

Lancaster Elementary School

Student and Family Handbook

2026/2027 School Year

Updated 8/17/2026

Dear Families and Students,

Welcome to the 2026–2027 school year. I hope your summer provided opportunities for rest, time with family and friends, and memories that will last a lifetime. As we begin another exciting year together, we look forward to welcoming our students back to school refreshed, ready to learn, and eager to reconnect with their classmates and teachers.

The start of a new school year is an exciting time filled with opportunities to build strong classroom communities, establish meaningful relationships, and create a positive learning environment where every student can thrive. Our dedicated staff is committed to supporting each child academically, socially, and emotionally as we work together to help them achieve success throughout the year.

This handbook has been developed to serve as a helpful guide for students and families. It contains important information about our policies, procedures, expectations, and resources that will help ensure a safe, respectful, and productive learning environment for everyone. We encourage you to review the handbook together with your child and refer to it throughout the school year as questions arise.

A strong partnership between home and school is essential to student success. If you have any questions about the information contained in this handbook or need additional assistance, please do not hesitate to contact your school's main office. Our staff is always happy to help and look forward to working with you throughout the school year.

Thank you for your continued support and partnership. We are excited for the opportunities that lie ahead and look forward to a wonderful 2026–2027 school year together.

Sincerely,

Robert Scott

Superintendent of Schools

Disclaimer:
Please note that policies are updated throughout the school year and the most current policies can be found here: https://www.sau36.org/documents/district/for-staff/policies/203617

TABLE OF CONTENTS

SAU #36 White Mountains Regional School District Overview **8**
SAU #36 School Board Members 8
SAU #36 Mission Statement 8
SAU #36 Vision Statement 9
SAU #36 Strategic Plan “At-A-Glance” 9
SAU #36 Central Office Staff List 9
SAU #36 District-Wide Staff 10
SAU #36 School Calendar 10
SAU #36 School Designations by Communities 10
Lancaster Elementary School General Overview **11**
School Profile 11
Mission Statement 11
Vision Statement 11
Core Values 11
Faculty/Staff List 12
Lancaster School’s Academic Program **12**
Academic Expectations 12
Academic Integrity 12
Academic Performance 12
Report Cards 12
Grading 13
K-6 Standards Based Grading Explanation 13
Alma (Student Information System) 13
Make-Up Work Policy 13
Supports for Parents and Students 13
Parent/Teacher Conferences 13
Parent Teacher Organization 14
Achievement/Homework Club 14
Extended Learning Opportunities 14
Homework Guidelines and Policy 14
Assessments 15
Promotion and Retention 16
Special Programs 17
Special Education 17
Special Education Referrals 17

Section 504 17
Section 504 Referrals 18
English Language Learners 18
Field Trips 18
School Culture 19
Multi-Tiered Systems of Support 19
Social-Emotional Learning 20
Student Supports 20
Student Wellness Center and Learning Commons (Grades K-6) 20
School Counselors 21
District Social Workers 21
Student Involvement 22
Athletic Participation and Eligibility 22
Co-Curricular Activities 22
Co-Curricular Eligibility 22
Dances 22
Winter Recreation Programs 23
Image of Graduate 23
Parent and Guardian Communication 24
Informal Conferences 24
District Website 24
School to Parent Communication Plan 24
Performances and Public Events 25
Event Parking 25
Video and Audio Recording on School Property 25
Lancaster School's General Information and Daily Operations 25
School Day 25
Arrival 25
Late Arrival 26
Dismissal 26
Early Release Day 26
Attendance 26
Absenteeism 27
Excused Absences 27
Family Vacations/Educational Opportunities 28
Procedure for Absences 28
Tardiness 29
Late Arrival Procedures 29
Early Dismissal 29
Truancy 29
Truancy Intervention Process 30

Release of Student from School 30
Student Discipline 31
Progressive Discipline Approach 31
Behavior Response Protocol 31
Personal Property 32
Smart/Cellular Phones 32
Grades PK-6 32
Backpacks 33
Lockers 33
Student Appearance Policy 33
Water Bottles and Other Personal Drink Containers 35
Lost and Found 35
Student Meals 35
Nutrition Policy 35
Free and Reduced Meal Applications 36
Meal Charging Policy 36
Meal Payment Options 37
USDA Nondiscrimination Statement 37
Traffic Pattern and Parking 37
Bicycles and Other Non-Motorized Transportation 38
Locker Room Use 38
Bus Transportation 38
Contact Information 38
Safety Expectations 38
Rights of Parents 40
Audio and Video Surveillance on School Buses 41
Students with Disabilities 41
Classroom Telephones 41
Chromebook Use Policy 41
Acceptable Use Policy 42
Visitors Policy 42
Volunteers Policy 43
Substitute/Guest Teachers 43
Emergency Closings 43
Emergency Drills 43
Celebration Policy 44
Pets and Animals 44
Recess 44
SAU #36 Notices and Procedures 44
New Hampshire Parental Bill of Rights - School Board Policy AB 44
Statement of Nondiscrimination and Title IX - School Board Policy AC, AC-E 45

Pupil Safety and Violence Prevention - Bullying, School Board Policy JICK 47
Annual Notice of Contact Information 47
Admission and Enrollment Information, School Board Policy JFAB 48
McKinney-Vento Homeless Education Assistance 48
Registration Information 48
Withdrawal Procedures 48
Child Find Notice 49
Non-Educational Questionnaires, Surveys, and Research, School Board Policy ILD 49
Fundraising, School Board Policy JJE 50
Suicide and Prevention, School Board Policy JLDBB 51
Student Searches and Their Property, School Board Policy JIH 51
Drug-Free Schools, School Board Policy ADB, GBEC 52
Tobacco Products Ban, School Board Policy ADC 52
Teaching about Alcohol, Drugs, and Tobacco 53
Weapons on School Property, School Board Policy JICI 53
Guns and Firearms 53
Other Weapons 54
Asbestos Management Plan 54
Communicable Diseases, School Board Policy EBCG, JLCC 54
Immunization Requirements, School Board Policy JLCB 55
Emergency Care and First Aid, School Board Policy JLCE 55
Administration of Medication, School Board Policy JLCD 55
Exclusion of Students Who Present a Hazard, School Board Policy JLCG 56
Student or Parent Complaint Process, School Board Policy KE 56
Annual Notice of Parent and Student Rights: FERPA 57
Directory Information/Release of Records/Access to Student Records: FERPA 58
Reporting Child Abuse or Neglect, School Board Policy JLF 61
Work Permits 61
Crisis Prevention and Emergency Plan for Sports Related Injuries, School Board Policy EBCA, JLCJA 61
Title I and Community Engagement, School Board Policy KB 61
Student Accident Insurance, School Board Policy KF 62
Use of School Facilities, School Board Policy KF 62
Policy Development, School Board Policy BGAA 62
Acknowledgement of Approval of Family Handbook Policy, School Board Policy CHCA 63
Parents/Guardians Right to be Informed: Title I, Part A: Programs Parent's Right to Know 63
Parents Objections to Specific Course Material, School Board Policy IGE 63
Transgender and Gender Non-Conforming Students, School Board Policy JBAB 64
Hazing, School Board Policy JICFA 64

SAU #36 White Mountains Regional School District Overview

SAU #36 School Board Members

Town	Board Member	Seat Expires	Term Years	Home Phone
Carroll	Ben Jellison PO Box 85 Twin Mountain, NH 03595 bjellison@sau36.org	2029	2026-2029	(603) 846-7721
Dalton	Cathleen Fountain cfountain@sau36.org	2029	2026-2029	(603) 837-2772
Jefferson	James Akerman 37 Rockwood Avenue Jefferson, NH 03583 jakerman@sau36.org	2028	2025-2028	(603) 678-3010
Lancaster	Kristen Van Bergen-Buteau 29 Kilkenny Street Lancaster, NH 03584 kvanbergen@sau36.org	2027	2024-2027	(603) 788-2447
Lancaster	Adam Adair aadair@sau36.org	2029	2026-2029	(603) 788-2251
Whitefield	Tara Giles 37 Holly Heights Whitefield, NH 03598 tgiles@sau36.org	2028	2025-2028	(603) 991-2382
Whitefield	Robert Loiacono, Board Chair 5 Main Street Whitefield, NH 03598 rloiacono@sau36.org	2027	2024-2027	(603) 837-7194
School Board Clerk	Stephanie Glidden 18 Holly Heights Whitefield, NH 03574 sglidden@sau36.org			

SAU #36 Mission Statement

The WMRSD Community fosters a culture of learning which emphasizes wellness, academic growth, and creativity.

SAU #36 Vision Statement

Student Centered, Future Focused

SAU #36 Strategic Plan "At-A-Glance"

For the complete plan, please visit sau36.org or click here!

SAU #36 Central Office Staff List

135 Regional Road
Whitefield, NH 03598
(603) 837-9363

Robert Scott	Superintendent	robscott@sau36.org
Kerry Brady	Athletic Director	kbrady@sau36.org
Melisa Wadsworth	Director of Finance	mwadsworth@sau36.org
Stephane Glidden	HR/ Administrative Assistant to the Superintendent	sglidden@sau36.org
Angela Smith	Director of Curriculum	asmith@sau36.org
Jeremy Noyes	Director of Technology	jnoyes@sau36.org
Michael Cronin	Director of Student Services	mcronin@sau36.org
Jennifer Tetreault	Purchasing and Accounts/Receivable and Communications Coordinator	jtetreault@sau36.org
Vicki Herzog	AP/Purchasing	vherzog@sau36.org

SAU #36 District-Wide Staff

Chelsea Arsenault	School Psychologist	carsenault@sau36.org
Haley Hodgdon	School Psychologist	hhodgdon@sau36.org
Gary Brown	Facilities Director	gbrown@sau36.org
Karen Keller	Social Worker & McKinney-Vento Liaison	kkeller@sau36.org
Alex Kittridge	Information Technology Technician	akittridge@sau36.org
Gerry Lepine	Buildings and Grounds	glepine@sau36.org
Aric Moody	Network Administrator/ IT Technician	amoody@sau36.org
Stela Pleischl	English as Second Language Teacher	spleischl@sau36.org
Karen Thompson	Special Services Secretary	kthompson@sau36.org
Nathan Kenison	Buildings and Grounds	nkenision@sau36.org

SAU #36 School Calendar

For the most current and up-to-date school calendar, please visit the SAU #36 Website.

SAU #36 School Designations by Communities

Lancaster School
Families of elementary school-age children who reside in the towns of Lancaster or Jefferson and whose children attend public school shall send their students to Lancaster Elementary School.

Whitefield School
Families of elementary school-age children who reside in the towns of Whitefield, Dalton, or Carroll, and whose children attend public school, shall send their students to Whitefield Elementary School.

Lancaster Elementary School General Overview

School Profile

Lancaster Elementary School is part of the White Mountains Regional School District/SAU 36. This school serves students from the towns of Lancaster and Jefferson, New Hampshire, as well as communities in Vermont who are part of the Essex North Supervisory Union school choice program. Once students finish their sixth-grade year at Lancaster, they attend White Mountains Regional High School (WMRMHS).

Lancaster Elementary serves students in preschool through grade six.

Mission Statement

The mission of the Lancaster School community is to work together to provide an exceptional educational experience that fosters individual growth in a safe, supportive environment.

Vision Statement

Together, we put children first, so they can find their passion and shine!

Core Values

WE BELIEVE…

- all decisions at Lancaster Elementary School should be made in the best interest of our students.
- all students should be engaged in differentiated instruction that meets their academic, social, and emotional needs.
- we need to build strong relationships in order to create a culture of respect and trust.
- student and staff wellness is critical for everyone to learn, grow, and be successful.
- school culture and climate influence everything we do as a school and that we should collaborate to create a safe, kind, and welcoming environment for all.
- ongoing, clear, open, and respectful communication with each other is essential for our success.
- implementing clear and consistent behavioral expectations create a positive learning environment for all.
- students and staff should have a voice in our school to feel supported and valued.
- that a well-rounded student regularly participates in enrichment and extracurricular activities.
- that targeted professional development for all staff is key to growing our school.

