Monadnock Regional School District

Parent and Student Guide
Elementary Schools
2026-2027

#celebrateMRSD

Serving the Towns of
Fitzwilliam, Gilsum, Richmond, Roxbury, Swanzey, and Troy

We embrace our shared responsibility to guide students to become active citizens who are both empowered and inspired to contribute to the future of their community.

Therefore, we collaborate not just to teach, but also to engage and educate every student in our district in an environment that is challenging, caring, and safe, while fostering lifelong learning.

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Dear Families,

Welcome to the Monadnock Regional School District! I am honored to be part of the Monadnock Regional School District, and our entire MRSD team is looking forward to working with you and your children this year. We understand that each and every child is special to their family, and I would like to assure you that they are special to us as well. We are committed to providing each child with a quality and meaningful education.

This publication of the Parent's and Student Elementary Schools Handbook includes general information regarding the policies and procedures governing the operation of our schools that will be useful to you throughout the school year. Please refer to this handbook for any questions you may have regarding procedures. If you do not find the answer to your question, please do not hesitate to contact your school office.

After you read through this handbook, please review it with your child/children, sign and return any required documents, and keep it handy for reference during the school year.

Thank you for your attention to this publication. Welcome to a wonderful year of learning at MRSD, and join us as we **#celebrateMRSD**!

Jeremy Rathbun
Superintendent of Schools
Monadnock Regional School District

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Prohibition Against Discrimination of Students in Educational Programs and Activities (Policy AC)

Under New Hampshire law and Board policy, no person shall be excluded from, denied the benefits of, or subjected to discrimination in the District's public schools because of their age, sex, gender identity, sexual orientation, race, color, marital status, familial status, disability, religion or national origin. Discrimination, including harassment, against any student in the District's education programs, on the basis of any of the above classes, or a student's creed, is prohibited. Finally, there shall be no denial to any person of the benefits of educational programs or activities, on the basis of any of the above classes, or economic status.

Superintendent of Schools Human Rights Officer	Jeremy Rathbun Monadnock Regional School District 600 Old Homestead Highway Swanzey, NH 03446 (603) 352-6955, ext. 6951 FAX (603) 358-6708 jrathbun@mrsd.org
Assistant Superintendent Title IX Coordinator	Lisa Spencer (603) 352-6955, ext. 6959 lspencer@mrsd.org
Director of Student Services	Stephanie Betit-Hancock – Director of Student Services (603) 352-6955 ext. 6967 sbetit-hancock@mrsd.org
PreK/Elem. Special Education Administrator	Lauren Klowak (603) 352-6955 ext. 6963 lklowak@mrsd.org
Director of School Counseling & 504 Coordinator	Laura Weiderman (603)352-6955 ext. 6969 lweiderman@mrsd.org
English Language Learners	Natalia Rogova – English Language Teacher (603) 352-3383 nrogova@mrsd.org

Monadnock Regional School District

2026-2027 School Year Calendar

August (4 Student Days)

M	T	W	Th	F	
					8/18 - New Staff Orientation
					8/19 - Workshop Day (Principal)
					8/20 - Workshop Day (District)
	NS	W	W	W	8/21 - Workshop Day (TBD)
W	SO	26	27	28	8/24 - Workshop Day (Classroom)
31					8/25 - Soft Opening

September (20 Student Days)

M	T	W	Th	F	
	1	2	3	4	9/7 - Labor Day
X	W	9	10	11	9/8 - Workshop Day (Teacher)
14	15	16	17	18	
21	22	23	24	25	
28	29	30			

October (20 Student Days)

M	T	W	Th	F	
			1	2	10/09 - Parent/Teacher Conferences
5	6	7	8	W	10/12 - Columbus Day
X	13	14	15	16	10/30 -End Q1 (MRMHS)
19	20	21	22	23	
26	27	28	29	30	

November (16 Student Days)

M	T	W	Th	F	
2	W	4	5	6	11/3 - Workshop (Teacher)
9	10	X	12	13	11/11 - Veterans Day
16	17	18	19	20	11/25-11/27 Thanksgiving Break
23	24	X	X	X	
30					

December (16 Student Days)

M	T	W	Th	F	
	1	2	3	4	12/4 - End Trimester 1 (Elementary)
7	8	9	10	11	12/23-1/1 - Holiday Break
14	15	16	17	18	
21	22	X	X	X	
X	X	X	X		

January (19 Student Days)

M	T	W	Th	F	
				X	1/1 - Holiday Break
4	5	6	7	8	1/18 - MLK Jr. Day
11	12	13	14	15	1/15- End Semester 1 (MRMHS)
X	19	20	21	22	
25	26	27	28	29	

February (14 Student Days)

M	T	W	Th	F	
1	2	3	4	W	2/5 -Parent/Teacher Conferences
8	9	10	11	12	2/22-2/26 February Break
15	16	17	18	19	
X	X	X	X	X	

March (22 Student Days)

M	T	W	Th	F	
1	2	3	4	5	3/09 - Workshop (District)
8	W	10	11	12	3/12- End Trimester 2 (elementary)
15	16	17	18	19	
22	23	24	25	26	
29	30	31			

April (17 Student Days)

M	T	W	Th	F	
			1	2	4/26-4/30 - April Break
5	6	7	8	9	4/2 - End Q3 (MRMHS)
12	13	14	15	16	
19	20	21	22	23	
X	X	X	X	X	

May (20 Student Days)

M	T	W	Th	F	
3	4	5	6	7	5/31 - Memorial Day
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	
X					

June (8 Student Days)

M	T	W	Th	F	
	1	2	3	4	6/10 - Last Day For Students
7	8	9	ER	W	6/11 -Workshop (Principal)
W					6/14 -Workshop (Classroom)
					6/11-6/15 Snow day Make-up if needed
					Snow days 1-5 are built in

176 Student Days - August 26 - June 10
188 MDEA Days - August 19 - June 14
183 MESSA Days (SY) - August 19 - June 11
MRMHS Graduation - June 5, 2027

Non-Instructional Days	Term Endings
X – Schools are Closed	October 30 - End of Quarter 1
W – In Service Workshop Day	December 4 – End of Trimester 1
C – Parent/Teacher Conferences	January 15 – End of Semester 1
SO - Soft Opening	March 12 – End of Trimester 2
ER - Early Release	April 2- End of Quarter 3

This calendar meets the school year requirements of RSA 189:1 and 189:24 and is subject to change due to storms or other unforeseeable emergencies. 3 make-up days have been noted which will only be used if necessary.

APPROVED BY THE SCHOOL BOARD February 17, 2026

Personnel and Contact Information

Monadnock Regional School Board

2022 New Hampshire School Board of the Year

Mr. Scott Peters, Chair, Troy
Ms. Kristen Noonan, Vice Chair, Swanzey
Ms. Lisa Steadman, Troy
Mr. Edmond Laplante, Richmond
Mr. Brian Bohannon, Swanzey
Ms. Hannah Blood, Swanzey
Ms. Rachel Vogt, Swanzey
Ms. Gina Carraro, Roxbury
Christina Pierce, Fitzwilliam
Ms. Melissa Diven, Swanzey
Ms. Elizabeth Tatro, Swanzey
Ms. Jenn Strimbeck, Gilsum
Vacant, Fitzwilliam

Monadnock Regional School District Personnel

Mr. Jeremy Rathbun, Superintendent of Schools
Ms. Lisa Spencer, Assistant Superintendent
Ms. Janel Morin, Business Administrator
Ms. Stephanie Betit-Hancock, Director of Student Services
Mr. Chris Czifrik, Director of Technology
Ms. Beth Cox, Director of Nutritional Services
Mr. Heath Cummings, Director of Facilities
Ms. Barb Arguin, Title 1 Project Manager
Ms. Frannie Ashworth, Project Beyond the Bell Program Director
Ms. Lauren Klowak, PreK/Elementary Special Education Administrator
Ms. Laura Weiderman, Director of School Counseling
Ms. Lillian Sutton, Administrative Assistant to Superintendent & Assistant Superintendent
Ms. Pam Melvin, Payroll Coordinator
Ms. Ann DeTurris, Administrative Assistant to Student Services
Ms. Sharon Boucher, Personnel Coordinator
Ms. Norita Pacanza, Accounts Payable Coordinator
Ms. Michele Robidoux, Office Coordinator
Ms. Monique Rieth, Federal Funds Bookkeeper
Ms. Sandy Jepson, District Data Specialist
Ms. Sharon Arnone, Title 1 Administrative Coordinator

District Office

600 Old Homestead Highway, Swanzey, New Hampshire 03446-2310
Jeremy Rathbun, Superintendent of Schools
jrathbun@mrsd.org
603.352.6955

Dr. George S. Emerson School

Ms. Lori Stevens, Principal
2022 New Hampshire Elementary Principal of the Year
27 Rhododendron Road, Fitzwilliam, New Hampshire 03447-0549
603-585-6611
School Hours: 8:30 am to 3:15 pm
lstevens@mrsd.org
Ms. Monica DeVito, Administrative Assistant
Ms. Halee Bertolami, School Counselor/Lead Teacher
Ms. Alexis Heaphy, School Nurse

Mt. Caesar School

Ms. Melissa Suarez, Principal
2021 New Hampshire Principal of the Year
Ms. Patricia Barry, Assistant Principal
585 Old Homestead Highway, Swanzey, New Hampshire 03446-2309
603-352-4797
School Hours: 8:30 am to 3:15 pm
msuarez@mrsd.org
pbarry@mrsd.org
Ms. Amy Fisk & Kathy Pace, Administrative Assistants
Ms. MacKenzie Rokes & Ms. Morgan Braniff, School Counselors
Ms. Lindsey Sliva & Ms. Alison Poulin, School Nurses

Gilsum STEAM Academy

Ms. Taylene Givetz, Teaching Principal
640 Route 10, Gilsum, NH 03448-0038
603-352-2226
School Hours: 8:30 am to 3:15 pm
tgivetz@mrsd.org
Ms. Jody Fortin, Administrative Assistant
Ms. Deborah Bowry , School Counselor
Ms. Jody Bates, School Nurse

Troy School

Kevin Stone, Ed. D., Principal
44 School Street, Troy, New Hampshire 03465-2130
603-242-7741
School Hours: 8:30 am to 3:15 pm
kstone@mrsd.org
Ms. Amy Carrier, Administrative Assistant
Mrs. Hannah Wein-Brown, School Counselor
Mrs. Richelle Greer, School Nurse

Enrollment

Assigned School Attendance Zones

Mt. Caesar School - Swanzey, Richmond and Roxbury
Dr. George S. Emerson School - Fitzwilliam
Troy Elementary School - Troy
Gilsum STEAM Academy - Gilsum

Elementary schools within a town often serve as a center for the community, provide children with the opportunity to meet peers who live in the same area or neighborhood, and create lifelong friendships. However, for a variety of reasons, the school closest to the student's residence may not be the best fit.

If you wish to have your child attend a school other than the assigned school, you must **first** register your child at the assigned school. Then, submit a written request to the Principal of the school you wish for your child to attend. The Principal will consider such factors as class sizes and other resources when considering these requests. Transportation will not be provided; however, in some circumstances, a pre-established bus route may be available. If you have a child attending a district school other than your assigned school, siblings within that residence will also be given permission to attend the non-assigned school.

Admission of Resident Students *(*Policies JFAA, JF)

In accordance with RSA 193:12 and District Policy, legal residence is required for enrollment in district schools. All new resident students, accompanied by a parent/guardian, should register online (www.mrsd.org) before opening day and as early as possible. Children entering school for the first time must have proof of physical examination, immunization records, a copy of the child's birth certificate and proof of residency within one of the six District towns. Acceptable proof of residency includes any two of the following:

- Utility bill (gas, electric, water/sewer) dated within the last 60 days
- Mortgage payment dated within the last 60 days
- Property tax bill dated within the last year
- Current lease, signed
- Current vehicle registration

Principals or their designees will meet with new children and parents to explain school programs.

Admission of Non-Resident Students (Policy JFAB)

Students who are **not** residents of one of the six District towns may not attend District schools unless granted approval by the School Board. Families who move during the school year may submit a letter to the Superintendent of Schools requesting permission to remain in the District. If granted, transportation will not be provided; however, in some circumstances, a pre-established bus route may be available. Families who move during the school year and intend to transfer to another school parents must notify the school at least three days prior to moving and sign a release form at the new school so records may be released and forwarded.

