavior persists despite redirection, or when a student is too emotionally elevated to be receptive to redirection, that student is referred to the Student Support Center (SSC). The purpose of this space is to help students process the situation for which they were sent to the SSC and to make a plan for avoiding that behavior in the future.

A student may also decide to go to the SSC without a staff member’s instruction to do so. If a student is concerned that they will not be able to control their own behavior, they may opt to take a break and visit the SSC of their own accord.

Administration: When unacceptable behavior persists despite several visits to the SSC for the same behavior, or if the unacceptable behavior is particularly egregious, that student is referred to the administration by the SSC staff.

When an unacceptable behavior reaches the administrative level, consequences are at the discretion and in the best judgment of the administrators. Each incident will be investigated as an isolated incident, but **unacceptable behaviors that persist after administrative intervention will incur progressive consequences.** Administrators will use the following guidelines to review specific circumstances and determine an appropriate consequence:

1. The administrator will tell the student the reason for the referral and will review the reports of the situation
2. The student will have the opportunity to explain verbally and/or in writing their perception of the incident and to identify witnesses
3. The incident will be recorded in Indian River Disciplinary Records
4. Parents/Guardians will be informed of the incident and the consequences

Unacceptable behaviors include but are not limited to:

- Disruption
- Disrespect
- Non-compliance
- Unsafe passage in the halls
- Use of hair or body sprays
- Plagiarism
- Cheating
- Vandalism
- Theft
- Inappropriate language
- Late arrival to class
- Threat of physical harm

- Harassment (physical, verbal, sexual)
- Bullying
- Hands-on in anger (including physical action taken in retaliation)
- Possession, use, or being under the influence of illegal substances (alcohol, drugs, tobacco)
- Possession or use of a weapon

Resultant consequences include but are not limited to:

- Warning
- Time away
- Verbal or written apology
- Conference (with students, teachers, parents, guidance, administration)
- Assigned seat
- Community service
- Loss of privileges (use of particular restrooms, access to internet)
- Lunch/recess detention
- After-school detention
- Referral to Title IX Coordinator
- Referral to School Resource Officer (SRO)
- Referral to local law enforcement
- In-school suspension (ISS) for up to 10 days
- Out-of-school suspension (OSS) for up to 10 days
- Expulsion

Damage to School Property: Students are encouraged to use and care appropriately for all school facilities and materials. For accidental damage or loss, the student responsible is expected to make restitution. For intentional damage, vandalism, or theft, the student responsible is expected to make restitution and may be subject to criminal investigation, charges, and fines.

Drug-Free & Violence-Free Safety Zone: In the school, on campus, or in school-related activities, ALL individuals must refrain from possession, use, or being under the influence of tobacco, alcohol, marijuana, or any illegal or damaging substances. Weapons, or any object that is wielded or threatened in a way to cause harm, are prohibited and will be reported immediately to law enforcement officers.

School Resource Officer (SRO): The SRO is a representative of, and liaison to, the local law enforcement office. He/she is a police officer and serves as a law enforcement agent. He/she is also a consultant in regard to distinctions between discipline and criminal issues. The SRO's primary goal and function is to ensure peace and protection for the school community. Matters of truancy, physical aggression or violence, and substance abuse are referred to the SRO.

Suspension: Students suspended from school, in-school or out of school, are not permitted to attend school sponsored events while serving the suspension. Suspensions run for consecutive school days, therefore, if school is canceled during a suspension, the suspension is extended.

Expulsion: The conditions for removal of the right and obligation of a student to attend a public school are set by the School Board under state law. Students may be dismissed from school by the School Board for gross misconduct or for repeated neglect or refusal to conform to the reasonable rules of the school. Expelled students shall not attend school until restored by the School Board. Parents or guardians have a right to appeal a decision to expel a student.

DRESS CODE (Policy JICA)

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

The dress code within each school shall be administered fairly, consistently, and equally to all students. The dress code shall not be enforced in a manner that discriminates against a particular viewpoint or results in a disproportionate application of the dress code relative to students' gender, gender identity, sexuality, race, ethnicity, household income, or body type or size.

