Groveton Elementary School

2026-2027



PARENT/STUDENT HANDBOOK

Where Eagles

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Mission Statement

Educating the students of the Northumberland School District is a partnership involving the students, parents, community members, and the professional and support staff of our schools. We will design and provide a broad range of educational experiences for students in an environment that is consistent, nurturing, and challenging. We honor the tradition of educational excellence in Northumberland and the integral role public schools play in fostering a sense of community.

Vision Statement

Groveton Elementary School is a place where all students are encouraged to strive for excellence academically, socially, and emotionally in a safe, positive, and supported environment. We are committed to a rigorous, integrated curriculum driven by the College and Career Ready Standards. We believe that our students can meet or exceed these standards in preparation for middle school.
Working collaboratively in a partnership with families and communities, we are dedicated to the following:

- Providing specific and attainable individual goals in areas of reading, writing, math, science and social development
- Maximizing students' learning and development through intervention or enrichment
- Examining all instructional practices and data to continuously improve student achievement
- Participating in on-going and meaningful professional development to be more effective educators

Statement of Belief

We believe:

- Education is the responsibility of all GES community members; parents, students, staff, administration, and townspeople.
- The purpose of our school is to promote academic, social, and emotional growth of students in order to prepare them to be college and career ready in a global economy.
- Everyone is entitled to a safe and supportive learning community, which values individuality and diversity.
- Everyone will be treated with dignity and respect.
- All GES administration, staff, and students will be held to high levels of standards.
- All GES community members will strive to become effective critical thinkers who are capable of collaborating in order to problem solve.
- Students and teachers will use modern technology to enhance learning.

Alcohol Use

Alcoholic beverages will not be permitted on school property at any time during school hours or at school-sponsored activities. Any student in possession of or under the influence of alcohol will be immediately suspended from school for not less than five days. The New Hampshire State Statute states: "No person shall drink or have in his possession any intoxicating beverage while in attendance as a spectator or otherwise at any place where a school interscholastic contest is being conducted. Whoever violates the provisions of this section shall be fined not more than fifty dollars or imprisoned for not more than thirty days or both." RSA 570:24.

(See School Board Policy JICH)

Arrival and Dismissal

Students being delivered to or picked up from school should use the marked crosswalks on Church Street and Main Street. There is a street crossing guard positioned at the crossing area on Church Street before school (7:30 – 8:00 a.m.) and after school (2:30 – 3:00 p.m.). School begins at 7:45 AM and ends at 2:35PM (K-5).

Students in Grades K-2 will require a parent, caregiver or guardian to pick them up off the playground. Parents/Guardians must make visual contact with the teacher to ensure all students make it safely from school.

The area on Main Street is reserved for bus traffic only.

Asbestos Containment Policy

The school has been and will be inspected every three years for the presence of asbestos- containing materials. The condition of these materials will be reviewed every six months until they have been removed from the building.

A plan has been developed for managing these materials while they remain in place. All reports and the asbestos areas are listed in the plan. This plan is on file at the school and can be seen during normal business hours.

ASBESTOS MANAGEMENT PLAN
ANNUAL NOTICE OF AVAILABILITY

This notice serves to fulfill annual notification requirements in accordance with Section 763.93 of the Asbestos Emergency Response Act (AHERA). AHERA requires that all school buildings be visually inspected by accredited inspectors to identify all asbestos-containing building materials (ACBM) that may be present in the school environment. As required under AHERA, Groveton Elementary School must maintain an Asbestos Management Plan (AMP) and keep the AMP on file at the school, and the School Administrative Unit Office. The AMP is available for review during school hours, Monday through Friday. Periodic surveillance of known asbestos in Groveton Elementary School is performed every six months by a designated person to assess the condition of the ACBM. Six-month Assessment Results are maintained and are also available for review in the AMP. For additional information, please contact our Local Educational Agency Designee, Heather McMann at 603-636-1437 or h_mcmann@sau58.org.

Athletic Policy

Introduction

Groveton Elementary School encourages and sponsors student participation in extracurricular athletics as a means of instilling values important to the total educational process. The activities, both intramural and interscholastic, provide opportunities for skill development, personal growth, socialization, and competitive experience.

The student participation and involvement in athletics is a privilege with accompanying responsibilities and expectations. Elementary students are expected to display high standards of behavior, exemplify good sportsmanship, show respect for others, and demonstrate self-discipline, cooperation, and responsible team play.

The following document contains information, rules, and expectations for the athletic program. It is intended to assist and facilitate the efforts of the elementary principal, elementary athletic director, students, parents, and coaches toward meeting the goals of the athletic program.

General Guidelines

1. Competitive athletic activities shall be an integral part of the total school educational program. It will strive to provide educational experiences in conjunction with those provided in the curriculum. Both intramural and interscholastic competitions will be available.
2. The administration of the athletic program shall be under the control and direction of the elementary school administration and the elementary athletic director.
3. Qualified personnel should be provided for coaching and supervising such programs. The selection of coaches should be based upon their knowledge of teaching the sport to elementary children, their understanding of the elementary sports program, and knowledge of safety practices.
   (See School Board Policy GBBA.)
4. All of the participants in the program must have medical insurance. No student may start practice for an athletic team until he/she has on file:
    1. Signed permission form
    2. Parents' consent/health information form
2. Student participation in the athletic program is a privilege with accompanying responsibility. The student athlete must meet the eligibility requirements and abide by the behavioral expectations and sportsmanship guidelines.

Sportsmanship

Groveton Elementary School believes it is very important that our coaches and athletes follow sportsmanship and ethical behaviors. Unsportsmanlike conduct toward an opponent, official, coach, spectator, or teammate during a practice or game will not be tolerated.

FOR THE PLAYER AND COACH IN THE PROGRAM

1. Behave in a manner that makes parents, school, and community proud of their effort.
2. Win without boasting, lose without excuses, and never quit.
3. Respect officials and accept their decisions.
4. Cooperate with all coaches and teammates during practice sessions and games.

AS SPECTATOR OF SPORTING EVENT

1. Never "boo" a player or official.
2. Appreciate a good play, no matter who makes it.
3. Refrain from making negative remarks to opponents, officials, coaches, players or other spectators in any aspect of a sporting event.

VIOLATIONS

- Groveton Elementary School will not tolerate unsportsmanlike conduct toward an opponent, official, coach, spectator, or teammate during practice or a game. The first offense will result in a verbal warning and may result in further disciplinary action from the principal.
- A second offense will result in the player being suspended from playing in one contest.
- Any player who is disqualified from a game (intramural or interscholastic) for unsportsmanlike conduct shall not participate in the next scheduled game.

Student Eligibility

1. In order to represent the school in an interscholastic contest,a student must be in good academic standing.
2. An athlete may be moved up to the next level of play if there is a need for more players at the higher level. That need will not be determined until after tryouts have started. Students cannot be cut to bring up younger players.

Expectations for Team Attendance

All athletes are expected to be in school for the entire day of a practice and/or game or the entire day of school prior to a weekend practice and/or game. Any tardy, dismissal, or absence from school must be excused in order to participate that day. All athletes are expected to attend practices and games. Limited participation is unacceptable. The athlete must notify the coach in advance if he/she is unable to attend a practice or game. If the coach is not available, the athletic director should be notified. If notification is not made, then the absence is unexcused. The athlete is also expected to attend the full day of school following a weekday athletic contest, unless the absence is an excused absence.

The coach has the discretion in determining excused or unexcused absences. The following is a guideline for excused absences. It would be impossible to list all circumstances; therefore, the coach will determine any exceptions as they arise.

* School activities * Funerals * Illnesses
* Religious Commitments * Family Commitments

UNEXCUSED ABSENCE VIOLATIONS:

- An unexcused absence from a game will result in dismissal from the team.
- An unexcused absence from a practice will result in suspension for one game.
- Two unexcused absences from practice will result in suspension for two games.
- Three unexcused absences from practice will result in dismissal from the team.

Behavioral Expectations

Student athletes are expected to follow the School Discipline Policy and adhere to high standards of behavior. Examples of behavior that are considered violations of the expectations include, but are not limited to, the following list:

- Smoking or use of tobacco in any form;
- Drinking or possession of alcoholic beverages;
- Use of illegal drugs;
- Vandalism in school, gym, or bus;
- Stealing of school property;
- Neglect or refusal to conform to the reasonable rules of the school;
- Any other behavior by an athlete that the principal, athletic director, or coach believes is detrimental to Groveton Elementary School is subject to disciplinary action.

VIOLATIONS to the above rules will result in:

- 1st offense – suspension of 3 games (intramural or interscholastic)
- 2nd offense – suspension from the team for remainder of the season

DETENTION:

- No student athlete will have a detention date changed or be dismissed early from detention to make the bus or attend a game. This absence is excused if the player notifies the coach beforehand. Further sanctions for missing games and/or practices for disciplinary reasons will be the coach's prerogative.

SUSPENSION:

- Students suspended from school will not be allowed to participate in practices or games during the period of suspension which might include weekends. Students suspended from school (including in-school suspension), in addition to missing practices and games, will also be required to "sit out" the next game upon returning to school.

Since the athletic programs are school sponsored, it is also expected that students adhere to the following regulations and procedures:

- Regulation, rules, and procedures for the use and care of the High School facility and gym as well as the rules of the host school.
- Elementary School bus rules and procedures for away games.
- Elementary School dress code.

Travel to Away Games

1. Groveton Elementary School does not provide transportation to athletic events. The transportation to and from athletic events is the sole responsibility of the parent/guardian.

Northumberland School District Policy 5/18/22(Revised)

(See School Board Policies JJIB, JJID, JJIC)

Attendance, Absenteeism and Tardiness

The Board requires that school-aged children enrolled in the district attend school in accordance with all applicable state laws and Board policies. The educational program offered by the District is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress.

Attendance shall be required of all students enrolled in the District during the days and hours that school is in session, except that the Principal may excuse a student for temporary absences when receiving satisfactory evidence of conditions or reasons that may reasonably cause the student's absence.

The Board considers the following to be excused absences:

1. Illness
2. Recovery from an accident
3. Required court attendance
4. Medical and dental appointments
5. Death in the immediate family
6. Observation or celebration of a bona fide religious holiday
7. Such other good cause as may be acceptable to the Principal or permitted by law

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

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 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 wish for their child to be absent for a reason not listed above, the parent must provide a written explanation of the reason for such absence, including why the student will be absent. The Principal will make a determination as to whether the stated reason for the student's absence constitutes good cause and will notify the parents via telephone and writing of his/her decision. If the Principal determines that good cause does not exist, the parents may request a conference with the Principal to again explain the reasons for non-attendance. The Principal may then reconsider his initial determination. However, at this juncture, the Principal's decision shall be final.

We consider students who return to school after an illness to be well enough to resume participation in all school activities, including outdoor recess or physical education. We will comply with a ***doctor's written request*** that a student be restricted from an activity or kept indoors. In all other cases the child will be expected to remain in the daily school routine. Parental cooperation and understanding with regard to attendance is appreciated. Students who are habitually absent from school will be referred to the Student Assistance Team for a review of attendance records and a plan will be written to improve student attendance.

Students are expected to be on time for school. With the exception of those who arrive on the bus, **students should not arrive at school prior to 7:35 a.m.**

- Students arriving at school after 8:00 a.m. **MUST REPORT TO THE OFFICE** before going to class.

- Persistent tardiness will be reported to the building principal, who will take appropriate measures that may include detention or making up time/work.
    - **4 unexcused tardies in one trimester will result in an automatic office detention for grades 3-5. Every additional tardy for the remainder of the trimester will be another office detention.** Students will be given a clean slate upon the start of a new trimester.