Admission to Kindergarten (Policies JEB, JEBA)

Monadnock Regional School District offers full day Kindergarten for children who will be five years of age by September 30 of the current school year. In rare cases, a child whose fifth birthday falls between October 1st and November 1st may be allowed to enter kindergarten if skills and maturity level strongly indicate readiness for kindergarten in the following areas:

1. Cognitive development;
2. Social development;
3. Physical development;
4. Language development.

The District will also consider such factors as class sizes and other resources when making placement determinations. The Superintendent's decision whether to allow early admittance shall be final, and is not subject to review or appeal to the Board or otherwise. Please contact the Principal of your child's school for further information on this process. **Any request for early entrance into Kindergarten must be received in writing no later than May 1st for consideration for the following September.**

Immunizations (Policy JLCB)

Any child being admitted to the District must present written documentation of meeting the then-current New Hampshire immunization requirements unless exempted for medical reasons under RSA 141-C:20-c, or for religious reasons as provided in Paragraph D of this policy. All immunizations must meet minimum age and interval requirements for each vaccine. A 4-day grace period is allowed; however, live attenuated vaccines (e.g., MMR, Varicella, nasal influenza vaccine, etc.) that are not administered on the same day must be administered at least 28 days apart. A child who has not met the immunizations requirements of paragraph A, above, may be "conditionally" enrolled and allowed to attend school when the parent/guardian provides:

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

The appointment date above shall serve as the exclusion date if the child does not keep the scheduled appointment. Conditional enrollment shall not be extended to the next school year for the same dose of vaccine.

Attendance

Compulsory Attendance Law (Policies JEA, JH)

In accordance with RSA 193:1 and Board Policy, "Every child between six and eighteen years of age shall attend the public school within the district to which s/he is assigned during all the time public schools are in session, unless s/he has been excused from attending on the ground that his/her physical or mental condition is such to prevent his/her attendance or make it undesirable." The following procedures have been established to monitor attendance in accordance with this law.

Attendance Reporting

- Parents are expected to call the school office prior to 8:00a.m. when a student is absent. Families who have students at Mount Caesar may also use Pick-Up Patrol to report absences.
- If the parent fails to call, personnel from the school (usually the secretary or nurse) will make contact via ALMA notification system after morning attendance is taken. In the event that the parent cannot be reached, the school security officer may be sent to check on the safety of the child.
- Students who arrive late (after 8:30 a.m.) must report to the office before going to their classroom. It is expected that parents/guardians will accompany their child to the school office to sign their child in.

Dismissals (Policy JHC)

If it is necessary for your child to be dismissed from school during the regular school day, please send in a **written** note to the school office indicating the reason for the request for dismissal. Parents/guardians must come inside the school office to pick up their child. A sign out system is in place to ensure the safety of your child and to protect children from being contacted by unauthorized people. No student will be dismissed to anyone whose name is not on file in the school office, unless the parent/guardian provides written notification to the school office.

General Information

Parent - Teacher Organizations

The home and the school are major factors in the complex educational life of children; therefore, the home and the school should have a relationship of understanding and co-operative spirit that establishes a mutual respect for the responsibility and unavoidable duty they share in the well-being and educational growth of children. To achieve this, each and every parent is urged to join and become a participating member of his/her local parent-teacher organization.

Volunteers (Policy IJOC)

Volunteers are valued at our schools. They do a variety of things that support and help students learn and help staff with their duties. If you volunteer on a regular basis, you must have a criminal record check conducted. Please contact the school office for more information.

Parties and Social Activities (Policy JLCF)

Generally, room parties held during school hours will be limited to the following occasions: Halloween, winter break, birthdays and Valentine's Day. These allow children to gain social skills during school related activities. In support of the MRSD Wellness Policy, we encourage healthy eating habits however we understand there are occasions for special treats. Please contact your child's teacher for suggestions and ideas.

Student Dress Code (Policy JICA)

In order to maintain a respectful environment for optimal learning, students shall adhere to our school's dress code. A student's appearance is primarily the responsibility of the student and his/her parents. However, students' clothing and grooming must be of such a nature that it does not endanger their health and safety. In addition, the school cannot allow clothing or footwear to be worn that disrupts the educational process, is unsafe or that is damaging to school property.

Homework (Policy IKB)

Homework is both educational and practical. Assigned work at home is in keeping with the level of the class and the ability of the children. No homework will be given on Fridays, holidays or on nights when there are school sponsored special events occurring. Homework in the primary years will be designed to include parent/guardian support and guidance. Homework for intermediate students will be designed to be completed independently in most instances; however, parental/guardian interest and support is always recommended.

District Issued Instructional Supplies

The occasion frequently arises when a student has lost or destroyed a book or materials purchased by the district. When this does occur, the student and his/her parents are held liable to replace the damaged or lost article. A receipt for payment will be given to the parent.

When a child has been sick over an extended period of time, books and/or materials may be borrowed from the school so the child may continue his/her schooling at home. Contact the building principal for assistance.

Lost and Found

A great deal of time is spent during the school year trying to locate owners of lost articles of clothing, etc., and trying to match boots and mittens. Children's clothing and footwear should be clearly marked with their name. Check with the teacher if an article has been lost. Articles which are not claimed in a timely fashion will be donated to service organizations.

Parking

When visiting the school or waiting for students, parents should park their cars in the parking lot, away from the front of the school entrance or school doors, so that they do not block school buses, delivery trucks and emergency vehicles.

Telephone

Should you find it necessary to contact your child at the school, the message will be relayed to him/her through the front office. If possible, all instructions should be given to your child in writing before s/he leaves home in the morning. For Mount Caesar students, notes can also be added to your Pick-Up Patrol account.

Teachers may be reached one half-hour before school opens in the morning, or immediately after school is dismissed. A message may be taken at any time for a teacher. Unless there is an emergency, teachers will not be interrupted during the school day. Children will be allowed to use the telephone for outgoing calls, at the discretion of the school staff.

Student Services and Reports to Parents

School Counseling

Conferences with parents and teachers, working with referred children, monitoring attendance and classroom instruction for social curriculum are all part of the counseling program. A conference is available with an elementary counselor upon request. Factors which might affect the child in the school situation should be reported to the school counselor or school administration.

Assessments

Throughout the coming year, students will participate in a variety of assessments. These assessments assist us in planning instructional programs to meet the needs of each student. Every effort should be made for children to attend school when these assessments are being administered.

Reporting Student Progress

Communication between home and school should be on-going and is a vital part of our reporting system and student success. A standards based report card has been developed and parent teacher conferences are scheduled throughout the year. Parent-Teacher conferences will be held mid-way through Triimester 1 and Trimester 2. This conference allows parents the opportunity to learn about their child's growth and development. An additional conference may be requested at any time by the teacher, principal, or parent at the convenience of everyone concerned. If you wish to attend a conference with your child's teacher or other school personnel, please make an appointment one or two days before the scheduled conference, thus avoiding conflicts with other activities.

Music, Art, Library, Wellness , Physical Education, and MakerSpace

Students participate in comprehensive Music, Art, Library, Wellness, MakerSpace, and Physical Education programs at the elementary level for Grades K-6. Instrumental and Band lessons are available to students in Grades 4-6.

Nutritional Services (Policies EFA, EFAA, JLCF, EFC)

Breakfast and lunch are available in each of the elementary schools. Full information about our nutritional services can be found HERE.

Free or reduced-price meals will be available for families that qualify. To participate in this federal program, simply complete a Free & Reduced Meals Program application each fall or as soon as you learn that you may qualify by clicking HERE. For a paper version, please contact us to request an application or download it HERE.

To minimize the possibility that your child may be without meal money on any given day, meals can be paid for in advance and the balances maintained in your child's account. To pay by check, send checks in with your student on the first day of the school week OR mail a check and the full names of your children to Monadnock Nutrition Services, P.O. Box 10451, Swanzey, New Hampshire, 03446. Cash is accepted at all elementary

school cafeterias when brought into school by a parent or guardian. To pay online, click HERE.

Field Trips (Policy IJOA, IJOA-R)

Authorized field trips which have educational value are part of the students' school experience. School buses are utilized for these trips. Permission slips are required for every child before s/he leaves school grounds. It is necessary that these be signed and returned promptly to the school by parents/guardians. Without permission students will not attend and will remain at school and join another classroom. Students are encouraged to participate in school field trips whenever possible. Participation may require medical clearance from the school nurse and is based on the student's ability to follow school expectations and maintain safe behavior for themselves and others during the trip. Staff will be in communication with you if we have any concerns.

Related Services

Speech Therapy, Occupational Therapy, and Physical Therapy are offered to those children who have documented needs, as determined by the school teams. Psychological and/or counseling services are also available.

Academic Intervention

MRSD utilizes a multi-tiered approach to support students with academic, social and behavioral needs. Professional staff instruct, monitor, and report student growth.

Title I (Policy KB)

Title I is a federally funded program which provides support to instructional programs in schools which meet specific federal guidelines. Language and reading tutorial help is provided to those pupils who are determined to be most in need. Currently, MRSD has 2 schoolwide Title 1 programs; Mt. Caesar and Troy. All parents and community members are invited to join the Title I Parent AdvisoryCouncil. For additional information contact: Title 1 Coordinator in the Title I office at 357-2042.

Parent Concerns

If you have any concerns regarding your child's placement, program, or behavior in school, you should immediately contact your child's teacher. In the event your concerns have not been answered to your satisfaction, you should then contact the administration of the school. If your concerns are still unanswered, contact the Superintendent of Schools at 603-352-6955, ext. 6977. It is important that concerns about your child be handled as closely as possible to the classroom situation.

We cannot respond to requests for grade level assignment to a particular teacher.

Technology/Valuables (Policy JICJ/JICM/GBEH/GBEBE)

We want to remind you that valuables stay at home. As we move through the day, things can get lost and disappear. iPods, DS/Gameboys, purses with money, and other valuables should not come to school. We understand that some of these items are used during the bus ride. Once students arrive at school, the items should be left in back packs and not used during the day. We do recognize the universal use of cell phones and

have noted an increased number of students who have/use them. Cell phones, texting, smart devices including watches are NOT allowed during the school day, and should be left in backpacks. Parents wishing to contact their child(ren) during the school day should phone the school office.

Health and Safety

Health Services (Policy JLC)

The school nurses and the teachers direct health activities toward health protection and health education. These services include administering vision and hearing tests, maintaining cumulative health records, assisting in physical examinations, and in general helping to maintain a healthy school atmosphere. The nurses are available to confer with teachers, parents, pupils, medical personnel, and others relative to health problems. During the school year, the school nurse will be providing health screenings for students. These include, but are not limited to, height and weight, hearing , and vision. When appropriate, such screenings may be conducted or assisted by capable, trained and competent persons under the school nurse's direction and supervision, i.e., Lions Club eyesight screening.

Medication (Policies JLCD, JLCD-R)

All medication must be brought to school by the parent and in the original container. The school cannot store more than a 30 day supply of prescription medication. Prescribed medicine shall not be dispensed or administered to any child by school personnel except by the school nurse, or under the nurse's supervision. In the event the school nurse is unavailable, the building principal, or designee shall administer the medication. All prescribed medication to be given in the school shall require a written order signed by the physician who has examined and prescribed the medication.
Over-the-counter medication may be given by the nurse using professional knowledge and judgment with signed permission from the parent. **Please do not send over the counter or prescription medicine to school with your child.**

If medications, whether prescription or over the counter, need to be given during school hours, a Medication Administration Authorization Form must be on file in the school health office. To administer prescription medication, this form must be signed by both a parent and the child's physician. Any changes in the doctor's order including dosage, time of administering, etc., must be accompanied by a new permission form. Some medications may be self-administered with parental and physician permission. For self-administered Epi-Pen permission, please complete the Epi-Pen Form. For self-administered inhaled medication, please complete the Inhaled Medication Form.

Medication orders are good for one school year only. A new form must be placed on file every school year. Parents must never give a child any medication, including, but not limited to, vitamins, dietary supplements, aspirin, Tylenol, ibuprofen, etc., to self-administer at school, or to carry such medication to or from school. All medications must be retrieved from school at the end of each school year.