Enforcement must accommodate clothing worn by students as an expression of religious beliefs (e.g., head scarves) and worn by students with disabilities (e.g., protective helmets). Enforcement shall not indirectly discriminate against students based on hair texture and or hairstyles, including, but not limited to, braids, locks, and twists.

District Standards:

A. Students must wear:

1. A Shirt/dress (with fabric in front, back, under the arms, with straps/sleeves and covering the mid-section);
2. Pants, skirt, leggings, shorts, etc.; and
3. Shoes.

B. Students must not wear:

1. Tops that do not completely cover the mid-section;
2. Caps, hats, and other headgear;
3. Clothing depicting hate speech, offensive, vulgar, or racist language or pictures;
4. And clothing that glorifies, encourages or promotes the use of alcohol or drugs.

Building Principals shall assure that any District or School standards are included in the Student Handbook and otherwise communicated to students annually.

Notwithstanding District or School standards, some courses and school activities may require adjustments to attire and hairstyle or may require specific attire to ensure safety during academic activities (e.g., science labs or PE).

Students who violate this policy will be given an opportunity to correct the situation by either changing the clothing, removing the clothing (if appropriate), wearing it inside-out, or other means as determined by the principal so the student is in compliance with this policy. Students who repeatedly violate this policy may face more severe punishment, including detention, in-school suspension, or out-of-school suspension.

School staff shall not confront students on dress-code violations in a manner that unnecessarily disciplines or publicly shames the student. When a school staff member or school administrator discusses a dress code violation with a student, it is recommended that another adult should be present and at least one of the two adults should be the same sex as the student.

ELECTRONIC DEVICES (Policy JICJ)

The restrictions for student use of electronic devices are necessary to ensure safety, integrity, confidentiality, and our essential focus on Indian River's mission and goals. Mascoma Valley Regional School Board policy states that: "Students shall only use electronic devices within the academic setting for educational purposes and only after obtaining consent from their teacher."

Electronic Devices During School: Though students may have their cell phone and other electronic devices on their person or in their locker throughout the school day, **these items may not be out without explicit permission from a staff member between 7:40 am and 3:00 pm.** If these items become visible, even if they are not in use, the student in possession of the electronic device will be given a verbal warning. If the electronic device is not removed from view immediately, or if the electronic device becomes visible again in the same school day, the student will be referred to the administration. Electronic devices that reach the administration will be confiscated for the duration of the school day and returned to the student upon dismissal. If a student is referred to the administration for the possession of an electronic device for a second time in the same school year, that device will be confiscated and will be returned, not to the student, but to the parent or guardian of that student. Each subsequent violation of the school's electronic policy will result in the same consequence for the duration of the school year.

Electronic Devices After School: Restrictions for electronic devices apply to IRS after-school educational and co-curricular activities as well. The Athletic Director, coaches, and activity sponsors have the authority to determine permissible use of music players or phones; however, confidentiality rights and integrity expectations may not be violated, therefore pictures and videos may not be taken without the knowledge and explicit permission of the subject(s) of the picture or video.

Appropriate Telephone Use: Students may use their personal cell phones to text or make a call only in the Front Office and with the permission of an administrator or administrative assistant. Before school, during lunch or recess, or after school; or with permission from the nurse, a teacher, or an activity sponsor; students may use the school office phone to make a call to a parent or family caregiver to request transportation due to illness, to confirm transportation home, to communicate a *school-designated* change in an after-school activity, or to relate information about an emergency.

Internet Usage: Use of the Internet or online games that disrupt the learning environment, or that counter the school's behavioral & academic expectations, are prohibited during any school event or activity, before, during, or after school.

Lasers: Laser lights of any kind pose a health/safety risk and are prohibited in the school building and at all school activities.

The Mascoma Valley School District will not be responsible for loss, damage or theft of any item described above, or similar in function, that is brought to school.

