


**Pasquaney School District**

# Bridgewater-Hebron Village School

# STUDENT & PARENT HANDBOOK

School Board Approval Date:
6/10/26

25 School House Road
Bridgewater, NH 03222
603-744-6969
www.sau108.org

# SCHOOL SCHEDULES

**Bridgewater - Hebron Village School**

**Regular School Day**

**First Recess & Early Drop Off (Kindergarten and above)** Starting at 7:30

**School Hours** 8:00 am – 2:45 pm

| | Lunch Schedule | Recess Schedule |
|---|---|---|
| **Grades K, 1, 2, 3** | 12:30 am – 1:00 am | 12:10 am – 12:30 pm |
| **Grades 4, 5, 6, 7** | 12:00 am – 12:30 pm | 11:40 pm – 12:00 pm |

**Two Hour Delay**

School starts at 10:00 am and there is no First Recess or Early Drop Off.

**Scheduled Early Release**

School Dismissal is 12:40 (Lunch is served before dismissal)

## Inclement Weather Information

The Superintendent of Schools decides when school is to be canceled, remote learning day or delayed due to inclement weather or unforeseen emergencies. Decisions are made usually by 6:00 AM.Notification will be sent out via our student management system (ALMA). In addition information is posted on the school facebook page and on WMUR. Please let us know if you are not receiving notifications.

# TABLE OF CONTENTS


| | Page |
|---|---|
| **School Schedules** | **Inside Front Cover** |
| Welcome by Principal | 5 |
| Pasquaney School District Contacts | 6 |
| Bridgewater - Hebron Village School District Vision & Philosophy Statements | 7 |
| Vision Statement & School Philosophy | 8 |
| **I. ACADEMIC INFORMATION** | **9** |
| 1. Curriculum | |
| 2. Screening and Intervention for Dyslexia and Related Disorders | |
| 3. Homework: A Family/School Partnership | |
| 4. Conferences/Progress Reports | |
| 5. Media Center Procedures | |
| 6. Information and Communication Technologies | |
| 7. Use of Student Work/Student Photograph | |
| 8. Child Find Public Notice | |
| **II. GENERAL INFORMATION** | **14** |
| 1. School Property - Books/Materials | |
| 2. Recess | |
| 3. Field Trips | |
| 4. Healthy School Lunch/Breakfast | |
| 5. Lost and Found | |
| 6. Visits to School | |
| 7. Parent/Teacher Organizations | |
| 8. School Volunteers | |
| **III. HEALTH INFORMATION** | **15** |
| 1. Illness | |
| 2. Communicable Diseases | |
| 3. Medication During the School Day | |
| 4. Physical Education Classes - Excuses for Medical Reasons | |
| 5. Recess - Excuses for Medical Reasons | |
| 6. Routine Hearing and Vision Screenings | |
| 7. Pediculosis (Head Lice) | |
| 8. Physical Examination Requirements | |
| 9. Suicide Prevention | |
| **IV. OFFICE PROCEDURES** | **19** |
| 1. Telephone Numbers | |
| 2. Telephone Messages | |
| 3. Dismissal Procedures | |
| 4. Early Dismissal, School Closings or No School Days | |
| 5. Notes - Importance of | |
| 6. Transferring Out of the Pasquaney School District | |

7. School Building - Use of
8. Attendance
9. Absences or Tardiness
10. Absences Due to Family Vacations
11. Examination of Pupil Records

**V. STUDENT BEHAVIOR EXPECTATIONS/DISCIPLINE** **22**
1. Overview and Discipline Continuum
2. Infractions List and Discipline Consequence Continuum
3. Dress Code
4. Pupil Safety and Violence Prevention – Bullying
5. Serious Discipline Infractions
6. Guidelines for Students Suspected of Serious Discipline Infractions
7. Guidelines for Student Referral (for Suspicion of Being Under the Influence of Alcohol/Drugs)
8. Policy on Use of Child Restraint and Seclusion

**VI. TRANSPORTATION** **27**
1. Traffic Safety
2. Rules for Safe Transportation

**VII. SCHOOL DISTRICT POLICIES** **29**
1. Student Attendance, Absenteeism and Truancy (PSD Policy JED)
2. Alcohol, Tobacco and Other Drugs (PSD Policy JFCI)
3. Notice of Non-Discrimination (PSD Policy AC)
4. Student Rights and Responsibilities (PSD Policy JF)
5. Student Complaint Procedure (PSD Policy JFH)
6. Vandalism (PSD Policy ECAB)
7. Smoking in Schools by Students/Staff/Visitors (PSD Policies GBK, JFC)
8. Title 1 Parent Involvement in Education (PSD Policy KB)
Parent's Right to Know – (Section 1111(h)(6)(A-C))

**VIII. OTHER SCHOOL DISTRICT POLICIES** **38**

**IX. APPENDIX – Required Documents** **39**
1. The Family Educational Rights and Privacy Act (FERPA) – Notice of Rights
2. Directory Information
3. Notification of Teacher Qualifications
4. Rehabilitation Act of 1973 – Section 504 (Compliance Statement)
5. The Protection of Pupil Rights Amendment
6. Asbestos



# WELCOME

Dear Parents and Guardians,

Welcome to Bridgewater-Hebron Village School. The Pasquaney School District was established on July 1st, 2025. As we move into our second year we are excited to expand our middle school programming to include student council, National Junior Honor Society, and project based learning via Destination Imagination. We are also expanding our preschool to offer full day programming 4 days a week. We are so grateful your family is part of our School District.

Bridgewater-Hebron Village School welcomes all elementary-aged children from Groton, Bridgewater and Hebron. Our teachers and staff members are committed to maintaining a safe, healthy, and trusting environment for all children. We offer a balanced and challenging academic program in a supportive atmosphere for children of all abilities and backgrounds. Our core values are to be safe, respectful and responsible.

In addition to the fundamentals – reading, writing, and math – we seek to expand each child's interests, reasoning and communication skills. We strive for our students to be confident, respectful, engaging life-long learners. We value our students' strength of character, acts of achievement, individual responsibility, pursuit of excellence, and creative spirit.

The Student & Parent Handbook is distributed to each family as a reference for guidelines, policies, and procedures that we use within the Pasquaney School District. It is important for you to be familiar with this handbook. Please take the time to read and review it, as there are changes and additions made to the content each year.