Illness (Policies JLCC, JLCD, EBCG)

A child should be kept home if s/he has a temperature of 100˚or higher, has had diarrhea and/or vomiting within the last 24 hours, sore throat, ear ache, cough or cold, upset stomach, or skin rash or if s/he cannot participate in all school activities, including recess. Students must be fever free, without medication, for a minimum of 24 hours before returning to school. If your child is diagnosed with a communicable disease,

please notify the school office or school nurse immediately.
Children with these conditions in school will be sent home, and it is the responsibility of the parents to provide transportation. No child may go home to an unoccupied house. An ill child may be excused by the nurse or principal only in the company of a parent or person designated by the parent. It is imperative that all emergency contact information is up to date. In the event that we cannot reach the parent or guardian, the school may reach out to any of the following; emergency contact, local authorities and or DCYF.

Emergency Care (Policy JLCE)

Children at our school play actively during recess and PE classes. Occasionally this level of activity results in a minor injury. The school nurse will use basic First Aid procedures to assess and treat injuries. In the event of a serious injury, we will take necessary steps to contact the parent/guardian or emergency contact person as indicated on the Emergency Information Form.

It is very important that the school has your updated phone numbers where you can be reached in the event that your child becomes sick or injured at school. Please be sure to include an emergency number and contact person for this reason.

Emergency Drills (Policy EBCB)

Preparedness is an objective of education in all phases of school life. To this end drills are held periodically in accordance with district and state guidelines. In the event of an actual emergency, students will be sent home. Announcements will be made in the same manner as for school delays or closings due to inclement weather.

Emergency Closing (Policies EBCD, EBCE)

We utilize an automated call system to reach parents and staff about weather and/or emergency school closings or delays. To ensure that you receive these important messages please report your preferred home and/or cell phone numbers on your children's school registration and enrollment forms. We also utilize television (WMUR Channel 9), radio (WKNE-FM (103.7), WKBK-AM (1290), WZBK-AM (1220), WOQL-FM (97.9), WINQ-FM (98.7)), social media (Facebook @MonadnockRSD) and our website (www.mrsd.org) to post announcements.

Insurance (Policy JLA)

Each fall, parents are provided the opportunity of insuring the children against accidents at school. Your school accepts the responsibility for submitting accident reports to the appropriate insurance company. Parents having private insurance should compare their coverage with that available to the schools. In case of an accident, parents or designated parties are notified immediately.

Emergency Information

At all times the school should be kept informed of the person to contact in case of emergency. It is essential that the school have a complete health record of each child and know who to call if the child becomes sick or is injured. A form is provided for this purpose. If parents are to be out of town during a school day, they should notify the school indicating who will accept responsibility for the child in case of emergency. **It is very**

important that the school has your updated phone numbers where you can be reached in the event that your child becomes sick or injured at school. Please be sure to include an emergency number and contact person.

School Bus Information, Rules and Regulations (Policies JICC, EEAEC, EEA, EEAE, JICC-R)

Students living outside the walking limits to school are granted the privilege of riding the school buses to and from school. In order to maintain a safe, efficient and orderly means of transportation, students must choose to display acceptable behavior.

1. Students must be at their designated bus stops five (5) minutes prior to the pick up time. Schedules do not allow waiting for late students. Students shall hold onto the handrail when loading and unloading.
2. Permission to get off at a stop that is not the student's regular stop requires a bus pass issued by the school at the request of the parent(s)
3. The school bus driver is in complete charge of the bus and students. The bus driver is authorized to assign seats whenever necessary.
4. Eating and drinking are not allowed on the bus.
5. Students who are addressed by the bus driver for unacceptable behavior shall provide the driver with their name. Failure to do so may result in suspension from riding the bus.
6. Students must remain properly seated until the bus comes to a complete stop and the eight way lights are activated.
7. Loud, vulgar, obscene and improper language or gestures will not be tolerated on the bus.
8. Smoking, Smokeless Tobacco, Vapor or E Cigarettes, Alcohol, Drug use and the use of lighters or matches are forbidden.
9. Spraying of perfumes, deodorants, hairspray, air fresheners etc. is not allowed on the bus.
10. Students will refrain from throwing things through the windows, out of the window or around the inside of the bus. Trash will be placed in receptacles on the bus.
11. Aisles and emergency exits will remain clear at all times.
12. Students shall not be destructive of the school bus seats, sidewalls, floors and/or windows, nor shall they tamper with any other bus equipment.
13. Skateboards, skis, animals, insects, glass containers, nuisance items and other objects of injurious or objectionable nature are prohibited on the school bus. Students may bring acceptable items on the bus only if the item can be held in the student's lap.
14. Fighting, pushing, tripping, hitting, bullying or spitting will not be tolerated. Harmful, destructive or degrading behavior is not acceptable.
15. The cost of any intentional damage will be the responsibility of the student/parent. Destruction of First Student property will result in a 5-day mandatory suspension from the bus and the student will remain off all buses until such time as a suitable payment agreement can be met.
16. There may be circumstances that could result in immediate suspension from the bus. If this should happen, the parent/guardian shall be responsible for providing transportation.

Questions or concerns about bus stops should be directed to First Student at 603-352-2303

Walking or Biking to School

Parents must submit written permission to the Principal in order for children to walk or ride a bike to school. The following safety rules should be observed.

1. Always ride your bicycle on the right side of the road.
2. Helmets should be worn when riding a bicycle.
3. Never ride two on a bicycle.
4. Children are to use sidewalks for walking where possible.
5. In the absence of sidewalks, children should walk on the left side of the road.

Student Conduct (Policy JIC)

The School Board is committed to promoting a safe, healthy, orderly, and supportive school and learning environment. To achieve that for all, it is important for students to conduct themselves in a manner fitting to their age level and maturity, and with respect and consideration for other students, District personnel, and other members of the community. Students are expected and required to maintain appropriate behavior that allows teachers and staff to perform their professional duties effectively and without disruption, while on school district property or on property within the jurisdiction of the School District (including vehicles); and/or while attending or engaged in school activities. Student conduct that causes material or substantial disruption to the school environment interferes with the rights of others, presents a threat to the health and safety of students, employees, or visitors, and/or violates the Code of Conduct or classroom rules is prohibited.

Suicide Prevention and Response Plan (Policy JLDBB) Suicide Crisis Hotline: 988

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

Director of School Counseling	603-903-6969	District-Wide
School Counselor	603-352-4797	MTC Elementary School
School Counselor	603-585-6611	Emerson Elementary School
School Counselor	603-242-7741	Troy Elementary School
School Counselor	603-352-2226	Gilsum STEAM Academy

Rights and Responsibilities

Drug-Free and Tobacco-Free Schools (Policies GBEC, JICG/ADC/GBED)

Pursuant to New Hampshire's "Drug-Free School Zone" law (RSA Chapter 193-B), it is unlawful for any person to manufacture, sell prescribe administer, dispense, or possess with intent to sell, dispense or compound any controlled drug or its analog, within a "drug-free school zone". The Superintendent is directed to assure that the District is and remains in compliance with the requirements of RSA 193-B, I, and N.H. Ed. Part 316 with respect to establishment, mapping and signage of the drug-free zone around each school of the District. StJICIate law also prohibits the use of any tobacco product, E-cigarette, or liquid nicotine in any facility or upon any grounds maintained by the District. Students and minors are further prohibited from possessing such items in or upon any facility, school vehicle, or grounds owned or maintained by the District.

Students With Disabilities (Policies IHBA, IHBA-R)

The Individuals with Disabilities Education Act includes the Child Find mandate. Child Find requires all school districts to identify, locate and evaluate all children with disabilities, regardless of the severity of their disabilities. (Ed 1105 CHILD FIND Ed 1105.01). Child Find also includes children who are suspected of being a child with a disability under and in need of special education (§300.8) Any child who is potentially a child with a disability attending school and for any child 2.5 years of age up to 22 years of age residing within its jurisdiction is referred to the IEP team. The LEA shall use the special education process to find, identify, and evaluate all children who are potentially children with disabilities and who are suspected by the LEA of being in need of special education and related services (Ed 1104). The child find system shall include children who are placed in private schools within the geographic boundaries of the local school district by their parents.

Weapons on School Property (Policy JICI)

Weapons are not permitted in school buildings, on school property, in school vehicles or at school-sponsored activities. This policy applies to students and members of the public alike. Student violations of this policy will result in both school disciplinary action and notification of local law enforcement authorities. "Weapon" includes but is not limited to: slingshot, metallic knuckles, billies, knives, electric defense weapons (as defined in RSA 159:20), aerosol self-defense spray weapons (as defined in RSA 159:20), and martial arts weapons (as defined in RSA 159:24). "Weapon" is further defined as any device, instrument, material or substance, which is used, attempted to be used or threatened to be used is readily capable of causing death or physical injury.

Any pupil who brings or possesses a firearm as defined in section 921 of Title 18 of the United States Code in a safe school zone as defined in RSA 193-D:1 shall be expelled from school by the local school board for a period of not less than 12 months. This expulsion may be modified by the Superintendent upon review of the specific case in accordance with other applicable law.

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

Student Records and Privacy (Policy JRA, JRA-A)

Unless a student's parent/guardian or an eligible student has notified the District in writing that they do not want

directory information disclosed, the District may release directory information without prior consent. Directory information includes:

- Students' name(s), address(es), telephone number(s), and date(s) of enrollment;
- Parents'/guardians' name(s) and address(es);
- Students' grade levels, enrollment status and dates of attendance;
- Student photographs;
- Students' participation in recognized school activities and sports;
- Weight and height of members of athletic teams

Notice from a parent/eligible student that any or all directory information shall not be released will only be valid for that school year and must be re-issued each school year.

Parents or eligible students may inspect and review that student's education records, and should contact school administration to make arrangements to do so.

Video and Audio Recording (Policy EEAA)

Video and/or audio recording devices can serve a useful purpose when placed in common areas to include, but not be limited to, hallways, meeting rooms, parking lots, school buses, and other district properties for instructional and security purposes. Accordingly, video cameras may be mounted in common areas throughout the district and may be used by school staff in accordance with this policy.
Placement of the recording devices will be based on the presumption and belief that students, staff, and visitors have no reasonable expectation of privacy in areas or at events that occur within plain view.
Permission to allow your student to be recorded or photographed for public use by newspaper, radio, TV and web can be located on the last page of the Parents' Guide.

Pledge of Allegiance and Flag Display (Policy INDB-R)

New Hampshire law that requires schools to set aside time daily for students to voluntarily recite the Pledge of Allegiance. Accordingly, the Pledge of Allegiance will be administrator, teacher, staff, or student-lead and recited at the beginning of each school day in each school. Pupils not participating in the recitation of the pledge of allegiance may silently stand or remain seated, but shall be required to respect the rights of those pupils electing to participate.

Visitors (Policy KK)

Citizens are encouraged to visit the schools and to observe the school program. All persons, other than teachers and pupils enrolled in the school, who may come to the school for any reason during the school day are considered visitors and must report and sign in at the school office. Employees of the school system (directors, coordinators, maintenance staff members, and others) are to advise school administration or administrative assistant that they are in the building. A visitor (a person not employed by the school system) must report to the school office and receive permission to be on the school grounds.

Persons wishing to meet with a teacher for the purpose of discussing a particular problem shall do so only at a time when it does not interrupt the normal school program. Persons wishing to make such arrangements may

do so by securing an appointment with the teacher through administration or by direct contact with the teacher. No person shall visit a school without first reporting to administration as to the purpose and place of the visit.

Public Complaints (Policies KL, KLD)

While the School Board recognizes its obligation to be available to the public at all times, it also believes that individual complaints can usually be resolved most effectively by the parties directly concerned. Although no members of the community shall be denied the right to petition the Board for redress of a grievance, the complaints will be referred back through the proper administrative channels for solution before investigation or action by the Board. Exceptions are complaints that concern Board actions or Board operations only. The Board, therefore, will not hear complaints from individual parents until such complaints have been raised, first with the child's teacher, and, if not resolved, successively with the department head (where applicable), school administration, and Superintendent.

Constructive criticism of the schools is welcome when it is motivated by a sincere desire to improve the quality of the education program and to equip the schools of this district to do their task more effectively.

The Board places trust in its employees and desires to support their actions in such a manner that employees are freed from unnecessary, spiteful, or negative criticism and complaints.

Whenever a complaint is made directly to the Board as a whole or to a Board member as an individual, the Board or individual member, shall refer the complaint to the school administration for study and possible solutions. The administration shall advise the individual employee involved of the nature of the complaint and shall be given an opportunity for explanation, comment, and presentation of the facts.