PUBLIC DISPLAYS OF AFFECTION

Students are permitted to hold hands or embrace, but any more intimate public displays of affection will result in an automatic referral to the administration and a verbal warning. Further violations of the school's policy on public displays of affection will result in a minimum of a lunch/recess detention.

FROM THE NURSE'S OFFICE

The school nurse provides attention for medical needs, health counseling, support for students' use of prescribed medicine, and emergency treatment in school-day injuries. The nurse also works with the health teacher, guidance counselors, and other staff to develop a wellness program to promote healthy lifestyles. The nurse serves as a liaison between parents, the school, and the medical community.

Elevator Usage: The school elevator is only to be used by students with documented medical needs and express permission from the school nurse. A student with such need may have *one* student accompany them on the elevator, if necessary, for assistance with materials, etc.

Emergency Card Information: It is essential that parents provide accurate, current contact information with more than one phone number where a parent or designated caregiver may be reached in case of emergency. It is also extremely important that parents update the contact information at any time it is changed. Your doctor's name and phone number and the hospital of your choice are required on the emergency card. If you do not provide this essential information, and if we cannot reach you in the case of an emergency, we will have to contact emergency services for transportation to the nearest appropriate medical facility.

Excuses for Restricted Activity: A student who has a medical excuse that prevents or limits participation in physical activities (gym class, recess, etc.) is to bring the physician's note to the school nurse, who will then inform the appropriate staff members. If there is a parent request without a physician's note, the student should talk with the nurse who will then contact the parent to discuss the situation. A student may be excused from active participation but will be expected to be an observing participant in gym class. **A doctor's release will be required to resume activities that have been restricted by a doctor's recommendation.**

Immunization Requirements: Any student registering for admission to any of the Mascoma Valley Regional School District schools must provide documentary evidence of meeting the state requirements for immunization *prior* to school entry for the following: DPT/DT, Polio-Oral Triv. Measles/Mumps/Rubella (given after 1 year of age) and Varicella (Chicken Pox).

In deference to NH State Law RSA 200:38, any child may be exempted from the above immunization requirements if he/she presents evidence from his/her physician that immunization will be detrimental to his/her health, or for religious reasons.

Medication: Any & all medication brought to school must be given to the school nurse. The nurse is not allowed to administer medication (even aspirin) without prior official arrangement with parents as follows:

1. Written authorization from the student's parent or guardian is required. A form is available, but a parent may also provide a written document clearly stating permission for the school nurse, a health aid, or other staff member designated by the principal to administer the prescribed medicine. The permission must include a "holds harmless" release.
2. Procedure for administering medication is to be verified in one of two ways:
 - a. Written statement from the prescribing physician must provide a description of the medication, the method for taking that medication, the appropriate dosage, and the time schedule to be observed
 - b. An accurate, current label on the prescription bottle of the medication

STUDENT ACTIVITIES & OPPORTUNITIES

There are many school sponsored opportunities for students to enjoy at Indian River. Please find some of the school's offerings listed below. New clubs and organizations do spring up from time to time in response to student and staff interest.

Clubs and Organizations: Student Council, Chorus, Select Chorus, Band, Jazz Band, Drama Club, Math Team, Outdoor Leadership Experience, Destination Imagination, Wrestling

School Sponsored Events: Spelling Bee, Geography Bee, reading contests, dances, & assemblies

Athletics: A variety of after-school athletic opportunities are offered for both boys and girls including softball, baseball, volleyball, football, cross country, track, field hockey, soccer, and basketball. These

activities are coached by paid or volunteer adult sponsors who have submitted all expected documents and obtained permission from the Board of Education. These men and women are therefore qualified as school authorities and should be respected in their supervisory role. The District also employs an IRS Athletic Director to oversee the athletic schedules, building use requests, and coaches or sponsors. A separate Athletic Handbook will be provided and reviewed at the outset of each season by all participating athletes.

Assemblies: During the school year, students will enjoy several assemblies and presentations.