Maintaining communication with your child's teacher is critical to your child's education. Please call before minor problems develop into larger ones. It takes parents and teachers working together to provide a strong foundation for continued learning and success. If you have any questions, please do not hesitate to contact your child's teacher or building principal.

We wish you and your family a very successful school year! Please be sure to check out our school's website for further resources and up-to-date information on school happenings. Please reach out to us with any questions.

Sincerely yours,

Ms. Tonia Orlando
Principal, Bridgewater-Hebron Village School

*The policies, rules, and regulations in this handbook are subject to change at any time. This may be necessitated by changes in legislation, School Board policy, NH Department of Education rules, or District administrative regulations. In the event such changes become operative, students and parents shall be notified in writing and by electronic means including posting of the corrected handbook on the District Website.*

## PASQUANEY SCHOOL DISTRICT CONTACTS

### SAU #108 – Office of the Superintendent

| | |
|---|---|
| Russ Holden | Superintendent |
| Kelly Wessells | Business Administrator |

Superintendent Holden and Mrs. Wessells have offices in the Sunapee School District Office which is located at 70 Lower Main Street, Sunapee, NH 03782 | Phone 603-763-4627 |

### SCHOOL BOARD MEMBERS 603-744-6969

| | |
|---|---|
| Alison Bagley | Groton |
| Mara Capsalis | Bridgwater |
| Jennifer LaRochelle | Hebron - Board Chair |
| Erick Piper | At-large member |
| Richard James | At-large member |

### FIRST STUDENT SCHOOL BUS TRANSPORTATION 603-744-3278

| | |
|---|---|
| Tina Fullerton | First Student Supervisor |

### The Abbey Group (Food Services) 603-744-6969

Chef Kevin Reiners

## Bridgewater-Hebron Village School Staff

| | |
|---|---|
| Sarah Bartlett | Occupational Therapist |
| Elizabeth Clay | Grade 5 Teacher |
| Jerry Coney | Lead Custodian |
| Kathleen Connor | School Counselor |
| Erica Cook | Academic Interventionist |
| Sarah Cormiea | Grade 4 Teacher |
| Kimberly Denton | Speech Pathologist |
| Jennifer Fischer | Paraprofessional |
| Christine Gauthier | School Psychologist |
| Lindsay Hogan | Nurse |
| Laurie Hughes | Paraprofessional |
| Sarah Hunewill | Administrative & Finance Assistant |
| Jennifer Kay | Special Education Administrator |
| Tim LaVallee | Behavioral Specialist (shared- NASD staff) |
| Erica LeBrun | Special Education Case Manager |
| Meredith Leighton | Preschool Teacher |
| Kelly MacLean | Grade 2 Teacher |
| Abigail Mooney | Grade 3 Teacher |
| Catherine Murray | Digital Learning Specialist & Technology Coordinator |
| Whitney Narrow | Art (shared- NASD staff) |
| Sara Norman | Paraprofessional |
| Jason North | Physical Education (shared- NASD staff) |
| Kimberly Olszak | Paraprofessional |
| Tonia Orlando | Principal |
| Jennifer Pinckney | Kindergarten Teacher |
| Thomas Pouliot | English Language Arts & Social Studies Teacher |
| Kevin Reiners | Chef |
| Vanessa Robert | Grade 1 Teacher |
| Lindsie Santamaria | Special Education Case Manager |
| Beth Sharp | Paraprofessional |
| Caryn Shield | Science & Math Teacher |
| Brianna Simison | Paraprofessional |
| Julia Smith | Administrative Assistant |
| Jill Taggett | Physical Therapist |
| Samantha West | Paraprofessional |
| Jessica Welch | Music Teacher |
| Kate Moore | Reading, Writing and Math Specialist |

## VISION STATEMENT

At Bridgewater-Hebron Village School, we believe in a nurturing and dynamic learning environment where every student is empowered to reach their fullest potential. We are committed to fostering a culture of collaboration, creativity, and critical thinking, where curiosity drives discovery and academic excellence is paired with the development of strong character.

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## SCHOOL PHILOSOPHY

Through a balanced approach, we cultivate not only academic skills but also social and emotional growth, ensuring our students are equipped to thrive both inside and outside the classroom. We believe in the power of relationships—between students, teachers, families, and the broader community—to support the holistic development of each child.

By embracing a growth mindset, we encourage lifelong learning, resilience, and a sense of responsibility, while honoring student voice and creating opportunities for mentorship and leadership. With trust and empowerment at the core of our practices, we foster a community of learners who are engaged, inquisitive, and ready to contribute meaningfully to the world around them. Together, we build a foundation for success, guided by collective efficacy, compassion, and the pursuit of excellence.

# I. ACADEMIC INFORMATION

**1. Curriculum** *see* Pasquaney School District Policy *IF, IFE and IGA (PSD does not have)*
The Pasquaney School District has developed curriculum in all disciplines. This information is available to parents/guardians through our district and school websites and in the school office.

**2. Screening and Intervention for Dyslexia and Related Disorders** RSA 200:58- :61 The Pasquaney School District screens all public school students using the Dynamic Indicators of Basic Early Literacy Skills (DIBELS) or an equivalent screener as set forth by RSA 200:58- :61. These screenings will take place at periodic times thereafter to monitor progress. The District will provide identified students with intervention strategies, notify and provide parents with all screenings (initial and periodic), and provide parents with written intervention plans developed together with the school. RSA 200:59- Upon entry to school, school districts are required to screen all public school and chartered public school students, to include English learners, grades kindergarten through third grade, for the identification of potential indicators or risk factors of dyslexia and related disorders. This screening must be conducted by an evidence-based screener. This initial screening must be completed no later than 60 school days of a student entering school. This required timeline is equally applicable to students who enter school mid-year. The screening process must be repeated one additional time during the current school year and then conducted a minimum of twice yearly through third grade to monitor a child's progress. The school is required to inform the student's parent or legal guardian of all screening results.

At the current time Pasquaney School District uses DIBELS as our screening tool. Parents receive student's DIBELS results at Parent/Teacher conferences. For any student who is identified as having characteristics that are associated with potential indicators or risk factors of dyslexia, the school is required to notify the parent or legal guardian with all screening information and findings. Additionally, the school must provide the parent or legal guardian with periodic formal screening results based on individual written intervention and support plans that are developed with the parent or legal guardian.