Faculty/Staff List

2026/2027 School Year Staff Roster

Lancaster School's Academic Program

Academic Expectations

Students are expected to hand in their own work, appropriately citing the ideas of others when appropriate. Students are also expected to take care that their behavior in testing situations is open and honest, and no assistance is provided to other students in testing. Students must use only approved aids in classroom, lab, testing, and performance situations. There shall be no academic dishonesty such as cheating, violation of copyright protection, willful plagiarism, or misrepresentation in any way of one's work.

Academic Integrity

Cheating is a serious compromise of a student's integrity and will not be tolerated. If cheating is discovered, the student's work will be confiscated and a failing grade of a zero will be recorded for that work. Please note that additional disciplinary and/or restorative practices may be implemented.

Academic Performance

Report Cards

Report cards will be sent home at the end of each marking period, as listed below. Report cards are sent home to parents through Alma. These report cards are being provided as a measure of your student's academic performance for a set period of time. If you would like to check the progress of your child, please log-in to Alma or contact your child's teacher. If you need assistance with your log-in information, please contact Christina Fontaine at 788-4924.

K-6		
	Beginning Date	Ending Date
Trimester One	August 31, 2026	December 1, 2026
Trimester Two	December 2, 2026	March 15, 2027
Trimester Three	March 16, 2027	June 15, 2027
Report Cards		
Trimester One	December 11, 2026	
Trimester Two	March 19, 2027	
Trimester Three	June 16, 2027	

Grading

K-6 Standards Based Grading Explanation

Students in grades K-6 are graded each trimester, based on mastery of grade level standards. Students receive grades in the form of a 1-4 rating scale system. Unifieds are not graded in grades K-6.

1 – Beginning to develop the standard
2 – Progressing toward the standard
3 – Meeting the grade level standard
4 – Exceeding the grade level standard
/ – Does not apply

SAU #36 School Board Policy IKA

Alma (Student Information System)

All parents and students have access to Alma. If you would like access to Alma and don't know your credentials, please contact Christina Fontaine at 788-4924 or christinafontaine@sau36.org.

Make-Up Work Policy

The school will provide make-up work for excused absences. Students are responsible for requesting make-up work immediately upon returning to school. We encourage students, whenever possible, to call classmates to obtain assignments so that work can be completed in a timely manner. In the case of a prolonged absence, the student will be allowed a reasonable amount of time to complete make-up work and parents may call to arrange to pick up work.

Following absence from school, students will be permitted to double the time of absence to make up class work (example: absent 2 days – has 4 days to make up work). Exceptions would be in cases of long illness when more time may be permitted at the discretion of the teacher and with the approval of the principal. Students should be reminded by the teacher that they have make-up work to complete, but they must understand that ultimately it is their responsibility to find out what the missed work included and to hand it in when due.

If a student is suspended out of school, he/she may make up exams, class work, and homework, or turn in projects on the day the student returns following his/her suspension.

Supports for Parents and Students

Parent/Teacher Conferences

Parent/Teacher Conferences are scheduled for November and April. After the successful pilot of student-led conferences this past school year, we will be moving forward with these events

for this school year. It is highly recommended that you bring your child with you to these conferences. If you would like to request an additional conference with your child's teacher, please contact the school administrator and they will assist you with setting this up.

Parent Teacher Organization

The Parent Teacher Organization (PTO) works closely with the building administration and provides positive support to the school environment. Regular monthly meetings are scheduled and held in the Lancaster School library. Parents are encouraged to attend. Information regarding the meeting dates, times, and events can be found on the SAU 36 website calendar as well as the weekly administration newsletter.

Achievement/Homework Club

The students of the Lancaster School are encouraged to participate in the Achievement Club. A structured and supervised area is provided where students may independently seek, or be assigned, assistance in the area of homework. The Achievement Club is held in the library immediately after dismissal Monday-Thursday. Students need to report directly to Achievement Club and not to after school recess. Parents are responsible for transportation at the end of Achievement Club.

Extended Learning Opportunities

The School Board encourages students to pursue extended learning opportunities (ELO) as a means of acquiring knowledge and skills through instruction or study that is outside the traditional classroom methodology. Extended learning opportunities may include, but are not limited to, independent study, private instruction, performing groups, internships, service learning, apprenticeships, online courses/distance education, or other opportunities approved by the Superintendent or his/her designee, in conjunction with School Board policies.

SAU #36 School Board Policy IHBH - Extended Learning Opportunities

Homework Guidelines and Policy

Homework

Homework is a constructive tool in the teaching/learning process when used appropriately and geared to the needs and abilities of students. Purposeful assignments not only enhance student achievement, but also develop self-discipline and associated good working habits. As an extension of the classroom, homework must be planned and organized, must be viewed as purposeful to the students, and should be evaluated and returned to students in a timely manner. Homework should be an application or adaptation of a classroom experience, and should not be assigned for disciplinary purposes.

Prior to the assignment of any homework, the assigning teacher will provide a written "class homework policy" describing how homework assignments may be accessed, how homework

will be assessed or graded, and whether and how homework assignments will relate to the overall class grade. The class homework policy is to be clearly communicated and made accessible to both students and their parents/guardians. If any changes are made to the initial class homework policy, the teacher shall provide a written summary of the revised standards for students and parents. In no case, however, may revised class homework policy standards apply to previous homework assignments if the effect would negatively impact a student's overall grade.

For homework accessibility, teachers are encouraged to use online learning management systems/parent portals when available to communicate homework assignments. Also, without limiting a teacher's own methods for assessment and grading of homework, common objectives or elements for assessment might include accuracy, timeliness, effort, demonstration of understanding and achievement of related competencies.

SAU #36 School Board Policy IKB - Homework

Assessments

A vital part of the educational program is understanding how well students are learning, so support may be given to students who are having difficulties and extended learning may be given to students who are learning at high levels. The following assessments are administered in grades K-6 in a typical school year.

Curriculum-based teacher-created assessments - these are given to determine how well students are learning and are given both formally and informally. These assessments can provide the most authentic information about student learning since they are closely tied to what is taught to students. These assessments occur frequently and often informally as teachers use quick checks for understanding exercises before moving on to other topics. Teacher-created assessments may also be more formal and be given periodically to determine how well a student has learned and mastered a significant amount of material.

NWEA - the Northwest Evaluation Association or MAP tests are given to students K-8 in both math and reading at the beginning of the school year; midway through the school year; and at the end of the school year. This assessment is given in schools across the US and all over the world in international schools as well. Student results from NWEA tests address two basic questions: (1) How well did the student score vs. the national average? and, (2). How well did the student grow or progress since his or her last test? Each student has an expected growth based on his or her last assessment, and the NWEA report includes whether the student met the growth expectation. NWEA results provide a long-term view of student growth and can also provide teachers with data upon which to inform their instructional practices.

DIBELS - (Dynamic Indicators of Basic Early Literacy Skills) is a set of procedures and measures for assessing the acquisition of literacy skills. They are designed to be short (one minute) fluency measures that can be used to regularly detect risk and monitor the development

of early literacy and early reading skills. This assessment is given three times a year to all Kindergarten students and meets the New Hampshire Department of Education requirement that all students receive a screening assessment for dyslexia. Students who show signs of early literacy difficulties are given extra support and in some cases are given the DIBELS assessment through first grade to determine their progress and needed support.

DRA (Developmental Reading Assessment) is a new assessment that will be given three times a year to most students in grades K-6. The BAS is a teacher-administered assessment that is used to determine students' independent and instructional reading levels, assess the outcomes of teaching, and assess a new student's reading level for independent reading and instruction. In addition the DRA is used to identify students who need intervention, document student progress across a school year and across grade levels and inform parents of a student's progress in reading fluency and comprehension.

On-demand assessments for writing - these are given three times a year for students in grades K-8. Students are asked to compose a short writing response to a prompt. Grade level teams of teachers score the student compositions based on criteria including fluency, grammar and usage, organization, and clarity of thoughts and expression of ideas.

NHSAS (New Hampshire State Assessment System) - with the passage of No Child Left Behind and the Every Child Succeeds Act, schools receiving Federal Funding are required to administer yearly assessments in reading and math in grades 3-6. In addition, students are assessed in science in grades 5 and 8. Unlike the NWEA and other assessments that we administer, the NHSAS only reports the level of student achievement ranging from basic to advanced. Growth is not explicitly reported with the NHSAS results although we do track a student's progress from year to year. This assessment is given annually each May and is used in conjunction with the results of other assessments to give another perspective on how well our students are learning.

Promotion and Retention

The decision to retain a student is one of the most critical decisions we make in public education. While there are opinions on both sides, the relevant research shows that retention, in the vast majority of instances, has no lasting positive effect on student achievement and is frequently associated with negative emotional impact on the student. Given these findings, it is imperative that we develop and maintain a consistent policy and practices that guide our efforts in working with students from the earliest signs of academic difficulty in the consideration of retention.

SAU #36 School Board Policy IKE - Retention K-8
SAU #36 School Board Policy IKE-R - Regulations for Policy IKE

Special Programs

Special Education

The White Mountains Regional School District shall take steps to ensure that children with disabilities have equal access to the variety of educational programs and services available to non-disabled children. The District ensures that, to the maximum extent appropriate, children with disabilities, including children in public or private institutions or other care facilities are educated with students who do not have disabilities. Special classes, separate classes, separate schooling, or other removal of students with disabilities from the regular educational environment occurs only when the nature or severity of the disability is such that education in regular classes with the uses of supplementary aids and services cannot be achieved satisfactorily. Placement decisions for children with disabilities shall be made on an individual basis by the IEP team and in accordance with the procedures described in Section 8 – Pupil Evaluation to Placement.

The District shall provide a full range of opportunities, programs and services to meet the unique needs of children with disabilities in the least restrictive educational setting. The District shall ensure that every child with a disability shall have full access to the general curriculum with accommodations and modifications as delineated in the IEP. This includes the provision of non-academic and extra-curricular services. These opportunities shall be provided through public school programs within and outside of the boundaries of the District.

The District shall provide access to vocational training and transition services as appropriate. Vocational and transition services are provided primarily within the District and at the high school level. Other student specific circumstances may be addressed as determined by the IEP team.

SAU 36 Special Education Policies and Procedures Manual (Updated 2026)

Special Education Referrals

If you believe that your child should be referred for special education testing, please contact your child's principal or Michael Cronin, Director of Student Services. Information regarding the entire special education process can be found by visiting the New Hampshire Department of Education's Procedural Safeguards website.

Section 504

Section 504 is part of the federal Rehabilitation Act of 1973, which was enacted by Congress to prohibit discrimination against individuals with disabilities in programs and activities administered by any entity that receives federal financial assistance, including public schools. Section 504 states in pertinent part:

> *No otherwise qualified individual with a disability in the United States…shall, solely by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to*

discrimination under any program or activity receiving federal financial assistance… (29 U.S.C § 794).

The White Mountains Regional School District is responsible for ensuring that students are free from discrimination based on disability and that qualified students with disabilities receive a free appropriate public education (FAPE) regardless of the nature or severity of the disability.

Much more information regarding Section 504 can be found on the New Hampshire Department of Education Pathways to Education website.

Section 504 Referrals

If you believe that your child qualifies for a 504 Plan or would like to discuss Section 504 in more detail, please contact your principal.

English Language Learners

According to the New Hampshire Department of Education, "the mission of the English for Speakers of Other Languages (ESOL) Program is to ensure that all English Learners in New Hampshire are given an equitable, appropriate, and academically challenging education." If English is not a student's first language and/or not the primary language spoken at home, he or she may be eligible for ELL (English Language Learners) support once enrolled in the White Mountain Regional School District. The ELL teacher/coordinator will use the WIDA screener assessment to evaluate the student's English proficiency and offer English language support accordingly. The parents of English language learners may accept or decline ELL support.

SAU #36 Services for English Language Learners Handbook (Updated 2026)
SAU #36 Child Find Notice
SAU #36 Section 504 Handbook
SAU #36 English Language Learners Handbook

Field Trips

Field trips are planned educational experiences designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Days of field trips are considered regular school days and students are expected to attend school on these days. Students who do not participate in a field trip for some reason are expected to be at school that day and an alternative assignment will be completed and turned in for a grade at the end of that day.