Assembly Protocols

- Students are to enter and exit in an orderly fashion under the direction of supervisors
- Students are to sit with their homeroom, or the class with which they arrive at the assembly, under the supervision of their homeroom teacher, or the teacher to which they are assigned at the time of the assembly
- Audience members are to listen attentively to the presenters and not distract others
- Audience members are to respond appropriately:
 - Clapping for an appropriate length of time and in appropriate moments
 - Cheering with encouraging remarks when appropriate
 - Laughing in response to humor when appropriate
 - Participating with raised hands or as directed by the presenter
(Negative words or actions, stomping, shouting, and disorderly conduct are never appropriate. Offenders will be asked to leave the assembly.)

Dances: The IRS Student Council sponsors several dances throughout the year for 7th and 8th grade students currently enrolled at Indian River. Students who are in lower grades or in high school (or beyond) are not allowed entrance to the dances.

Because the purpose of the dance is to strengthen the community at Indian River, guests from other schools will not be permitted to attend.

Dance Protocols

- Doors open at 6:55 p.m.; students may not arrive at school before this time
- Backpacks must be left in the music room and will not be allowed in the gymnasium
- Students may not bring outside food or drink into the dance
- Running or unsafe behavior is prohibited
- Shoes must be worn at all times
- Students must be polite and courteous at all times
- Students may not take pictures at a school dance
- The dance ends at 9:00 pm; students must be picked up in the parking lot behind the gymnasium. If a student is more than 20 minutes late being picked up they will not be allowed to attend the next dance
- If a student is serving a suspension the day of a school dance (in-school or out-of-school), that student may not attend the dance
- If a student is absent from school for more than half the day the day of a school dance, that student may not attend the dance

- The Principal and Assistant Principal retain the right to revoke a student's privilege to attend a school dance for behavioral reasons

FIELD TRIPS

Field trips are an opportunity for students to demonstrate their maturity and independence. All school rules and behavioral expectations apply while off-campus. The Administration maintains the right to revoke a student's privilege to attend a field trip if the student's presence on that field trip would pose a safety risk to other students, staff, or the student in question. Students "excluded will be provided an alternative learning experience" (*IJOA*) in keeping with district policy.

Parent Chaperones: Volunteer chaperones for field trips may be the parent or guardian of students involved in the field trip. In order to serve as a volunteer chaperone, one must adhere to all of the following requirements prior to the field trip:

1. **Contact the staff member** who is organizing the trip to express interest in participating
2. Complete a **Volunteer Application Form** in the Front Office. **Please note that all references will be contacted. Please be sure to provide up to date contact information.**
3. **Complete the Confidentiality Form and submit it with your Volunteer Application Form.**
4. Visit the District's Central Office at 547 US Route 4 in Enfield. The Central Office will contact you for a **Criminal Background Check** at least 2 weeks prior to the date of the trip (Note: This safety check is free of charge to any interested parent or guardian)
5. Wear the **Photo ID Badge** issued to you by the Central Office the day of the field trip

If a volunteer chaperone has not followed these necessary steps, they may not take advantage of the school transportation provided for the field trip. Additionally, they *themselves* must be supervised by a Mascoma Valley Regional School District *employee* at all times they are with students.

VISITING INDIAN RIVER

Parents, guardians, and adult citizens in the communities that support the Indian River School are welcome to visit during the school day. Visitors may park in any available spaces that are not in the bus circle, and they may enter through the front entrance. All other doors are restricted-use and locked or secured. All visitors are to immediately enter the office to register, state the reason for their visit, and obtain a visitor's pass. Visitors who are unknown or new to IRS may be asked to provide identification such as a driver's license or other photo ID. This protocol is a security measure for our students; it is not meant to insult or embarrass a visitor.

Length of Visit: Observing a class or teacher, or participating in a class activity must be arranged in advance with the teacher whose classroom you are visiting. While visitors are truly welcome, lengthy stays can be disruptive to the learning environment. Therefore, it is recommended that visitors remain no more than one class period (40-50 minutes) in a given school day, unless a teacher has informed the office and requested an extended period for the visitor.