Complaints or issues about school personnel will not be discussed by the Board in public session. Complaints need to be directed first to the building administrator. If the complaint is not resolved by the building administrator the complaint should be directed to the superintendent or his/her designee. If the complaint involves the building administrator, the complaint should go directly to the superintendent or his/her designee.

Annual Policy Notifications

Policy Manual

All Monadnock Regional School District Policies are available in their entirety HERE. Use the magnifying glass tool to search for policies by entering a keyword (for example, 'immunization'). Certain policies requiring annual review or notification are presented or linked in this manual.

Bullying (Policy JICK)

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

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

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

The 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 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.

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

The District will discipline and take appropriate action against any student, teacher, administrator, volunteer, or another 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.

If the alleged victim or any witness expresses to school administration or other staff members that he/she believes he/she may be retaliated against, school administration 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 protect against possible retaliation.

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.

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.

Distribution and Notice of this Policy – (RSA 193-F:4, II(e))
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 policies.

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.

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.

Procedure for Reporting Bullying (RSA 193-F:4, II(f))
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 school administration. If the student is more comfortable reporting the alleged act to a person other than school administration, the student may tell any school district employee or volunteer about the alleged bullying.
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 administration as soon as possible, but no later than the end of that school day.

3. The administration 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, school administration shall commence an investigation consistent with the provisions of Section XI of this policy.

Staff Reporting

1. An important duty of staff is to report any behavior that appears to constitute bullying.
2. All district employees and volunteers shall encourage students to tell them about acts that may constitute bullying.
3. Any school employee or volunteer who witnesses, receives a report of, or has knowledge or belief that bullying may have occurred shall inform school administration as soon as possible, but no later than the end of that school day.
4. Upon receipt of a report of bullying, the administration shall commence an investigation consistent with the provisions of Section XI of this policy.

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, school administration or designee shall retain a copy for themselves and shall forward one copy to the Superintendent. The Superintendent shall maintain said forms in a safe and secure location.

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

School administration 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).

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

The Superintendent may, within a 48 hour time period, grant school administration 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.

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

1. Upon receipt of a report of bullying, school administration shall, within 5 school days, initiate an investigation into the alleged act. If school administration 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 administration 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 administration or other investigator may consider during the course of the investigation, including but not limited to:
    i. Description of incident, including the nature of the behavior;
    ii. How often the conduct occurred;
    iii. Whether there were past incidents or past continuing patterns of behavior;
    iv. The characteristics of parties involved, (name, grade, age, etc.);
    v. The identity and number of individuals who participated in bullying behavior;
    vi. Where the alleged incident(s) occurred;
    vii. Whether the conduct adversely affected the student's education or educational environment;
    viii. Whether the alleged victim felt or perceived an imbalance or power as a result of the reported incident; and
    ix. The date, time and method in which parents or legal guardians of all parties involved were contacted.
6. The administration shall complete the investigation within 10 school days of receiving the initial report. If the administration 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 adminitration 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 school administration.
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 username, password or other authenticating information to a student's

personal social media account. However, the District may request 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.

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
- Structured Study Hall

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.

Reporting of Substantiated Incidents to the Superintendent (RSA 193-F:4, II(l))
School administration shall forward all substantiated reports of bullying to the Superintendent upon completion

of the administration's investigation.

Communication with Parents upon completion of Investigation (RSA 193-F:4, II(m))

1. Within two (2) school days of completing an investigation, the administration will notify the students involved in person of his/her findings and the result of the investigation.
2. The administration will notify via telephone the parents of the alleged victim and alleged perpetrator of the results of the investigation. The administration 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, school administration 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.

Appeal

1. A parent or guardian who is aggrieved by the investigative determination letter of the administration 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.
2. 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 by school administration. The Superintendent shall issue his/her decision in writing.
3. 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 the 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.
4. 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.

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

The Superintendent of Schools is responsible for ensuring that this policy is implemented. The Superintendent may establish additional procedures to facilitate the implementation of this policy.

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.

Use of Video or Audio Recordings in Student Discipline Matters (Policy JRA)
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 Polices EEA, 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.

Student Discipline and Due Process (Policy JICD)

A. Policy Statement
This policy establishes the substantive parameters, procedures, and due process that shall apply before a student may be subject to temporary (same day) removal from classrooms or activities, restriction from activities, detentions, suspensions, and/or expulsion. Pursuant to Board policy **JIC** response to misconduct, including disciplinary measures and consequences should be designed to maximize student academic, emotional, and social success, while at the same time assuring the safety of all students, staff, and school visitors. Administration of any of the consequences described in this policy shall be consistent with the system of supports and graduated sanctions established pursuant to Policy **JIC** and the applicable Code of Conduct.

B. Standards and Procedures Relative to Disciplinary Consequences

1. **" Removal from the classroom"** means a student is sent to the building administrator's office or other designated area during the same school day. It is within the discretion of the person in charge of the classroom or activity to remove the student. Students may be removed from the classroom at the classroom teacher's discretion if the student refuses to obey the teacher's directives, becomes disruptive, fails to abide by school or District rules, or the Code of conduct, or otherwise impedes the educational purpose of the class. Before ordering the removal, the staff member ordering the removal shall warn the student of the infraction and allow the student to respond. Detentions are not appealable.

2. **"Restriction from school activities"** means a student will attend school and classes, but will not participate in other school extracurricular activities, including such things as competitions, field trips, and performances. A student who has been restricted from school activities may not participate in practices, games, extracurricular activities or any other campus events. Before ordering the restriction, the supervising employee (e.g., teacher, coach, director, school administration, etc.) ordering the restriction shall warn the student of the infraction and allow the student to respond. If the restriction is

immediate and outside of school hours, provision must be made to assure the student is not left unsupervised. The terms of the restriction shall be communicated to school administration and the student's parent/guardian. Restrictions under this policy are not appealable.

3. **"Detention"** means the student's presence is required for disciplinary purposes before or after the hours when the student is assigned to be in class and may occur on one or more Saturdays. Students may be assigned detention at the teacher's discretion, and building detention at the administration's discretion, if the student refuses to obey the teacher/employee's directives, becomes disruptive, fails to abide by printed classroom, school, or District rules, or the Code of Conduct, or otherwise impedes the educational purpose of the class. Before implementing the detention, the staff member will warn the student of the infraction and allow the student to respond. Parents/guardians shall be notified at least 24 hours prior to a student serving detention. Detentions before or after school shall not exceed one hour, and Saturday detentions shall not exceed three hours. School administration is authorized to establish, announce and post additional guidelines and rules regarding detention, supervision, building access, etc. The length and timing of the detention is within the discretion of the licensed employee disciplining the student or school administration, pursuant to the posted rules of the school. Detentions are not appealable.

4. **"Temporary Reassignment"** or "in-school suspension" means the student will attend school but will be temporarily isolated from one or more classes while under supervision. A temporary reassignment should not exceed five consecutive school days. School administration is authorized to issue reassignment, restrictions from activities, or place a student on probation for repeated failure to conform to the Code of Conduct, classroom rules, or for any conduct that causes material or substantial disruption to the school/class environment, interferes with the rights of others, presents a threat to the health and safety of students, employees, and visitors is otherwise inappropriate or is prohibited by law **RSA 193:3**.

5. **"Probation"** means a student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension will mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms will result in reinstatement of the penalty. Notwithstanding the assignment of probation, no imposition of the suspended consequence may be administered unless and until all of the provisions of this policy applicable to the suspended consequence (i.e., long-term suspension, expulsion, etc.) are satisfied.

6. **"Out-of-school suspension"** means the temporary denial of a student's attendance at school for a specific period of time. It includes short-term and long-term out-of-school suspensions.

    a. **Short-term suspension.** A "short-term suspension" means an out-of-school suspension of ten (10) consecutive school days or less. RSA 193:13, I (a). The Superintendent or his/her written designee is authorized to suspend a student for ten (10) school days or less. A Short term suspension may be imposed only for:

- Behavior that is detrimental to the health, safety, or welfare of pupils or school personnel (including, but not limited to, and the act of theft, destruction or violence, as defined in RSA 193-D:1); or
- Repeated and willful disregard of the reasonable rules of the school that is not remediated through the imposition of the district's graduated sanctions described in JIC and the Code of Conduct.

Pursuant to RSA 193:13, XI(b), and Board policy JIC, a short suspension over 5 days must conform to the standards included in the Code of Conduct. Before any short-term suspension may be imposed, a student is entitled to the minimum due process (notice before meeting of the charge and explanation of evidence, notice of the possibility of suspension, opportunity for the student to respond, and a written decision explaining the disciplinary action taken). See New Hampshire Department of Education Rule Ed 317.04(f)(1).

b. **Long-term suspension.** A "long-term suspension" is the extension or continuation of a short-term suspension for a period not to exceed an additional 10 days beyond the duration of the short-term suspension. The Superintendent is authorized to continue the suspension and issue a long-term suspension of a pupil for a period in excess of ten (10) school days, provided only that if the Superintendent issued the original short-term suspension, then the School Board may designate another person to continue the short-term suspension and issue the long-term suspension. A long-term suspension may only be imposed for:
   - An act that constitutes an act of theft, destruction, or violence, as defined in RSA 193-D
   - Bullying pursuant to Board policy JICK when the pupil has not responded to targeted interventions **and** poses an ongoing threat to the safety or welfare of another student; or
   - Possession of a firearm, BB gun, or paintball gun.

   Prior to a long-term suspension, the student will be afforded a hearing on the matter. The informal hearing need not rise to the level and protocol of a formal hearing, but the process must comply with the requirements of Ed 317.04 (f)(2), and (f)(3)(g), including, without limitation, the requirements for advance notice and a written decision.

c. **Appeal of long-term suspension**. Any long-term suspension issued other than by the School Board under this policy, is appealable to the School Board, provided the Superintendent or School Board chair receives the appeal in writing within ten (10) days after the issuance of the Superintendent's or other person designated under B.6.b, above] hearing and written decision required under N.H. Dept. of Education Rule Ed. 317.04 (f)(2)c, and sub-paragraph B.6.b, above. The Board shall hold a hearing on the appeal, but will rely upon the record of the decision being appealed from. Any suspension in excess of ten (10) school days shall remain in effect while this appeal is pending unless the School Board stays the suspension while the appeal is pending. Any request to stay a long-term suspension should be included in the original appeal.

d. **Educational Assignments.** As required by RSA 193:13, V, educational assignments shall be made available to students during both short and long-term suspensions.

e. **Alternative Educational Services.** The school shall provide alternative educational services to a suspended pupil whenever the pupil is suspended in excess of 20 cumulative days within any school year. The alternative educational services shall be designed to enable the pupil to advance from grade to grade.

f. **Re-entry Meetings and Intervention Plans.** Prior to returning to regular classes, a suspended student, and parent/guardian (when available) shall meet with the building Principal or his/her designee to assist the student in smoothly returning to the school setting. Any time a pupil is suspended more than 10 school days in any school year, upon the pupil's return to school the school district shall develop an intervention plan designed to proactively address the pupil's problematic behaviors by reviewing the problem behavior, re-teaching expectations, and identifying any necessary supports.

g. **Attendance Safe Harbor.** A student may not be penalized academically solely by virtue of missing class due to a suspension.

7. **"Expulsion"** means the complete denial of a pupil's attendance at school for any of the reasons listed in RSA 193:13, II, and IV.
   a. An expulsion may only be imposed for an act that poses an ongoing threat to the safety of students or school personnel AND that constitutes:
      i. A repetition of an act that warranted long term suspension under section B.6.b, above;
      ii. Any act of physical or sexual assault that would be a felony if committed by an adult;
      iii. Any act of violence pursuant to RSA 651:5, XIII;
      iv. Criminal threatening pursuant to RSA 631:4, II(a); OR
      v. For bringing or possessing a firearm as defined in Section 921 U.S.C. Title 18 within a safe school zone as prohibited under RSA 193-D:1, or under the Gun-Free School Zones Act, unless such pupil has written authorization from the Superintendent.
   b. Before expelling a pupil, the Board shall consider each of the following factors:
      i. The pupil's age.
      ii. The pupil's disciplinary history.
      iii. Whether the pupil is a student with a disability.
      iv. The seriousness of the violation or behavior committed by the pupil.
      v. Whether the school district or chartered public school has implemented positive behavioral interventions under paragraph V.
      vi. Whether a lesser intervention would properly address the violation or behavior committed by the pupil.
   c. Prior to any expulsion, the District will ensure that the due process standards set forth in Ed 317.04(f)(3) through 317.04 (m) are followed.

d. An expulsion will run for the duration stated in the written decision or until the School Board or Superintendent restores the student's permission to attend school as provided in this policy. An expulsion relating to a firearm in a safe school zone per B.7.a.v, shall be for a period of not less than 12 months.
e. The Superintendent is authorized, but not required, to arrange for educational services to be provided to any student residing in the District who has been expelled by the District or by any other school.