Parents will receive notices of field trips in advance of the scheduled trip date and will be asked to sign field trip permission forms. It is the responsibility of the child and parent to return that form no less than two school days prior to the trip departure. Students without completed forms will remain at school with an alternative assignment. Parents may be asked to chaperone a field trip, however we are typically able to cover the 8:1 supervision ratio with staff. Parents who chaperone field trips are *asked to not bring other children on a field trip with*

them. All field trip chaperones must be pre- approved through the volunteer process and fill out the Parent Chaperone Agreement in the Co-Curricular policy before being approved to go as a chaperone. Chaperones may not smoke or use alcohol or other drugs while accompanying students on a field trip. All students and chaperones must ride district provided transportation to and from the field trip site. In the case where the school will be providing transportation (bus), but the chaperone is driving their own vehicle, the students may go only with their ***own*** parent if pre-approved by the building administrator no less than 24 hours prior to trip departure.

SAU #36 School Board Policy IJOA - Field Trips

School Culture

Multi-Tiered Systems of Support

Lancaster School strives to provide a rigorous and differentiated public school education that meets each student's individual needs in a Pre-K through Eighth setting. Our school recognizes that sometimes students need additional support to meet the grade-level standards as set by the New Hampshire Department of Education (NH DOE) and Social/Emotional standards as outlined by the Collaborative for Academic, Social, and Emotional Learning (CASEL). In our Commitment to Excellence, the mission is to implement a system of positive behavioral, emotional, and academic support for the whole child, so that all members, staff, and students, of the Lancaster School community, will be STARRs.

Academic	Multi-Tiered System of Support (MTSS)	Behavioral
All students receive high-quality curriculum and instruction in the classroom through differentiation.	Core Values (Tier 1) Ready Thinker Connected Contributor	All students are explicitly taught positive behavioral expectations. The teacher uses a consistent approach to classroom management.
The school provides supplemental instruction and remediation of skills, with progress monitoring, for students not meeting the academic standards.	EST (Tier 2)	The school provides supplemental targeted behavioral skill interventions, with progress monitoring, often in small groups.
The school provides intensive	EST (Tier 3)	The school provides customized

skill-specific interventions with frequent progress monitoring outside the classroom setting for students falling significantly below standards.		interventions with frequent progress monitoring in collaboration with administration, specialists, and families.

To view Lancaster Elementary School's entire Multi-Tiered System of Support (MTSS) Plan, please visit here!

For more information specific to the Educational Support Team Process, please see this link.

To submit an Educational Support Team as a family member, please reach out to Kristen Kennett, kkennett@sau36.org.

Social-Emotional Learning

Social and emotional learning (SEL) has emerged as a key indicator of student success in schools and is a critical part of establishing a larger community culture of mental health and wellness. SEL is a process that facilitates acquiring and applying the knowledge, attitude and skills necessary to effectively manage emotions, achieve goals, feel and show empathy, engage in healthy relationships, and make good decisions. Grounded in research, SEL skills are the personal and interpersonal skills we need to manage ourselves, our relationships and our lives effectively and ethically, and spans the continuum to adulthood.

SAU 36 is committed to the social emotional development of our students and the support of our staff through a variety of mechanisms. Universal (Tier 1) efforts are at the forefront of SEL development and include fostering school climates that are warm, welcoming and supportive of all students and adults within our communities. It is our belief that leadership that embodies an SEL approach, one that intentionally builds and fosters positive and healthy relationships among students and staff is a key foundational tenet to the success of the work. Additional universal practices focusing on the SEL themes of self-awareness, self-management and responsible decision making have become routine during morning meetings and advisory blocks. In addition to a culture that supports SEL, SAU 36 recognizes that direct teaching of SEL skills within larger content areas is a necessary element to the success of this work.

Student Supports

Student Wellness Center and Learning Commons (Grades K-6)

The general philosophy of our Wellness Center is to promote physical and behavioral health, provide access to resources, and develop a continuation of support programs offered by the school. These services include individualized interventions and small group instruction to

support social, physical, and emotional well being in a safe, positive, and engaging learning environment.

Student supports and needs are kept track by the use of the Google sign-in sheets which includes the student's name, how they are feeling, the reason for wellness center break, and how the wellness center space is utilized. Processing time is also an option for students if needed.

The Student Wellness Center is staffed by two mobile wellness staff members and overseen by the Multi-Tiered System of Support Coordinator, as well as the principal.

The purpose of the learning commons is to create a learning environment that is equitable and nurturing to every student. This inclusive learning model provides all students with access to flexible learning choices and effective paths for achieving educational goals in a space that allows them to get the support that they need.

Components of the Learning Commons:

- Quiet Work Spaces
- Take a Break Spaces
- Flexible Seating Areas
- Academic workspace for groups
- Extended Learning Opportunities

School Counselors

School counselors design and deliver school counseling programs that improve student outcomes. They lead, advocate and collaborate to promote equity and access for all students by connecting their school counseling program to the school's academic mission and school improvement plan. They uphold the ethical and professional standards of ASCA and promote the development of the school counseling program based on the following areas of the ASCA National Model: define, deliver, manage and assess.

District Social Workers

School social workers are an integral link between school, home, and community in helping students achieve academic success. They work directly with school administrations as well as students and families, providing leadership in forming school discipline policies, mental health intervention, crisis management, and support services.

As part of an interdisciplinary team to help students succeed, school social workers also facilitate community involvement in the schools while advocating for student success.

Student Involvement

Athletic Participation and Eligibility

White Mountains Regional School District will develop passionate athletes who are disciplined and committed to the process of becoming successful. WMRHS offers a variety of opportunities for students to participate in athletics. For more information, please reference the WMRSD Athletic Policy.

Co-Curricular Activities

Lancaster School may the following clubs:

- Achievement Club
- Adventure Club
- Chorus
- Student Council
- Math-Counts
- Student Council
- Band

Co-Curricular Eligibility

Students must maintain passing grades at each report card to be eligible for our co-curricular programs. Students failing one or more classes will be placed on academic probation. Students who have been placed on academic probation will need to attend Achievement Club. Failure to do so will prohibit students from participating in a co-curricular activity until determined by the school administration.

Dances

School sponsored “dances” will be held periodically throughout the year. They will typically begin at 6:00 p.m. and end by 8:00 p.m. Teachers and parents will supervise all dances. No student, once admitted to the dance, will be allowed to leave until the end of the dance unless a parent picks him/her up. Parents are expected to make arrangements for picking students up promptly. If your child is being picked up by someone else, please send a note letting us know how they will get home.

The following rules were developed by the Student Council to cover all school dances:

- Standards of behavior, including dress, are the same for any school activity
- No loitering outside the school building
- Students are not allowed to leave the building and return
- Reasonable lighting at all times is required
- Any students breaking the rules will be asked to call their parents and leave and will not be allowed at the next dance
- Dances are for Lancaster School students only. No middle or high school students or students from other schools will be permitted unless specifically cleared by the school administrative team.

- No student may attend any dance while under school suspension or if they were absent the day of the dance

Winter Recreation Programs

Ski Program

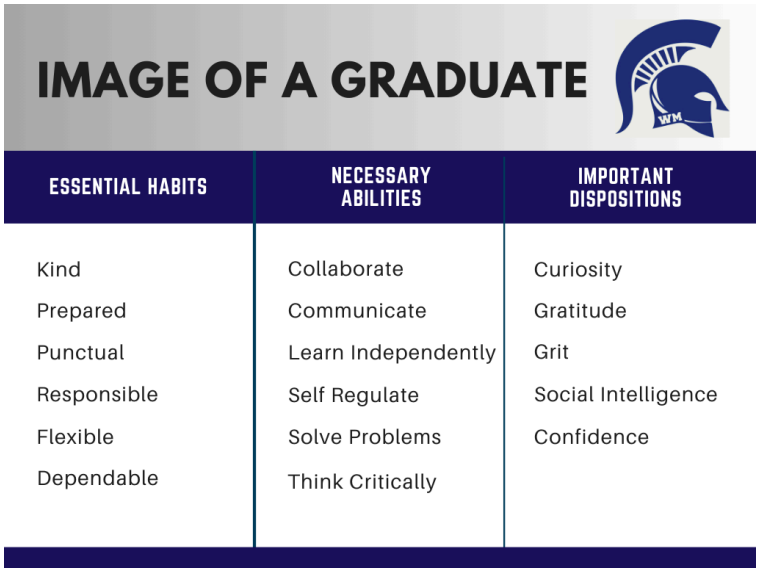
Through the cooperation of area ski facilities, students, staff members, and parents, elementary school students may participate in the ski program. We greatly encourage all parents to allow their son/daughter to participate as long as he/she is passing all subjects and his/her behavior in school is within acceptable limits. Students who participate in the ski program are responsible for making up any missed work. This is a parent organized program and not a school-sponsored program. The adult providing transportation to the mountain for lessons must sign out every student they are transporting in the school office before leaving. Any student not riding with their own parent/guardian must bring a note to school from their parent/guardian stating whom he/she will be riding with.

Image of Graduate

The White Mountains Regional School District strives to develop graduates who have not only mastered academic content standards but who also present the essential habits and dispositions necessary for success in college, career, and life.

Below you will find both the habits and dispositions we will be addressing, fostering and nurturing as we prepare all students for educational and life-long success.

Habits are defined as necessary practices for success in all areas which require working with others. Deficiencies in these practices are the most frequent cause for job dismissal, lack of advancement and recognition in higher positions, and for lack of satisfaction in personal and social pursuits.



Parent and Guardian Communication

Informal Conferences

If you would like to request an additional conference with your child's teacher outside of the November and April conferences with your child's teacher, please contact the school administrator and they will assist you with setting this up.

District Website

The White Mountains Regional School District, SAU #36, maintains a website that hosts an updated calendar of events, updated school board information, contact information and much more information that is useful. The school district website is www.SAU36.org

School to Parent Communication Plan

1) ***Text Messages and/or Emails*** - LES will use these methods of communication for general information and regular updates. Emails will show up from "Lancaster School" in your inbox and text messages will be sent from 788-4924. *This will be the school's primary way to contact large groups of parents and teachers.*
2) ***Facebook*** - The Lancaster School promotes daily happenings and reminders of events on social media through Facebook. Our Facebook page is @LancasterElementary. Social media will not be our primary way of communicating information!
3) ***Phone Calls*** - The LES Front Office, along with SAU 36, will often use a robocall system to inform parents and guardians of important information. These will most likely come from 788-4924 or 837-9363 on your caller identification system. If you are listening to a voicemail, it will most likely start in the middle of the message but the message will repeat itself if you listen long enough!

4) ***School Events Calendar*** - LES will update events that are happening at the school through the SAU #36 school website. Please check the website for a regular schedule of events.
5) ***Individual Classroom Communication*** - Individual teachers will use various methods of communication to reach you. Teachers will communicate with parents via email, phone calls, and apps of choice that are approved to be used by the New Hampshire Student Data Privacy Consortium.

Performances and Public Events

Event Parking

Parking is available in the front parking lot, the side parking lot, and if needed, on the left edge of the driveway that goes around the school. Please make sure to leave enough room for an emergency vehicle to pass if parking on the left edge of the driveway. All public events will require that visitors enter through the front school entrance, unless otherwise noted by the event manager. Handicap parking is available for all events. Please remember that when parking your vehicle on school property, the school district is not responsible for any damages that may occur.

Video and Audio Recording on School Property

The Board authorizes the use of video and/or audio devices on District property to ensure the health, welfare and safety of all staff, students and visitors to District property and to safeguard District buildings, grounds and equipment. The Superintendent will approve appropriate locations for surveillance devices. Placement of the video cameras will be based on the presumption and belief that students, staff and visitors have no reasonable expectation of privacy in areas or at events that occur in plain view.

SAU #36 School Board Policy EEAA - Video and Audio Recording on School Property

Lancaster School's General Information and Daily Operations

School Day

Arrival

The school will be open for students to start arriving at 7:20.

Parent Drop-off locations are for students who are having breakfast at school, regardless of grade, in the 2nd lane of the front parking lot. For students not having breakfast, drops off will be PK-3 in the back of the building, 4-6 in the 2nd lane of the front parking lot.

*For families that have students in PK through 3rd Grade AND 4th through 6th Grade, please feel free to drop your children off at your preferred location.

All students need to be in the school building by 7:40 to be counted present at the beginning of the day.

Late Arrival

After 7:40, students will need to get a late pass from the front office area.