Student or Young Adult Visitors: Students who wish to invite a school-age or young adult visitor to IRS must request permission from the principal **a week in advance** of the requested date. Approval of the request is subject to the principal's consideration of the best interest of the students of IRS. If the visit is

approved, the visitor is to adhere to the same expectations as all IRS students, and the visit will be limited to a single class period (40-50 minutes).

APPENDIX - STUDENTS

List of Policies Included:

- I. **AC** – Non-Discrimination, Equal Opportunity Employment and District Anti-Discrimination Plan (4/28/20)
- II. **AC-E** – Annual Notice of Contact Information for Human Rights Officer, Title IX Coordinator, **504** Coordinator and Civil Rights Agencies (4/28/20)
- III. **ACAC** – Title IX Sexual Harassment (9/22/20)
- 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 (11/24/20)
- 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** – Drug-Free Workplace & Drug-Free Schools (2/26/19)
- 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 (4/27/21)
- XVII. **JIC** – Student Conduct (4/27/21)
- XVIII. **JICA** – Student Dress Code (03/21/23)
- 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 (10/26/21)
- 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. **JLCF** - Wellness (02/28/23)
- XXX. **JLCJ** - Concussions and Head Injuries (1/26/21)
- XXXI. **JLDBB** – Suicide Prevention and Response (11/22/22)
- XXXII. **JLDBB-R** – Suicide Prevention Procedures (9/8/20) – See Website
- XXXIII. **JLF** – Reporting Child Abuse or Neglect (10/27/20)
- XXXIV. **JRA** – Student Records & Access - FERPA (11/10/20)

JICC STUDENT CONDUCT ON SCHOOL BUSES

Category: Recommended

Related Policies: EEA, JIC & JICD

Related Administrative Procedures: JICC-R

Students using school buses and other Mascoma Valley Regional School District transportation are under the jurisdiction of the School from the time they board the bus until they exit the bus. Additionally, Board Policy JICDD applies to “out-of-school” student conduct, including, but not limited to, conduct at or near school bus stops.

The Superintendent or his/her designee will develop rules and regulations for conduct on buses. See District administrative School Bus Conduct Rules JICC-R and these shall be printed in the Parent Student Handbook, made available on the District and/or school website, and provided in other languages as needed.

Failure to abide by the School Bus Conduct Rules Continued, disorderly conduct or persistent refusal to submit to the authority of the driver may result in a student to be denied or suspended from the privilege of transportation in accordance with the RSA 189:9-a, and applicable District rules and procedures. See JICC-R. Additionally, conduct on District transportation is subject to additional interventions, supports or consequences as provided in the Student Code of Conduct.

If a student is to lose the privilege of riding the bus (“transportation suspension”), advance warning will be given, except for misconduct that threatens or the health, safety or welfare of other students, staff or any other person. Parents/guardians of students who have had bus privileges suspended have a right to appeal the suspension within 10 calendar days to the person who issued the original suspension. Transportation suspensions exceeding 20 days must be approved by the Board. Transportation suspensions shall not begin until the next school day following the day written notification of suspension is sent to the pupil’s parent/guardian. The Superintendent shall include such appeal and review procedures in the School Bus Conduct Rules referenced in the preceding paragraph. Transportation suspensions may extend to all District transportation according to the Student Bus Conduct Rules.

Students transported in a school bus shall be under the authority of the District and under control of the bus driver. The driver of the bus, along with the bus monitor, if applicable, is responsible for the orderly conduct of the students transported. Each driver and monitor has the support of the Board in maintaining good conduct on the bus.

Legal References:

RSA 189:6-a, School Bus Safety

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

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

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

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

Review/1st Reading: 2/8/22; 2nd Reading/Adopted: 2/22/22

JICC-R SCHOOL BUS CONDUCT RULES

Category: Recommended

Related Policies: EEA & JICC

In order to ensure the safety of all students riding Mascoma Valley Regional School District provided school buses, appropriate behavior is required for all students. Transportation to and from school is an extension of the classroom and should be considered part of the school day. The issue of safety requires students to be on their best behavior while on school buses or vehicles.