**3. Homework: A Family/School Partnership** *see* Pasquaney School District Policy IKB
Homework is a partnership between family and school, working together to provide a sound and successful educational experience. Homework is used to expand the child's learning day. Homework assignments that reinforce, encourage and challenge are employed throughout our academic programs. At the same time, we value the importance of playtime: time for children to initiate their own options, expand upon their own interests and develop and practice personal social skills among siblings and peers in a less structured environment.

We encourage students to read and/or families to read to their children for at least 15 minutes each night. This is an excellent way to establish a homework attitude while emphasizing the value and joy of books and creating a meaningful family tradition, which can be shared throughout your child's school years. A daily tradition of shared family reading provides busy families with some predictable, pleasurable time together and models the value of reading for both pleasure and information.

**Homework is:**

An assignment to be completed by students outside of class
Assigned to develop good study habits and time management
Used to reinforce skills and classroom objectives
Designed to encourage learning
Related to student's needs and abilities
Linked to instilling a sense of responsibility
An opportunity for parents/guardians to become involved in their child's education
Not to be used as a punishment

If you have concerns over homework assignments or the amount of homework being assigned, please contact your child's teacher.

**Student's Responsibilities:**

Know assignments
Complete and turn in assignments on time
Understand that failure to complete homework will affect student progress

**Parents/Guardians' Responsibilities:**

Provide a place to work
Compliment, encourage, show an interest
Contact teacher if assignments are causing problems or routinely exceeding guidelines

**Teacher's Responsibilities:**

Assign work that is meaningful
Give assignments based on the needs of the student
Assess and return assignments

When students are negligent with homework, consequences may include:

- Sending home reminders
- Sending home warnings
- Staying in for part of recess to do the work
- Conferencing with the parents/guardians and student to develop a plan

**4. Conferences/Progress Reports** *see* Pasquaney School District Policy IKAB

Elementary teachers engage students and their parents/guardians in conferences throughout the school year. As we transition to a competency-based grading system, the focus of these conferences will be on understanding grade level competencies in relation to student progress. In addition to the conferences, parents/guardians will be formally informed of their child's progress during three periods of the school year.

**Timeline for Conferences/Term Dates/Profile of Progress Reports:**

**Conferences:**

Parent Teacher Conference - October 5-8 (before and after school)

Discussion of grade-level competencies, assessment practices, classroom procedures, and celebration of student work and assessment results.

**Progress Reports:**

**Term 1**

First 60 days of school

Progress Reports will be sent home within two weeks of the end of the term

**Term 2**

Second 60 days of school

Progress Reports sent home within two weeks of the end of the term

**Term 3**

Last 60 days of school

Progress Reports sent home on last day of school

**5. Pasquaney Elementary Schools Library Media Center Procedures** *see* Pasquaney School District Policy IIA, IIAC, IIAC E, IIAC-R

The Library Media Center is open during the school day for students to patronize. Students may borrow a book during their classroom visits to the media center or as opportunities allow. Students borrowing library materials will be expected to be responsible for these expensive items while they are checked out of the media center.

During the first part of June, the media center staff will begin to gather borrowed materials to assure that all items are returned prior to the close of school. We will work closely with your child to see that his/her materials are returned. Our goal is to assist your child in gaining responsibility. You may be contacted if your child has not returned materials in a timely fashion. Media center materials that are not returned must be paid for by the student/family so that the materials may be replaced. The Library Media Center staff appreciates your support in assuring that all materials are returned for use the following year.

**6. DIGITAL LEARNING AND STUDENT ACCEPTABLE USE OF INFORMATION AND COMMUNICATION TECHNOLOGIES***see* Pasquaney School District Policy JFCM

Technology is an integral part of teaching and learning at Bridgewater-Hebron Village School. Through a skills-based technology curriculum, students develop digital literacy, communication, creativity, research, problem-solving, and responsible technology use. Technology skills are taught and reinforced at each grade level by classroom teachers and the Digital Learning Teacher.

As part of digital citizenship instruction, students learn to use technology safely, responsibly, ethically, and effectively. Instruction includes online safety, privacy and security, respectful digital communication, cyberbullying prevention, media literacy, responsible use of artificial intelligence and emerging technologies, and evaluation of online information. Students are taught to identify credible sources, recognize misinformation, and use digital tools appropriately for learning and research.

The District utilizes technology resources, websites, applications, and instructional tools that have been reviewed for educational value, student privacy, accessibility, and compliance with applicable New Hampshire and federal laws. Students are expected to use these resources in accordance with District

expectations and the Student Acceptable Use Policy.

Because technology resources are an essential part of the educational program, students and families should review the District's Acceptable Use Policy and support responsible technology use both at school and at home.

**STUDENT ACCEPTABLE USE OF INFORMATION AND COMMUNICATION TECHNOLOGIES (Pasquaney School District Policy JFCM)**

In accordance with New Hampshire RSA 194:3-d, the District has adopted an Acceptable Use Policy governing the use of school computer systems, networks, Internet access, electronic communications, and other information technologies. The District provides these resources to support teaching, learning, communication, and school operations. Use of District technology resources is a privilege, not a right, and all users are expected to use these resources responsibly, ethically, safely, and in compliance with District rules and applicable laws.

This serves as notice of the District's Acceptable Use Policy. Students are responsible for appropriate use of District technology resources and may not engage in unauthorized, illegal, disruptive, harmful, or unsafe activities while using school technology. The District reserves the right to monitor, review, and manage the use of its technology resources to maintain system security and integrity. Violations of the Acceptable Use Policy may result in the loss of technology privileges, school disciplinary action, financial liability for damages, and/or referral to law enforcement when appropriate, as provided under RSA 194:3-d and District policy.

**Acceptable Use Policy for Computer Systems**

In order to promote efficient, secure, ethical and legal use of the Pasquaney School District's computer information systems the school district has an acceptable use policy. This policy applies to all users of computer information systems located or accessed in the District as well as users who obtain their access privileges through association with the District.