Dismissal

- Parent/Guardian pick-up locations:
    - PK-3rd Grade - Back of Building
    - 4th-6th Grade - Front of Building
- Students needing to leave school early should bring a note from their parents.
- Parents will need to come to the office and sign out your child upon dismissal.
- No student is allowed to leave the building in the company of anyone other than a parent or legal guardian unless prior arrangements have been made with the principal or front office personnel. This should be done prior to lunch on the day of desired transportation so all students are accounted for.
- Students who are dismissed early must be signed out at the front office prior to departing.
- Parent Pick-Ups will begin at 2:20 pm. Walkers will be dismissed at 2:30. Students taking the bus will be dismissed based on the Notchview Transportation schedule.

**Please Download the PikMyKid Parent App for Dismissal Information and communication about transportation.*

Early Release Day

Early Release Schedule:

- Parent Pick-Up begins at 11:20
- Walkers dismissed at 11:30
- Buses will depart 3 hours prior to normal departure times

Attendance

School attendance is required by law for every child from 6 years of age until 18 years of age. A parent or guardian of a school age child shall cause such child to attend the public school to which the child is assigned in his district. Exceptions: Student is privately schooled; student is homeschooled; student is attending a public school outside the district; student is excused by

the Superintendent. All students, regardless of their age, are expected to abide by the attendance policy. (Reference: SB 18, RSA 193:1)
Regular attendance is essential to a student's success in school. Illness of a student, severe illness or death in the family, exposure to a contagious disease, religious holidays, or extremely inclement weather will be considered the only legitimate excuses for absence or tardiness.

SAU #36 School Board Policy JH - Attendance, Absenteeism and Truancy

Absenteeism

Attendance shall be required of all students enrolled in the White Mountains Regional School District during the days and hours that school is in session. The White Mountains Regional School Board considers the following to be excused absences, with proper documentation.

Excused Absences

- Illness
- Recovery from an accident
- Required court attendance
- Medical and dental appointments
- Death in immediate family
- Observation or celebration of a bona fide religious holiday
- Such other good cause as may be acceptable to the Principal, or his/her designee, or permitted by law.

In the event of an absence, parents must call the school and inform the office of the student's illness and absence. A telephone check of absent students will be made daily by one of our school secretaries. This will be done to ensure that a child who is absent is safely home and the parent is aware of his/her absence.

We consider students who return to school after an illness to be well enough to resume participation in all school activities, including outdoor recess. We will comply with a doctor's written request that a student be restricted from an activity.

Students who are absent on any given day may not participate in any after school or evening events including any athletic/co-curricular, social events or any school performances unless permission for the absence has been approved by a Building Administrator prior to the absence.

If parents/guardians wish for their child(ren) to be absent for a reason not listed as an excused absence, the parent/guardian must provide a written explanation of the reason for such absence. This must include why the student will be absent and for how long the student will be absent. The Principal, or his/her designee, will make a determination as to whether the stated reason for the student's absence constitutes good cause and will notify the parents/guardians via telephone and/or writing of his/her decision. If the Principal, or his/her designee, determines

that good cause does not exist, the parents/guardians may request a conference with the Principal to again explain the reasons for non- attendance. The Principal may then reconsider the initial determination. The Principal's decision shall be final.

Family Vacations/Educational Opportunities

Generally, absences other than for illness during the school year are discouraged. The Principal or his/her designee may, however, grant special approval of an absence for family vacations, provided written approval is given in advance. Parents are asked to write a note to the Principal, or his/her designee, at least two weeks before the trip. This advance planning will allow the school enough time to work with parents/guardians and the student(s) regarding homework completion.

Procedure for Absences

Attendance shall be required of all students enrolled in the White Mountains Regional School District during the days and hours that school is in session. If your child is going to be absent, please call the front office by 8:00 am the day of the absence.

The White Mountains Regional School Board considers the following to be excused absences, with proper documentation.

Excused Absences

- Illness recovery from an accident
- Required court attendance
- Medical and dental appointments
- Death in immediate family
- Observation or celebration of a bona fide religious holiday
- Such other good cause as may be acceptable to the Principal, or his/her designee, or permitted by law.

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

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

If parents/guardians wish for their child(ren) to be absent for a reason not listed above, the parent/guardian must provide a written explanation of the reason for such absence, including why the student will be absent and for how long the student will be absent. The Principal, or his/her designee, will make a determination as to whether the stated reason for the student's absence constitutes good cause and will notify the parents/guardians via telephone and/or

writing of his/her decision. If the Principal, or his/her designee, determines that good cause does not exist, the parents/guardians may request a conference with the Principal to again explain the reasons for nonattendance. The Principal may then reconsider the initial determination. However, at this juncture, the Principal's decision shall be final. Family Vacations/Educational Opportunities – Generally, absences other than for illness during the school year are discouraged. The Principal, or his/her designee may, however, grant special approval of an absence for family vacations, provided written approval is given in advance. (NOTE: See Student/Parent Handbook.) Parents are asked to write a note to the Principal, or his/her designee, at least two weeks before the trip. This advance planning will allow the school enough time to work with parents/guardians and the student(s) regarding homework completion.

Please see SAU #36 School Board Policy JH for information on Attendance, Absenteeism, and Truancy.

Tardiness

Students arriving at school after start time must report to the office before going to class. A note explaining the reason for the late arrival is required from a parent.
Persistent tardiness will be reported to the building principal/assistant principal, who will take appropriate measures that may include detention or making up time/work. A behavioral report from the principal/assistant principal will be sent home after frequent tardiness.
The 3rd unexcused tardy in one quarter (and every tardy thereafter for that quarter) will result in communication with the parent, and potential disciplinary action for repeated offenses in grades 5-8 and loss of privileges for grades 1-4. The office secretary keeps a detailed log of all tardies, excused and unexcused. All students will be given a clean slate at the beginning of each quarter.
Parents or legal guardians of students, who suffer from persistent tardiness, will be required to attend a meeting with the principal/assistant principal to address their child's personal situation and develop a plan for improvement.

Late Arrival Procedures

If your child is arriving after 7:45 am, they must be dropped off at the school by the front entrance. Students will not be allowed to enter the building through any alternative entrance after 7:45 am.

Early Dismissal

Students needing to leave school early must bring a note from their parents. Parents will need to come to the office and sign out your child upon dismissal. Students will not be allowed to leave their classrooms until their parents arrive. No student is allowed to leave the building in the company of anyone other than a parent or legal guardian unless prior arrangements have been made with the principal. Students who are dismissed early must sign out in the office.

Truancy

Truancy is defined as the following per RSA 189:35(a) and HB 154 (effective July 6, 2010):

A. For the purposes of this subdivision, “truancy” means an unexcused absence from class or school. Any absence that has not been excused for any of the reasons listed on page two of this policy will be considered an unexcused absence.
B. Ten half days of unexcused absence during a school year shall constitute habitual truancy.
C. A half day for White Mountains Regional School District is three (3) hours. A full day absence shall be defined as a student being absent from school for more than three (3) hours.
D. The Principal or the designee is hereby responsible for overseeing truancy issues.

Truancy Intervention Process

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

1. Investigates the cause(s) of the student’s truant behavior;
2. Considers, when appropriate, modification of his/her educational program to meet particular needs that may be causing the truancy;
3. Involves the parents or legal guardians in the development of a plan designed to reduce the truancy;
4. Seeks alternative disciplinary measures, but still retains the right to impose discipline in accordance with the School District’s policies and administrative guidelines on student discipline.

When a student reaches habitual truancy status or is in danger of reaching habitual truancy status, the administration will send the student’s parent(s) a letter which includes:

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

Release of Student from School

If your child is going to be released from school, please try to call the school five to ten minutes prior to picking your child up so we can have your child ready at the front office. If you know in the morning that you will be releasing your child from school early, please send a note with your child stating the time, date, reason for early dismissal, and who will be picking the child up.

Student Discipline

Policy JICD 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 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.

- SAU #36 School Board Policy JIC - Student Conduct
- SAU #36 School Board Policy JIC-R - Student Code of Conduct
- SAU #36 School Board Policy JICD - Student Conduct, Discipline, and Due Process
- SAU #36 School Board Policy JICC - Student Conduct on School Buses
- SAU #36 School Board Policy JI - Student Rights and Responsibilities
- SAU #36 School Board Policy JI-R - Bill of Rights and Responsibilities
- SAU #36 School Board Policy JH - Attendance, Absenteeism and Truancy

Progressive Discipline Approach

Progressive discipline uses incremental interventions to address inappropriate behavior with the ultimate goal of teaching prosocial behavior. Progressive discipline seeks concurrent accountability and behavior change.

The goal of progressive discipline is the prevention of a recurrence of negative behavior by helping students learn from their mistakes. Essential to the implementation of progressive discipline is helping students who have engaged in unacceptable behavior to:

- Understand why the behavior is unacceptable and the harm it has caused
- Understand what they could have done differently in the same situation
- Understand the impact their behaviors have on others
- Take responsibility for their actions
- Be given the opportunity to learn prosocial strategies and skills to use in the future
- Understand the progression of more stringent consequences if the behavior continues

Behavior Response Protocol

This document provides guidance to school officials when determining which disciplinary measure to impose. In determining how to best address inappropriate conduct, it is necessary to evaluate the totality of the circumstances surrounding the conduct. The following facts must be considered prior to determining the appropriate disciplinary measures:

- The nature, severity, and scope of the behavior
- The student's age and maturity
- The circumstances/context in which the conduct occurred
- The frequency and duration of the behavior

- The student's disciplinary record (including the nature of any prior misconduct, the number of prior instances of misconduct, and the disciplinary and guidance intervention measures applied for each)
- The student's IEP (Individual Education Plan), BIP (Behavioral Intervention Plan), and/or 504 Plan, if applicable

Personal Property

Students should refrain from bringing any personal items or property to school including toys, electronics, and/or personal items that will cause distraction within the classroom. Any personal property that is brought to school by students will not be subject to replacement should the item be lost, stolen or damaged. SAU 36 provides a Chromebook for each student's many learning aides. If a student or family member feels like a student needs a piece of personal property to aid in the learning process, please contact the child's teacher or school administrators.

Smart/Cellular Phones

Cellular telephones are one of the greatest inventions of modern time as well as one of the most distracting inventions of modern time. The power and ease at which a person has access to a wide variety of information has increased the reliability of humans on cell phones for every day tasks. Unfortunately, cellular phones also harness the power to be a major distraction to daily life and the amount of time spent on non-academic activities in school has increased dramatically. What was once thought to be a great learning tool that every student should have at their fingertips has now become a major distraction for students in the classroom. Notifications, likes, streaks, snapchats, etc., have become the norm and has greatly impeded the opportunity for students to focus on the academic and social aspects of a school environment. For these reasons, Lancaster School will be enacting the following procedures for student cell phone usage.

Grades PK-6

Beginning on the first day of school, students in grades PK-6 will have their phones/devices turned off when they arrive and store them in their backpacks in their cubbies or lockers. If students need to contact their family, they can do so through the office. If families need to reach their students, they can call the office, and we can take a message or have the student come in for the call.

LES Cellphone Procedure Document
SAU #36 School Board Policy JICJ

Additional Cellular Phone Information:
Audio and video recording and/or taking photographs/pictures without consent are prohibited by law in non-public* locations. Students who violate this will be held accountable to the student discipline policy.

The interior of the school and adjoining school campus is considered a non-public area during normal hours of operation. School buses are also considered non-public when transporting students.

When school staff are working with students, they are expected to follow a procedure that their cellular phones are on silent and out of view. We do ask that staff keep their cellular phones on in case of an emergency and the other means of communication that we have established are not functioning properly.

If your student has a documented medical or educational plan that requires cell phone monitoring or usage, this will continue to be honored.

Backpacks

Backpacks may be brought to school, but are to be placed and remain in the student's locker, on a hook, or in the student's cubby in the classroom. Students put their backpacks away before entering the classroom in the morning. 3rd through 6th grade backpacks should fit in a locker, the dimension of which is 11 inches x 11 inches. Parents are asked to help their child clean their backpacks on a regular basis. The sports cubbies in the main hallway are for larger sports bags and equipment only.

Lockers

Lockers are assigned to students in grades 5-6. Students are asked not to share locker combinations with others and to make sure that they are secured at all times. It should be clearly understood that lockers are the property of the school district and may be searched at any time if required for student safety. Unless legal requirements are met by circumstances existing at the time, no student belongings housed in lockers will be subject to search.