The Student Code of Conduct applies to students at all times when being transported on school buses or other District provided transportation to and from school or school activities. Thus, while students may lose the privilege to ride the bus or other District transportation due to students' failure to maintain the behavioral expectations, students may also be subject to interventions and/or disciplinary consequences for the same behaviors according to the Student Code of Conduct.

A. Behavioral Expectations & Rules for School Buses and Other District Provided Transportation

1. Students should arrive at the bus stop at least five (5) minutes before the bus is scheduled to arrive. The bus cannot wait for those who are not on time. If a student misses the bus, it is the parent/guardian's responsibility to transport the student to school.
2. Students shall wait in a safe place, clear of traffic until the bus stops, door is open, red flashing lights are on, and the driver has directed students to get on the bus.
3. Students shall wait in an orderly line.
4. Students may cross the road or street only in front of the bus only after the bus has come to a complete stop and upon direction of the driver (10-foot minimum crossing distance).
5. Students shall go directly to an available or assigned seat when entering the bus and move in toward the window.
6. Students shall remain seated until they have reached their designated stop and the bus has come to a complete stop. Aisles and exits must be kept clear at all times and emergency door will be used for emergencies only.
7. Students shall observe normal classroom conduct and obey the driver promptly and respectfully. The driver is in complete charge of the bus and his/her decisions and requests must be followed.
8. Students shall not engage in verbal abuse and/or use abusive language to others.
9. Students may carry only objects that can be held safely on his/her own lap. Musical instruments, athletic equipment bags and the like must be placed in the area designated by the driver.
10. Students shall refrain from throwing or passing objects on, from or into buses.
11. Students shall refrain from eating and drinking on the bus.
12. Students shall respect the rights and safety of others.
13. Students may ride only the bus that they have been assigned, and students may only board or

exit at their assigned stops. (Exceptions will only be made with a note from a Principal or Principal's designee.)

14. Students are prohibited from extending head, arms or objects out of the bus windows, and are not allowed to open windows without permission of the driver.

15. Only authorized riders are permitted on the bus.

16. When necessary, students will be expected to sit three passengers to a seat.

17. Students are strictly prohibited from possessing or using tobacco, alcohol, drugs, or any controlled substance. In addition to any interventions or consequences pursuant to these rules or the Student Code of Conduct. The police will be notified whenever a student is involved with the possession and/or use of alcohol, drugs, or any illegal substances.

18. Students shall not use profane language or obscene gestures, and shall make any excessive noises while on the bus.

19. Fighting, wrestling or acts of physical aggression are strictly prohibited.

20. Students shall not deface or otherwise damage the bus, the driver's or any other students belongings while on the bus. Students/Parents will be held responsible for any and all damages to the bus caused by the student by way of vandalism or other intentional or reckless conduct.

21. Students shall not carry hazardous material, nuisance items or animals onto the bus.

22. Students are prohibited from hitching rides via bumper or other parts of the bus.

B. Response and Consequences for Misconduct on School Buses

Students not adhering to the above expectations may receive consequences as described below. Any disciplinary action is at the discretion of the building principal or designee. However, **when a student engages in any conduct that threatens or impacts the health or safety of students, staff or others, the Principal or Superintendent may impose more significant and immediate consequences including lengthier transportation suspensions.**

The following will generally apply to violations of expectations 2 through 16:

First Referral: will result in a letter of warning with a copy sent to the student's parents/guardians, and a copy kept on file in the School Administrator's Office and the Business Administrator.

Second Referral: will result in one (1) hour after school detention. Parents/guardians must be notified prior to the implementation of the detention. It becomes the parents/guardians' responsibility to transport or arrange other transportation for their children home after a detention.

Third Referral: will result in an immediate five (5) day suspension from District transportation to and from school.