C. Modification or Reinstatement After Suspension or Expulsion.
Expelled or suspended students may request a modification of, or reinstatement from, an expulsion or suspension as provided below. Except for students establishing residency from out-of-state, requests for modification or reinstatement from expulsion/suspension shall be submitted in writing to the Superintendent no later than August 15. The request should set forth the reasons for the request and include additional information to establish that it is in the best interest of the student and the school community to reinstate the student. Such additional information may include such things as work history, letters of reference, medical information, etc. All reinstatements shall include an Intervention Plan as described in paragraph B.6.f, above, including such conditions as the reinstating authority (Superintendent or Board), deem appropriate.

1. **Modification by Superintendent.** Subject to all other applicable laws, regulations, and Board policies, and paragraph C.3, below (relating to firearms), the Superintendent is authorized to reinstate any student who has been suspended or expelled from a school in this District, and or enroll a student suspended or expelled from another school or district, on a case-by-case basis.
2. **Review and reinstatement by Board.** A student may request the School Board (of the district of attendance) to review an expulsion decision prior to the start of each school year by filing a written request with the Superintendent detailing the basis of the request. The Board will determine whether and in what manner it will consider any such request after consultation with the Superintendent.
3. **Modification of Expulsion for Firearms.** A student who has been expelled from this District or any other public or private school for bringing or possessing a firearm in a safe school zone as prohibited under RSA 193-D1, or under the Gun-Free Schools Act, may only be reinstated or enrolled if the Superintendent first determines: possession of the firearm was inadvertent and unknowing; the firearm was for sporting purposes and the student did not intend to display the firearm to any other person while within the safe school's zone; the student is/was in the fifth or lower grade when the incident occurred, or the Superintendent determines that the firearm was not loaded; and that no ammunition was reasonably available; and that the pupil had no intention to display the firearm to other students. Additionally, the School Board may enroll a student expelled from a school outside of New Hampshire for a violation of the Gun-Free Schools Act upon the student establishing residency.

D. Appeals to the State Board of Education.
Any decision by the Board (i) to expel a student, (ii) not to reinstate a student upon request, or (iii) enroll a student from another state who had been expelled for a violation of the Gun-Free Schools Act, may be appealed to the State Board of Education at any time that the expulsion remains in effect, subject to the rules of the State

Board of Education.

E. Sub-committee of Board.
For purposes of sections B.6 and B.7 of this policy, "Board" or "School Board"may either be a quorum of the full Board, or a subcommittee of the Board duly authorized by the School Board.

F. Superintendent and Principal Designees.
Except where otherwise stated in this policy, the Superintendent may delegate any authority s/he has under this policy, and a principal may delegate any authority s/he has under this policy, to other appropriate personnel.

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

H. Notice and Dissemination.
This policy shall be made available to families, students and staff as provided in Board policy **JIC.**

I. Conflict in Law or State Regulation.
If any provision of this policy shall conflict with State or Federal law, or regulation of the New Hampshire Department of Education, then such law or regulation shall apply, and the remainder of the policy shall be read and interpreted to be consistent with the law or regulation. School administrators and families are strongly encouraged to review the links for pertinent statutes and laws as referenced in this policy **JICD**.

Wellness (Policy JLCF)

Monadnock Nutrition and Wellness Policy Committee
In October 2005, the policy committee was formed to develop a local wellness policy as required by Federal Public Law 108.265 Section 204. This committee was comprised of SAU #93 MRSD teachers, a student, school nurses, the district food service director, a physical education teacher, a school board member, parents, dietitians, and community representatives.
The Monadnock Regional School District (MRSD) is committed to providing a school environment that enhances learning and development of lifelong wellness practices.

To accomplish this goal:

- Child Nutrition Programs will comply with federal, state and local requirements under proposed rule “Local Wellness Policy Implementation under the Healthy, Hunger- Free Kids Act of 2010”. Child Nutrition Programs will be accessible to all children.
- Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity with the goal to establish linkages between health education and school meal programs, and with related community services.

- In all aspects of local wellness, the school staff will act as role models for good nutrition and physical activity behaviors.
- All school-sponsored activities will be consistent with local wellness policy goals.
- Qualified nutrition service professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students.
- SAU #93 will ensure that the food service staff meets all professional development & educational requirements as outlined by the NH Department of Education, USDA and SAU #93- Monadnock Schools.

Nutrition Guidelines for All Foods on Campus

- SAU #93 schools will meet or exceed the established USDA and State standards for the school meals programs.
- USDA established nutrient standards for all foods sold during the school day which is defined at 12:01am through 30 minutes after the last bell 7CFR 210.11(a)(5).
- The standards apply to any food (vending, fundraisers, school/student stores, concession stands, etc.) sold to students during the school day throughout the school campus and is required by the Healthy, Hunger-Free Kids Act of 2010. All groups selling food during the school day shall comply with those standards.
- Foods will not be sold in the cafeteria area of SAU # 93 schools during the school day unless the proceeds are being credited to the School Foodservice Authority and in compliance with applicable food standards.
- Classrooms & events during the school day should follow and comply with the NH Bureau of Nutrition guidelines.

Cafeteria Eating Environment

- Student Lunch periods are scheduled between 11 a.m and 1 p.m.
- Recess for elementary grades is scheduled before lunch when possible.
- The National Association of State Boards of Education recommends that students should be provided adequate time to eat lunch, at least 10 minutes for breakfast and 20 minutes for lunch, from the time the students are seated.
- Cafeterias will include enough serving areas so that students do not have to spend too much time waiting in line.
- Dining areas shall be attractive and have enough space for seating all students.
- Students will have access to hand washing or hand sanitizing before they eat meals or snacks.
- Drinking water fountains or water stations will be available for students at meals.

Nutrition Education

- Nutrition education will be offered as part of a sequential, comprehensive, program based on state guidelines and designed to provide students with the knowledge and skills necessary to promote and protect their health.
- SAU #93 will accept Health Curriculum Committee recommendations & curriculum standards as

proposed to the Policy Committee for inclusion in this policy following SAU #93 public meeting notification guidelines.

Nutrition curriculum and promotions will include, but are not limited to the following:

- A nutrition wellness information area will be located in each cafeteria area for students, staff and the public.
- Emphasize caloric balance between food intake and energy expenditure (physical activity/exercise).
- Encourage unprocessed wholesome foods such as: fruits, vegetables, whole grain products, low-fat and fat-free dairy products, healthy and safe food preparation methods, and health-enhancing nutrition practices.
- Encourage students to start each day with a healthy breakfast.
- Use local foods whenever available.
- Nutrition education will be integrated into other areas of the curriculum such as math, science, language arts, and social studies.
- Classroom curriculum will coordinate with cafeteria school meal programs and other foods offered or sold at schools to allow students to apply skills and knowledge taught in the classroom.
- Nutrition education shall include information for families that encourages them to teach their children about health and nutrition and to provide nutritious meals.
- Schools will provide opportunities for training of teachers and other staff responsible for student nutrition education.
- The school district shall provide the means to fund updated nutritional information as it becomes available.
- Nutrition education will be consistent with the Dietary Guidelines for Americans.

Physical Activity

The goal of MRSD is that students will receive the nationally recommended amount of daily physical activity (i.e., at least 60 minutes per day). For students to fully embrace regular physical activity as a personal behavior, students need opportunities for physical activity beyond physical education class.

Toward that goal:

- Classroom health education will complement physical education by reinforcing the knowledge and self-management skills needed to maintain a physically-active lifestyle and to reduce time spent on sedentary activities, such as watching television.
- Integrate across curricula and throughout the school day opportunities for physical activity. Movement can be made a part of science, math, social studies and language arts.
- Classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.
- Schools will allow time for physical education and/or physical activity that strives to be consistent with research and national standards for daily physical education or the equivalent of at least 150 minutes of physical activity per week for all students during the school day.
- Students will spend at least 50% of physical education class time participating in moderate to vigorous physical activity.

- Physical education will include the instruction of individual activities as well as competitive and non-competitive team sports to encourage life-long physical activity.
- Physical education courses will be the environment where students learn, practice and are assessed on developmentally appropriate motor skills, social skills and knowledge.
- Adequate equipment will be available for all students to participate in physical education. Physical activity facilities on school grounds will be safe.
- Policies shall ensure that state-certified physical education instructors teach all physical education classes.
- Policies will ensure that state physical education classes have a student/teacher ratio similar to other classes.
- Elementary schools will provide a daily recess period and consider planning recess before lunch since research indicates that physical activity prior to lunch can increase the nutrient intake and reduce food waste.
- Whereas physical activity should be a positive aspect of each child's life, teachers and other school personnel:
    - Will not use physical activity as punishment.
    - Will not withhold opportunities for physical activity (e.g., recess, physical education) as punishment.
- The school shall provide a physical and social environment that encourages safe and enjoyable activity for all students, including those who are not athletically gifted as well as those with special needs.
- Information will be provided to families to help them incorporate physical activity into their student's lives including community resources for active recreation.
- Schools will provide community access to and encourage students and community members to use the school's physical activity facilities outside of the normal school day, in accordance with district policies.
- Schools will encourage families and community members to institute programs that support physical activity, such as a walk to school program.
- The school district will assess and, if necessary and to the extent possible, make needed improvements to make it safer and easier for students to walk and bike to school. When appropriate, MRSD will work together with local public works, public safety and or police departments in those efforts. MRSD will explore the availability of federal "safe routes to school" funds, administered by the NH Department of Transportation to finance such improvements.

Other School-Based Activities

- After-school programs should encourage physical activity and healthy habit formation.
- School Wellness Policy goals shall be considered in planning all school-based activities (such as school events, field trips, dances, and assemblies).
- For all non-school-sponsored events that take place on school property: organizations shall be encouraged to follow the Monadnock Nutrition & Wellness Policy.
- Support for the health of all students will be demonstrated by hosting health clinics, health screenings, and helping to enroll eligible children in Medicaid and other state children's health insurance programs.
- The district will support the schools' initiatives to establish a school environment that encourages

wellness and improves nutrition and physical activity choices by teachers, staff, administration, students, and families. This may include but not be limited to:

- Forming of school and/or staff wellness committees
- Publicizing employee benefits promoting wellness and healthy lifestyle choices
- Supporting proposals for grant funding of school initiatives for wellness activities

Child Nutrition Operations

- The child nutrition program will aim to be financially self-supporting. However, the program is an essential educational support activity. Budget neutrality or profit generation will not take precedence over the nutritional needs of the students. If subsidy of the child nutrition fund is needed, it will not be from the sale of foods that have minimal nutritional value and/or compete nutritionally with program meals.
- The child nutrition program will ensure that all students have affordable access to the varied and nutritious foods they need to stay healthy and learn well.
- The school will strive to increase awareness of the ability to participate in the available federal Child Nutrition programs (e.g. school lunch and school breakfast).
- The SAU #93 MRSD will employ a food service director, who is properly qualified, certified and/or credentialed according to applicable USDA- NH DOE professional standards, to administer the school food service program and satisfy reporting requirements.
- All food service personnel shall have met Professional standards / training in child food service operations under applicable State or Federal training requirements.

Food Safety/Food Security

- All foods made available by the SFA will comply with the state and local food safety and sanitation regulations. Hazard Analysis and Critical Control Points (HACCP) plans and guidelines will be implemented to prevent food illness in schools.
- For the safety and security of the food and facility access to the food service, operations will be limited to Child Nutrition staff and authorized personnel. For further guidance, see the US Department of Agriculture food security guidelines.

Wellness Policy Implementation, Monitoring, Accountability and Community Engagement

The Superintendent or designee will ensure compliance with established district-wide nutrition and physical activity wellness policies as outlined in the USDA's Local Wellness Policy Implementation under the Healthy, Hunger- Free Kids Act of 2010" 7CFR Parts 210 and 220. Additionally in each school, the principal or designee will ensure compliance with those policies in their school.