This policy is written in compliance with New Hampshire State RSA194:3-d School District Computer Networks which states,

I. Every school district which has computer systems or networks shall adopt a policy which outlines the intended appropriate and acceptable use, as well as the inappropriate and illegal use, of the school district computer systems and networks including, but not limited to, the Internet. II. All users of a school district's computer systems or networks who intentionally violate the district's policy and who intentionally damage the computer system or network shall assume legal and financial liability for such damage. For purposes of this section, "user" means any person authorized to access the school district's computer systems or networks, including, but not limited to, the Internet. Source. 1997, 285:1, eff. Jan. 1, 1998.

Definition

The definition of "computer information systems" is any configuration of computer hardware and software that connects users. This includes all internal (intranet) and external (Internet) connections, as well as all of the computer hardware, operating system software, application software, stored text and data files. This also includes

electronic mail, local databases, externally accessed databases, CD-ROM, recorded magnetic or optical media, clip art, digital images, digitized information, communications technologies, and new technologies as they become available. Stand-alone workstations are also governed by this policy.

The Pasquaney School District provides resources for teaching and learning, communication services, and school business

**7. USE OF STUDENT WORK/STUDENT PHOTOGRAPH (Pasquaney School District Policy JFCN)**

The Pasquaney School District may, as part of school activities or as part of information and communication releases, publish or post student work and photographs of students to the public.

Specifically, the District may:

- post student work and/or student photographs on the Internet to both District owned and other related websites
- post student work and/or student photographs to District publications including but not limited to; printed and electronic publications
- release student work and/or student photographs to local newspapers.

Where practical and with student safety in mind, student work and/or photographs will be accompanied by first name and grade. **If a parent/guardian does not want the Pasquaney School District to display their child's work or photographs, the parent/guardian must notify the District in writing by September 30th. Such notifications must occur annually.**

**9. Child Find Public Notice**

The Pasquaney School District seeks to locate and identify all children who may have an educational disability. Any person may refer an evaluation for a child ages 2.5 - 22 for reasons including, but not limited to, the following:

- Failing to pass a hearing or vision screening
- Unsatisfactory performance on group achievement or accountability measures
- Receiving multiple academic or behavioral warnings
- Repeatedly failing on or more subjects

The Child Find requirements of the district also apply to highly mobile children, homeless children, and children who are suspected of having an educational disability even though they are advancing from grade to grade. Child Find also includes those children in grades K-12 who attend approved, non-public private schools within the geographic boundaries of the Pasquaney School District, regardless of where they reside.

Referrals may be initiated in a variety of ways. The Student Services Administrator may be contacted at 603-744-6969. The Pasquaney School District Early Childhood Program (603-744-6969) may be contacted on behalf of children who have not yet entered kindergarten. For children who attend school in the Pasquaney School District, building principal, student services administrator or classroom teachers may be contacted by anyone wishing to initiate a referral for special services. Students in grades K-12 who attend private schools outside the geographical boundaries of the District should contact the district in which the private school is located in order to make a referral for evaluation.

## II. GENERAL INFORMATION

**1. School Property - Books/Materials** *see* Pasquaney School District Policies JFCB, EDBA
We are proud of our schools and expect that students will respect all that we have. However, if a student willfully or maliciously damages school property, including textbooks and/or library books, the damages will be reimbursed by the person responsible, or in the case of minors, by parents/guardians.

**2. Recess** *see* Pasquaney School District Policy IMAH
Our daily schedule provides ***at least*** one recess break each day for all students before or after their lunch. Recess provides a break from academics and allows the children to socialize and engage in physical activity. All students in attendance are expected to go outside at recess time unless otherwise instructed by their teachers.

**3. Field Trips** *see* Pasquaney School District Policies EEBB, IICA
Field trips are taken to supplement the curriculum at different grade levels and provide enriching experiences for our students.

A Health Information form will be sent home at the beginning of school and a Field Trip Permission form will be sent home prior to each planned field trip. **These forms MUST BE COMPLETED IN FULL and returned in order for your child to attend any field trip. For your child's safety, no exceptions will be made. Please notify the school office if any of this information changes during the school year.**

If you do not wish your child to participate, please notify your child's teacher or Principal in writing. Your child ***will be provided with alternative educational experiences*** on that school day. *All students must ride with their class on the trip. If the parent/guardian chooses to drive his/her child home, they must sign a dismissal form.*

When a student has a medical condition that would warrant concern on a field trip, you will be contacted and may be asked to accompany your child on the field trip.

In the event that a student's potential behavior on a field trip might constitute an unsafe situation, parents/guardians will be notified of our concern. In that instance, parents/guardians may be asked to chaperone. **Field trips are a privilege and students are expected to demonstrate appropriate behavior the same as if they were in school.**

Occasionally on field trips we ask parents/guardians to assist in chaperoning. The purpose of parents/guardians acting as chaperones is to assist all children in the activities and to ensure the safety of the children. Younger siblings are discouraged from attending field trips. We thank you for your cooperation in this matter. Depending on the type of field trip parents/guardians who are asked to chaperone may be asked to become a “Designated Volunteer” and complete a Criminal Background check at the school office. Please refer to School Board Policy IICA.

**4. Healthy School Lunch/Breakfast** *see* Pasquaney School District Policy EFA, JLCF

School breakfast and lunch are offered. Milk is also available for purchase.. **All lunch and milk purchases may be paid online through the website https://linqconnect.com. Please look for information on this**

**service in your child's first day packet. Money may also be placed in an envelope, with your child's name on it and given to your child's teacher.**

Guidelines will be sent home for free and reduced lunches. Those who believe they are eligible should apply. This information will be confidentially recorded at the District SAU office.

Due to safety reasons, students will not be able to heat up food at school until 4th grade. Families should use thermoses in their child's lunchbox to keep food warm.

**5. Lost and Found**

A great deal of time is spent during the school year trying to locate owners of lost articles of clothing, etc. For this reason, your child's clothing and footwear should be clearly marked. If your child does lose an article, please check the Lost and Found, which is located at your child's school.

All articles in Lost and Found will be emptied on a monthly basis and any unclaimed articles given to the local community services agency. Announcements will be made to this effect and students will be given ample opportunity to check through the articles for anything that might belong to them.

**6. Visits to School** *see* Pasquaney School District Policy KK

If you wish to visit a specific classroom at a specific time, please call the school and make arrangements for your visitation. We ask that any time you do visit school that you sign in at the office and obtain a "Visitor's Pass" before proceeding to your destination. All doors are secured during the day for safety reasons. The school has a controlled access system. Please use the call button when entering the building. If you wish to speak with your child's teacher we ask that you call and make an appointment.