No locking devices other than the installed combination lock will be permitted. Any such locks that are discovered will be immediately cut off. Students are not to manipulate the locking mechanisms so the locker can be opened quickly. Doing so eliminates the security provided by the locker and damages the locker. Note: Lockers are school property and their use is a privilege. Any misuse/mistreatment may result in loss of privilege.

Administrative approval must be acquired for posters, signage, and decorations on the outside of wall lockers.

Student Appearance Policy

The Board recognizes that students and their parents have the primary responsibility for acceptable student appearance. All students are expected to give attention to personal grooming and hygiene in order to foster an environment that is sanitary, safe, and conducive to teaching and student learning. When the dress of an individual student constitutes a health

problem, is unsuitable for school wear, is a danger to any person, or causes a substantial and material disruption or substantial disturbance, the principal shall take appropriate action to correct the situation.

Clothes must be worn in a way such that midriff, genitals, buttocks, and nipples are securely covered with opaque (not see through) material. Students are required to follow the personal appearance policy while on school property during school hours.

The goals of the WMRSD Personal Appearance Policy are as follows:

● Encourage and promote good student hygiene and grooming.
● Maintain a safe learning environment in classes where protective or supportive clothing is needed, such as culinary arts (professional uniform), welding (head, face and body protection), chemistry/biology (eye or body protection) or PE (athletic attire/shoes) as per the course syllabus.
● Allow students to wear clothing of their choice that is comfortable.
● Ensure that all students are treated equitably regardless of gender/gender identification, sexual orientation, race, ethnicity, body type/size, religion, and/or personal style.
● Create an environment which reflects societal norms and prepares students for college and the workplace.

Students Must Wear:
● Clothing that adheres to the coverage requirements above.
    ○ Top: short, long & sleeveless t-shirt/ button up shirt/ sweatshirt/ tank top/ etc.
    ○ Bottom: pants/ sweatpants/ shorts/ skirt/ dress/ leggings, etc.
    ○ Combination: Romper / dress / coveralls / jumper / overalls
● Footwear

Students May Wear:
● Clothing that expresses their self-identified gender
● Religious attire without fear of discipline or discrimination
● Hats (including religious headwear)
● Hooded sweatshirts / shirts
● Ripped jeans (as long as underwear is not exposed)
● Athletic attire
● Clothing with commercial or athletic logos provided they do not violate the "cannot wear" section below.

Students Cannot Wear:
● Clothing or accessories with images or language depicting or advocating violence or the use of tobacco, alcohol, drugs, and any other controlled substances.
● Clothing or accessories with images, symbols, or language that are derogatory or create a hostile or intimidating environment towards any group of people or any protected class.
● Clothing or accessories that have vulgar or inappropriate images, symbols, or language

associated with said language.
● Visible underwear (waistbands or straps of undergarments worn under clothing are not a violation)
● Bathing suits
● Pajamas and bedding (with the exception of designated dress days or events)
● Costumes (with the exception of designated dress days or events)
● Helmets or headgear that obscures the face (except as a religious observance)

Enforcement

If a staff member of an elementary student feels a student is not compliant with the above rules, they may discreetly address their concern with the student. Students who violate this policy will be given an opportunity to correct the situation by either changing the clothing, removing the clothing (if appropriate), wearing it inside-out, calling a parent to bring appropriate attire, or other means as determined by the principal so the student is in compliance with this policy. If a student disagrees with the enforcement of the dress code by a staff member, they can discuss their dress with the Assistant Principal or their designee. Refusal to come to a mutual resolution or repeated personal appearance infractions will result in disciplinary action as outlined in the District's Code of Conduct Policy (JIC-R).

SAU #36 School Board Policy JICA - Personal Appearance Policy

Water Bottles and Other Personal Drink Containers

Students are encouraged to bring personal water bottles to school to aid in the hydration process throughout the school day. Water bottles should only contain water and are subject to search should there be reasonable suspicion. All water bottles need to be labeled with the name of the student who owns the bottle.

Lost and Found

Lancaster Elementary School has two locations for lost and found items. If you or your child suspects that your child has lost an item at the school, please have the student look through the two locations in the lower elementary hallway or in the cafeteria. At the end of each semester, items are sorted and pictures of Lost and Found items are posted on Facebook and sent out via email. If items remain unclaimed past the date listed on the notice, they will be donated or thrown away at the discretion of the school administrative team.

Student Meals

Nutrition Policy

Our school district is committed to serving healthy meals to children, with plenty of fruits, vegetables, whole grains, and fat-free and low-fat milk; that are moderate in sodium, low in saturated fat, and have zero grams trans fat per serving (nutrition label or manufacturer's

specification); and to meeting the nutrition needs of school children within their calorie requirements. The school meal programs aim to improve the diet and health of school children, help mitigate childhood obesity, model healthy eating to support the development of lifelong health eating patterns, and support healthy choices while accommodating cultural food preferences and special dietary needs.

SAU #36 School Board Policy JLCF-R - Wellness Policy Guidelines

Free and Reduced Meal Applications

It is very important to fill out a Free and Reduced Meals Application. Our school district depends on the quantity of qualifying free and reduced applicants for Title 1 Funding and Grants.

For the most current Free and Reduced Meal Application, you can print the form by click here OR completing it online by clicking here. To get started with the online form, you will need to enter 'White Mountains Regional School District' when it prompts you to search for a district. Please remember that this process is confidential. Should you have any questions about this process or need support, please contact Christine Bresnahan at 603-837-2528 or by email at cbresnahan@sau36.org.

The meal prices for the 2026-2027 school year are:

Breakfast - $2.35
Elementary Lunch - $3.35
High School Lunch - $3.60

Meal Charging Policy

The WMRSD encourages all parents and guardians (hereinafter "parents") to provide a healthy breakfast and lunch for their student(s). Parents are welcome to send students to school with a "brown bag/lunch box" meal. The District provides the opportunity to purchase breakfast and lunch from the school cafeteria. Each meal meets or exceeds the federal nutrition standards. Payment is expected no later than when the meal is served.

The school lunch program is required by federal law to operate as a non-profit which must end each fiscal year without a negative balance. Uncollected debt must be paid to the school lunch program from other funds. Therefore, parents of students required to pay the full or reduced price for meals must ensure that the school lunch program is paid for their student's meals. The District's policy is to quickly escalate efforts to bring student meal accounts into positive balance, to avoid circumstances where these accounts build significant debt.

SAU #36 School Board Policy EFAA - School Lunch Program Meal Charges

Meal Payment Options

Pre-loaded payments for additional food and drink items can be made by parents/guardians at http://www.linqconnect.com/.

If a student has a food service debt at certain times of the year, each school's administrative team will send out a bill that must be paid before additional charges can be made. Please contact your school's administrative team if there are any questions regarding this information.

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, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior credible activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

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 responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or 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 discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint 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

USDA is an equal opportunity provider, employer, and lender.

Traffic Pattern and Parking

PK-3rd Grades
Parents/Guardians transporting their children to and from school need to stay right when coming into the parking lot and go to the back of the school. Students will be greeted by a staff member upon arrival and a staff member will assist with students getting to their vehicles when they leave for the day.

4th-6th Grades
Parents transporting their students to and from school need to stay to the right when entering the parking area for grades 4-6. Students may be dropped off in the middle-parking lane only. There is a specified drop-off lane in the middle parking area for drop-offs only. Please do not park in this area! The lane closest to school is a bus lane only. At the end of the school day students are to remain in front of the school until their parent(s) pick them up. Please be aware of students who may be crossing between parked vehicles.

LES 2026/2027 Traffic Pattern

Bicycles and Other Non-Motorized Transportation

Bicycles and other non-motorized transportation may be ridden to school. The school assumes no responsibility for bicycles or other non-motorized transportation. However, provisions have been made to safeguard bikes by requiring them to be properly parked and locked in the school bike racks. If a student has a non-motorized mode of transportation that is not a bike and is hard to lock up on the bike rack, please see the school administration for a safe, alternative location to store this item during the school day.

Bikes should not be ridden around on school grounds while students are still in attendance. Students must wear a helmet while riding their bicycles and other non-motorized transportation on school property.

Locker Room Use

Locker Rooms will not be available to use this year during the school day. If a student needs to change clothes for any reason, this may be done in the nurse's office or in the single use stalls in the bathrooms by the gym.

Bus Transportation

Contact Information

Bus routes will be published in the local papers and available at your child's school. Please contact Notchview Transportation directly with any questions at 603-823-3377 or kim@notchviewtransportation.com.

Student Expectations

Students are expected to:

- Follow the directions of the bus driver and any school staff or chaperones supervising transportation.
- Remain seated as directed and keep the aisle and emergency exits clear.
- Keep hands, feet, and objects to themselves.

- Use appropriate language and behavior.
- Treat the driver, staff, other students, and property with respect.
- Use an appropriate voice volume. Students should speak quietly enough that they do not disrupt the driver or interfere with other students.
- Refrain from throwing objects inside or outside the vehicle.
- Keep personal belongings secured and out of the aisle.
- Keep the vehicle clean and dispose of trash appropriately.
- Refrain from behavior that distracts the driver or creates a safety concern.
- Follow all WMRSD rules and expectations while waiting for, boarding, riding, and exiting transportation.
- When personal technology is permitted, use earbuds or headphones when listening to music, playing games, watching videos, or using other activities that produce sound. Audio should not be played aloud unless specifically permitted by the driver or supervising staff.
- Use personal technology in a manner that does not distract the driver, interfere with safety, disturb other passengers, or violate WMRSD technology expectations.
- Follow any additional safety expectations established for a particular trip or vehicle.

Supervision and Reporting

The bus driver is responsible for maintaining a safe transportation environment and may direct students as necessary to address safety concerns. Concerns regarding student behavior may be communicated to the appropriate school administrator. School administrators will review reported concerns, gather information as appropriate, and determine the appropriate response in accordance with district expectations and applicable school disciplinary procedures.

While the district works collaboratively with its transportation provider, student behavior and disciplinary responses are ultimately addressed through the District's established administrative procedures. ***Please note that all buses are equipped with video and audio technology.***

Response to Misconduct

Students who fail to meet transportation expectations may be subject to school-based consequences. Administrators will consider the nature and severity of the behavior, the student's prior conduct, whether the behavior created a safety concern, and any other relevant circumstances when determining an appropriate response.

Responses may include, but are not limited to:

- Reteaching or review of transportation expectations;
- Student conference;
- Parent/guardian contact;
- Restorative or disciplinary consequences;
- Assigned seating;
- A behavior or transportation plan;
- Temporary suspension of transportation privileges; or

- Other consequences deemed appropriate by the building administrator or Superintendent.

Serious or repeated misconduct may result in the loss of transportation privileges for a specified period of time. Conduct that violates other WMRSD policies, including Safe School Act Violations may result in additional disciplinary action such as immediate and/or indefinite suspension.

Transportation as an Extension of the School Day

School transportation is considered an extension of the school environment. Students are expected to demonstrate the same standards of safety, responsibility, respect, and appropriate conduct on transportation that are expected in school.

These expectations apply regardless of the purpose of the transportation, including regular transportation to and from school, field trips, athletic events, extracurricular activities, and other school-sponsored events.

Rights of Parents

A parent or guardian who has any questions regarding a bus suspension should call the Principal/Assistant Principal. If the parent wishes to appeal the decision, he or she may do so within ten (10) days of the bus suspension to the Principal. If the parent is not satisfied with the action taken by the building Principal, he/she may appeal in writing within five (5) days to the School Board, through the Superintendent of schools. Normally, the hearing before the School Board will be conducted at the next regular meeting, unless called sooner at the discretion of the board. Until an appeal is heard, or if the suspension of the student's right to ride the school bus is upheld, it shall be the parents' or guardians' responsibility to provide transportation to and from school for the period of the suspension.

2026/2027 WMRSD Student Transportation Behavior Contract

Audio and Video Surveillance on School Buses

Video cameras may be used on school buses to monitor student behavior. Audio recordings in conjunction with video recordings may also be captured on school buses, in accordance with the provisions of RSA 570-A:2.