Parents wishing to have their child dismissed early must stop in the office and sign the student out.

- Students will not be allowed to leave their classrooms until their parents arrive.
- No student will be 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.

(See School Board Policy JH)

Audio and Video Surveillance on Buses

The Board authorizes the use of video and/or audio devices consistent with applicable law and School Board policies. Notwithstanding other Board policies, the Superintendent is authorized to allow video and/or audio recordings to the extent either required or prohibited by law.

Video surveillance is authorized on District property, including, without limitation, school buses and other district provided transportation, to ensure the health, welfare, and safety of all students, staff and visitors to District property and to safeguard District buildings, grounds, and equipment.

(See School Board Policy EEAA and ECAF)

Band

Students who participate in the Elementary Band (Grades 4-5) will have practice twice a week with the instructor at Groveton Elementary School or Groveton High School. Students will be walked to the high school and may be dismissed from there when the practice is at GHS.

Bicycles and Skateboards

The school assumes no responsibility for bicycles or skateboards. We have very limited space for bicycles. It is also difficult to supervise the storage area during the school day. When traveling to and from school, students must obey all traffic regulations. Bicycles **ARE NOT** to be ridden on school grounds while school is in session or while school events or activities are taking place.

Students are not permitted to use skateboards on school property on days when school is in session or while school events or activities are taking place. School property includes all areas within the fence both in front and behind the school.

Bullying

Bullying and Harassment are serious matters, and will not be tolerated. Harassment can be anything from teasing too hard to physically pushing people around and trying to frighten them. We are dedicated to do all we can to stop this type of behavior. ***The school administration will handle harassment and bullying complaints very seriously and with the utmost confidentiality in order to protect the students who are being harassed.***

It is especially important that students help us stop bullying and other types of misbehavior. Since bullying and harassment usually happen when adults are not present, it is important for students to inform their teachers or other school personnel when this type of behavior occurs. The teachers and administrators cannot possibly be everywhere to see what is going on at all times. We need student and parent cooperation in making our school a safe, orderly, and friendly place for all students. ***If you see something wrong, let your teacher or principal know about it as soon as possible.***

Any conduct that subjects a student to insults, taunts, or challenges and is likely to intimidate or provoke a violent or disorderly response is bullying. Bullying has been identified as a form of student harassment under RSA 193-F and as such will not be tolerated or condoned by Groveton Elementary School.

"Bullying" means a single significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another pupil which:

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

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

Any student who believes they are or have been bullied or who witnesses or has reliable information that a student has been subjected to bullying should report such incident(s) to their classroom teacher, guidance counselor, or the principal. Once the principal has received a report of bullying the Superintendent of Schools will be notified and an investigation in accordance with school procedures will be conducted.

If it is determined that a student has engaged in bullying conduct, that student will be subject to appropriate disciplinary action, which may include suspension and/or expulsion from school.

No individual will suffer reprisals for reporting any incidents of harassment or bullying or making any complaints.

(See School Board Policy JICK)

Bus Information

Bus schedules can be requested from Berry Transportation as they change as bus stops are added and deleted throughout the school year.

Remember that times are approximate, so please make certain that students are at their appropriate bus stop 5 minutes early. If a student is picked up or dropped off at a location other than the address on file with their school, a detailed note with a parent's signature needs to be given to the Groveton Elementary School office. The office will issue a bus pass to be given to the bus driver. If you have any questions, please call Berry Transportation at 636-6100

Student Conduct on School Bus

Students using District transportation must understand that they are under the jurisdiction of the School from the time they board the bus until they exit the bus.

Students transported in a school bus shall be under the authority of the District and under control of the bus driver. The driver of the bus shall be held responsible for the orderly conduct of the students transported. Each driver has the support of the Board in maintaining good conduct on the bus.

Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reasons for a student to be denied the privilege of transportation in accordance with the regulations of the Board. If a student is to lose the privilege of riding the bus, advance warning will be given, except for extreme misconduct.

The Executive Director and Deputy Executive Director or his/her designee will develop rules and regulations for conduct on buses, and these shall be printed in the Parent-Student Handbook, and made available in another language or presented orally upon request.

(See School Board Policy JICC and EEAE-R)

Bus Rules

1. All Northumberland students who ride a bus are subject to the school rules until they get off at their bus stop. Any misbehavior that distracts the driver is a very serious hazard to the safety of all passengers. Students will be cited for the following misbehaviors:

Failure to remain seated	Refusing to obey driver
Fighting	Hanging out windows
Lighting Matches	Profanity
Spitting	Smoking on the bus
Throwing objects in or out of bus	Spitting
Vandalism	Bothering others

2. When a student is reported for any of these misbehaviors, the following discipline will take place:

a. 1st Offence — Parent notification
b. 2nd Offense — 1 day off the bus
c. 3rd Offense — 3 days off the bus
d. 4th Offense — 5 days off the bus and parent conference
e. 5th Offense — (Ages 5-13) 10 days off the bus
(Ages 14-21) removal from bus for the rest of the year

3. Serious misbehaviors may warrant by-passing discipline levels at the Principal's discretion.

(See School Board Policy JICC-R)

Cancellation of School and Delayed Entry

Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, or public crisis.

The decision to close school or delay the opening of schools due to inclement weather will be based upon the safety of the students. The Superintendent of Schools will make the decision based upon consultation with the transportation coordinator and/or Berry Transportation and the State Highway Department. Whenever practical, the decision will be made no later than 5:30 am.

A ***delayed opening*** will mean that school will begin 2 hours later (10:00 a.m.). Therefore, buses will meet students approximately 2 hours later than usual.

Every practical means will be used to notify parents of cancellation, including WMUR Channel 9 television station and our Alert Now all call system.

In the unlikely circumstance that school must be canceled during the school day, the teachers and administration will determine that all students have satisfactory transportation and that a parent/guardian is notified before releasing children from school.

(See School Board Policy EBCD)

Care of School and Students

We have a large building with learning occurring all day. Below is a list that will hopefully ensure an ongoing learning environment and a safe building. The discipline policy is also included in this handbook.

Remember, we all function best when we feel we are in a safe, supportive environment. We hope that the following list will help everyone to be comfortable and to do their best work:

- Keep your voice down in the hallway
- Be sure the classroom is picked up before leaving.
- Walk in an orderly fashion, keeping to the right unless otherwise directed.(QSR)
- Avoid lingering in the halls.
- Speak respectfully to all people in the building.
- Be respectful of all school property.
- Acceptable language is to be used throughout the school.
- Use the bathrooms as you would your own bathroom at home.
- Remove outside jackets in school.
- Respect each other's feelings.
- Show friendliness to new students.
- Students should be on their best behavior during assemblies.
- No fighting of any kind is permitted in school or on school grounds.

Cheating

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 an alternative assignment will be given . The student will receive two nights of office detention and his/her parents will be notified. A second offense will result in suspension. Students who allow other students to copy their homework, tests, quizzes, etc. will be disciplined in the same manner as the students who are cheating.

(See School Board Policy IKL)

Child Abuse and Neglect Reporting

According to New Hampshire RSA 169:C, all education personnel are **mandated** to report suspected child abuse and neglect to the NH Division of Children and Youth Services (DCYS). Specifically, RSA 169:C requires school officials, or any person having reason to suspect that a child has been abused or neglected, to make a report to the NH Division of Children and Youth Services.

(See School Board Policy JLF, JICL)

Children Internet Protection Act (CIPA)

Internet Access

High speed internet is being provided through Destek. Internet service is provided to Stark Village School, Stratford Public School, Groveton Elementary School, Groveton High School and the SAU #58 Central Office.

Firewall Security

Destek provides a firewall system (Juniper) that allows only users with login names and passwords access to the Local Area Network (LAN). This firewall provides protection against internet hacking. The firewall provides information as to what websites have been visited by users. This information includes: time, date, sites visited, duration of the visit, and the computer used during visits.

Content Filtering

iPrism internet content filtering is used to monitor internet activity on the LAN and blocks attempts to access sites which have been determined to be inappropriate for school use. The lists of inappropriate sites are updated by iPrism on a regular basis. District Technology Coordinators add sites to the filtering access list. With permission from the Technology Coordinator, teachers are given access to override the filter for the purpose of research and use in the classroom.

Acceptable Use Policies

The SAU #58 Board has adopted the following policies relating to the use of technology:

- Acceptable Use Policy
- School District Internet Access for Students (EGA)
- Online/Virtual Education (IMBA)
- Computer Security, Email, and Internet Communication (EHAA)
- SAU #58 Technology & Security Policies

Computer Network and Internet Access

1) Privileges. The use of the Northumberland School District Network is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges. The system administrators will determine what is appropriate use based upon the guidelines established in this document, and any subsequent modifications hereto, and Northumberland School District policies and procedures. The Groveton Schools reserve the right to terminate, suspend, or otherwise limit network access at any time and to inspect or review accounts and files for security purposes. Such decisions of the school are final.

2) Acceptable Use. The use of your account must be consistent with the educational and operational policies and procedures of the Northumberland School District. The use of other organization's networks or computing resources is subject to the rules and limitations of those organizations or networks. Transmission of any material in violation of any United States or state statute or regulation is strictly prohibited. This includes but is not limited to: copyrighted or trade secret material, threatening or obscene material, and criminal activity. The use of the network for commercial activities, product solicitations, or political lobbying is also prohibited. Inappropriate use will be reported to the responsible authorities.

3) Etiquette. You are expected to comply with the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Comply with all school rules regarding behavior and personal conduct.
- Be polite
- Use appropriate language. Do not swear, use vulgarities, or other inappropriate language.
- Do not use the system for frivolous, harassing, or inconsiderate purposes, or to disrupt another person's use of the system.
- Do not reveal personal addresses or phone numbers.
- Electronic mail (e-mail) is not guaranteed to be private. System administrators have access to all mail and reserve the right to monitor the use of the district's network including all email.

4) Reliability. The Northumberland School District cannot be held responsible for any lost resources or damages incurred through the use of this account.

5) Security. Users of the system agree not to violate or attempt to violate system security or intentionally interfere with system performance, or access to another person's account, files, or password. Individuals may be denied access to the system based upon security violations of other computer systems.

6) Fee Services. Without the express permission of a sponsoring teacher, you may not use the network to access any database, service, or download data or software which charges a fee for such service or access. If you do any of the foregoing you are liable for any and all charges.

7) Terms & Conditions. These terms and conditions reflect the entire agreement of the parties and superseded all prior oral or written agreements. The school district reserves the right to modify these terms and conditions at any time. These terms and conditions shall be governed by the laws of the State of NH, the United States of America, and the applicable policies of the Northumberland School District.

Conferences

Parents are encouraged to request conferences with school personnel whenever they have questions or concerns about their student's behavior or academic progress. Some parents are hesitant about participating in conferences, but our teachers can do a much better job if they can share their understanding of the student directly with the parents. It is not necessary to wait for the regular conference time if a parent has a special concern. A parent teacher conference day will be scheduled in January each academic year.

Dress Code

Appropriate dress and grooming is the responsibility of each student. If a question arises relative to apparel, a decision will be left to the discretion of the teacher and the principal. ***Students who do not comply with the dress code will be subject to disciplinary action that may include being sent home.***

The following basic rules apply to proper dress for our school:

- All clothing (including jewelry) must be clean, neat and acceptable by school standards.
- Appropriate footwear must be worn. No footwear that endangers a child's safety may be worn; i.e. high platforms, heels, or backless sandals and or shoes. In the winter, children must wear boots on the playground. No footwear is to be worn that is destructive to or defaces school property. No steel toe boots allowed.
- Nothing is to be worn that is overly distracting or revealing, or in any way interferes with the normal classroom procedures. Examples would include, but are not limited to, short skirts or extremely short shorts, halter tops, spaghetti strap tops, garments that expose the midriff, etc. Jeans that have rips are fine as long as those rips don't interfere with classroom procedures.
- Any clothing that promotes alcohol, drugs or tobacco is prohibited, as is any clothing that carries messages that are sexual, obscene, profane, vulgar, harassing, demeaning in nature or that allude to any of the above. No hats, hoods or bandanas are to be worn during school hours.