**Visitors will not be permitted to enter classrooms without first obtaining a Visitor's Pass from the office and securing an appointment with the teacher**.

**7. Parent/Teacher Organizations** *see* Pasquaney School District Policy KMA

All interested parents/guardians and friends are urged to join your school's parent group. These groups support the schools in many ways, by providing volunteer assistance and also by providing funds to enhance our programs.

**8. School Volunteers** *see* Pasquaney School District Policy IJOC

We welcome and encourage parent and community volunteers. Volunteering opportunities can be found at the school. Volunteers who serve on an on-going basis, who have regular contact with students or who will be alone with students, will need to become a "Designated Volunteer" and shall be screened through the District's background checking process and complete a Criminal History Records Check.

## III. HEALTH INFORMATION

**New Hampshire law requires all children to be immunized. Students who cannot demonstrate proof of immunization may not attend school unless there is a medical or religious exemption on file.** *see* Pasquaney School District Policy JLCB

**1. Illness** *see* Pasquaney School District Policies JLC, EBBC

In case your child becomes ill or significantly injured at school, we will make every effort to contact you. For this reason, we ask for your cooperation in furnishing a name and telephone number to call in case you are

not at home or do not have a home telephone.

**If your child has a temperature of over 100 degrees they must be kept at home until their temperature has remained below 100.0 for 24 hours without the use of fever-reducing medications.**

Parents/guardians should obtain a note from their child's physician prior to returning to school following surgery or hospitalization to document restrictions and/or clearance to return to school.

In the event of excessive absences due to illness, a doctor's note indicating the student has been seen will be required to excuse absences for this reason.

**2. Communicable Diseases** *see* Pasquaney School District Policy JLCC

The school has a responsibility to establish policies and procedures that will aid in the prevention and control of communicable disease. These policies and procedures are drawn up in accordance with New Hampshire laws and guidelines. Students and their parents/guardians can cooperate in the control of the spread of communicable disease by:

- Remaining at home when ill (fever over 100.0, vomiting and/or diarrhea)
- Reporting to the teacher and directly to the Health Office when ill.
- Practicing good health habits of cleanliness and dressing appropriately for the weather.

Students who have the appearance of a known communicable disease will be excluded from school per state guidelines (RSA 200:32, 200:38, 200:39). Students will be excluded for the following diseases: measles; mumps; rubella (German measles); chicken pox; infectious conjunctivitis (pink eye); impetigo; infectious hepatitis; strep throat and/or scarlet fever. The diseases of diphtheria, whooping cough, polio, salmonellosis and shigellosis are also excludable diseases. Students will also be excluded for scabies. All students returning to school after exclusion must report to the Health Office prior to reporting to class.

**3. Administering Medication to Students** *see* Pasquaney School District Policy JLCD

The Superintendent shall be responsible for establishing specific procedures to protect and control medications administered in schools. Medication should not be taken during school hours if it is possible to achieve the medical regimen at home. In the case where medication must be taken during school hours, medication is to be administered by the School Nurse. In the absence of the School Nurse, the building Principal or designee may assist the student in taking prescribed medication. All medications will be administered in accordance with N.H. Code of Administrative Rules Section Ed. 311.02

Students may possess and self-administer an epinephrine auto-injector if the student suffers from potentially life-threatening allergies. Both the student's parent/guardian and physician must authorize such self-possession and self-administration. If a student finds it necessary to use his/her auto-injector, s/he shall immediately report to the nearest supervising adult. The school Nurse or building Principal may maintain at least one epinephrine auto-injector, provided by the student, in the Nurse's office or other suitable location. Additionally, students may possess and self-administer a metered dose inhaler or a dry powder inhaler to alleviate or prevent asthmatic symptoms, auto-injectors for severe allergic reactions, and other medications necessary to treat life-threatening conditions. Both the student's parent/guardian and physician must authorize such self-possession and self-administration.

Students shall not provide any prescription or over-the-counter medication to another student. Each year, the

District shall notify students, in writing, of this prohibition and that violations shall result in appropriate disciplinary action, including but not limited to suspension or expulsion.

The School Nurse is responsible for keeping accurate records regarding the administration of medication to students.

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

**Please note:** Although we discourage the dispensation of non-prescribed medication, if it is deemed necessary by you as a parent/guardian and the health office, you will need to provide written permission **and** provide the medication in its original container unopened.

If it is necessary for you to dispense medication to your child during the school day, it must be dispensed in the health office for school liability purposes.

**4. Physical Education Classes – Excuses for Medical Reasons**

Students with long-term medical conditions requiring to be excused from participation in Physical Education classes must submit a physician's note at the beginning of the year or at the time the medical condition is diagnosed. Students with a long-term excuse from participation in Physical Education may be required to participate in a research assignment to gain understanding of a sport/activity or may be involved in scorekeeping or refereeing a sport/activity.

Students with broken bones/sutures will be restricted from Physical Education classes and recess until a physician's note is received. School nurse will determine if accommodations may be needed if a cast is present to avoid injuries to others.

Additional information may be requested from the physician in order to respond to the student's need in an appropriate manner. Parental excuses for medical reasons will be honored for no more than two consecutive classes. The need to miss more than one day's class will be assessed and appropriate referral made, if medical care appears necessary.

**5. Recess - Excuses for Medical Reasons**

All students will be expected to participate in outdoor activities unless excused by a physician for medical reasons. It is the responsibility of the parent/guardian to see that a child is properly dressed for prevailing weather conditions, including boots, mittens, etc.

**6. Routine Hearing and Vision Screenings**

Screenings are performed throughout the school year by the elementary school Nurse. Parents/guardians are contacted only if a problem is detected. If you have any questions concerning this, please contact the school Nurse.

**7. Pediculosis (Head Lice)** *see* Pasquaney School District Policy JLCC

**Screening** Based on recommendations from the American Academy of Pediatrics, the Board recognizes that school-wide screening for nits alone is not an accurate way of predicting which children will become infested with head lice, and screening for live lice has not been proven to have a significant decrease on the incidence of head lice in a school community. The school Nurse shall periodically provide information to families of all children on the diagnosis, treatment, and prevention of head lice.

Parents are encouraged to check their children's heads for lice if the child is symptomatic. The school Nurse may check a student's head if the student is demonstrating symptoms.