SAU #36 School Board Policy ECAF - Audio and Video Surveillance on School Buses
SAU #36 School Board Policy EEA - Student Transportation Services
SAU #36 School Board Policy JICC - Student Conduct on School Buses
SAU #36 School Board Policy EEAE - School Bus Safety Program

Students with Disabilities

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

SAU #36 School Board Policy IHBA - Programs for Children with Disabilities
SAU #36 School Board Policy IHBAA - Evaluation Requirements for Children with Specific Learning Disabilities
SAU #36 School Board Policy IHBAB - Special Education Evaluations

Classroom Telephones

The use of the classroom telephone system by any student is expressly prohibited. If a student needs to contact a parent, this should be done either in the nurse's office, the front office, or with a school counselor.

Chromebook Use Policy

SAU #36 provides Chromebooks for each student on a daily basis. Please see the Student Responsibility Form for the Chromebook 1:1 Initiative for specific information on student use expectations.

Acceptable Use Policy

White Mountains Regional School District recognizes that access to technology in school gives students and staff greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st -century technology and communication skills and to provide staff with the tools and training to facilitate this development.

To that end, we provide access to technologies for student and staff use.

This Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally-owned devices on the school campus.

- The White Mountains Regional School District network is intended for educational purposes.
- All activity over the network or using district technologies may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Students and staff are expected to follow the same rules for good behavior and respectful conduct online as offline.

- White Mountains Regional School District makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the district network or other technologies are expected to alert IT staff immediately of any concerns for safety or security.

SAU #36 Acceptable Use Policy

Visitors Policy

Parents/Guardians are welcome and are encouraged to visit the school. School safety is of utmost importance to everyone. All visitors are required to sign in at the school office upon entering the building.

All visitors to our building are required to follow the same guidelines:

- Visitors must access the school from the front doors only.
- Visitors (to include guardians, friends and relatives of students) will not be allowed beyond the school's front lobby without gaining permission, signing in, and obtaining a "Visitors Badge" from the office.
- Visitor badges must be worn at all times while in the building.
- Visitors are asked to return to the office and sign out prior to leaving the building.

SAU #36 School Board Policy KI - Visitors to the School

Volunteers Policy

The White Mountains Regional School District recognizes the valuable contribution made by volunteer assistance of parents and other citizens. Respective volunteers will be required to undergo a background investigation and a criminal records check. All volunteers will sign a confidentiality agreement.

Persons wishing to volunteer in the District should complete a Volunteer Application form describing their skills, interests and availability. Such forms will be made available at the respective schools. Volunteer selection shall be made based on the qualifications and availability of the volunteer. Volunteers shall be assigned only to those teachers who have requested volunteer assistance. Staff should request volunteers through administrative channels for selected activities and as resource persons. Assignment shall be made by the school administrator or designee.

A volunteer may be asked to terminate his/her services when circumstances in the judgment of the administrator necessitate termination.

Volunteers must sign in at the office and wear a “Visitor Pass” while in the building.

SAU #36 School Board Policy IJOC - Volunteers

Substitute/Guest Teachers

The most common reasons for using a substitute teacher are when a teacher is ill, has a family emergency, or is in attendance at a professional development workshop. Students are expected to be courteous to our guest teachers. Disrespect to any guest teacher or disruption in the learning environment is considered a major infraction and will result in the appropriate consequences.

Emergency Closings

School will be cancelled or delayed when a significant safety/weather risk exists. Parents and Staff will be notified via our **telephone/text/email alert system;** information can also be found on our **Website** and **Facebook.** Please ensure that your contact information is correct in Alma in order to receive all of the important information that we send out.

When there is a 2 hour delay, breakfast will not be served.

Emergency Drills

Emergency response drills are conducted to simulate how participants would respond to a specific type of event; this does not always include evacuating the building. Emergency evacuation drills are conducted to simulate how participants would respond to a specific type of event where they would evacuate the building. The law requires that six fire evacuation drills and four all-hazard drills are conducted during the school year.

For more information regarding our emergency drills, please contact the assistant principal.

Celebration Policy

Celebrations are an important part of a child’s life, and children want very much to be included in them. If you would like to pass out invitations during school hours, all children in your child’s class should be included in order to avoid hurt feelings. If you do not wish to include all children in your child’s class, invitations should be distributed outside of school.

Pets and Animals

We discourage bringing animals into school due to the many allergies of our students and staff and for safety concerns. We encourage students to share pets and other animals through photos or other media sources.

SAU #36 School Board Policy IMG - Animals in the Classroom
SAU #36 School Board Policy IMGA - Service Animals

Recess

Recess is an important part of the PK-6 school program. It is a time for children to develop social skills, and to simply release energy. Weather permitting, students in grades K-6 will have at least 30 minutes of recess daily. Some students may have a before school recess depending upon what time they arrive at school.

Decisions to have outside recess during cold weather will depend upon the temperature and the wind chill factor. When making decisions on recess, our staff references this chart from the National Weather Service, as well as referencing the "Feels Like" temperature for Lancaster, NH on weather.com. Shorter outside recess times are scheduled on very cold days. It is the responsibility of each parent to see that their child comes to school dressed appropriately to go outside for recess. Only students with medical excuses will be allowed to remain in the building during scheduled outside recess.

SAU #36 Notices and Procedures

New Hampshire Parental Bill of Rights - School Board Policy AB

The SAU 36 School Board has adopted a Parental Bill of Rights for all families that have children enrolled in public school. To view the entire policy, see the link below.

SAU #36 School Board Policy AB - New Hampshire Parental Bill of Rights

Statement of Nondiscrimination and Title IX - School Board Policy AC, AC-E

The District recognizes the right of all students and staff members to learn and work in an environment free from discrimination or harassment, and likewise, that persons participating or attempting to participate in District programs, employment or activities have the right to do so free from discrimination or harassment. Accordingly, the District prohibits any type of unlawful harassment or discrimination based on age, race, color, religion, creed, sex, national or ethnic origin, gender identity, sexual orientation, marital status, familial status, physical or mental disability, pregnancy, genetic information, or veteran status by employees, students, members of the school community, or by vendors or visitors on school property or at school-sponsored events. No person shall be excluded from or denied the benefits of educational programs or activities on the basis of any of the above classes or economic status. As described above, the blanket prohibition afforded under this policy, as well as other Board policies, reflects, but goes further than, some of the same protections afforded under multiple State and Federal statutes or regulations, such as, but not limited to, NH RSA 354-A, and NH RSA 193:38-39, Titles IV, VI

and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1972, the Americans with Disabilities Act of 1990, the Age Discrimination in Employment Act of 1967, and the Pregnant Worker Fairness Act, Additionally, bullying or general harassment of students unrelated to any of the characteristics ("protected classes") identified above, is further prohibited under Board policy JICK and RSA 193-F. Statutory and regulatory statements and notices of nondiscrimination are included in 1 Section I of this policy. The District has determined that the most effective way to limit harassing or discriminatory statements or conduct that is illegal or unlawful under those statutes is to treat it as misconduct under Board policies, even when such conduct or statements might not rise to the level of discrimination or harassment prohibited under federal or state law.

Compliance Officers

The Superintendent shall assure that District and or building personnel are assigned to the positions listed below. Each year, and more often when personnel change, the Superintendent shall prepare and disseminate as a supplement to this policy AC-R(2) an updated list of the person or persons acting in those positions, along with their District contact information, including telephone number, email, and postal and physical addresses:

HUMAN RIGHTS [or NONDISCRIMINATION] OFFICER
Robert Scott
135 Regional Road, Whitefield NH 03598
(603) 837-9363
robscott@sau36.org

TITLE IX COORDINATOR INFORMATION:
Robert Scott
135 Regional Road, Whitefield NH 03598
(603) 837-9363
robscott@sau36.org

504/ADA Coordinator
Michael Cronin

135 Regional Road, Whitefield NH 03598

(603) 837-9363

mcronin@sau36.org

SAU #36 School Board Policy AC - Non Disrimination, Equal Opportunity Employment, and District Anti-Discrimination Plan

SAU #36 School Board Policy ACAB - Anti-Harassment and Discrimination Policy

SAU #36 School Board Policy ACAC - Title IX Prohibition of Sex Discrimination and Sex-Based Harassment Policy

SAU #36 School Board Policy ACE - Procedural Safeguards - Nondiscrimination on the Basis of Diasability

SAU #36 School Board Policy ACF - Food and Nutrition Services: Anti-Discrimination and Civil Rights Complaints

Pupil Safety and Violence Prevention - Bullying, School Board Policy JICK

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 RSA193-F:4, the District reserves the right to address bullying and, if necessary, impose discipline for bullying that:

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

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

SAU #36 School Board Policy JICK - Pupil Safety and Violence Prevention - Bullying

Annual Notice of Contact Information

The following individuals have been designated by the School District to coordinate the District's efforts to comply with the District's above-stated Non-Discrimination policy and state and federal law. Any person having inquiries or complaints concerning the School District's compliance with the District's Non-Discrimination policy or state or federal law concerning discrimination is

directed to contact the following:

Students who have questions or concerns regarding compliance with the school division's nondiscrimination policy (including protection under IDEA, ADA, Section 504, and Title IX) should contact:

- WMRHS: Ms. Stephanie Cameron, Principal
- Lancaster Elementary School: Mr. Scott Holmes, Principal
- Whitefield Elementary School: Mrs. Sharal Plumley, Principal

Employees who have questions or concerns regarding compliance with the school division's nondiscrimination policy (including protection under the Equal Opportunity Employment Act, ADA, Section 504, and Title IX) should contact:

- Mr. Robert Scott, Title IX Coordinator
- Mr. Robert Scott, Human Rights [or Non-Discrimination] Officer
- Mr. Michael Cronin, ADA/504 Coordinator

Admission and Enrollment Information, School Board Policy JFAB

School enrollment for students new to the district can be completed online or in-person at each school. For students residing outside of SAU #36's school district towns, please refer to SAU #36 School Board Policy JFAB, and SAU #36 School Board Policies JFAB-R and JFAB-RA.

McKinney-Vento Homeless Education Assistance

The state of New Hampshire fully complies with the McKinney-Vento Homeless Assistance Act of 1987. It is a United States federal law that guarantees children and youth in homeless situations the following educational rights:

- To enroll in school immediately, even if missing records and documents normally required for enrollment, such as birth certificates, proof of residence, previous school records or immunization/medical records
- Enroll, attend classes, and participate fully in all school activities while the school gathers records
- Attend either the local school or the "school of origin", if this is in their best interest; the "school of origin" is the school attended when he/she was permanently housed or the school in which the child was last enrolled
- Receive transportation support to and from the "school of origin" if in the best interest of the child(ren)
- Free breakfast and lunch for the school year

- Receive the same special programs and services, if needed, as provided to all other children in these programs

For more information on the McKinney-Vento Homeless Assistance Act, please contact Karen Keller, Homeless Liaison, or visit the SAU #36 website.

Registration Information

SAU #36 and Lancaster School has two methods of registering a student for attending school. The first method is by visiting the SAU #36 website and filling out the Pre-Registration Enrollment Form. The second option is to contact the LES front office staff and register in-person.

Withdrawal Procedures

If you are withdrawing your child from Lancaster Elementary School, please contact the Lancaster Elementary School front office staff at 603-788-4924. The front office staff will be able to assist you with this process.

Child Find Notice

The White Mountains Regional School District offers free Child Find for children ages three through five on an ongoing basis. Parents/guardians who suspect that their child is not developing skills at age-appropriate milestones may wish to have the child screened. Specialists are available to screen children's overall development, including the areas of cognitive ability, speech/language, motor and vision/hearing. Results will be shared with parents.

Please contact Michael Cronin, Director of Student Services at 837-9363 or mcronin@sau36.org for more information.

Non-Educational Questionnaires, Surveys, and Research, School Board Policy ILD

Separate federal and state laws require that written consent be obtained from a parent or guardian before a student participates in a non-educational survey or questionnaire that asks about information not directly related to a student's academics. Federal law, the Protection of Pupil Rights Amendment, imposes the prior written consent requirement only if the survey, analysis, or evaluation or its administration is paid for or in any way uses federal funds from the Federal Department of Education and reveals information concerning the following:

1. Political affiliations;
2. Mental and psychological problems potentially embarrassing to the student or the family;
3. Sexual behavior and attitudes;
4. Illegal, anti-social, self-incriminating, and demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family

relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers;
7. Religious practices, affiliations or beliefs of the student or student's parent; or
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

State law, RSA 186:11, IX-d, imposes the prior written consent requirement on questionnaires, or other documents designed to elicit information about:

1. A student's social behavior;
2. family life;
3. religion;
4. politics;
5. sexual orientation;
6. sexual activity;
7. drug use;
8. or any other information not related to a student's academics.