The following will generally apply to violations of expectations 17 through 22:

First Referral: will be an immediate five (5) day from all District transportation.

Second Referral: will be an immediate ten (10) day from all District transportation.

Third Referral: will result in the immediate suspension from all District transportation. "RSA 189:9 – Pupils prohibited for Disciplinary Reasons.

C. General Provisions Relating to Transportation/Bus Suspensions

All transportation suspensions are measured by school days, not calendar days. Repeat transportation suspensions or suspensions over five (5) days will apply to all District transportation, including to and from school, as well as any school sponsored activity or program (e.g., field trips, athletic competitions, etc.).

Transportation suspensions shall not begin until the next school day following the day written notification of suspension is sent to the pupil's parent/guardian.

Any suspension to beyond twenty (20) school days must be approved by the school board.

If a pupils transportation privileges have been suspended for violations of the behavior rules or other disciplinary reasons, the parent or guardian of that pupil has right of appeal within ten (10) days of suspension to the authority who issued the suspension.

The Board should consult with counsel regarding the procedures to apply at any Board review or appeal regarding suspension of an individual's transportation privileges.

Until any appeal is heard, or if the suspension of pupil's privileges to ride the school bus is upheld, it shall be the parents' or guardians' responsibility to provide transportation to and from school for that pupil for the period of the suspension.

D. Audio and Video Surveillance on School Buses

Video cameras may be used on school buses to monitor student behavior. Audio recordings in conjunction with video recordings may also be captured on school buses, in accordance with the provisions of RSA 570-A:2. See Board Policy ECAF – Audio & Video Surveillance on School Buses.

E. Students with Disabilities:

Students with disabilities will be disciplined in accordance with federal state law including the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act, as set forth in the procedures developed by the administration.

Legal References:

RSA 189:6-a, School Bus Safety

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

RSA 193:13, Suspension and Expulsion of Students

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.*

Review/1st Reading: 2/8/22; 2nd Reading/Adopted: 2/22/22

Review/1st Reading: 12/13/22; 2nd Reading Waived/Adopted: 12/13/22

JICJ - ACCEPTABLE USE OF ELECTRONIC DEVICES IN SCHOOL

The Mascoma Valley Regional School Board's first priority is to create a rigorous and engaging learning environment for all students, teachers and staff. The use of technology can enhance the curriculum and

engage student learning. While the Mascoma Valley Regional School District recognizes the benefits of using electronic devices in the educational environment, we also understand that these devices can be a distraction from our learning focus. Therefore, the Mascoma Valley Regional School District community emphasizes “electronic etiquette and safety” regarding their use in school. The following guidelines focus on allowing students the opportunity to use these technologies as educational tools to enhance the teaching and learning experiences, while being respectful to the learning environment. The possession and use of electronic devices at school is a privilege and a responsibility, not a right.

The classroom environment is designed to maximize teachers and student interaction and as such, we expect that every student and teacher will exercise good judgment in their use of electronic devices. This includes walking into the classroom prepared to learn. Maintaining the focus on lesson content and outcomes while sustaining respectful interactions with others is our priority. Any inappropriate use will result in the loss of privileges in the classroom, and may result in discipline or the District may contact local law enforcement.

Students shall only use approved electronic devices within the academic setting for educational purposes and only after obtaining consent from their teacher.

Students may use approved electronic devices during classroom time after obtaining consent from their teacher. Use of electronic devices should never be a cause to be tardy to class nor should it cause a disruption to the learning environment. Students may use their electronic devices so long as the device is used with discretion, does not disturb the establishment of a safe and orderly school setting, and follows the Administrative Guidelines for the Use of Technology and all other applicable school policies. Students should charge all electronic devices before bringing them to school. To prevent disruption, the volume on all electronic devices should be turned off. Students must turn over their electronic devices when asked to by a teacher or administrator.