During winter months students must come to school prepared for cold weather (hats, boots, gloves/mittens, snow pants) in order to participate in recess. Students who come unprepared will have to remain indoors.

(See School Board Policy JICA)

Drug Abuse by Students

Any medications taken by a student during the school day, whether prescription or over the counter must be accompanied by a note from the parent and a doctor's prescription. These medications are to be brought directly to the nurse's office and will be kept there and distributed only by the nurse

Taking of illegal drugs, and/or possession of the same, in any form, is not permitted at any time. Should any student be regarded as under the influence of any controlled, dangerous substance parents will be called immediately and the matter will be brought to the attention of the Northumberland Board of Education and other proper authorities.

1. In case a student appears to be under the influence of a controlled dangerous substance, the parent will be notified by the school authorities to come for the student and remove him/her to be screened by a doctor.

2. In severe cases, if the parents or school doctor will not come to the school, the principal or assistant principal is authorized to call an ambulance to remove the student to the hospital. Parents will be notified of this action and be responsible for the incurred expenses.
3. Upon reasonable evidence of the illegal possession or use of illegal drugs by any student on school district property, the student will be suspended from school for at least five days and proper authorities notified. A conference between the parents, child and principal should be held as soon as possible.
4. Any student found selling, distributing, or giving away illegal drugs will be turned over to the police authorities immediately, and suspended from school at once pending School Board action.
5. Any student convicted in court for illegally selling drugs on or off school property will be suspended from school pending School Board action.

Controlled drugs are defined to be those drugs prohibited by New Hampshire State Law as defined in RSA 318-B.

(See School Board POlicy JICH, ADB, GEBC)

Electronic Devices

Electronic devices (i.e., games, cell phones, cameras, as well as any that have not yet been invented.) that students bring to school should be kept turned off and out of sight during the school day unless they are being used for academic purposes under the direct supervision of a teacher. If students are using cell phones, electronic games, they will be confiscated and returned to a parent.

(See School Board Policy JICJ)

Extended Learning Opportunities

The 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, community service, apprenticeships, online courses/distance education, or other opportunities approved by the Superintendent or his/her designee, in conjunction with Board policies.

(See School Board Policy IHBH)

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that Northumberland School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's records. However, the Northumberland School District may disclose appropriately designated "directory information" without consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the Northumberland School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs; and
- Sports activity sheets
- School Website

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses, and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without prior written consent.

Photographs of school events are often submitted to the local papers as well as lists of students receiving awards. Depending on the nature of the picture and the number of children involved, many times the names are included. Please let us know if you do NOT want your child's name or photo included in press releases to local papers.

There are many important reasons why educators would use or allow the use of recordings in classrooms. Some of these valuable uses include, but are not limited to:

- Creating a video presentation as part of an academic class
- Videotaping a drama class (play) or music class for instructional purposes
- Using videos or audio recording to assess academic growth with skills such as reading fluency
- Digital Media Arts creating a film with students.

The Northumberland School District has designated the following information as directory information:

- Student's Name
- Address
- Photograph
- Date and place of birth
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sporting events
- Weight and height of athletic team members
- Degrees, honors, and awards received

If you do not want the Northumberland School District to disclose directory information from your child's education records without your prior written consent, you must notify the building principal in writing by the end of the first full week of school.

These laws are: Section 9528 of the ESEA, as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110), the education bill and 10 U.S.C. 503, as amended by section 544, the *National Defense Authorization Act for Fiscal Year 2002* (P.L. 107-107), the legislation that provided funding for the Nation's armed forces.

(See School Board Policy GBEAA)

Field Trips

Field trips are scheduled throughout the school year to enhance the curriculum and to introduce students to area resources. ***Participation on a field trip is a privilege, not a right.*** Any student who does not meet the school standard for conduct may be excluded from a field trip. Students will be placed on the non participation list and plans will be developed with the student and family to address the concerning behaviors.

Parents will receive notification of field trips and will be asked to sign the Field Trip Permission Form and Medication Authorization Form. Students will not be allowed to attend field trips without a written permission slip. **No verbal permission will be allowed.**

When a bus is used to transport students, all students must ride the bus to and from the location of the field trip. The only exception will be for a student to ride home with his or her parent/guardian or authorized designee. ***Any student riding home from a field trip with an authorized designee must have a completed Permission to Ride form on file with the office prior to the field trip. Parents/guardians and authorized designees should sign a release with the classroom teacher prior to taking any student from a field trip.***

Students who do not meet the school standard for appropriate behavior may be excluded from a field trip. It is not the intent of the staff or administration to use participation on a field trip as a whole class punishment, but as an individual consequence for a pattern of chronic misbehavior. The principal will determine exclusion from a field trip, after consultation with the classroom teacher(s). Parents will be notified in writing if their child is considered ineligible for participation on a field trip (Non Participation Letter will be sent home).

The student discipline code is in effect at all times while on a field trip, both on and off school property. A student who displays inappropriate behavior while on a field trip will automatically lose the next field trip. **Any student who exhibits severe violations of the code of student conduct while on a field trip will face disciplinary action, which may include removal from all field trips for the remainder of the school year.**

Students who do not attend field trips must attend school on the day(s) of the field trip. Arrangements will be made for alternative instruction to be provided for students who do not attend.

If medication must be administered during a field trip or other school activity off campus, you must deliver an original labeled container with the appropriate dosage for the day (your pharmacy can provide you with the appropriate container). If we do not receive medication in an original container with the appropriate dose, your child will not receive medication while attending the school activity.

Food Service Policy Statement

Groveton Elementary School's School Lunch Provider

The Whinstons Culinary Group is an award winning Food Service Management Company with a passion for high quality ingredients, locally sourced products, sustainable food service practices and exceptional customer service. The Whinstons Culinary Group provides a wide variety of menu choices every day to its client schools throughout New England. For more information about our company and services please visit our website, www.whitsons.com

Student Accounts, Payments and Pricing

The Food Service program uses the Meals Plus computer point of sale system to track student account transactions. Parents may view student purchase history and receive low balance notifications free of charge. Meals Plus also allows users to deposit money or make payments on accounts for a nominal fee. Please visit our website at www.whitsons.com for more information. Student accounts must maintain a positive balance. We recommend using the Meals Plus on-line payment feature to deposit funds or send a check directly to the cafeteria the first of the week, payable to **Groveton Elementary School - Hot Lunch Program**. Please write your child(ren)'s name and/or ID number clearly. Cards for K-2 students with the student's school food service ID number will be issued the first week of school. This number will be used to track the student's account transactions throughout the year. A detailed report may be requested at any time. S*nack beverages, additional entrées or other a la carte purchases may be purchased on accounts in good standing.* To **prohibit or limit** a la carte purchases please call the cafeteria or visit our website for the email address at**:** www.whitsons.com. Breakfast and lunch meal menus and prices can be found on our website www.whitsons.com and on the school menu sent home each month.

Free and Reduced Price School Meals Policy
Parents or guardians should review the income eligibility guidelines to see if the student may qualify for free or reduced-price meal benefits. Applications are available in the information packet sent home at the beginning of the school year or parents may contact the school office, or download online at http://www.education.nh.gov/program/nutrition/nslp_application.htm. Parents or guardians may apply or reapply for free and reduced meal benefits at any time during the school year when there is a change in family income.
Free and reduced price school meals information is strictly confidential.

FEDERAL ELIGIBILITY INCOME CHART For School Year 2026-2027			
Household size	Yearly	Monthly	Weekly
1	$29,526	$2,461	$568
2	$40,034	$3,337	$770
3	$50,542	$4,212	$972
4	$61,050	$5,088	$1,175
5	$71,558	$5,964	$1,377
6	$82,066	$6,839	$1,579
7	$92,574	$7,715	$1,781
8	$103,082	$8,591	$1,983
Each additional person:	$10,508	$876	$203

Snack Beverage Policy
All students participating in school snack programs **must** pay for milk or juice regardless of income eligibility. Milk is included in the price of all school meals. Students with free or reduced meal benefits are reminded that milk is only included with a complete meal otherwise a la carte prices apply.

Choice & Variety
The Food Service program offers many breakfast and lunch choices daily. Please visit our website for the daily meal offerings at your school: www.whitsons.com. Assorted fresh fruit and vegetables as well as a choice of milk are included with every meal.

Breakfast Program
The Abbey school breakfast program is open to everyone. Studies have shown that eating breakfast can reduce stomach aches, improve alertness, and overall help students be better learners. Our breakfast program offers daily choices such as: yogurt parfait meal, ham and cheese on a whole wheat bagel, sausage & cheese muffin, scrambled eggs and breakfast bun, fruit filled muffins, hot or cold cereal, and other breakfast entrees available on a rotating basis. All breakfast meals include milk and fresh fruit.

Field Trips
The Food Service program loves to make bag lunches for any occasion. Please place your order through the classroom teacher 3 days prior to the trip. The price is the same price as for lunch. The bag lunch contains a healthy sandwich, fresh fruit and vegetables, granola bar, milk or juice. There are classroom incentives available for large orders. Free and reduced lunch prices apply to bag lunches for those who qualify.

Promotions
The Food Service program provides promotional and entertaining events throughout the year such as holiday meals, barbecues, and more. We encourage parents and other family members to join their children and The Abbey Group for these fun filled occasions. All promotions are to encourage healthy eating and involve the community in the National School Lunch Program. The promotions are advertised on the menu with the details posted in the cafeteria.

Nutrition
The Food Service program is actively involved with the Department of Education School Nutrition Programs, School Nutrition Association, New England Dairy Council, and many other organizations to bring healthy, appealing, delicious meals to your school. We incorporate low fat, low sodium cooking techniques and we offer 100% whole grains with all our menu choices. The Abbey encourages healthy eating habits with our "Eat Smart Play Hard" nutrition class. Eat Smart Play Hard is a fun filled presentation designed to teach students about making healthy food choices and being physically active.

Dishing Up Local
The Abbey Group proudly supports Farm to School activities to connect the cafeteria, classroom and the community. Farm to School objectives include improving student nutrition, providing agricultural, health and education opportunities and supporting local and regional farmers. The Abbey Group directs its purchasing efforts to include locally grown produce & locally made products in our menu production. We feature a monthly menu devoted to local ingredients including those grown in school gardens. Please contact us if you would like to participate in a local farm to school initiative.

If at any time you have any questions or comments, please contact your school and ask for the **Food Service Supervisor.**

(See School Board Policy EF and JLCF)

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

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

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: How to File a 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.

This institution is an equal opportunity provider.

Complaint Procedures

- All complaints, written or verbal, shall be accepted and attempted to be resolved at the SFA level. If a complaint is not able to be resolved, a copy of the complaint and initial investigation shall then be forwarded to the School Board. If further resolution is required a complaint may be submitted to the USDA Program Discrimination at the location documented above. The Form AD-3027 Discrimination Complaint Form may be used by School Food Authorities (SFA) to document complaint information.
- In the event that a complaint is made verbally, the person receiving the allegation should document the complaint to include as much of the following information as possible:
    - Name, address, and telephone number or other means of contacting the complainant.
    - The specific location and name of the entity delivering the program service or benefit.
    - The nature of the incident(s) or action(s) that lead the complaint to be filed.
    - The basis on which the complainant feels discrimination has occurred, i.e., race, color, national origin, sex, age or disability.
    - The names, titles and addresses of persons who may have knowledge of the discriminatory action.