For the purpose of this policy, "non-academic survey" shall include a survey, analysis, or evaluation which seeks any information in the categories listed above. All non-academic surveys must have the prior approval of the Superintendent or his/her designee. Surveys conducted for other agencies, organizations or individuals must have the recommendation of the Superintendent and the approval of the School Board as to content and purpose.
The results of such approved surveys must be shared with the School Board. No questionnaire or survey requesting sexual information will be administered to any student in kindergarten through grade six unless required by federal or state law or regulation. School personnel administering any such questionnaire or survey will not disclose personally identifiable information.
Parental Notification Prior written consent from a parent or legal guardian is required to administer a non-academic survey to a student, unless the student is an adult or an emancipated minor who consents. Parents/Guardians will be notified at least ten (10) days prior to administration when a school intends to administer a non-academic survey. Included in the notice will be information regarding the purpose of the non-academic survey, how the survey will be administered; how it will be utilized; and the persons or entities that will have access to the results of the completed survey. Parents or guardians wishing to inspect a non-academic survey will be able to do so in the administrative office. Parents may refuse to give consent for their student to participate, with or without first reviewing the non-academic survey. The school will not penalize students whose parents/guardians decline to provide written consent. The school will take reasonable precautions to protect student privacy during their participation in any nonacademic survey.

State law <u>does not</u> require prior written consent from a parent or guardian for administration of the Youth Risk Behavior Survey developed by the Centers for Disease Control and Prevention.

Guidance issued by the Centers for Disease Control, United States Department of Health and Human Services, concludes that federal law, including the Protection of Pupil Rights Amendment, also does not require prior written consent from parents or guardians because students are not required to participate and the survey is not paid for by the United States Department of Education.
As required by both New Hampshire and federal law, the District shall provide parents and guardians with notice at least ten (10) days before the Youth Risk Behavior Survey is administered. Parents may inspect the Youth Risk Behavior Survey at the school's administrative office. Parents or guardians may opt their student out of participating in the Youth Risk Behavior Survey by providing the Principal with written notice. District staff administering the Youth Risk Behavior Survey shall insure students understand that participation is voluntary and that students who opt-out will not be penalized.

SAU #36 School Board Policy ILD - Non-Educational Questionnaires, Surveys, and Research

Fundraising, School Board Policy JJE

The White Mountains Regional School Board recognizes that students may wish to engage in fundraising activities. All such fundraising activities require prior approval of the Superintendent or designee.
Student fundraising activities must be for the support of the school mission. Fundraising will not be school sponsored unless it is approved by the Superintendent or designee.

All fundraising money must be deposited in the school student activity accounts which shall be maintained according to standards and procedures established by the Superintendent or his/her designee, and these accounts shall be audited annually.

SAU #36 School Board Policy JJE - Student Fund-Raising Activities

Suicide and Prevention, School Board Policy JLDBB

The School Board is committed to protecting the health, safety and welfare of its students and school community. This policy support 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; and to promote access to suicide awareness, prevention and postvention resources.

SAU #36 School Board Policy JLDBB - Suicide Prevention and Response Plan

Student Searches and Their Property, School Board Policy JIH

The superintendent, principal, security personnel of the school or other authorized personnel may detain and search any student or students on the premises of the public schools, or while attending, or while in transit to, any event or function sponsored or authorized by the school under the following conditions:

1. When any authorized person has reasonable suspicion that the student may have on the students' person or property alcohol; dangerous weapons; prohibited electronic devices; controlled dangerous substances as defined by law or stolen property if the property in question is reasonably suspected to have been taken from a student, a school employee, or the school during school activities; or any other items which have been or may reasonably be disruptive of school operations or in violation of student discipline rules and applicable provisions of the student handbook.

2. School lockers and school desks are the property of the school, not the student. Students who use school district lockers, desks, and other storage areas or compartments have no reasonable expectation of privacy from school employees as to the contents of those areas. Lockers, desks, and other storage areas or compartments may be subjected to searches at any time with or without reasonable suspicion. Students are not to use any school area or property to store any thing that should not be at school. Students shall not exchange lockers or desks. Students shall not use any lockers or desks other than those assigned to them by the principal or designee. A shared locker or storage area implies shared responsibility.

3. Authorized personnel may conduct a search of the student's person or the student's belongings, as noted above, whenever a student freely and voluntarily consents to such a search. Consent obtained through threats or coercion is not considered to be freely and voluntarily given.

4. Strip searches are forbidden. No clothing except cold weather/outdoor garments and footwear will be requested to be removed before or during a search.

5. Authorized personnel conducting a search shall have authority to detain the student or students and to preserve any contraband seized. Contraband seized during the course of a search will be preserved and held in accordance with applicable administrative rules and procedures.

6. Any searches of students as outlined herein will be conducted by authorized personnel of the same sex as the student being searched. Whenever possible, two authorized persons shall be present during any search of a student or student property.

7. The Superintendent is authorized to arrange for the use of trained canines to aid in the search process.

8. Items that may be seized during an unauthorized search, in addition to those mentioned in Paragraph 1 above, shall include but not be limited to, any item, object, instrument, or material commonly recognized as unlawful or prohibited by law or by district policy. For example: prescription or non-prescription medicines, switchblade knives, brass knuckles, billy clubs, and pornographic literature are commonly recognizable as unlawful or prohibited items. Such items, or any other items which may pose a threat to a student, the student body, or school personnel shall be seized, identified as to ownership if possible, and held for release to proper authority.

SAU #36 School Board Policy JIH - Student Searches and Their Property

Drug-Free Schools, School Board Policy ADB, GBEC

All District workplaces are drug- and alcohol-free. All employees and contracted personnel are prohibited from:

a. Unlawfully manufacturing, dispensing, distributing, possessing, using, or being under the influence of any controlled substance or drug while on or in the workplace, including employees possessing a "medical marijuana" card.

b. Distributing, consuming, using, possessing, or being under the influence of alcohol while on or in the workplace.

SAU #36 School Board Policies ADB & GBEC - Drug Free Schools

Tobacco Products Ban, School Board Policy ADC

State law 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.

SAU #36 School Board Policy ADC - Prohibitions Regarding Use and Possession of Tobacco Products, E-Cigarettes, and E-Liquids In and Out Of School Facilities and Grounds

Teaching about Alcohol, Drugs, and Tobacco

District personnel shall provide students, parents, and legal guardians with information and resources relative to existing drug and alcohol counseling and treatment for students. The Superintendent shall oversee the development, distribution, and maintenance of a comprehensive list of local, regional, statewide drug and alcohol counseling, and treatment resources which are available to district students. This information may be published in student/parent handbooks, posted on district websites, distributed along with other course material during drug and alcohol education and shall be available through the principal's office, school nurses' office, athletic program offices, guidance offices and other locations deemed appropriate by the principal in each school.

As part of the health education program for grades K – 12, the District shall provide aged and developmentally appropriate education based upon the needs of pupils and the community regarding the effects of alcohol and other drugs, abuse thereof, the hazards of using tobacco products, e-cigarettes, liquid nicotine and like suspensions, as well as the state laws and related penalties for prohibiting minors using or possessing such products. The Superintendent shall be responsible to establish and periodically review the District's guidelines for staff members providing such health education or education on such topics. An evidence-based prevention program, approved by the Superintendent, may be used for this purpose.

SAU #36 School Board Policy IHAMA - Teaching about Alcohol, Drugs, and Tobacco

Weapons on School Property, School Board Policy JICI

Guns and Firearms

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 without written authorization from the Superintendent or designee 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.

Weapons under control of law enforcement personnel are permitted.

All students will receive written notice of this policy at least once each year.

Other Weapons

For the purposes of this policy, “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).
Weapons are 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 serious physical injury.

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.

Members of the public who violate this policy may be reported to local law enforcement authorities, if possession of the weapon is used in a threatening, harassing or intimidating manner.

The Superintendent or other building administrator may exercise his/her best judgment in determining the scope of this policy as it relates to inadvertent or unintentional violations of this policy by adults, provided such inadvertent or unintentional violation of this policy does not affect the safety of students, school staff or the public.

SAU #36 School Board Policy JICI - Weapons on School Property

Asbestos Management Plan

To review each school's annual Asbestos Management Plan, please contact Robert Scott through the information listed above in the district staff contact information.

Communicable Diseases, School Board Policy EBCG, JLCC

Students and employees of the District are expected to attend the schools of the district without being infected with serious communicable diseases. Nonetheless, the Board recognizes that staff, students, volunteers and others may come in contact with bloodborne pathogens, viruses and other communicable diseases during the school day or school sponsored activities, or may carry those pathogens, viruses and diseases unknowingly into the school community. The Board adopts this policy as a means to minimize risk and respond to these health concerns while respecting the rights of all students and employees, including those who are infected.

As described in Board policy JLCG, RSA 200:39 permits the exclusion from school of students who exhibit symptoms of contagion, or are a hazard to him/herself or others. As provided in this policy, determinations as to inclusion or exclusion of students or employees with communicable diseases from school will take into account the educational implications for the student and others with whom he or she comes into contact, recommendations from the New Hampshire Department of Health and Human Services ("NHDHHS"), the New Hampshire Department of Education, and the United States Public Health Services Centers for Disease Control ("CDC"). Diseases which will implicate this policy, include, but are not necessarily limited to, HSV related diseases such as Chickenpox, Shingles, Hepatitis B, and Infectious Mononucleosis, Acquired Immune Deficiency Syndrome (AIDS), Cytomegalovirus (CMV), or Herpes Simplex Virus (HSV), and other diseases which are from time-to-time identified by public health agencies such as the CDC and NHDHHS.

SAU #36 School Board Policy EBCG - Communicable and Infectious Diseases
SAU #36 School Board Policy JLCC - Communicable Diseases

Immunization Requirements, School Board 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. The District will notify parents/guardians of immunization requirements at the earliest possible date, so that the necessary plans can be made with the healthcare provider or other medical resources to accomplish this standard prior to a child being admitted to school.

SAU #36 School Board Policy JLCB - Immunizations of Students

Emergency Care and First Aid, School Board Policy JLCE

All school personnel have responsibilities in connection with injuries and emergencies occurring in school and at school-sponsored events, which may be classified as follows: (1) administering first aid; (2) summoning medical assistance; (3) notifying administration; (4) notifying parents, and (5) filing accident/injury reports. School personnel must use reasonable judgment in handling injuries and emergencies. Caution should be exercised not to minimize or maximize any injury or illness. All personnel will understand the proper steps to be taken in the event of an injury or emergency.

SAU #36 School Board Policy JLCE - Emergency Care and First Aid

Administration of Medication, School Board Policy JLCD

Medication whether prescription or over-the-counter ("OTC"), shall only be administered to or taken by students during the school day in accordance with this policy, and the corresponding administrative procedures record-keeping found in JLCD-R.

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

Medication is to be administered by a school nurse, as defined in RSA 200:29 ("the school nurse"). The school nurse may delegate the administration of medication to others only as permitted under the New Hampshire Nurse Practice Act, and N.H. Code of Administrative Regulations Nur 404. If no such person is available, the building principal or the principal's designee is permitted to assist students in taking required medications by:

i. making such medications available to the student as needed;
ii. observing the student as he/she takes or does not take his/her medication; and
iii. recording whether the student did or did not take his/her medication.

Whenever possible, medications should not be taken during the school day. Upon receiving a request from the parent, guardian, or physician relative to a particular student's need for medication during school hours, the school nurse may contact the parent, or guardian to discuss whether the student should remain at home, or whether the medication should be taken before, during, and/or after school. The nurse may also inquire about any other medical conditions requiring medications and any special side effects, contraindications, and adverse reactions to be observed.

SAU #36 School Board Policy JLCD - Administering Medication to Students
SAU #36 School Board Policy JLCD-R - Procedures for JLCD

Exclusion of Students Who Present a Hazard, School Board Policy JLCG

A student may be excluded from school when he/she exhibits symptoms of a contagious or communicable illness, or is otherwise a hazard to him/herself or others. Determinations to

exclude a child based upon a contagious or communicable illness, or other medical conditions shall be made pursuant to Board policy EBCG.