School Wellness Committee/Policy Implementation, Monitoring and Accountability

- To help with the initial development of the district's wellness policies, school administration will conduct a baseline assessment of each school's existing nutrition and physical activity environments and policies. The results of those school-by-school assessments will be compiled at the district level to identify and prioritize needs.

- The Monadnock Nutrition and Wellness Policy Committee will meet three times per school year on the fourth Monday of September, January and May, or as necessary to evaluate new food products and recommendations, and to review and propose revisions to the MRSD Wellness Policy.
- Notice of these meetings will be included Monadnock Education Matters a District news flyer that is distributed to the entire community of the Monadnock Regional School District, an active link at SAU website, www.mrsd.org , follow applicable public meeting posting requirements and included/updated on Wellness information areas at each school site.
- Yearly and every three years a triennial review and assessment of this policy will be completed and recommended updates brought to the School Board for approval.
- The public will be notified and encouraged for review and involvement in the policy.
- The wellness policy and progress reports can be found on the District's website.
- School administration will be responsible for oversight of this policy.

Student Technology Acceptable Use (Policy JICJ/JICM/GBEH/GBEBE)

Purpose

The purpose of the Acceptable Use and Social Media Policy is to provide the procedures, rules, guidelines, and the code of conduct for the use of technology, the Internet, and social media.

Definition

The definition of "information networks" is any configuration of hardware and software that connects users. The network includes but is not limited to, all of the computer hardware, operating system software, application software, stored text and data files. This includes all existing and future technologies. Stand-alone workstations are also governed by this acceptable use procedure.

Monadnock Regional School District Services

The Monadnock Regional School District (MRSD) provides resources for teaching and learning, communication services and business data services by maintaining access to local, regional, national, and international sources of information. The MRSD's information resources will be used by members of the school community in accordance with policy, procedures, and regulations established by the MRSD, as well as state and federal laws and regulations. These procedures do not attempt to articulate all required guidelines for proscribed behavior by its users. Successful operation of the network requires that all users conduct themselves in a responsible, decent, ethical and polite manner while using the network. The user is ultimately responsible for his/her actions in accessing network services.

Guidelines

Access to the networks and to the information technology environment within the Monadnock Regional School District is a privilege and must be treated as such by all users of the network and its associated systems. Information networks will be used for the purposes of research, education, and school-related business and operations. While it is not the intention of the MRSD to be intrusive, all users are advised that authorized MRSD personnel will be monitoring system activity and content of e-mail messages and files. The resources of the MRSD are limited. All users must exercise prudence in the shared use of this resource. Any system which

requires password access or for which the MRSD requires an account, such as the Internet, will only be used by the authorized user. Account owners are ultimately responsible for all activity under their accounts. Users agree to report any misuse or abuse of the MRSD's computer network or Intranet/Internet services to the MRSD's network administrator. Failure to report misuse or abuse constitutes a violation of this policy.

Disclaimer

MRSD makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the network or accounts. Any additional charges a user accrues due to the use of the MRSD's network are to be borne by the user. MRSD also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of MRSD, its affiliates, or employees.

Unacceptable Use

The MRSD has the right to take disciplinary action, remove computer and networking privileges and/or take legal action, for any activity characterized as unethical and unacceptable. Unacceptable use activities constitute, but are not limited to, any activity through which any user:

1. Violates such matters as institutional or third-party copyright, license agreements or other contracts. The unauthorized use of and/or copying of software is illegal.
2. Interferes with or disrupts other network users, services or equipment. Disruptions include, but are not limited to: distribution of unsolicited advertising, propagation of computer worms or viruses, distributing quantities of information that overwhelm the system, and/or using a MRSD network to make unauthorized entry into any other resource accessible via the network.
3. Uses or knowingly allows another to use any computer or computer system to devise or execute a scheme to defraud or to obtain money, property, services, or other things of value by false pretenses, promises, impersonations, or misrepresentations.
4. Destroys, alters, dismantles or otherwise interferes with the integrity of computer-based information and/or information resources.
5. Seeks to gain or gains unauthorized access to information resources.
6. Invades the privacy of individuals or entities.
7. Uses the network for non-school related commercial or political activity.
8. Installs unauthorized software for use on MRSD computers.
9. Uses a network to access inappropriate materials, including but not limited to sending, receiving or displaying or viewing offensive, sexually explicit, pornographic, or obscene content, messages, pictures, video, or other media.
10. Submits, publishes or displays any defamatory, inaccurate, discriminatory, offensive, abusive, obscene, pornographic, profane, sexually-oriented or explicit, or threatening materials, messages, pictures, video, or other content, either publicly or privately.
11. Uses a MRSD network for illegal harassing, discrimination, bullying, intimidating, stalking, hazing, cyberbashing/cyberbullying, insulting, vandalizing, attacking or other inappropriate purposes, or in support of such activities.

12. Posts publicly any items produced by students to the Internet without proper administrative review and/or parental permission.
13. Uses unauthorized services or mail lists, i.e., LISTSERVS, newsgroups, chat rooms, blogs, social networking sites, unapproved gaming sites, and instant messaging.
14. Encrypts communications or files to avoid system security review.
15. Attempts to access blocked, filtered, or restricted websites, e.g., using a proxy site, encryption, or other means to circumvent a firewall.
16. Engages in any other conduct that is potentially harmful to students, staff, administrators or the MRSD.

MRSD Rights

The MRSD reserves the right to:

1. Monitor all activity. Notwithstanding any related laws, staff members have no expectation of privacy regarding their use of the MRSD technology.
2. Make determinations on whether specific uses of technology are consistent with these acceptable use procedures.
3. Log network use and monitor storage disk space utilization by users.
4. Determine what constitutes appropriate use.
5. Remove a user's access to the technology at any time it is determined that the user engaged in unauthorized activity or violated these acceptable use procedures.
6. Cooperate fully with any investigation concerning or relating to the MRSD's network activity or technology use.

Code of Conduct – General Internet Usage

Use of the Internet by students and staff of the MRSD shall be in support of education and research that is consistent with the mission of the MRSD. Internet use is limited to those persons who have been issued MRSD-approved accounts. Use will be in accordance with the MRSD's Acceptable Use Policies.

Users are expected to abide by the following terms and conditions:

1. Protect their MRSD account from others.
2. Respect the privacy of other users. Do not use other users' passwords or share your passwords with others.
3. Be ethical and courteous. Do not send hate, harassing or obscene mail, discriminatory remarks, or demonstrate other harmful or harassing behaviors.
4. Maintain the integrity of files and data. Do not modify or copy files/data of other users without their consent.
5. Treat information created by others as the private property of the creator. Respect copyrights.
6. Do not use any network in a way that disrupts its use by others.
7. Do not destroy, modify or abuse the hardware or software in any way.
8. Do not develop or pass on programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system, such as viruses, worms, "chain" messages, etc.
9. Do not use the Internet to access or process pornographic offensive, sexually explicit, obscene or

otherwise inappropriate material.

10. Do not use the Internet for commercial purposes.

Employee/Volunteer Responsibility to Supervise Student Computer Use

Employees and volunteers who use school computers with students for instructional purposes have a duty of care to supervise such use and to enforce school policies concerning employee and student computer use. When, in the course of their duties, employees or volunteers become aware of a violation, they are expected to stop the activity and follow the steps prescribed in Policy JICM/GBEG, (Prohibited Use of Technology), and Policy EHAC (Reporting of Issues).

No Expectation of Privacy

All computer hardware, software, network, and email systems are owned by the school district, they are not the property of the employee or student. All emails, websites, and social media posts created using these systems are subject to the monitoring systems used by the school district to safeguard its students and employees.
The Monadnock Regional School District's computers and web accounts remain under the control, custody, and supervision of the school district at all times. Employees and students have no expectation of privacy in their use of email, stored files, websites, and social media when used on district computers or networks.

Compensation for Losses, Costs and/or Damages

The employee or student and his/her parents/guardians are responsible for compensating the school district for any losses, costs or damages incurred by the district for policy violations while the employee or student is using district technologies, including the cost of investigating such violations. The district assumes no responsibility for any unauthorized charges or costs incurred by an employee or student using school district technologies.

The MRSD reserves the right to remove a user's account if it is determined that the user is engaged in unauthorized activity or is violating this code of conduct.

Code of Conduct - MRSD Websites and Social Media

Social media pages and websites sponsored by MRSD are provided for the MRSD community to share information about our schools and the achievements of the students and staff as well as other relevant MRSD community information. All posting of comments on MRSD pages are at the discretion of the page administrators. The intent of this policy is to protect the privacy and rights of the MRSD school community. We expect participants to be respectful and courteous. This includes avoiding posting comments, complaints, criticisms, statements, photographs, video or audio, or other forms of electronic communication that are or could reasonably be viewed as malicious, threatening or intimidating, disparaging, profane, obscene, offensive, sexually explicit, inappropriate, inflammatory, discriminatory or otherwise objectionable or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone’s reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion, sexual orientation, or any other status protected by law or company policy. Please understand that all postings to MRSD-sponsored sites are publicly accessible without limitation or protection of any kind. Be cautious with the personal information you share, and understand that this

information may be linked to your name and published on the Internet or utilized by others.

All official MRSD web pages and social networking sites (those designed for student use and/or communication to stakeholders about MRSD programs) must be approved by the Administration and must adhere to the following standards:

1. Logos and graphics used on the site must be consistent with the branding standards and usage guidelines of the District.
2. Sites that accept comments or postings by anyone other than the site administrator must be diligently monitored to ensure that information displayed complies with MRSD guidelines as set forth above and as established in the MRSD's Employee Technology Acceptable Use and Social Media Policy, and is appropriate to the subject matter of the page.
3. Students should not be expected to utilize the site as the only source of important information since student access to social networking sites is restricted on the MRSD networks.
4. Pages or sites which have not been approved by the Administration will be treated as personal pages as defined by this policy.

MRSD further reserves the right to reject or remove comments if they violate this Social Media Policy. Any submissions that fail to follow this Policy in any way or are otherwise irrelevant will be removed. We also reserve the right to amend this Policy from time to time in our judgment to address issues that may arise and changes in our operations or the law.

In posting material on MRSD-sponsored sites, you agree not to:

1. Post materials that are or could reasonably be viewed as malicious, threatening or intimidating, disparaging, profane, obscene, offensive, sexually explicit, inappropriate, inflammatory, discriminatory or otherwise objectionable or that might constitute harassment or bullying towards an individual or entity member of the MRSD community.
2. Post phone numbers, email addresses or other confidential information of students, faculty, staff, or any person other than yourself. If you choose to post your own contact information for any reason, please be aware that the information will be available to the public and is, therefore, subject to misuse.
3. Break the law or encourage others to do so. This includes respecting copyright and fair use laws. If you are talking about somebody else's work, reference this or the person, and where possible include a link.
4. Post material that infringes on the rights of MRSD or any individual or entity, including privacy, intellectual property or publication rights.
5. Post material that promotes or advertises a commercial product or solicits business or membership or financial of other support in any business, group or organization except those which are officially sponsored by MRSD.
6. Post chain letters, post the same comment multiple times, or otherwise distribute "spam" via the MRSD-sponsored site.
7. Allow any other individual or entity to use your identification for posting or viewing comments.
8. Post comments under multiple names or using another person's name.

In posting material on MRSD-sponsored sites, you understand that:

1. You agree to indemnify and hold harmless MRSD, its affiliates, directors, employees, successors and assigns against any damages, losses, liabilities, judgments, causes of action, costs or expenses (including reasonable attorneys' fees and costs) arising out of any claim by a third party relating to any material user has posted on MRSD-sponsored sites.
2. MRSD reserves the right to remove any comments at any time for any reason and/or ban future posts from people who repeatedly violate this Policy.

Hazing: (Policy JICFA)

It is the policy of the District that no student or employee of the District shall participate in or be a member of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. No student organization or any person associated with any organization sanctioned by the Board of Education shall engage or participate in hazing. This District does not permit or condone student hazing.

For the purposes of this policy, hazing is defined as any act directed toward a student, or any coercion or intimidation of a student to act or to participate in or submit to any act, when: (1) Such act is likely or would be perceived by a reasonable person as likely to cause physical or psychological injury to any person; and (2) Such act is a condition of initiation into, admission into, continued membership in or association with any organization. Hazing includes but is not limited to an activity which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the Board of Education.