The date(s) during which the alleged discriminatory action occurred, or if continuing, the duration of such actions.

USDA National School Breakfast & Lunch Program

Cafeteria Breakfast Program

The cafeteria makes available a breakfast program for all our students beginning at 7:35 am. The cost of the breakfast is $**2.25 per day** with children purchasing the breakfast on a daily basis. Children who qualify for free/reduced lunch also qualify for **free/reduced (free)** breakfast. .

Cafeteria Hot Lunch Program

Hot lunch is available to all students in grades K-5 at **a cost of $3.50 a meal**. The homeroom teacher collects lunch money on **Monday**. It is recommended that students in the lower grades put their money in an envelope with their name and the amount of money written on the outside.

Children who purchase lunch will receive a carton of milk and/or juice with the meal. Children who bring their lunch from home may purchase a carton of milk or juice at the cafeteria for $.50.

No balance in arrears is allowed beyond two (2) lunches; an alternate meal will be offered to students beyond the two day limit.

Information relating to the free and reduced lunch program will go home at the beginning of the school year. **You are allowed to submit an application at any point during the school year.**

Account Charge and Refund Policy

These rules apply to all schools that are participating in the National School Lunch Program. Per USDA regulations {2 CFR 200.426}, bad/uncollectable debt is not an allowable cost to be incurred within the school food service program.

Charge Policy

All accounts for students will be set to allow charges for **reimbursable meals only**; no a la carte charges will be permitted.

- Milk is considered an ala carte and can only be charged to the meal account if the account is in good standing. Otherwise, the student will be encouraged to take a reimbursable meal, which includes milk. Fresh water is always available to students free of charge.

- No balance in arrears shall be allowed beyond the limit of two [2] lunches for elementary schools. The meal offered to the disabled student must conform to the special dietary needs requirements of the student, if applicable {FNS Instruction 765-7, Revision 2}.
- No balance in arrears shall be allowed beyond the limit of one [1] lunch for middle/high schools. The meal offered to the disabled student must conform to the special dietary needs requirements of the student, if applicable {FNS Instruction 765-7, Revision 2}.
- No meal will be denied to a free student regardless of any other charges at the school {FNS Instruction 765-7, Revision 2}.
- No meal will be denied to any student for disciplinary reasons {FNS Instruction 765-7, Revision 2}.
- No meal will be denied for unpaid charges if the student has money in hand for the current day's meal {FNS Instruction 765-7, Revision 2}.

We do however understand that there may be circumstances where procedure will supersede the policy. Upon our attempts via weekly student account balance notifications, parent phone calls and/or emails, school administration will be contacted if payment is unobtainable by cafeteria staff. During this time, no meals will be served without violating federal laws (there are exceptions explained above), unless directed by a school administrator in writing.

Any outstanding student balances that are deemed uncollectable will be covered by that school's student activity account designated for that purpose. Balances have been very minimal in the past and if that changes significantly and remains constant year after year, this procedure/process may have to be relooked at for other sources to cover this.

Adult/Staff Meal Accounts
All accounts will be set to a no charge status. The account must be in good standing to allow meal and/or ala carte purchases to be charged to an adult/staff meal account. If accounts are not in good standing at year end (June), administration will be notified and the business office will process a payroll deduction before final paychecks are dispersed.

Refund Policy
For accounts with a positive balance at the end of the school year (June), one of two things can occur:

- For graduating students, positive balances will be transferred to younger siblings at the parent's request. If there is not another sibling, a positive balance refund request can be made up to three days after your last day of school. Please submit requests to The Winstons Culinary Group via email webstert@whitsons.com The school will then be notified to initiate a refund check. If a request is not made by this date, the balances will remain in the school's hot lunch program.
- For returning students with a positive balance, their balance will be carried over on their account into the new school year.

Notice to Students/Parents
Annually this procedure is included in all school's student/parent/staff handbooks for proper notification {SP 46-2016 and SP 57-2016} for all new and returning students and staff members. Parents and students are required to sign and return their handbook acknowledgment form saying they have read and understand the policies and procedures in place at their school. This procedure is also available online within the food service website.

Fire Drills

Fire drills are required at regular intervals by state law. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly and quietly as possible.

1. Teachers will leave the building with their students.
2. There should be no talking while leaving the building in case further instructions are necessary.

3. Teachers will account for all their students once outside the building.
4. Students will file back into the building using the same procedures as when they exited.
5. Teachers who have special emergency exits will inform their students about these exits, where they are, and how to use them.
6. Fire exits are clearly marked in each room and teachers will explain the procedures to be followed.

Hazing

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.

(See School Board Policy JICFA)

Homework

Homework is important; it is an extension of the learning that takes place in school. What follows is a framework for creating an environment in which children can become organized, responsible, and independent learners

Goals for Homework

- Extend learning that takes place in school
- Reinforce classroom instruction
- Encourage students to develop good work habits (responsibility, self-direction, organization)
- Provide parents/primary caregivers with opportunities to become informed about and involved in their child's learning.

Homework Responsibilities.

Students

- Copy all assignments into planner carefully, recording ALL information given by student
- Know assignments before leaving school
- Take homework assignment and ALL necessary supplies home
- Spend the necessary time on homework each evening
- Demonstrate Eagle Pride in homework by always putting forth your best effort
- Seek help from parents/caregivers only when necessary
- Submit completed homework to the teacher, neatly done and on time
- Return and take care of any borrowed materials
- When absent from school ASK for assignments

Parents

- Promote a positive attitude toward homework
- Provide a homework area that is quiet, comfortable, and free from distractions
- Set rules (when, where, how) for your child
- Consider homework as non-negotiable (extracurricular activities should not interfere with timely completion of homework)
- Show confidence in your child's ability; do NOT do your child's homework
- Understand and encourage Eagle Pride in the completion of homework
- Hold your child accountable for getting homework to and from school
- Communicate often with the student and his or her teacher if your child is experiencing difficulty with homework

Teachers

- Plan homework that is meaningful and interesting
- Plan homework tasks that are appropriate to students' ability levels
- Communicate expectation to students
- Post all assignments and provide students time to copy into their planners
- Ensure that resources and materials required to complete homework are available to students
- Review homework and return it in a timely manner
- Establish a system for recording and reporting homework
- Provide ways for parents to communicate with teachers about homework (email, phone)
- Notify parents regarding homework problems and missing assignments

(See School Board Policy IKB)

Lost and Found

All clothing found in the building or on the playground will be placed in a lost and found container located downstairs by the student bathrooms. Money and other articles of value are turned in to the office. Clothing that has not been claimed before Winter Break and before Summer Break will be donated to the Groveton Thrift Shop.

Make Up Work

The school will provide make-up work for 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 their make-up work.

Following an absence from school, students will be permitted double the time of the 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 more time may be permitted at the discretion of the teacher and with approval of the principal. Students should be reminded by the teacher that they have make-up work to complete, but they must understand that it is ultimately 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 or turn in projects on the day the student returns following his/her suspension. Students should be encouraged to make up daily

Medication

Please read the following statements concerning the administration of prescribed medication during school hours.

Regulations of the State Board of Education, in consultation with the Division of Public Health require that students in grades K-12 who have the need to take any medication, whether prescribed or over the counter during the school day must provide designated authorities with the following written information:

1. A statement from the prescribing physician that details the method of administration, the dosage, and the frequency schedule for dosage.
2. The duration of the order, name of the drug, any contraindications that would alert the staff to drug reactions.
3. Signed parental permission form.

The policy recommended by the Department of Education is that no internal medication be dispensed or administered to any child by school personnel except the school nurse or those under her supervision. The following steps will be followed by the school in administration of prescribed medication:

1. All medication will be kept under lock and key in the principal's office or the nurse's office.
2. A medication sheet will be completed for each child. This sheet will contain the student's name, grade, the medication to be administered, dosage, time to be given, child's doctor, and a space for the signature of the person who administers the medication. To double-check the procedure, a book will be kept by the nurse to log medication.
3. If a child is to have medicine at school, the student will report to the nurse's office at the designated time of dosage. If the child does not report, the child will be called to the nurse's office.
4. The nurse will administer the medicine to the child. In her absence, the nurse will authorize the medication to be given by the principal or the school secretary. The nurse will instruct the above people in the type of drug, reasons for administration, dosage, frequency, and possible side effects.

The parent's responsibility in this process will be:

1. If your child is to receive medication during school hours, you must provide the school with the required information as stated by the State Board of Education (see above).
2. **You must personally deliver the medication and sign permission to the school nurse or principal. Do not send in full bottles of medication with your child.**
3. It is your responsibility to know when your child will run out of medication and to provide the school with appropriate refills. When a child is out of medication, the empty bottle will be sent home with the child. Please keep track of the supply sent so you will know when the container is due back.

All medication will be reviewed every three months for children who receive medication on a daily basis.

(See School Board Policy JLCD)

No Child Left Behind

This is the federal legislation passed in January 2001 that is being implemented in schools throughout the United States. It includes a number of components that are designated not to leave any child behind. This legislation emphasizes the important role of parents and our responsibility as a school district to not only keep you informed, but also actively encourage your participation in your child's education. You have the right to know if your child's teacher is highly qualified as defined by this legislation, and you can do so by contacting the SAU office (636-1437). In addition, there are federally mandated assessment requirements for students in grades 3-8 that are administered each year. If you would like further information about this legislation feel free to contact the SAU Office or go on-line to the New Hampshire Dept. of Education website (www.ed.state.nh.us).

Non-Discrimination Policy

Applicants for admission and employment, students, parents, employees, sources of referral, and all unions or professional organizations holding collective bargaining or professional agreements with School Administrative Unit No. 58 are hereby notified that SAU #58 does not discriminate on the basis of race, color, national origin, gender, age, or disability in admission or access to, or treatment or employment in, their program activities.

Any person having inquiries regarding the compliance of SAU #58 with the regulations of implementing Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act is directed to contact:

Michelle Mason
Section 504 Coordinator, SAU #58

15 Preble Street
Groveton, NH 03582
(603) 636-2492

Nurse

Students who are ill must receive permission from their classroom teacher to see the nurse. If the nurse determines the student should not be in school, parents will be notified and the student will be dismissed. Only the principal may excuse students from school. ***No student will be excused from school unless his/her parents/guardians are notified.***

Students absent from school because of any contagious disease must report to the nurse and obtain permission to return to school.

The nurse must be notified if a student is to take prescribed medication. The school is not permitted to give out any internal medication, not even aspirin, unless it is prescribed by a doctor or approved in writing by the parents (see Medication guidelines above).

Physical Education Classes

PE classes will be held at the Groveton High School gymnasium, on the playground at GES or the community ballfield across the street from the High School. Students in grades K -5 are scheduled to attend one physical education class per week with the Physical Education Teacher.. The program in the lower grades includes the fundamentals of gross & fine motor skills and building a foundation of physical fitness. In the upper grades, the program will include units and activities in physical fitness, class instruction in the fundamentals of sports skills, and in team and individual sports.
Each student is expected to participate in the scheduled class. Since many of the classes are at the high school gym, students will need sneakers.

It is very important that students have sneakers on their scheduled PE day. Students are not allowed on the gym floor without sneakers. During the winter months or wet weather, students should NOT wear their sneakers as they walk to the gym. Wet sneakers are very slippery on the gym floor. Gym sneakers should be carried in a gym bag. Students who do not have the proper gym equipment and appropriate dress will not be allowed to participate in PE class.

If a child cannot take part in the PE program because of a medical or physical reason, the school or classroom teacher will need a note from a physician excusing the child from the program.