**Management on the Day of Diagnosis** The Board recognizes that head lice infestation poses little risk to others and does not result in additional health problems. The management of pediculosis should proceed so as to not disrupt the education process. Nonetheless, any staff member who suspects a student has head lice shall report this to the school Nurse or Principal. Students known to have head lice will remain in class provided the student is comfortable. If the student is not comfortable, he/she may report to the school Nurse or main office. Such students will be discouraged from close direct head contact with others and from sharing personal items with other students. District employees shall act to ensure that student confidentiality is maintained so the child is not embarrassed.

The Principal or school Nurse shall notify the parent/legal guardian by telephone or other available means if their child is found to have head lice. Verbal and written instructions for treatment shall be given to the family. Instructions shall include recommendations for treatment that are consistent with New Hampshire Department of Health and Human Services recommendations.

Based on the school nurse's recommendation, other children who were most likely to have had direct head-to-head contact with the assessed child may be checked or screened for head lice.

The Board recognizes that the American Academy of Pediatrics and the National Association of School Nurses discourage "no nit" policies. In alignment with these recommendations, no student shall be excluded from attendance solely based on grounds that nits may be present. The school Nurse may offer extra help or information to families of children who are repeatedly or chronically infested.

**8. Physical Examination Requirements** *see* Pasquaney School District Policy JLCA
Current physical examinations shall be required for all students upon entry into the following: preschool, grade K/1, grade 7, and transfer students from outside the State of New Hampshire. Students transferring from within the State of New Hampshire shall be required to have a physical examination that is grade appropriate. A current physical exam is defined as being less than one year old and is acceptable if completed by a Medical Doctor, Doctor of Osteopathy, Advanced Registered Nurse Practitioner or Physician Assistant**. A written copy of the current exam must be on file upon entrance into the above grades**. It must indicate whether or not the student is eligible for sports/physical education and any restrictions as they may apply to the student. Students entering grade 9 must meet NHIAA guidelines to participate in high school level sports. A copy of a physical exam greater than one year old will be temporarily accepted if the student's primary care physician states that the student's most recent exam is current along with the appointment date for the next physical exam.
A copy of the next physical exam must be presented upon the student's return to school following the appointment.

**Students without a current physical examination as stated above shall be excluded from school until an acceptable report of the exam has been received.**

For exemptions, see RSA 200:32. "No physical examination shall be required of a child whose parent or guardian objects thereto in writing on the grounds that such physical examination is contrary to the child's religious tenets and teachings." The parent/legal guardian must submit a notarized religious exemption form.

**9. Suicide Prevention:**

The Pasquaney School District takes the safety and well-being of its students as a priority. There are many resources and services available should you be concerned about a student who may be suicidal. Below is contact information for the schools and communities. For a complete review of the Pasquaney School Districts Suicide Prevention Plan, please contact the Principal.

**Building Suicide Prevention Liaisons:**

District Suicide Prevention Coordinator: Principal (603-744-6969)

Building Suicide Prevention Liaisons: School Counselor/Student Assistance Program Coordinator

Building Mental Health Team will include: School Counselors, Psychologists, Administrators, Nurses, and any other Mental Health Professionals, such as: Student Services Administrator, District-Wide Social Worker, District-Wide Behavior Specialist,

**Resources:**

Community Resources: *https://sites.google.com/a/sau4.org/nrhssap/home/resources)*

Lakes Region Mental Health Center: (603) 524-1100, 40 Beacon St E, Laconia, NH 03246

Riverbend Community Mental Health Center: (603) 934-3400, 53 Kendall St. Franklin, NH 03235

Franklin Regional Hospital**:** (603) 934-2060, 15 Aiken Ave, Franklin, NH 03235

Concord Hospital - Laconia: (603) 524-3211, 80 Highland St., Laconia, NH 03246

Speare Memorial Hospital: (603)-536-1120, 16 Hospital Rd Plymouth, NH 03264

Concord Hospital : 603) 225-2711, 250 Pleasant St. Concord, NH 03301

HealthFirst: (603) 934-1464 841 Central Street #101 Franklin, NH 03235

Suicide Hotline: 1-800-273-8255 suicidepreventionlifeline.org

The Trevor Lifeline: 1-866-488-7386 thetrevorproject.org/get-help-now, Trevor Lifeline Text/Chat Services, available 24/7, Text “TREVOR” to 678-678

Crisis Text Line: Text “TALK” to 741-741 crisistextline.org

## IV. OFFICE PROCEDURES

Due to the rise in child abductions and custody disputes, it is important that the office knows the current legal status of your child's guardianship. If there is a guardianship issue concerning your child, the school requires a copy of the court order which explains the rights of the custodial and noncustodial parent. Any other instructions should be in writing. Thank you for your cooperation in this matter. *ALL PERSONS ENTERING THE BUILDING MUST REPORT TO THE SCHOOL OFFICE.*

**1. Telephone Numbers**

For many reasons it is essential that the school have on file your up to date telephone numbers (work, home, cell), as well as the telephone number of an emergency contact. Please be sure to notify the school whenever there is a change in any of these telephone numbers so that our files can be kept up-to-date. It is

also important that you notify the school of any change of address.

**2. Telephone Messages**
If you find it necessary to telephone your child at school, the message will be relayed to him/her. Messages to teachers will be returned within 24 hours.

**3. Dismissal Procedures** *see* Pasquaney School District Policies JEDB, JHFA, JHFAA
Parents/guardians may pick up their child at school at dismissal time. Please telephone the school and we will notify your child that you will be picking him/her up. If you want to pick up your child prior to the usual dismissal time, please send a note to your child's teacher or call the school office. If a person other than a parent/guardian is to pick up your child, please notify the school in writing. We are not allowed to dismiss students without parent/guardian permission. If the person picking up your child is unknown to school staff, a picture ID will need to be shown.

**4. Early Dismissal, School Closings or No School Days** *see* Pasquaney School District Policy EBCD
When the Superintendent or designee decides it is necessary to delay opening or close the school or cancel any school event, he/she will initiate all related communications to the public by television and the School notification system or other available means.

In addition to contacting families through the notification system and district website for delays/closings, the following radio/television stations are notified: **WMUR TV (Ch.9)**

**5. Student Dismissal Plan**
If your child's dismissal plan is different from usual please send a note, call the school or send an email.