Students shall not make any recordings or take any photographs during the school day or at school events (still, video, or audio) without the explicit permission of the teacher, administrator or students to be recorded, and in certain circumstances parental consent. Video recording and pictures are allowed at public events and performances such as: awards assemblies, athletic contests and graduation ceremonies.

School District administration and staff have the right to limit or prevent the use of electronic devices if a student’s use causes a distraction or violates this policy.

For safety reasons and to maintain a sense of community, students are **NOT** allowed to wear earbuds or headphones during passing or in the hallway. At the teacher’s discretion and during classroom activities, students may use earbuds for educational purposes.

Limited Use of Electronic Devices in Certain School Areas Outside of the Classroom

Students are permitted limited use of electronic devices during non-classroom time while in the cafeteria and library. Students may not use video recording or take pictures in these or any other locations within the school unless they have obtained prior written approval from a teacher or school building principal. Students may use their electronic devices so long as the device is used with discretion, does not disturb

the establishment of a safe and orderly school setting, and follows this policy, the Administrative Guidelines for the Use of Technology, and any other applicable District policy.

Examples of Inappropriate Uses

The following is a non-exhaustive list of inappropriate uses of electronic devices:

- Harassment, threats, intimidation, electronic forgery, cyber bullying/cyber threats, invasion of personal rights, cheating on tests/exams, or other forms of illegal behavior during the instructional and non-instructional day.
- In areas of the school in which there can be a reasonable expectation of privacy, such as restrooms and locker rooms, the use of all electronic devices, cameras, or recording devices is prohibited at all times.
- Beepers and two-way radios are prohibited in school at any time.
- Forbidden and inappropriate use of cell phone cameras, digital cameras and other recording devices that may be in violation of the criminal code and subject to school and police consequences.
- Take, disseminate, transfer, view, or share obscene, pornographic, lewd, or otherwise illegal images, photographs, electronic messages, or video recordings whether by electronic data transfer or other means, including but not limited to texting and e-mailing. Any student found or believed to have engaged in such conduct, or any conduct that the school administrator believes may be illegal, may be reported to local law enforcement authorities and may face criminal penalties in accordance with any applicable law, in addition to school discipline outlined below.
- An electronic device in use without express approval of a teacher.
- Use of an electronic device during any test or quiz will be considered an act of academic dishonesty and is subject to academic and disciplinary consequences under this and any other applicable policy.
- Any violation of the School District's Acceptable Use Policy, or any other policy.

The above referenced prohibited uses are merely examples of prohibited conduct and the School District reserves the right to add additional prohibited uses at any time. Students violating this policy, or any other related policy will be subject to discipline.

Responding to Violations of the Electronic Device Policy:

A School District employee may confiscate an electronic device when the employee has reasonable grounds to believe that the student has violated this policy, or has engaged in conduct that may violate any other school policy, rule, or state or federal laws. Any confiscated electronic device will be immediately given to the building administrator and the employee may not search the electronic device. Any refusal on the part of a student to comply with a request to surrender the electronic device may result in disciplinary action outlined below.

Any search of the electronic device by a School District administrator will be in accordance with state and federal laws, and only after consultation with the Superintendent. Upon reasonable grounds that a law has been violated through the use of such a device, the device will be turned over to the appropriate law enforcement authorities.

Students who bring personal electronic devices do so at their own risk. The District will not be responsible for physical damage, loss or theft of the personally-owned device. The Mascoma School District may be unable to utilize administrative time to investigate reported cases of lost, stolen or damaged electronic devices.

The Superintendent may grant an exception to this policy for emergency reasons.

The School District may, in its discretion, implement one or more of the following consequences for a student's violation of this policy:

- Warning
- Confiscation of device and release to student or parent
- Withdrawal of authorization to use device during school day for a specified time period
- Parent meeting with school administration or Superintendent
- In-school suspension
- Out-of-school suspension
- Expulsion

Revised: 1/28/14; 1st Reading: 2/11/14; Adopted: 3/4/14

Revised: 9/20/18; 1st Reading: 10/9/18; 2nd Reading 10/23/18; Adopted: 10/23/18