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

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

Any hazing activity upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by the Board of Education is conditioned, directly or indirectly, shall be presumed to be a forced activity, even if the student willingly participates in such activity.

This policy is not intended to deprive School District authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action which may include expulsion for students and employment termination for employees.

The Superintendent shall take reasonable measures within the scope of the District's authority to prevent student hazing. All hazing reported to the District or which any District staff member has knowledge of shall be promptly reported to law enforcement, as required by RSA 631:7, Student Hazing.

A copy of this policy will be furnished to each student and teacher in the School District, including being printed in the student handbook.

Cell Phone Policy (Policy JICJ/JICM/GBEH/GBEBE)

The MRSD policy on the use of cellular phones schools is to ensure that students, teachers, support staff and administration maintain the proper etiquette and responsibility in the use of cell phones during school hours. During school hours, cell phones must be turned off and put away. Teachers, support staff, and administration may have their phones on vibrate or silent so as to not to be disruptive. The restriction on cell phone use may include lunch time hours and is at the discretion of school administration. Teachers, support staff, and administration shall not use their cell phones (placing calls and/or sending text messages) in the presence of students. It is recognized that some support staff and administration require the use of cell phones to communicate between departments and other staff, however, the use of the cell phone should be limited to those areas that are low traffic areas and where communication is not disruptive.

Appropriate Use (Students)

If a student needs to make a phone call or send a text message, they may get a pass to use the phone at the office during non academic times. Students are encouraged to make after school plans ahead of time to minimize the need for telephone use during the school day. Students who wish to use their cell phones to place text messages may only do so at lunch time, and in designated locations. Those privileges may be revoked at the school administration's discretion.Personal devices are not to be used to call or text guardians, employers, or for delivery services.

Disciplinary Action (Students)

Students who violate this policy will have their device confiscated and it will be held in the office. Upon the first offense by a high school or middle school student, the student may pick up the device phone at the end of the day. A second incident, or first offense in an elementary school, will result in confiscation and a parent or guardian must pick it up. At the high school/ middle school level, it is the student's responsibility to notify the parent of the confiscation. At the elementary level, the teacher or administrator will notify the parent of the confiscation. If cheating is suspected, students who violate this policy will be subject to the same disciplinary action as for plagiarism.

Notification in Student Handbooks

Student handbooks shall include all policies regarding the appropriate use of cellular phones, and electronic messages devices (e.g. iPod, iTouch, iPad, tablet PCs, etc.) in School buildings.

Student Searches and Their Property (Policy JIH)

The Board seeks to maintain a safe and orderly environment in the schools. School administrators may question and/or search students in accordance with this policy and accompanying administrative procedure.

Students, their personal property, and their vehicles may be searched upon reasonable suspicion that they possess any items or substances which are prohibited by law, Board policies and/or school rules, or which interfere with the operations, discipline or general welfare of the school.

When special circumstances exist, including but not limited to a suspected ongoing violation of the Board's drug/alcohol or weapons policies, or when a potential threat to safety is identified, school administrators may search groups of students or the entire student body without individualized suspicion.

Student use of all school storage facilities, including but not limited to lockers, desks, and parking lots, is a privilege granted by the school. All storage facilities are school property and remain under the control, custody, and supervision of the school. Students have no expectation of privacy in school storage facilities or for any items placed in such storage facilities. School administrators have the authority to inspect and search storage facilities and their contents on a random basis, with or without reasonable suspicion, and without notice or consent. Canine patrols may be used to conduct searches anywhere on school property.

If a search produces evidence that a student has violated or is violating the law, Board policies and/or school rules, such evidence may be seized and impounded by school administrators and appropriate disciplinary action may be taken. Evidence may be forwarded to law enforcement authorities as required by law or as deemed appropriate by school administrators.

A student who refuses to comply with a search directive may be subject to disciplinary action, including the disciplinary consequences for the suspected violation.
The Superintendent is authorized to develop and implement, with input from legal counsel, administrators, and/or other appropriate persons, any administrative procedures necessary to carry out this policy.

This policy and the accompanying procedure will be included in student/parent handbooks.

Search of Students (Policy JIH-R)

The purpose of this administrative rule is to provide guidelines for the conduct of student questioning and searches by authorized school administrators. These are guidelines only and may be adjusted within reasonable and lawful limits on a case-by-case basis. School administrators have the discretion to request the assistance of law enforcement authorities as they deem necessary and in accordance with Board policy. Law enforcement authorities will not participate in searches except under exceptional circumstances.

Any item found during a search that is illegal violates Board policies or school rules, or which in the reasonable judgment of school administrators represents a threat to the safety and welfare of the school population shall be seized. Illegal items shall be turned over to law enforcement authorities. Other items shall be stored in a

secure location until a determination is made regarding appropriate disposition. School administrators are required to document all searches and items seized or impounded. The Superintendent and the parents of students involved shall be provided with a copy of such reports.

A. **Questioning by School Administrators**

1. School administrators are under no obligation to notify a student's parents/guardians prior to questioning a student regarding alleged violations of Board policies, school rules, and/or federal/state laws.
2. School administrators shall inform the student of the reasons for the questioning and provide an opportunity for the student to respond to any allegations. School administrators shall make a reasonable effort to question the student in a location out of the sight and hearing of other students.
3. If a student fails to cooperate, lies, misleads, or threatens any person during questioning, he/she may be subject to additional disciplinary action.

B. Searches of Students, Personal Property in Students' Immediate Possession

1. School administrators are authorized to search students and/or personal property in students' immediate possession, when, in their judgment, there are reasonable grounds to suspect that a student has violated or is violating Board policies, school rules, federal/state laws, or is interfering with the operations, discipline or general welfare of the school.
2. All searches of students and/or their personal property shall be authorized and conducted by a school administrator in the presence of a witness, except where the circumstances render the presence of a witness impractical. A reasonable effort will be made to conduct searches out of the sight and hearing of other students.
3. Searches should be reasonably related to the suspected violation and no more intrusive than necessary to discover the evidence for which the search was instigated. Searches may include pat-downs and searches of the student's outer clothes (e.g., pockets, jacket, shoes, hat) and personal belongings (e.g., purse, backpack, gym bag, lunch bag). The student may be given the opportunity to open any closed items or items that are not easily accessible to visual search. If the student refuses, the administrator shall open and search the items. If the search produces a reasonable suspicion of the presence of evidence, a broader search may be justified. If a strip search appears to be necessary, law enforcement authorities shall be contacted.
4. Searches which disclose evidence that a student has violated Board policies or school rules will be addressed through school disciplinary procedures. Evidence of violation of federal/state laws may result in school disciplinary action and/or be forwarded to law enforcement authorities for possible investigation/prosecution.

C. Searches of Lockers, Desks, and Other School Storage Facilities

1. School administrators shall consult with the Superintendent prior to conducting random searches. Students have no expectation of privacy in school storage facilities or for any items placed in such storage facilities. School administrators have the authority to inspect and search storage facilities and their contents on a random basis, with or without reasonable suspicion, and without notice or consent.
2. Searches of individual student lockers, desks, or other storage facilities and their contents based upon

reasonable suspicion will be conducted in the presence of the student and a witness, if practical under the circumstances of the search. A reasonable effort will be made to conduct searches out of the sight and hearing of other students. The student may be given the opportunity to open any closed items or items that are not easily accessible to visual search. If the student refuses, the administrator shall open and search the items.

3. Any search which discloses evidence that a student has violated Board policies or school rules will be addressed through school disciplinary procedures. Evidence of violation of federal/state laws may result in school disciplinary action and/or be forwarded to law enforcement authorities for possible investigation/prosecution.

E. Canine Patrols and Searches

1. The Superintendent, his/her designee, following consultation with Board Chair and law enforcement officials may authorize canine patrols to take place anywhere on school property, including in hallways and parking lots, if he/she deems it advisable to maintain a safe and orderly school environment and/or to discourage drugs, weapons and/or other illegal substances or items from being brought onto school grounds.
2. The Superintendent must make requests for canine patrols in writing to the appropriate law enforcement authorities. Only certified dogs and handlers may be used.
3. Whenever possible, canine patrols will be scheduled to minimize disruption of the academic program and risk of contact with students.
4. When canine patrols take place during the school day, teachers will be notified prior to the initiation of a canine patrol to keep students in their classrooms during the patrol. Any students in the parking lot, or anywhere outside of a classroom, prior to a canine patrol will be instructed to report to the school office or appropriate classroom.
5. All student vehicles, lockers, and/or other school storage facilities will be scanned during a canine patrol. Any vehicle, locker or other school storage facility identified by the canine patrol will be noted by the school administrators accompanying the patrol.
6. Immediately following removal of the dogs, each area noted during the canine patrol will be searched. Each search will be conducted by a school administrator in the presence of a witness, except where the circumstances make the presence of a witness impractical.
7. If practical, the student should be present during a search of his/her vehicle, locker or other school storage facility. A reasonable effort may be made to conduct the search out of the sight and hearing of other students. The student may be given the opportunity to open any closed items or items that are not easily accessible to visual search. If the student refuses, the administrator shall open and search the items.

USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

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

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

This institution is an equal opportunity provider.

Elementary School-Wide Expectations

Mt. Caesar Elementary School

Parent's Guide to School Wide Expectations:

Our Core Values

P: Practice Respect
A: Act Responsibly
W: Work Together
S: Stay Safe

What can you do to help your child stay on the path to positive behavior?

- ☺ Review the PAWS Core Values with your child.
- ☺ Ask your child about his/her day at school every day.
- ☺ Make sure your child is ready every day. Ensure a good night's sleep.
- ☺ Provide a quiet time and space for your child to do homework nightly.
- ☺ Keep in touch with your child's teacher.
- ☺ Encourage your child to use appropriate language and tone.
- ☺ Practice positive phrases with your child, such as, "Thank you," "Excuse me," "Please," and "I'm sorry."
- ☺ Be a visible part of your child's school day. Attend meetings and other school activities as your schedule allows.

Dear Parent/Guardian:

Please review this information with your child(ren).

Ask your child to tell you about Mt. Caesar's Core Values.

Ask your child to discuss examples of ways that he or she can use these rules to help them learn and participate in school.

Discuss ways that these rules can be used at home and in the community.

We look forward to working in partnership with you. If you have any questions, please contact the school.

What does PAWS look like in school?

In the beginning and throughout the school year, we spend a considerable amount of time teaching, modeling and practicing our school wide expectations. Our goal is to establish a calm, orderly, and safe environment for learning; help children develop self-control and self-discipline; teach children to be responsible, contributing members of their school community; and promote respectful, kind and healthy teacher-student and student-student interactions.

How will I be communicated with if there is a problem?

Communication between home and school is a vital component of student success. If your child is having difficulty following the school wide expectations, you can expect to be notified by the teacher. If the behavior continues or is serious enough, your child may receive a written behavior incident report that will be sent home. Prior to an incident report going home, you will receive contact from the teacher.

Practice Respect:

- I can learn about other people, families, their likes and dislikes, and be accepting of them.
- I understand empathy and the power of a genuine apology.
- I can recognize when someone needs help and support them.
- I know how to talk to others and use language that is acceptable for school.
- I recognize others and treat them kindly using words that are friendly.

Act Responsibly:

- I own my behavior, follow expectations, accept consequences, and take positive steps to change my actions.
- I can do what's right, make good choices and decisions even when no one is looking.

Work Together:

- I can communicate with others, take steps to solve problems, and not blame others.
- I'm aware of how my behavior and actions can impact others.

Stay Safe:

- I can make choices that will keep myself and others safe in all parts of my school.
- I will be aware of my body in relation to others.

Emerson Elementary School
Parent's Guide to School
Wide Expectations:

What can you do to help your child
stay on the path to positive behavior?

- Review Bulldog STRONG core values with your child.
- Ask your child about his/her day at school every day.
- Make sure your child is ready every day. Ensure a good night's sleep.
- Provide a quiet time and space for your child to do homework.
- Keep in touch with your child's teacher.
- Encourage your child to use appropriate language and tone.
- Practice positive phrases with your child, such as, "thank you," "excuse me," "please," and "i'm sorry."
- Be a visible part of your child's school day.

Dear Parent/Guardian:
Please review this information with your child(ren) Ask your child to tell you about Emerson's core values. Ask your child to discuss examples of ways that he or she can use these rules to help them learn and participate in school. Discuss ways that these rules can be used at home and in the community. We look forward to working in partnership with you. If you have any questions, please contact our school.