**6. Transferring Out of the Pasquaney School District**
If you are moving out of the Pasquaney School District, please inform the school office as early in the process as possible. This will help ensure a smooth transition to your child's new school. Transfer of all records will be arranged by the office and records will be forwarded by mail upon the request of the receiving school.

**7. School Building - Use Of** *see* Pasquaney School District Policy KG
The Principal is directly responsible for the building, including the rental of facilities to groups or organizations. If you desire the use of the building, contact the school office to obtain information and a School Facilities Use Application.

**8. Attendance** *see* Pasquaney School District Policy JH
Regular school attendance and punctuality are essential for the continuous progress of your child in school. A child is expected to attend school regularly unless he/she is ill or there is a family emergency. If poor attendance is noted, you will be advised of the school's concern.

**9. Absences or Tardiness** *see* Pasquaney School District Policy JH
**We ask that if your child is to be absent from or tardy to school for any reason that you call or email the school office on that day.** In the event of an illness, parents/legal guardians must call the school the day it occurs and inform a school district employee of the student's illness and absence. For other absences, parents/legal guardians must provide written notice or a written excuse that states one of the reasons for

non-attendance. The Principal may require parents/legal guardians 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. In the event of excessive absences due to illness, a doctor's note indicating the student has been seen will be required to excuse absences for this reason.

**10. Absences Due to Family Vacations** *see* Pasquaney School District Policy JH

Parents/guardians are discouraged from taking family vacations other than regularly scheduled school vacations due to the educational learning time that is lost. It is extremely difficult to make up for missed instruction in the primary grades because so many new skills are taught daily. If possible, we ask that you arrange family vacations to coincide with school vacations. Please remember how important it is for children to be in school each and every day.

**11. Examination of Pupil Records** *see* RSA 189:66, IV

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians certain rights with respect to a student's education records.

The right to inspect and review the student's education records within 45 days of the day the school receives a written request for access that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent/guardian of the time and place where the records may be inspected.

The right to request the amendment of the student's education records that the parent/guardian believes are inaccurate or misleading. A request for amendment must be written, clearly identifying what parts the parents/guardians want changed and specifying why it is inaccurate or misleading. If the school decides not to amend the record as requested, parents/guardians will be notified and advised that they have a right to a hearing regarding the request for amendment.

## V. STUDENT BEHAVIOR EXPECTATIONS/DISCIPLINE

**(See School Board Policies JICD, JICBB, JLDBA)** Pasquaney School District Policy JICD-R

All members of the Pasquaney School District and Bridgewater-Hebron Village School community are expected to act in a safe, respectful and responsible manner. This includes respect for one another and for school and personal property. Expectations are explicitly taught to students using common language and reinforced throughout the day in all settings. There is a graduated and age-appropriate system of supports and intervention strategies.

Major behavioral issues that will be addressed by both the student's teacher and school principal are:

- Inappropriate language
- Aggression
- Noncompliance
- Disruption
- Taunting and harassment
- Technology violation
- Misuse of property or property damage
- Cheating or theft
- Possession of a controlled or illegal item
- Possession of a weapon ( RSA 159:24 and RSA 159:20 RSA 193:13)
- Chronic behavior

Major behavior problems may result in the following consequences:

- Loss of privilege
- Office referral
- Conference with student
- Parent contact
- Student Support Center visit
- Individualized instruction
- Community service
- Parent conference
- Mediation
- Restitution or restorative strategies
- Behavioral contract
- After school detention
- Clean up and/or payment of damages
- Counseling referral
- Referral to school Student Support Team
- Suspension (In school/Out of School)
- Expulsion

The teacher may refer the student to the principal for persistent or problematic behaviors. The principal will discuss the situation with the student and take appropriate measures as necessary. The principal's primary objective is to modify the behavior through teaching the student coping strategies, positive replacement behaviors, etc. However, there are times when disciplinary action is necessary.

Depending on the severity of the offense, the principal may deem it necessary for a student to serve a detention or have an in-school or out of school suspension. Students assigned to a detention will be kept after school from 2:45 PM to 3:30 PM, at least one day after the parent/guardian has been notified. This will allow time for arrangements to be made to take the child home on the day he/she must remain after school.

**Dress Code:** The Pasquaney School District School Board recognizes that student individual dress is primarily a parental responsibility. However, when the dress of an individual student constitutes a health problem, seems unsuitable for school wear, is a danger to any person, or causes a disruption or disturbance, the principal shall take appropriate action to correct the situation. Parents have the right to determine student's dress, providing that such attire does not interfere with the educational process, complies with the health code of the state of New Hampshire, and the dress code listed below:

1. Hats/head coverings (religious head coverings are exempt), visors and sunglasses may not be worn in the building. These may be taken by staff and returned only to a parent/guardian.
2. Revealing clothing, bare midriffs or low-slung pants/shorts are not permitted. All undergarments must be fully covered at all times. Tank tops must cover all undergarments and must have at least a 2-inch wide strap (sun dresses are exempt).
3. Drug and/or alcoholic slogans are not to be worn. This includes clothing with obscene, suggestive and or violent wording or images.
4. Clothing/jewelry with obscene pictures and/or suggestive language is not to be worn.
5. Wallet chains and/or pants with chains are not to be worn on school grounds. These will be taken by staff and returned only to a parent/guardian.
6. Shoes or appropriate footwear must be worn at all times. Also, no roller sneakers are permitted in the building.
7. Pajamas pants/tops are not to be worn. Also, slippers are not to be worn.
8. Spiked rings, bracelets and necklaces are not to be worn.
9. Jeans/pants must cover undergarments.
10. Shorts are to have a 3 inch inseam and spandex/cotton tight fitting shorts are not allowed.

Students not complying with this dress code will be asked to do so and will remain in the office until resolved. Parents/guardians may be called to bring in appropriate clothing or to take a student home. Refusal to comply with the dress code or repeated dress code violations can result in discipline consequences including detention, in-school suspension, or out-of-school suspension. All final determinations are based on the Principal's discretion *See* Pasquaney School District Policy JFCA

Students who purposefully expose themselves or cause others to be exposed in an inappropriate fashion may be suspended for up to 10 days.