Playground

School staff will supervise the playground beginning at 7:35 a.m. for early arriving bus students. **Any student who arrives at school before 7:35 a.m. MUST report to the cafeteria, which will be supervised.** Again, we request that children who walk to school arrive no sooner than 7:40 a.m.

The playground is not supervised after school hours (2:50 pm), and students are expected to leave for home immediately following dismissal at the end of the school day. *The school assumes no responsibility for students/adults using the playground or playground equipment during the non-school hours, non-school days, or weekends.*

Playground Procedures

1. When the outside bell rings, or the playground supervisor blows the whistle, school has begun. All students will go to their assigned line areas and line up quickly and quietly.
2. Students will enter the building in a quiet and orderly manner, traveling through the halls and entering their homerooms in the same quiet and orderly manner.
3. Students should walk to the right in the corridors and on the staircases.

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Policy Development, Adoption and Review

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.

(See School Board Policy BGAA)

Progress Reports

Progress reports are available at will for all parents and students to check progress. Parents and guardians are encouraged to set up accounts for ALMA (contact the office for help setting up an account) in order to access the system that shows progression of learning for students.

Promotion and Retention Policy

Within an academic year, most children mature and acquire the basic skills that are necessary to foster future growth. In instances where a child has not shown sufficient maturity, social and emotional growth, and mastery of basic skills, it may be best for the child to repeat the grade to allow for catch up. Automatic promotion can lead to just as much frustration, if not more, than holding a child back.

While no one criteria is the basis for a decision to retain, if a child is not meeting grade level expectations in Reading or Math, he/she will be looked at closely for retention. The child would be looked at even more closely if he/she was also not meeting grade level expectations in Science or Social Studies in addition to Reading and/or Math. If the child is failing both Reading and Math, the likelihood is strong that he/she would be retained.

In addition, the following criteria will be considered as well. Some of these items may be considered the governing reason for retention in and of themselves, instead of the academic criteria listed above.

* Maturity
* Academic ability
* Previous retention(s)
* Study skills and habits
* Past performance
* Attendance record
* Handicapping conditions
* Parental support
* Academic performance
* Social / Emotional Development
* Effort
* Chronological age
* Teacher recommendation
* PEPT evaluations, if appropriate
* Relevant test results

Parents should be part of the decision making process, but ***the final placement determination shall be the school's***. Parents have the right to appeal the decision to the superintendent. *The final placement decision shall be made by the superintendent in terms of what is best for the individual child.*

Procedures for Retention

- There should be ongoing communication between home and school from the beginning of the year, relative to any students considered at risk.
- In making a retention decision, the teacher should seek the involvement of other professionals that work with the child. This could include, but is not limited to: other teachers, Guidance Counselor, Reading Specialist, special education personnel, Title I, Reading Recovery personnel, and/or principal.
- There are occasions when it is appropriate to assign a student to the next grade because of chronological age or other individual reconsiderations. *An assignment is not an academic promotion*. It may be granted by the principal and/or superintendent if it is obviously in the best interest of the student and the school to do so.
- ***No trial or conditional promotion or retention will be made.***
- If a child is being considered for a second retention, a Pupil Evaluation Placement Team (PEPT) meeting should be called to review the student's educational history and determine if an individual evaluation is warranted.
- The principal, special education director and/or guidance counselor, as appropriate, will take extenuating circumstances affecting retention of any student under advisement.

Retention Timeline

ASAP	Concerns expressed to parents of retention consideration.
1st Report Card	Written communication to parents of retention consideration. Written notification to principal of possible retention.
2nd Report Card	Set up a parent, teacher, principal conference to discuss concerns relative to possible retention.
Last Week of School	Final retention decision with written notice sent to parents last marking period

It is expected that this timeline will be followed: however, there may be extenuating circumstances that do not allow adherence to this structure. Those situations will be dealt with on an individual basis.

- Written records will be kept of all meetings and information regarding the possible retention of a child. These can take the form of notes taken during personal or phone conversations and copies of notes or letters going home to parents.
- Every attempt should be made by the classroom teacher to keep the parents informed of the potential for retention and the reasons why.
- Teachers should keep the principal informed during the decision making process.

(See School Board Policy IKE)

Public Participation at Board Meetings

The *Northumberland Board of Education* desires citizens of the district to attend its sessions so that they may become better acquainted with the operation and programs of the schools and that the board may have the opportunity to hear the wishes and ideas of the public. All official meetings of the board shall be open to the press and the public. However, the board reserves the right to meet and to adjourn or recess a meeting at any time to discuss such matters as are properly considered in non-public sessions in accordance with RSA 91-A:3.

In order to assure that persons who wish to appear before the board may be heard and, at the same time, conduct its meetings properly and efficiently, the board adopts as policy the following procedures and rules pertaining to public participation at board meetings:

1. The first 15 minutes will be set aside for citizens to address the board.
2. Anyone wishing to speak before the board, either as an individual or as a member of a group, should inform the Superintendent of the desire to do so and the topic to be discussed as early as possible, but at least seven days before the meeting.
3. Any individual desiring to speak shall give his or her name, address, and the group, if any, that is represented.
4. The presentation should be as brief as possible. Written remarks are encouraged.
5. Speakers may offer such objective criticisms of school operations and programs as concern them. But in public session, the board will not hear personal complaints of school personnel nor against any person connected with the school system. Other channels provide for board consideration and disposition of legitimate complaints involving individuals.

The *Northumberland Board of Education* vests in its chairperson or other presiding officer authority to terminate the remarks of any individual that does not adhere to the rules established above. The board will respond to the individual at a separate time through correspondence or at another meeting.

Persons appearing before the board are reminded, as a point of information, that members of the board are without authority to act independently as individuals in official matters. Thus, questions may be directed to individual board members, but answers must be deferred pending consideration by the full board.

The *Northumberland Board of Education* meets monthly on the second Tuesday at 5:30 p.m. in the Groveton High School Cafeteria.

Report Cards

Report cards in grades K-5 go home three (3) times per year. (See school calendar for dates.)

Ratings reflect the quality of the child's performance at the level they are working on. ***It is extremely important to note that this performance level may not be at grade level.*** It is possible that the report card will show passing grades based on the child's level of performance, but the child will still be a very strong candidate for retention because he/she is unable to do grade level work. Teachers will specifically identify the child's level of performance when not at grade level, indicating concern.

(See School Board Policy IKA)

School Emergency Forms

This form will be handed out during the first week of school. These forms can also now be found online and filled out electronically through Alma. It is very important that this form be filled out and returned to school immediately. Groveton Elementary School has developed a procedure for checking when children are absent from school. We are asking all parents or babysitters to assist the school in this procedure. Please review the policy, complete the form, and return it to school immediately.

Sexual Harassment

Groveton Elementary School does not condone or tolerate any form of sexual harassment including: unwelcome sexual advances, requests for sexual favors, and/or inappropriate words, gestures, or actions that create an intimidating and hostile learning environment. **The administration will handle harassment complaints very sternly and quickly and with the utmost confidentiality in order to protect the students who are being harassed.**

Forms of sexual harassment include, but are not limited to, the following:

1. Verbal harassment, such as derogatory or suggestive comments, jokes, or slurs
2. Physical harassment, such as unnecessary or offensive touching, or impeding or blocking movement, and
3. Visual harassment, such as derogatory or offensive posters, cards, cartoons, graffiti, drawings, or gestures.

Any student having a complaint of sexual harassment should notify the nurse, guidance counselor, or building administrator. The building administrator shall immediately notify the superintendent or his/her designee when a complaint is filed.

The district will promptly and thoroughly investigate any complaints of sexual harassment, and will take immediate action to resolve such complaints. No individual will suffer reprisals for reporting any incidents of sexual harassment or making any complaints.

(See School Board Policy ACAA, JBAA)

Special Education

The state and federal education laws (New Hampshire Revised Statutes Annotated Chapter 186-C and Title 20, United States Code, Sections 1400-1415) require that the school district offer a "free and appropriate public education" to all educationally disabled children.

These statutes define educationally disabled children as children suffering from certain enumerated disabilities who are between the ages of three and twenty-one and who have not yet obtained a high school diploma.

A "free and appropriate education" consists of specially designed instruction and educationally related services in accordance with an "individualized education program" developed by the school district in consultation with the student's parents/guardians.

If you suspect that your child is educationally disabled and qualifies for such special services, you may make a written referral requesting that the school district determine your child's eligibility. Such referrals should be addressed to the Special Education Contact Person at your local school.

Joshua L. Smith, Principal
Groveton Elementary School
36 Church St.
Groveton, NH 03582

Michelle Mason, Special Education Administrator
SAU #58 (636-2492)
15 Preble St.
Groveton, NH 03582

Student Conduct

It is the general expectation of the administration and faculty that students will conduct themselves in and around school in a courteous, respectful manner and learn to accept responsibility for the consequences of their behavior.

- Prerequisites to effective instruction are preparation, organization, order, and discipline.

- Teachers have the responsibility and authority to maintain discipline in the school. Our teachers are knowledgeable with regard to behavior that can reasonably be expected from children, considering age and basic personalities.
- There exists a set of reasonable school and classroom regulations by which all students are expected to abide.
- Consequences for misbehavior range from a simple reprimand to loss of recess, detention, suspension, or even expulsion.

In all disciplinary matters, students are entitled to due process, which requires that an individual be given a notice of the violation for which that person is charged and be given an opportunity to answer the charges. The discipline code is in effect at all times, both on and off school grounds.

The purpose of the discipline policy at Groveton Elementary School is to provide a safe environment that is conducive to learning where students are given opportunities to learn to make good choices in order to be courteous, respectful and accept responsibility for their behavior.

Rule-violating behaviors are ultimately issues of disrespect. Students are required to remember and follow three basic rules of conduct:

1. **Safety**
2. **Ownership**
3. **Acceptance**
4. **Respect**

Regardless of the behavior in question, it will usually fall under one of these basic rules of conduct.

If a student is not making respectful, responsible or safe choices, consequences will be issued at the discretion of the intervening staff members. Consequences will follow three basic criteria: they will be 1) respectful, 2) relevant, and 3) realistic. Staff members are trained and understand these criteria.

PROCEDURES FOR ADDRESSING MISBEHAVIOR

MINOR BEHAVIORS

Minor behaviors are minor infractions that include but are not limited to the following:

- Unprepared for class
- Inappropriate language/gestures
- Physical contact, non-serious
- Disruption
- Defiance, disrespect, non-compliance

Minor behaviors will be dealt with at the classroom level. Classroom teachers may set forth rules and procedures that comply with the school's general behavior expectations. Minor student infractions are to be handled with a common sense approach that sends the student a clear message of what is and what is not acceptable. Each staff member will respond in a consistent manner to minor infractions of the school's rules. Staff responses to these behaviors will include one of the following:

- a warning,
- a logical consequence,
- a loss of social time, or
- a detention.

Staff members will report these actions to the administration using the SWIS behavior tracking system. Parents should be contacted by the teachers when students repeat these behaviors after being warned and/or receiving consequences. Students who persist in these misbehaviors after parent contact has been made will be referred to the administration (See Major Behaviors).