Our Core Values: BULLDOG STRONG

S supportive

T teamwork

R respectful

O ownership

N iNclusive

G growth

Emerson Elementary School
27 Rhododendron Road
Fitzwilliam, NH 03447
603-585-6611

Our Core Values

R: Respect Yourself

O: Own Your Community

A: Always Persevere

R: Responsibility To do what's Right!

What can you do to help your child stay on the path to positive behavior?

☺ Review the ROAR Core Values with your child.

☺ Ask your child about his/her day at school every day.

☺ Make sure your child is ready every day. Ensure a good night's sleep.

☺ Provide a quiet time and space for your child to do homework nightly.

☺ Keep in touch with your child's teacher.

☺ Encourage your child to use appropriate language and tone.

☺ Practice positive phrases with your child, such as, "Thank you," "Excuse me," "Please," and "I'm sorry."

☺ Be a visible part of your child's school day. Attend meetings and other school activities as your schedule allows.

Dear Parent/Guardian:

Please review the information contained in this brochure with your child(ren).

- Ask your child to tell you about Troy School's Core Values.
- Ask your child to discuss examples of ways that he or she can use these rules to help them learn and participate in school.
- Discuss ways that these rules can be used at home and in the community.

We look forward to working in partnership with you. If you have any questions, please contact the school.

Troy Elementary School

Parent's Guide to Schoolwide Expectations

What does ROAR look like in school?

In the beginning and throughout the school year, we spend a considerable amount of time teaching, modeling and practicing our school wide expectations. Our goal is to establish a calm, orderly, and safe environment for learning; help children develop self-control and self-discipline; teach children to be responsible, contributing members of their school community; and promote respectful, kind and healthy teacher-student and student-student interactions.

How will I be communicated with if there is a problem?

Communication between home and school is a vital component of student success. If your child is having difficulty following the school wide expectations, you can expect to be notified by the teacher. If the behavior continues or is serious enough, your child may receive a written behavior incident report that will be sent home. Prior to an incident report going home, you will receive contact from the teacher.

Respect Yourself:

- I will use kind words
- I will keep my body under control and make safe choices.
- I will listen with my whole body.
- I will practice *empathy by trying to "stand in other people's shoes.*
- I will treat others the way I want to be treated.
- I will take care of my school and the resources it provides.

Own Your Community:

- I will treat others with kindness and use my words to solve conflicts with peers.
- I will work to have a positive attitude.
- I will think about how my actions affect others.
- I will work collaboratively with others by sharing information., listening to others, and accepting their ideas.

Always Persevere

- I will use my coping skills when I am upset.
- I will always ask for help when I need it.
- I will try to keep going and never give up.
- I will overcome obstacles.
- I will keep striving to reach my goals.

ROAR

Responsibility

- I will be honest and trustworthy.
- I will follow expectations and accept consequences.
- I will take positive steps to change my actions to better myself.
- I will do the right thing, no matter who is watching.

Gilsum STEAM Academy

640 Rt 10 Gilsum, NH 03448 603-352-2226

What does STEAM look like in school?

In the beginning and throughout the year, we spend time teaching, modeling and practicing our schoolwide expectations. Our goal is to establish a safe learning environment for our students and staff. Through the acronym STEAM we teach our students to Strive for success, Take responsibility, Encourage respect, Act safe, and Make their learning count.

How will I be communicated with if there is a problem?

Communication between home and school is a vital part of student success. If your child is having difficulties following our school expectations, you can expect to be notified by the teacher. If the behavior continues or is serious enough, s/he may receive a written behavior report. In the event of a written report, you will be notified by the teacher or the administrator.

How can I help my student(s) exhibit positive behavior?

- Review our STEAM habits with your child.
- Ask your child about his/her day everyday.
- Make sure your child is ready for school everyday.
- Keep in touch with your child's teacher.
- Make reading together a daily routine at home.
- Practice manners ("please", "thank you", "excuse me", etc)

STEAM Leader

S	T	E	A	M
I **strive** for success when... *I take care of my space and and personal property* *I follow adult directions* *I encourage others*	I **take** responsibility when... *I am where I am supposed to be* *I keep areas clean*	I **encourage** respect when... *I use kind words* *I display good manners*	I **act** safe when... *I walk* *I keep my hands and body to myself* *I make sure I am in the view of an adult.* *I use materials properly* *I allow visitors to buzz the office for admission.*	I **make** learning count when... *I work hard* *I am prepared and ready*

Parent Signature Page

Please complete each section on this page and return the page to your child's teacher.

I have read the 2026/27 Parent and Student Guide and reviewed the guidelines with my child.

Child's Name _____

Parent Name _____

Parent Signature _____ Date _____

Photographs and Videos Permission

_____ Yes, I grant permission for my child to be photographed or videoed in school-related activities. I understand these photos/videos may appear in/on local publications, news media, social media, or other media/websites. These photos/videos will not be duplicated or sold for profit.

_____ No, I do not grant permission for my child to be photographed or videoed in school-related activities.

Parent Signature _____ Date _____

Student Name Publication Permission

_____ Yes, I grant permission for my child's name to be published in/on local publications, news media, social media, or other media/websites for school-related purposes.

_____ No, I do not grant permission for my name to be published for school-related purposes.

Parent Signature _____ Date _____

Book: A: Foundations and Basic Commitments
Section: Series A
Title: New Hampshire Parental Bill of Rights
Code: AB
Status: Active
Adopted: February 3, 2026

New Hampshire Parental Bill of Rights

A. New Hampshire Parental Bill of Rights

I. All parental rights are reserved to the parents of a minor child in this state without obstruction or interference from any school. These rights include, but are not limited to, the right:

1. To direct the upbringing and the moral or religious training.

2. To direct the education, including the right to choose to enroll the minor child in an assigned resident public school, a public charter school, a non-public school, including a religious school, a home education program, or any other state-based education program, as authorized by law, as an alternative to public education, as set forth in RSA 193:1 and RSA 194-F:1, et seq.

3. To request that a minor child be enrolled in a public school other than the public school assigned to them by their residence to avoid a manifest educational hardship, as set forth in RSA 193:3.

4. To enroll his or her minor child in gifted or special education programs if the child qualifies for such programs.

5. To inquire of the school or school personnel and promptly receive accurate, truthful, and complete disclosure regarding any and all matters related to their minor child, unless an immediate answer cannot be provided when the initial request is made, in which case, the answer shall be provided no later than 10 business days after the request.

6. To be informed of the school's policy regarding discipline policies and procedures, as set forth in RSA 193:13.

7. To obtain access for a minor child to public curricular courses and co-curricular programs offered by the local school district where the student resides while choosing to enroll their child in a non-public, public chartered, home education, or any other state-based education program, as set forth in RSA 193:1-c and RSA 194-F:2, II(d).

8. To inspect any instructional material used as part of the educational curriculum within a reasonable period following a request, as set forth in 20 U.S.C. section 1232h(c)(1)(C).

9. To opt out of health or sex education and any other objectionable material, as set forth in RSA 186:11, IX-b and IX-c.

10. To be advised of and have the right to opt the minor child out of any nonacademic survey or questionnaire.

11. To opt out of any district-level data collection relating to his or her minor child not required by federal or state law.

12. To exempt their public-school minor child from participating in required statewide assessments in English, language arts, mathematics, and/or science, as set forth in RSA 193-C:6.

13. To receive information regarding the level of achievement and academic growth of their minor child in the state academic assessments

in English, language arts, mathematics, and/or science, as set forth in the Every Student Succeeds Act, 20 U.S.C. section 1112 (e)(1)(B)(i).

14. To receive a school report card and be informed of his or her minor child's attendance requirements and compliance with such requirements.

15. To access and review all education records relating to their minor child within 10 business days after the day the school receives a request for access, as set forth in RSA 189:66, IV and 34 C.F.R. 99.5.

16. To consent in writing before the state or any of its political subdivisions, including, without limitation, any school pursuant also to the provisions of RSA 189:68, III-V, makes a video or voice recording, unless such recording is made during or as part of a court proceeding or part of a forensic interview in a criminal or other investigation by the bureau of child protective services or it is to be used solely for the purpose of a safety demonstration, including the maintenance of order and discipline in the common areas of a school or on student transportation vehicles.

17. To be notified whenever seclusion or restraint has been used on their minor child as set forth in RSA 126-U:7.

18. To access and review all medical records of their minor child maintained by a school or school personnel, unless otherwise prohibited by law.

19. To exempt their minor child from immunizations if, in the opinion of a physician, the immunization is detrimental to the child's health or because of religious beliefs, as set forth in RSA 141-C:20-a and RSA 141-C:20-c.

II. Federal law provides for additional parent and family involvement for schools that are receiving Title I, Part A; Title I, Part C (migrant); Title III, Part A (EL) funds, including:

1. The right to receive information, including student reports, in an understandable and uniform format and to the extent practicable, in a language that parents can understand, as set forth in 20 U.S.C. sections 1112(e)(4); 1114(b)(4); 1116(e)(5); and 1116(f).

2. Upon request of the parent, the right to receive information regarding state qualifications of the student's classroom teachers and paraprofessionals providing services to their minor child, as set forth in 20 U.S.C. section 1112(e)(1)(A)(i-ii).

3. The right to receive an annual local educational agency report card that includes information on such agency as a whole and each school served by the agency, as set forth in 20 U.S.C. section 1111(h)(2)(A-B)(i-iii).

B. Dissemination

Pursuant to RSA 189-B:5, II, the Board directs that the Superintendent cause a complete copy of Section A (the Parental Bill of Rights) of this policy to be published:

1. Each year in the School District's annual report each year;

2. Permanently on the District's website; and

3. Each year in every student and employee handbook.

Revision Dates: 2/3/2026

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 reci Instead, they are provided as additional resources for those interested in the subject matter of the policy.*

NH Statutes	Description
RSA 126-U	Limiting the Use of Child Restraint Practices
RSA 141-C:20-a	Immunization
RSA 141-C:20-c	Exemptions
RSA 186:11, IX-b	Health and Sex Education
RSA 186:11, IX-c	Objectionable Course Material
RSA 186:11, IX-d	Duties of State Board of Education
RSA 186:11, IX-e	Notice to Parents/Guardian Required
RSA 189-B:2 PENDING LINK	Parental Bill of Rights: Definitions
RSA 189-B:4 PENDING LINK	Parental Rights
RSA 189:66	Data Inventory and Policies Publication
RSA 189:67	Limits on Disclosure of Information
RSA 189:68	Student Privacy
RSA 193:1	Duty of Parent: Compulsory Attendance by Pupil
RSA 193:13	Suspension and Expulsion of Pupils
RSA 193:3	Change of School or Assignment, Manifest Educational Hardship or Best Interest, Excusing Attendance

Federal Regulations	Description
34 CFR. Part 99	Family Educational Rights and Privacy Act Regulations

Federal Statutes	Description
20 U.S.C. § 1232h	Protection of Pupil Rights Amendment (PPRA)

Cross References

Code	Description
ECAF	Audio and Video Surveillance on School Buses
EEAA	Video and Audio Surveillance on School Property
IGE	Parental Objections to Specific Course Material
IHAM	Health Education and Exemption From Instruction
IHAM-R(1)	Health Education and Exemption From Instruction - Health and Sex Education Exemption/Objectionable Course Material:
IHBB	Programs for Gifted and Talented Students
IK	Earning of High School Credit - Achievement of Competencies
ILD	Non-Educational/Non-Academic Questionnaires, Surveys & Research
ILD-R(1)	Non-Educational/Non-Academic Questionnaires, Surveys & Research - Protection of Pupil Rights Amendment - Supporti
JCA	Change of School Assignment - Best Interests and Manifest Hardship
JIC	Student Conduct
JICD	Student Discipline and Due Process

Code	Description
JICD-R(1)	Student Discipline and Due Process - Memorandum of Understanding
JJJ	Access to Public School Programs by Nonpublic, Charter School and Home Educated Pupils
JJJ-R(1)	Access to Public School Programs by Nonpublic, Charter School and Home Educated Pupils - Administrative Regulations
JKAA	Use of Restraints and Seclusion
JLCB	Immunizations of Students
JRA	Student Records and Access (FERPA)
JRA-R(1)	Student Records and Access (FERPA)

Last Modified by Lillian Sutton on February 4, 2026