SAU #36 School Board Policy JLCG - Exclusion of Students Who Present A Hazard

Student or Parent Complaint Process, School Board Policy KE

While the White Mountains Regional 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 parties directly concerned.
All complaints will be referred 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), Principal, and Superintendent.

SAU #36 School Board Policy KE - Public Concerns and Complaints

Annual Notice of Parent and Student Rights: FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
    - School officials with legitimate educational interest;
    - Other schools to which a student is transferring;
    - Specified officials for audit or evaluation purposes; o Appropriate parties in connection with financial aid to a student;

- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- Comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.
For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service. Or you may contact us at the following address: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-8520

SAU #36 Annual Notice

Directory Information/Release of Records/Access to Student Records: FERPA

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

For the purposes of this policy and in accordance with FERPA, the term "educational record" is defined as all records, files, documents and other material containing information directly related to a student; and maintained by the school district; or by such other agents as may be acting for the school district. Such records include, but are not limited to, completed forms, printed documents, handwriting, videotape, audiotape, electronic or computer files, film, print, microfilm and/or microfiche. Educational records do not include records of instructional, supervisory, and administrative personnel and educational personnel ancillary thereto which are in the sole possession of the maker thereof and which are not accessible or revealed to any other person except a substitute.

For the purposes of this policy, and in accordance with the provisions of FERPA and New Hampshire RSA 189:1-e, the term "directory information" means: 1. Students' name(s), address(es), telephone number(s), and date(s) of enrollment; 2. Parents'/guardians' name(s) and address(es); 3. Students grade levels, enrollment status and dates of attendance; 4. Student photographs; 5. Students participation in recognized school activities and sports; 6. Weight and height of members of athletic teams; 7. Post-high school plans; and 8. Students'

diplomas, certificates, awards and honors received. Except for elements of a student's directory information which the student's parents or an eligible student has notified the District not to disclose, the District may release or disclose student directory information without prior consent of the student's parents/eligible students. Within the first three weeks of each school year, the District will provide notice to parents/eligible students of their rights under FERPA and that the District may publish directory information without their prior consent. Parents/eligible students will be given until September 30th of each year to notify the District in writing of any or all directory information items that they refuse to permit the District to release or disclose. Notice from a parent/eligible student that any or all directory information shall not be released will only be valid for that school year and must be re-issued each school year.

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

Within the first four weeks of each school year, the District will publish notice to parents and eligible students of their rights under State law, Federal law, and this policy. The District will send a notice listing these rights home with each student. The notice will include:

1. The rights of parents or eligible students to inspect and review the student's education records;
2. The intent of the District to limit the disclosure of information in a student's record, except: (a) by the prior written consent of the parent or eligible student; (b) as directory information; or (c) under certain, limited circumstance, as permitted by law;
3. The right of a student's parents or an eligible student to seek to correct parts of the student's educational records which he/she believes to be inaccurate, misleading, or in violation of student rights; this includes a hearing to present evidence that the records should be changed if the District decides not to alter them according to the parent's or eligible student's request;
4. The right of any person to file a complaint with the United States Department of Education if the District violates FERPA; and
5. The procedure that a student's parents or an eligible student should follow to obtain copies of this policy.

Parents or eligible students may inspect and review that student's education records. In some circumstances, it may be more convenient for the record custodian to provide copies of records.

Parents of students or eligible students have a right to seek to change any part of the student's

records which they believe is inaccurate, misleading or in violation of student rights.
Please refer to the policy in its entirety for complete procedures.

School officials with a legitimate educational interest.

1. School officials with a legitimate educational interest may access student records. "Legitimate educational interest" refers to school officials or employees who need to know information in a student's education record in order to perform the employee's employment responsibilities and duties. School Resource Officers (SROs) qualify as a 'school official" and have legitimate educational interest to promote school safety and physical security of students and staff, as well as enhancing the understanding of police practices and improving community relations. The SRO remains subject to the same limitations upon re-disclosure as apply to all other school officials unless there is parent consent. The SRO may only use the information for educational purposes and not for law enforcement purposes In addition, the SRO must remain under the direction of the LEA with respect to the use and maintenance of education records.
2. Other schools into which a student is transferring or enrolling, upon condition that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record. This exception continues after the date that a student has transferred
3. Officials for audit or evaluation purposes.
4. Appropriate parties in connection with financial aid.
5. Organizations conducting certain studies for, or on behalf of the School District. Student records or student information will only be provided pursuant to this paragraph if the study is for the purpose of: developing, validating or administering predictive tests; administering student aid programs; or improving instruction. The recipient organization must agree to limit access to the information and to destroy the information when no longer needed for the purpose for which it is released.
6. Accrediting organizations.
7. Judicial orders or lawfully issued subpoenas, upon condition that parents and the student are notified of all such orders or subpoenas in advance of compliance therewith by the District, except when a parent is a party to a court proceeding involving child abuse or neglect or dependency. The Principal shall consult with the Superintendent and legal counsel as needed to ensure compliance with the judicial order and applicable law.
8. Health and safety emergencies.

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

The District will maintain an accurate record of all requests for it to disclose information from,

or to permit access to, a student's education records and of the information it discloses and persons to whom it permits access, with some exceptions listed below. This record is kept with, but is not a part of, each student's cumulative school records. It is available only to the record custodian, the eligible student, the parent(s) of the student or to federal, state or local officials for the purpose of auditing or enforcing federally supported educational programs. The record includes:

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

SAU #36 School Board Policy JRA - Student Records and Access

Reporting Child Abuse or Neglect, School Board Policy JLF

Under New Hampshire law (RSA 169-C:29), every person who has “reason to suspect” that a child has been abused or neglected is required to report that suspicion to DCYF (Division of Children, Youth and Families of the New Hampshire Department of Health and Human Services) or directly to the police. Under RSA 169-C:30, the initial report “shall be made immediately via telephone or otherwise.”

The requirement to report is not dependent on whether there is proof of the abuse or neglect, nor is it dependent upon whether the information suggests the abuse or neglect is continuing or happened in the past. Any doubt regarding whether to report should be resolved in favor of reporting. Failure to report may be subject to criminal prosecution and potential personal liability, while a report made in good faith is entitled to both civil and criminal immunity. Additionally, a “credential holder”, as defined in New Hampshire Department of Education Rule 501.02(h), who fails to report suspected abuse or neglect risk having action taken by the New Hampshire Department of Education against his/her credential. See N.H. Code of Conduct for Educators, Ed. 510.05 (e).

To report child abuse or neglect to DCYF, call 24/7 (800) 894-5533 (in-state) or (603) 271-6562. In cases of current emergency or imminent danger, call 911.

SAU #36 School Board Policy JLF - Reporting Child Abuse or Neglect

Work Permits

All work permit requests are processed by the administrative team. If you or your child is requesting that a work permit be completed, please contact Brennah Gottshall.

Crisis Prevention and Emergency Plan for Sports Related Injuries, School Board Policy EBCA, JLCJA

SAU #36 School Board Policy EBCA - Crisis Prevention and Emergency Operation
SAU #36 School Board Policy JLCJA - Emergency Plans for Sports Related Injuries and Additional Protocols for Athletics Participation

Title I and Community Engagement, School Board Policy KB

The School Board endorses the family and community engagement goals of Every Student Succeeds Act and encourages regular collaboration between family members, community members, and school leadership. The education of children is viewed as a cooperative effort among the parents, school and community, and other family members involved in supporting the child's development and education.

SAU #36 School Board Policy KF - Title I and Community Engagement

Student Accident Insurance, School Board Policy KF

To enroll in a Student Accident Insurance plan (ISI New England), paid by parents, visit

https://www.isi1959.com/Products-Services/Student-Accident-Insurance.aspx

Coverage becomes available the first day of school if the signed enrollment form and premium are received before the seventh school day, or the date enrollment form and premium are received by the school principal.

Use of School Facilities, School Board Policy KF

The School Board believes that the resources, personnel, and facilities of the schools should be available for the education of all in the community who desire to use them. The community's investment in physical facilities has, as its highest priority, the education of children and adults in the district. However, local citizens may use the facilities to a reasonable capacity for other educational, recreational and social interests. The School Board has set capacity limits for the use of its school building and facilities for the public health and safety, and due to the limited parking and other facilities on site to accommodate large crowds. The facilities may not be used for personal and/or business profit-making activities. Lotteries or other money-raising activities that do not have approval of state and School Board policy are forbidden on school property. The School Board will make available facilities to organizations and individuals that cooperate by complying with the following regulations. Please see the School Board Policy linked below.

SAU #36 School Board Policy KF - Community Use of School Facilities

Policy Development, School Board Policy BGAA

The development and adoption of policies that govern the School District is one of the School Board's most important functions.
Board policies establish the goals, direction and structure of the district under the authority of applicable statutes and regulations. In addition to policies required by state and federal laws and regulations, the Board adopts policies to provide direction to the Superintendent and other administrators in the management of the district, to guide the education program, and to provide clear expectations for school staff, students and parents.
Board policies are intended to provide the framework for district operations and the educational system. In general, the operational details as to how policies will be implemented are contained in administrative procedures developed by the administration. However, the Board may adopt administrative procedures concerning its own operations, or when an issue is of sufficient legal importance to warrant a Board-level procedure.

SAU #36 School Board Policy BGAA - Policy Development, Adoption, and Review

Acknowledgement of Approval of Family Handbook Policy, School Board Policy CHCA

In order that pertinent Board policies, regulations, and school rules and procedures may be known by all staff members and students affected by them, district administrators and principals are granted authority to issue staff and student handbooks. It is essential that the contents of all handbooks conform with district-wide policies and regulations. The superintendent or his/her designee must approve all handbooks prior to publication. Draft copies of all handbooks shall be issued to district board members.

SAU #36 School Board Policy CHCA - Handbooks and Directives

Parents/Guardians Right to be Informed: Title I, Part A: Programs Parent's Right to Know

The Every Students Succeeds Act (ESSA) was signed into law December 10, 2015, and reauthorizes the Elementary and Secondary Education Act of 1965 (ESEA). As part of ESSA, districts and schools must provide parents with the following information:

1. The professional qualifications of teachers and instructional paraprofessionals.

2. Individual report card that lets you know how your child is progressing. The Title I Part A program allows schools and districts to offer services and interventions that support struggling learners. WMRSD has currently applied for the Title I School-Wide Program model. This model means that all students, based on academic need, are eligible to receive the additional instruction this federal program will fund.

Parents may request information about the professional qualifications of their child's

teacher(s) by contacting Angela Smith, Coordinator of CIA at 603-837-9363 or email Angela Smith at asmith@sau36.org.

Parents Objections to Specific Course Material, School Board Policy IGE

The Board recognizes that there may be specific course materials which some parents/guardians find objectionable. In the event a parent/guardian finds specific course material objectionable, the parent/guardian may notify the building Principal of the specific material to which they object and request that the student receive alternative instruction, sufficient to enable the child to meet state requirements for education in the particular subject area. This notification and request shall be in writing. The building Principal and the parent/guardian must mutually agree to the alternative instruction. The alternative instruction agreed upon must meet state requirements for education in the particular subject area.

SAU #36 School Board Policy IGE - Parental Objections to Specific Course Material
Health and Sexual Education Instruction Letter

Transgender and Gender Non-Conforming Students, School Board Policy JBAB

WMRSD policy requires that all programs, activities, and employment practices be free from discrimination based on sex, sexual orientation, or gender identity. This policy is designed in keeping with these mandates to create a safe learning environment for all students and to ensure that every student has equal access to all school programs and activities.

This policy sets out guidelines for schools and district staff to address the needs of transgender and gender nonconforming students and clarifies how state law should be implemented in situations where questions may arise about how to protect the legal rights or safety of such students. This policy authorizes the Superintendent and the District Leadership Team to establish the procedures (JBAB-R) that sets out the guidelines and guidance to adhere to the purpose and goals of this policy. This policy does not anticipate every situation that might occur with respect to transgender or gender nonconforming students, and the needs of each transgender or gender nonconforming student must be assessed on a case-by-case basis. In all cases, the goal is to ensure the safety, comfort, and healthy development of the transgender or gender nonconforming student while maximizing the student's social integration and minimizing stigmatization of the student.

SAU #36 School Board Policy JBAB - Transgender and Gender Non-Conforming Students

Hazing, School Board 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.

SAU #36 School Board Policy JICFA - Hazing