MAJOR BEHAVIORS

Major behaviors are any dangerous or disruptive behaviors that require immediate attention by the administration. Staff members will refer to the office students exhibiting these behaviors as soon as possible. Major behaviors can include minor infractions repeated even after consequences have been given and parent contact has been made. Staff members are to report these repeated behaviors to the administration using the purple (major) referral form. The administration will meet with the student, discuss the behavior, review behavior guidelines, and assign appropriate consequences. Parents will be contacted when a student has been referred to the office for major infractions. These behaviors include but are not limited to the following:

- Accumulation of five of the same minor behaviors
- Abusive Language/Profanity
- Defiance/Disrespect/Non-Compliance (severe)
- Fighting/Physical aggression
- Harassing/Teasing/Taunting
- Plagiarism/Cheating
- Property Damage
- Skipping Class/Truancy
- Alcohol/Tobacco/Drugs
- Firearms or other weapons
- Threatening
- Sustained Disruption
- Spitting

Consequences may include:

- Parent Contact
- Administrative Detention
- Meeting with the parties
- Guidance Office referral
- Drug and Alcohol referral
- In School Suspension
- Out of School Suspension
- Police referral
- Written apology
- Billing
- Revoke school-wide student privileges (i.e. Field Day, Winter's Activities, school sports, field trips, etc.)
- Reparation / community service at school
- Recommendation for expulsion

The administration reserves the right to remove a student from the premises if he or she is at risk or is placing others at risk. The administration also reserves the right to take immediate action, such as suspending a student, if the situation warrants an immediate response. Parents will be notified as quickly as possible.

In order for students to be aware of the consequences of their actions, the administrator will use the following number of days for each infraction:

Infraction	Number of Day Suspension
Possession of firearms	Automatic expulsion*
Possession of dangerous devices or weapons (knives, clubs, projectiles, etc.)	2 – 5 days
Assaults on students or staff members	2 – 5 days
Vandalizing school property	1 – 5 days

Fighting or involvement in a fight on school grounds	1 – 3 days
Stealing or receiving stolen property	1 – 3 days
Harassment or bullying (verbal or physical)	1 – 5 days
Threatening (verbal or physical)	1 – 5 days
Spitting on staff or students	2 – 5 days
Willful disobedience or disrespect to a staff member	1 – 3 days
Using vulgar or inappropriate language or making obscene gestures, writings, or drawings	1 – 2 days

(See School Board Policy JICI)

In-school suspension is the preferable consequence. However, out-of-school suspension may be used at the administrator's discretion, depending upon the severity and context of the incident.

In all disciplinary matters, students are entitled to due process, which requires that an individual be given notice of the violation for which that person is charged and be given an opportunity to respond. The discipline code is in effect at all times, both on and off school grounds.

After School Detention

After school detention may be used as an academic or behavioral consequence. A school administrator or a teacher may detain a student after school hours if 24 hours' notice has been given to the parents. If a parent can be reached by phone and gives permission, a student may be held the same day.

Detentions take precedence over any extra-curricular activity, including athletic practices and games.

Classroom detentions are assigned at the discretion of the teacher, and are served with that person. Failure to serve a classroom detention will result in office detention.

Office detentions are assigned by the principal only, and begin promptly at 2:35 p.m. and end at 3:05 p.m. Office detentions are served Tuesday and Thursday primarily but Administration will work with families.

> *Failure to serve an office detention will result in an additional night of detention. If any of these detentions are not served, the student will receive a day of in-school suspension the following day.*

Bus students are ***not*** excused from serving detention. Parents must arrange transportation for a child serving detention.

In-School Suspension Program

Mission

The mission of the in-school suspension program is to provide a safe, structured, supervised and socially isolated environment for students whose personal choices in violation of school policy warrant such consequences.

Goals

1. To provide a consequence of social isolation
2. To keep students in school
3. To provide reflective opportunities to review and assess their choices
4. To connect individual students with appropriate resources

Daily Requirements

The positive completion of:

1. Academic work provided by classroom teachers
2. Reflective processing activity or interaction

3. Clean-up and maintenance of assigned area
4. Respectful compliance with all rules and staff

In-School Suspension Rules

1. **Academics:** Students will complete their assigned work during ISS. If the student refuses to complete the work for whatever reason, the student will remain in the ISS the following day until the work is completed satisfactorily, along with any additional assignments.
2. **Attendance:** ISS will begin when student(s) arrive at school and will end at 2:35 p.m., or until their bus arrives.
3. **Bathrooms:** Students will be escorted to the bathroom on a limited basis.
4. **Lunch:** Will be eaten in the ISS room.(Located on the 3rd floor near Eagles Nest)
5. **Nurse:** Medications will be delivered to the ISS Room.
6. **Behaviors:** Talking without permission will not be allowed at any time. Students will act in a respectful manner at all times to self, staff, and peers.
7. Students will be responsible for cleaning their assigned learning area (table, chair, floor, etc.)
8. Students with an IEP will continue to receive special services as identified in their IEP.

Students will not be allowed to participate in co-curricular or extra-curricular activities during in-school suspension (including After School Program).

Due Process for Suspensions

Students who fail to abide by the rules and regulations of the school and whose actions interfere with the education process may be reprimanded, given detention, suspended, or dismissed.

If it becomes necessary to consider suspending a student for five (5) consecutive days or less, the following action will be taken:

1. The student will be told the reasons why he/she has been referred to the office.
2. The student will have the opportunity to speak on his/her behalf.
3. Following the student's explanation, a decision will be made relative to the necessary action to be taken.
4. The parent or legal guardian will be notified as soon as possible regarding the suspension.
5. The completed written referral will be mailed to the parent or guardian.

Due Process Appeal Process

In the event that a parent is unhappy with a disciplinary decision, the following procedure must be followed:

Step 1: Make an appointment and discuss the problem with the teacher or the person assigning the consequence.
Step 2: If not satisfied with Step 1, you may appeal the decision to the building principal.
Step 3: If not satisfied with the principal's decision, you may appeal the decision to the Superintendent of Schools.
Step 4: If not satisfied with the superintendent's decision, you may appeal the decision to the School Board. ***The decision of the School Board is final.***

(See School Board Policy JIA)

Student Records and Access - 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.

(See School Board Policy JRA)

SUICIDE PREVENTION EDUCATION IN SCHOOLS

In accordance with SB 282-FN: RSA 193-J:

1. All school faculty and staff will receive a minimum of 2 hours of training in suicide awareness and prevention every year. This is to include suicide risk factors, warning signs, protective factors, response procedures, referrals, post-intervention, and resources available within the school and community.

2. Students will be educated, taking into consideration developmental factors, in the importance of safe and healthy choices and coping strategies, recognizing risk factors and warning signs, mental health disorders and suicide in oneself and others, and providing help-seeking strategies for oneself or others, including how to engage school resources and refer friends for help.

3. Parents and guardians play a key role in youth suicide prevention, and it is important for the school district to involve them in suicide prevention efforts. While parents and guardians need to be informed and actively involved in decisions regarding the student's welfare, the school counselor/administrator(s) should ensure that the parents' actions are in the best interest of the student.

RISK FACTORS/WARNING SIGNS

Risk Factors: No student is immune from suicide, some students face increased risk.	**Warning Signs:** Is an indication that someone might be having thoughts of suicide. Most people give clues or signals of their intentions.
● Mental health needs ● Substance use ● Adverse life events ● Hopelessness, social isolation, poor problem solving skills ● Access to guns	● Significant differences in appearance and mood ● Extreme withdrawal ● Increase in risky behavior ● Decreased interest in things they once enjoyed ● Verbalizing suicidal ideations

RESPONSE PROCEDURE

Below is a review of our school's protocol for assisting potentially suicidal students, including key contacts who you can approach when concerned about a student. There are different levels of risk (low, moderate and high). Designated school personnel will assess the level or risk and make a plan accordingly.

1. When there is knowledge of a potentially suicidal student (whether directly, or indirectly through someone else, or even in a written assignment) the student will not be left alone.

2. Staff will accompany the student to the School Counselor or Administrator's office.

3. The School Counselor, School Psychologist or School Administrator will conduct a suicide risk or self-harm assessment.
4. The School Counselor, School Psychologist or School Administrator will immediately contact the student's parent(s) or guardian.
5. Recommendations and referral information for services will be provided to parent(s) or the student's guardian.
6. The School Counselor, School Psychologist or School Administrator will document the process when a suicide or self-harm assessment is conducted, additionally contact with parent(s) or guardian will be made, and referral services recommended (if applicable).

Due to strict confidentiality requirements, information will only be given on a need to know basis.

RE-ENTRY PROCEDURE

For students returning to school after a mental health crisis (e.g., mental health evaluation, suicide attempt or psychiatric hospitalization), whenever possible, the school counselor and principal, or designee shall meet with the student and their parents or guardians. This meeting shall address next steps needed to ensure the student's readiness to return to school and a safety plan for the first day back. Following a student mental health evaluation or hospitalization parents will be recommended to provide mental health or hospitalization documentation.

1. A re-entry meeting will take place with the parents and students (e.g., whether or not the student will be required to make up missed work, the nature of check-in/check-out visits, etc.). Any necessary accommodations shall also be discussed and documented.

2. While not a requirement for re-entry, the school may coordinate with the hospital and any external mental health providers to assess the student for readiness to return to school.

3. The designated staff person shall periodically check-in with the student, as appropriate, to help with readjustment to the school community and address any ongoing concerns, including social or academic concerns.

4. The administration shall disclose to the student's teachers and other relevant staff (without sharing specific details of mental health diagnoses) that the student is returning after a medically-related absence and may need adjusted deadlines for assignments. The school-employed mental health professional shall be available to teachers to discuss any concerns they may have regarding the student after re-entry.

POSTVENTION

The crisis response team shall develop a crisis response plan to guide school response following a death by suicide. This plan may be applicable to all school community related suicides whether it be student (past or present), staff, or other prominent school community members.

All staff will receive an annual two-hour Suicidie Prevention training per RSA 193-J:2. Per SB 234, student identification cards will have the National Suicide Prevention Lifeline:

988 or 1-800-273-8255 or contact a crisis team at 1-833-710-6477.

COMMUNITY RESOURCES

Access Point

If you or someone you care about is experiencing a mental health and/or substance use crisis, you can call and speak to trained and caring clinical staff. You'll be served by compassionate providers from mental health centers in your community who can help you access vital resources in an emergency. Website: www.Nh988.com or by dialing 988.

1-833-710-6477

Northern Human Services
Groveton, 603-636-2555 or Colebrook, 603-237-4955 (after hours, use the same phone number and follow the directions to access an on-call therapist).
Website:https://northernhs.org/

Local Emergency Services
In case of an after hours emergency please contact 911 or Northumberland Police Department: 603-636-1120 or Colebrook Police Department: 603-237-4487

National Suicide Prevention Lifeline
The Lifeline is a 24-hour, toll-free suicide prevention service available to anyone in suicidal crisis or their friends and loved ones. Call 1-800-273-TALK (8255). Callers are routed to the closest possible crisis center in their area.
Website: Suicidepreventionlifeline.org

Crisis Text Line
Text TALK to 741-741 to text with a trained crisis counselor for free, 24/7

INFORMATIONAL RESOURCES

National Alliance of Mental Health - Providing support, education and advocacy for people affected by mental illness and suicide.
https://www.naminh.org/

Change Direction - Coming together to change the culture in America about mental health, mental illness, and wellness.
https://www.changedirection.org/nh/

American Foundation for Suicide Prevention
https://afsp.org/

The Society for The Prevention of Teen Suicide
https://sptsusa.org/teens/

The Trevor Project - providing crisis intervention and suicide prevention services to lesbian, gay, bisexual, transgender, queer & questioning (LGBTQ) young people under 25.
https://www.thetrevorproject.org/

Sources of Strength - Spreading Hope, Health and Strength
https://sourcesofstrength.org/

(See School Board Policy JLDBB)

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 nurse's office, athletic program offices, guidance offices and other locations deemed appropriate by the principal in each school.

(See School Board Policy IHAMA)

Telephones

The office telephone is a business phone and cannot be used by students unless an emergency occurs. Parents should not call students on the school phone except in real emergencies. *Students will NOT be allowed to use the telephone in the office to arrange a "playdate" with their friends after school.* This must be planned prior to school beginning.

Texts and Library Books

Textbooks are loaned to students free of charge. However, students and families are responsible for and will be expected to pay for lost or damaged books. The amount charged for a lost or damaged textbook, library book, or resource book will be determined by the administration, based on the original value, condition, and age of the book.

Title IX Grievance Procedure

Any student or employee of this district who believes he or she has been discriminated against, denied a benefit, or excluded from participating in any district education program or activity may file a written complaint with the Superintendent of Schools, who is the designated Title IX compliance administrator for the Northumberland School District.

The compliance administrator shall review the complaint and respond to the complainant within ten days after receipt of the written complaint. A copy of the written complaint and the compliance administrator's responses shall be provided to each member of the *Northumberland Board of Education.* If the complainant is not satisfied with such a response, he or she may submit a written appeal to the board.

The *Board of Education* shall consider the appeal at its next regularly scheduled board meeting following the receipt of the response. The *Board of Education* shall permit the complainant to address the board in a public or closed session, as appropriate and lawful, concerning his or her complaint and shall provide the complainant with its written decision in the matter as expeditiously as possible following the completion of the hearing.

Complaints regarding compliance with *Title W of the Civil Rights Act of 1964*, the *Age Discrimination Act of 1967*, and those not otherwise covered under the special provisions of the *Educational Disabilities Act of 1990*, shall be handled under the same grievance procedure as provided for above.

(See School Board Policy AC-E)

Tobacco Products

Smoking is prohibited in the Northumberland Schools and on the school grounds or school-sponsored activities. Students who are found to be smoking or in possession of tobacco products are subject to school disciplinary procedures and will be referred to the local authorities.

No person shall use any tobacco product in or on the grounds of any public educational facility. No youth under age 18 shall use, buy or have tobacco in their possession. It is illegal to sell, give or furnish tobacco products to youth under age 18.

(See School Board Policy JICG)

Valuables

It is recommended that students leave all valuables at home. The school and staff cannot be responsible for valuables and personal possessions that students bring to school. If special circumstances make it necessary for a student to bring money or other important possessions to school, these items can be safeguarded by leaving the item or items at the main office or by making arrangements with the homeroom teacher.

Vandalism

Our school building and equipment (including textbooks and Library books) cost the taxpayers money to purchase and maintain. ***Students who destroy or vandalize school property will be required to pay for losses or damages. If students willfully destroy school property, suspension and/or expulsion may result.*** If a student happens to damage something by accident, he/she should notify a teacher or an administrator.

Video Surveillance on School Property

The Board authorizes the use of video and/or audio devices consistent with applicable law and School Board policies. Notwithstanding other Board policies, the Superintendent is authorized to allow video and/or audio recordings to the extent either required or prohibited by law.

(See School Board Policy EEAA)

Walking Permission

Students often walk to the high school for special activities, rehearsals, and physical education classes. There are also occasions when they will go to other locations within walking distance of the school. These locations might include, but are not limited to, the public library, the ballfield across from the high school, downtown Groveton (parades), etc.

An adult school employee will always accompany students and all school rules will apply during these walking field trips. These walking trips are necessary and required parts of the school day. It is understood that parents give permission for these walking trips unless otherwise indicated in writing to the office.

Weapons

Guns and Firearms---Students:
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:11 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: sluing shot, metallic knuckles, billies, knives, electric defense weapons (as defined in RSA 159:20), aerosol self-defense spray weapons (as defined in RSA 159:20), and martial arts weapons (as defined in RSA 159:24).

"Weapon" is further defined as any device, instrument, material or substance, which is used, attempted to be used or threatened to be used is readily capable of causing death or 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.

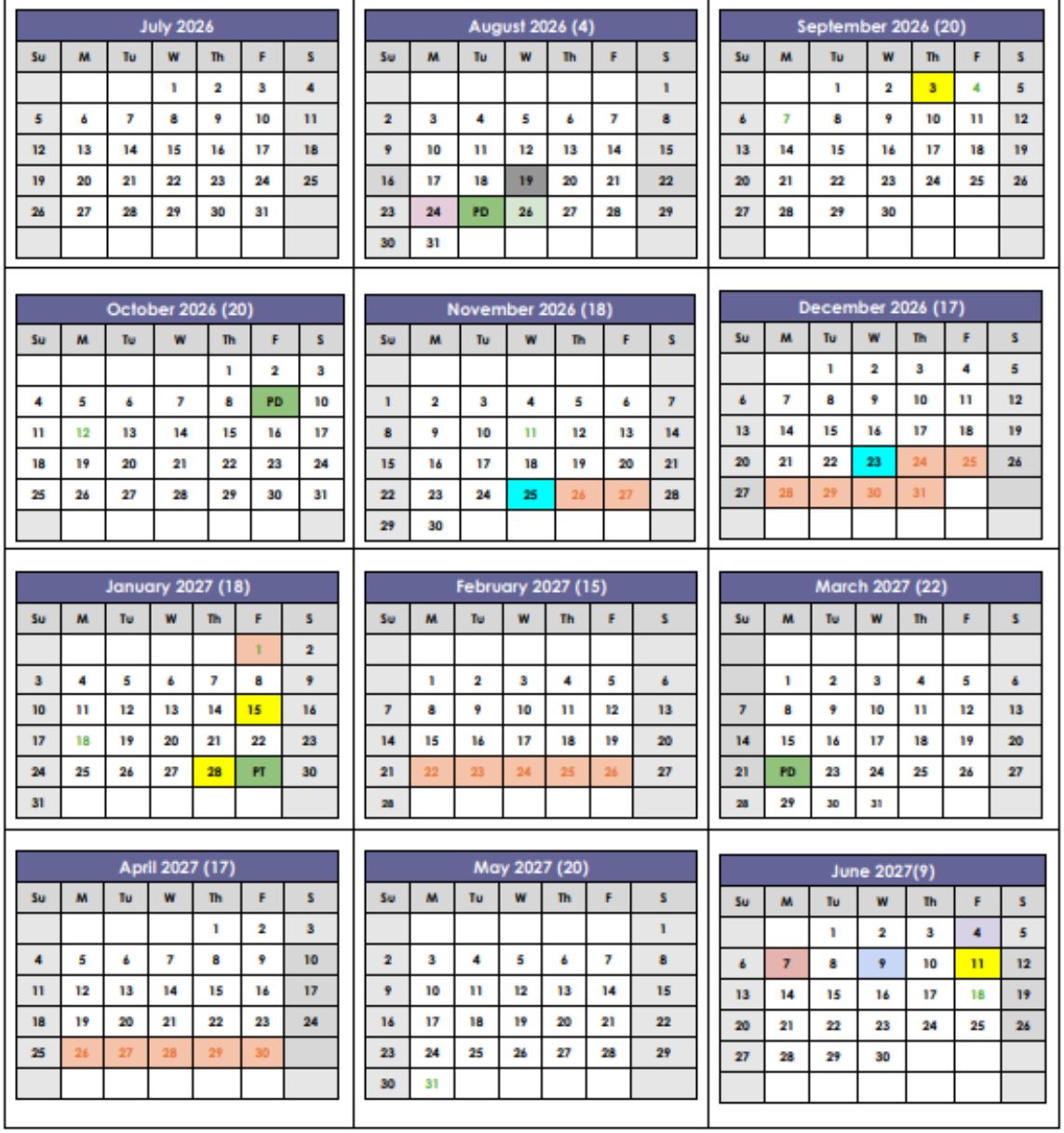
The Superintendent or other building administrator may exercise his/her best judgment in determining the scope of this policy as it relates to inadvertent or unintentional violations of this policy by adults, provided such inadvertent or unintentional violations of this policy does not affect the safety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

(See School Board Policy JICI)

2026-2027 CALENDAR

SAU#58 - NORTHUMBERLAND-STRATFORD-STARK

2026-2027 School Calendar



July 2026

Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2026 (4)

Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	PD	26	27	28	29
30	31					

September 2026 (20)

Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2026 (20)

Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	PD	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2026 (18)

Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2026 (17)

Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2027 (18)

Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	PT	30
31						

February 2027 (15)

Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2027 (22)

Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	PD	23	24	25	26	27
28	29	30	31			

April 2027 (17)

Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2027 (20)

Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2027(9)

Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Holidays/No school

Aug 19 – New Staff Orientation Day
Aug 24 - All Staff Orientation Day & PD
Aug 25 – Professional Development
Sept 4 – No School
Sept 7 – Labor Day
Oct 9 – Professional Development
Oct 12 – Columbus Day
Nov 11 Veterans' Day
Jan 1 – New Year's Day
Jan 18 – MLK/Civil Rights Day
Jan 29 – Parent Teacher Conference (PD)
March – Professional Development
May 31 – Memorial Day
June 18 – National Independence Day - Observed

Important Dates

New Staff Orientation Day – Aug. 19
SAU Orientation Day (All Staff PD) – Aug. 24
First Day of School – Aug. 26
Groveton Graduation – June 4
Stark Graduation – June 7
Stratford Graduation – June 9
Last Day of School – June 11 (half day for students)

Holiday Breaks

Thanksgiving Break – Nov. 25 - 27 (w/Early Release)
Holiday Break – December 23 - Jan. 1 (w/Early Release)
Winter Break - Feb. 22 – 26
Spring Break – April 26 - 30
Early Release: Students Leave, and Staff Stay
Early Dismissal: Staff and Students Leave

Acceptable Use Policy

Agreement for Use of Computer Accounts, 3rd Party Sites & Internet Access

SAU58 has a computer network for staff and student use. Certain guidelines must be followed in order for individuals to have an account on the network. Carefully read the guidelines before signing on the application form. The form must be returned to your school before you will be issued an account on the network.

1. Your accounts are for storing data files of schoolwork only. You may not have any programs, games, network, zipped, or hidden files in your account.
2. Appropriate use of the computers, network, & internet is expected of all students. It is NOT appropriate to alter the files or settings on individual computers, send messages, or access other peoples' files etc.
3. Access to your network account is limited to the network administrators, staff and yourself. Your files are not private.
4. If you lose the privilege of using the network for any length of time, all of your files will be deleted.
5. Accounts will be cleaned out at the end of each year. If you have files on the network at that time, you should upload them to your google drive.
6. Games and/or music files are not allowed to be played on the network or downloaded at any time.
7. Users may not login under any account other than their own or allow other individuals to use their accounts.
8. Users are not allowed to deliberately change or alter files that belong to another student.
9. Users may not copy software to or from the network or local hard drives.
10. Users are not allowed to grant rights to other users or obtain directory rights from another user.
11. Users may not deliberately damage the computer network or equipment. Users will be responsible for the repair costs of the damage.
12. Any other actions deemed inappropriate by the network supervisors may result in a penalty ranging from a warning to the loss of your computer account for a length of time deemed appropriate by the network administrators.

Each offense will be considered individually and consequences may result in the loss of the computer network privilege.

SAU58 Internet Acceptable Use Guidelines

Telecommunications and electronic information sources provide unique opportunities for research and communication. These tools make available vast resources that are increasingly essential in support of educational excellence. SAU58 supports access by students to these resources along with the development, by staff, of appropriate skills to evaluate and analyze such information.

Electronic information, however, alters the information landscape for schools by opening doors to an unlimited array of resources. In the past, instructional materials have been screened and approved, consistent with district guidelines and the developmental levels of students. The internet makes available electronic information that has not been screened for content, curriculum, or age level.

Staff will provide guidance and instruction in the use of material gleaned from electronic sources. Electronic research skills are now fundamental to citizenship and employment in the Information Age. In addition, students are responsible for appropriate behavior on the school computer networks, just as they are in the classroom or any school facility. Access is provided to those students who agree to act in accordance with the standards for behavior and communication.

Electronic communication opens the world to our students. The benefits to our school community of these resources far exceed the disadvantages. However, SAU58 recognizes that parents and guardians are ultimately responsible for determining the standards for minors to follow in regard to information sources. For that reason, the District

recognizes and respects the rights of families to decide whether or not to apply for access to the information network available at school.

Acceptable Use for Internet Access & Related Tools

1. Use of software or websites that bypass or ignore network or internet security is prohibited.
2. All Acceptable Use Guidelines must be followed for utilization of 3rd party sites / tools. Usernames and passwords must be given to the staff member utilizing the 3rd party sites and not change.
3. All use of the internet must be in support of education and research and consistent with the purposes of SAU58.
4. Use of web based e-mail accounts other than the school's is prohibited on the school network.
5. Users shall not allow other individuals to access the system through their accounts. Attempts to use another person's account will result in cancellation of user privileges.
6. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
7. Users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent themselves or other users on the network.
8. No use of the network shall serve to disrupt the use of the network by others; hardware or software shall not be destroyed, modified, or abused in any way.
9. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
10. Hate mail, harassment, discriminatory remarks and other antisocial behaviors are prohibited on the network.
11. The illegal installation of copyrighted software for use on district computers is prohibited.
12. Use of the network to access or process pornographic material, inappropriate text files, or files dangerous to the integrity of the local area network is prohibited.
13. Do not reveal your personal address, phone number, last name or date of birth of you or others on the network.
14. If you identify a problem on the network, you need to notify a system administrator immediately. Do not show or identify the problem to others.
15. Any user identified by the network administrators as a security risk or having a history of problems with other computer systems in the school may be denied access to the Internet.
16. Use your access time efficiently. The network is not designed for computer games.
17. Downloading of files including shareware is prohibited.
18. Network administrators will log your internet use and monitor file server space utilization.
19. Any use of the network for commercial or for-profit purposes is prohibited.
20. Use of the network or internet for personal and private business is prohibited.
21. Any use of the network for product advertisement or political lobbying is prohibited.
22. Attempts to logon to the network or Internet as system administrator will result in cancellation of user privileges.

Permission to Publish: Occasionally, the district posts student work and pictures of students on the school district website. Only the first name of students will be associated with their work or photo. Full names will not be associated with the picture of any student without parents being notified.

Procedures for Use: Users may encounter material that is controversial and which users, parents, teachers or administrators may consider inappropriate or offensive. It is the user's responsibility not to initiate access to such material. If it is accidentally accessed, the user shall inform the instructor immediately and then access an acceptable area.

No Warranty: SAU58 makes no warranties of any kind, whether expressed or implied for the service it is providing. The district will not be responsible for any damages a user may suffer, including loss of data, no-deliveries, mis-deliveries or service interruptions. The District will not be responsible for the accuracy or quality

of information obtained through this Internet connection. All terms and conditions as stated in this document are applicable to all users of the network.

Electronic Mail Account Guidelines

Students will have an electronic mail account to use as a tool for communications. You should be responsible for checking and reading messages on a regular basis at least once a day. Communications over the network are often public in nature therefore general rules and standards for professional behavior and communication will apply. Copies of all emails that are sent and received to any sau58.org account are archived.

Network administrators will review files and communications to maintain system integrity and to ensure that students are using the system responsibly. Users should not expect that files stored on the district servers would be private. There have been occasions when your email was erroneously sent to the wrong individuals.

The following behaviors are not permitted on the district network:

1. Using the e-mail for other than academic / school use.
2. Altering of your displayed name or other email settings with your account.
3. Sending or displaying offensive messages or pictures or funny stories/jokes or chain letters
4. Using obscene language
5. Harassing, insulting or attacking others in your e-mail communications
6. Forgery or attempted forgery of electronic messages
7. Using others' passwords
8. Trespassing others' folders, documents, or files
9. Engaging in practice that threatens the network (e.g., loading files that may introduce a virus)
10. Violating copyright laws
11. Assisting a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition
12. Intentionally wasting limited resources
13. Employing the network for commercial purposes
14. Promoting, supporting or celebrating religion or religious institutions

Whenever you send e-mail, your name and user ID are included in each mail message. You are responsible for all email originating from your ID. By accepting an account, the applicant acknowledges that the designated system administrators will have access to the applicant's e-mail and that e-mail may be made available to district, local, state and federal officials in conjunction with any investigation.

Violations will result in a loss of email access and disciplinary action. When applicable, law enforcement agencies will be involved.

Computer Network, Internet & 3rd Party Sites Application for Accounts

Your Name: (Printed) _____ Year of Graduation: _____

I, _____, a student of SAU58 agree to abide by the Agreement for Use of Computer Accounts and the Network guidelines. I understand that if I violate these guidelines that I will lose my account on the network.

I understand and will abide by the SAU58 Acceptable Internet Use Guidelines on pages 2 -4. I further understand that any violation of this policy is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked; district disciplinary action and/or appropriate legal action may be taken.

I understand and will abide by the electronic mail guidelines. I further understand that any violation of this policy may be unethical and constitute a criminal offense. Should I commit a violation, my access privileges will be revoked; district disciplinary action and/or appropriate legal action may be taken.

Student Signature:_____ Date:_____

Guardian Permission

If you are under the age of 18 or a dependent student, a parent or guardian must also read and sign this agreement.

Network: I have read the guidelines for the computer network on page 2 and understand that my son/daughter may lose their computer account if he/she violates these guidelines and will be removed from their computer courses.

Internet / 3rd Party Accounts for Classroom Use: As the parent or guardian of this student, I have read the Internet Acceptable Use Guidelines & E-mail Guidelines on pages 2-4. I understand that this access is designed for educational purposes. I recognize it is impossible for SAU58 to restrict access to all controversial materials and I will not hold the district responsible for materials acquired on the network or for access to third party sites that require logins such as google Sau58.org, etc.

Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue accounts for my child for internet access and 3rd party accounts for educational purposes and certify that the information contained on this form is correct.

Permission to Publish: Occasionally, the district posts student work and pictures of students on the school district website. Only the first name of students will be associated with their work or photo. Full names will not be associated with the picture of any student without parents being notified. I give the SAU58 permission to post my child's picture and/or work on the school websites.

Parent/Guardian's Name: (Printed)_____

Parent/Guardian's Signature: _____Date: _____

Student and Parent Handbook Acknowledgement
Signature Form

Date_____

By signing below I'm stating that I have reviewed the Groveton Elementary School Handbook with my child and understand that these are the rules and guidelines for Groveton Elementary School.

Sincerely,

_____ _____
Student Date Parent /Guardian Date

Revised 5/1/2025

School Administrative Unit #58
15 Preble Street ♦ Groveton, NH 03582 ♦ (603)636-1437

2026-2027

ASBESTOS MANAGEMENT PLAN
ANNUAL NOTICE OF AVAILABILITY

To Staff, Parents/Guardians, and Students:

This notice serves to fulfill annual notification requirements in accordance with Section 763.93 of the Asbestos Emergency Response Act (AHERA). AHERA requires that all school buildings be visually inspected by accredited inspectors to identify all asbestos-containing building materials (ACBM) that may be present in the school environment. As required under AHERA, Groveton Elementary School must maintain an Asbestos Management Plan (AMP) and keep the AMP on file at the school, and the School Administrative Unit Office. The AMP is available for review during school hours, Monday through Friday.

Periodic surveillance of known asbestos in Groveton Elementary School is performed every six months by a designated person to assess the condition of the ACBM. Six-month Assessment Results are maintained and are also available for review in the AMP.

For additional information, please contact our Local Educational Agency Designee, Jaycie Whiting at 603-636-1437 or j_whiting@sau58.org

Sincerely,

Jaycie Whiting
Assistant Business Administrator SAU #58

cc: Faculty Staff
Parents/Guardians
School Website

Patricia Brown *Executive Director* | **Theresa Mercier** *Deputy Executive Director* | **Michelle Mason** *Student Services* | **Jaycie Whiting** *Asst. Business Administrator*

Unauthorized Communication Devices

A. Purpose

The District is committed to providing students with a learning environment free from disruptions. Use of personal communication devices (cell phones, tablets, laptops, other communication devices, smartwatches, etc.) for nonacademic means often leads to disruptions in the learning environment for both individual students and the classroom.

For the purposes of this policy, a personal communication device is defined as any non-district provided internet/ cellular-capable device that can support voice or video calls, texts, emails, or instant messages. Personal communication devices include, but are not limited to: cellphones, tablets, laptops, and smartwatches. For ease of reference, devices provided by the district for instructional use shall be referred to as "district- owned" or district-provided" devices.

B. Restrictions

Student use of personal communication devices is strictly prohibited from when the first bell rings to start instructional time until the dismissal bell rings to end the academic school day (referred to as “the school day”). The school day includes lunch periods, passing time, and recesses.

Students participating in extracurricular activities, co-curricular activities, field trips or other activities outside of the school day shall abide by the rules and consequences established for personal communication devices set by the coach, instructor, sponsor or other designated supervisor for the activity. However, in no event shall personal communication devices (or any other device with photographic or recording capabilities) be used in locker rooms, bathrooms, or any other location where such use could violate another person’s reasonable expectation of privacy.

If digital devices are used to enhance learning in the classroom, the District is responsible for providing District-owned devices.

While it is best practice that these devices are not brought to school, if these devices are brought to school, they shall be kept with the power turned off in a student's assigned locker, backpack, or handbag. The District will not be responsible for loss, damage or theft of any electronic communication device brought to the school.

C. Exceptions

Students with medical needs, such as insulin pumps and glucose sensors, or disabilities that require a device to support their learning as identified by their individualized education program (IEP) or plan developed under Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. section 794, or a multilingual student with appropriate language access programs and services pursuant to Title VI of the Civil Rights Act of 1964 shall be exempt from this policy. Additionally, the superintendent or their designee may approve additional exceptions on a case-by-case basis or through an administrative decision recorded in the student handbook, with respect to student medical, disability, or language proficiency needs.

D. Consequences and Violations

Students are not permitted to use any electronic device to record audio or video media or take pictures of any student or staff member without their permission. The distribution of any unauthorized media may result in disciplinary action. The school reserves the right to monitor, inspect, copy, and review a student's personal electronic device subject to the limitations of RSA 189:70, if there is reasonable suspicion to

believe that a student has violated board policies, regulations, school rules, or has engaged in other misconduct while using their personal electronic device.

Consequences for violations of this policy will be pursuant to the Student Code of Conduct.

Additionally:

1. First Offense: Warning and confiscation of the device for the remainder of the school day.

2. Second and Subsequent Offenses: The electronic communication device will be confiscated. A disciplinary referral will be written. The student's parent/guardian must pick up the device from the principal or superintendent's office.

E. Review

The Superintendent shall annually review policy in collaboration with parent(s) and teachers with a report and recommendations for policy changes to be delivered to the Board no later than April 1 of each school year.

F. Dissemination

The Superintendent shall ensure that information regarding the prohibition against using personal communication devices during the school day is included in all student handbooks, and included in "beginning of school year" materials provided to parents/guardians.

(See School Board Policy JICJ)

Parental Bill of Rights

A. New Hampshire Parental Bill of Rights

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

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

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

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

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

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

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

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

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

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

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

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

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

13. To receive information regarding the level of achievement and academic growth of their minor child in the state academic assessments in English, language arts, mathematics, and/or science, as set forth in the Every Student Succeeds Act, 20 U.S.C. section 1112 (e)(1)(B)(i).

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

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

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

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

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

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

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

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

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

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

B. Dissemination

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

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

2. Permanently on the District's website; and

3. Each year in every student and employee handbook.

(See policy AB)