Also, students participating in physical education are expected to wear sneakers. In addition, during winter weather, please make certain your child is dressed properly with warm jackets, ski pants, hats, mittens, boots, etc.

**Sexual Harassment**

Sexual harassment is addressed under federal and state laws/regulations. The scope and definitions of sexual harassment under these laws differ, as described below.

**1. Title IX Sexual Harassment**

Under the federal Title IX regulations, sexual harassment includes the following conduct on the basis of sex which takes place within the context of the school district's education programs and activities:

a. "Quid pro quo" sexual harassment by a school employee: Conditioning a school aid, benefit or service (such as a better grade or a college recommendation) on an individual's participation in unwelcome sexual conduct;

b. "Hostile environment" sexual harassment: Unwelcome conduct based on sex that a reasonable person would determine is so severe, pervasive and objectively offensive that it effectively denies an individual's equal access to the school unit's education programs and activities; or

c. Sexual assault, dating violence, domestic violence and stalking as these terms are defined in federal laws.

**2. Other Forms of Sexual Harassment**

Some forms of sexual harassment may not meet the definition under Title IX (see paragraph 1, above) but is still prohibited under New Hampshire law.

The District defines other forms of "sexual harassment" as unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal or physical conduct of a sexual nature in the following situations:

a. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's educational benefits;

b. Submission to or rejection of such conduct by a student is used as the basis for decisions on educational benefits; or

c. Such conduct has the purpose and effect of substantially interfering with a student's academic performance or creates an intimidating, hostile or offensive environment.

Reports and Complaints of Harassment or Sexual Harassment

All school employees are required to report possible incidents of harassment or sexual harassment involving students to the Title IX Coordinator. Failure to report such incidents may result in disciplinary action. Students, parents/legal guardians and other individuals are strongly encouraged to report possible incidents of harassment or sexual harassment involving students to the Title IX Coordinator. The Title IX Coordinator is also available to answer questions and provide assistance to any individual who is unsure whether harassment or sexual harassment has occurred. All reports and complaints of harassment or sexual harassment against students shall be addressed through the Student Discrimination/Harassment and Title IX Sexual Harassment Procedures (ACAA-R).

G. **Tobacco Products:** The use or consumption of, or possession of, or distribution of, or influence of alcoholic beverages, tobacco products, e-cigarettes, liquid nicotine or other drugs on school property or at any school-sponsored activity, on or off school property, shall result in the student being

immediately removed from school. The student shall face disciplinary action which shall include, but is not limited to, suspensions and expulsion from school and/or school sponsored activities and mandatory participation in a “restorative plan.” *See* Pasquaney School District Policies GBK, JFC, JFCI

I. **Objects not appropriate at school:** Students cannot use radios, CD players, iPods, cell phones, or video games during the school day. These items must be stored away during the school day and headphones are not to be worn on the head or around the neck. The school is not responsible for the loss/damage of personal items. Lighters, laser lights, balloons, food coloring, small balls, yo-yo's, squirt guns or other "toys" are not appropriate items to bring to school. Inappropriate objects or objects being used at inappropriate times may be taken from students by teachers and will be turned over to the administration. Things that are used inappropriately such as make-up, hot sauce, tools or perfume/cologne may also be taken from students.

Any object that is used in a dangerous manner will also be taken. Toy knives, toy guns (including squirt guns), any metal knife, "blank" bullets, bullet shells, poppers, spiked necklaces and similar articles are not allowed in school. These articles may be subject to very stringent discipline consequences. *See* Pasquaney School District Policies JFC, JFCJ and JICJ

## BULLYING/HARASSMENT PREVENTION
**(See School Board Policies JICBB, JICD)**

One of the guidelines supporting learning at B-HVS is that students learn to respect the values and dignity of each individual. Students are expected to be kind and respectful.

Unfortunately, student conflicts still arise. Most often, these conflicts are managed within individual classrooms. The guidance counselor may be called upon to facilitate a solution between the students. The principal may intervene if the conflict has escalated and disciplinary action is necessary. Policy JICBB outlines the procedures used by administration when it is reported that student conflicts have escalated to bullying. Bullying is defined as a significant or repeated act of intentional harm by one person or group toward another, characterized by an imbalance of power in the relationship. Bullying can be physical, verbal, or psychological.

In accordance with New Hampshire RSA 193-F (Pupil Safety and Violence Prevention Act), the District prohibits bullying, cyberbullying, retaliation, and false accusations. Bullying is defined in RSA 193-F:3 and includes conduct that harms a student, causes emotional distress, interferes with educational opportunities, creates a hostile educational environment, or substantially disrupts school operations. The District provides protections for all students (RSA 193-F:4, II(c)) and may impose disciplinary consequences for violations (RSA 193-F:4, II(d)).

This serves as notice of the District's Bullying and Cyberbullying Prevention Policy as required by RSA 193-F:4, II(e). Reports of bullying may be made to school administration and will be investigated promptly in accordance with RSA 193-F:4, II(f)-(j). Parents will be notified of reported incidents as required by law (RSA 193-F:4, II(h)-(i)). When bullying is substantiated, the District will take appropriate remedial and disciplinary action, report incidents as required, communicate investigation results to parents, and provide an appeals process (RSA 193-F:4, II(k)-(m); RSA 193-F:6). The Superintendent is

responsible for ensuring implementation of these requirements (RSA 193-F:4, II(n)).

**10. Policy on use of child restraint and seclusion**

Pasquaney School District hereby authorizes school officials to use restraint to ensure the immediate physical safety of persons when there is a substantial and imminent risk of serious bodily harm to the child or others, and then only when other interventions have failed or have been deemed inappropriate, and in a manner consistent with state law and regulations. The Superintendent of Schools shall develop procedures for the use of child restraint and seclusion. For the purpose of this policy and any accompanying procedures, the term "restraint" means any bodily physical restriction, mechanical devices, or any device that immobilizes a person or restricts the freedom of movement of the torso, head, arms, or legs. It includes mechanical restraints, physical restraints, and medication restraint used to control behavior in an emergency or any involuntary medication.

Restraint shall not include the following:

A. A brief touching or holding to calm, comfort, encourage, or guide a child, so long as there is no limitation on the child's freedom of movement.

B. The temporary holding of the hand, wrist, arm, shoulder, or back for the purpose of inducing a child to stand, if necessary, and then walk to a safe location, so long as the child is in an upright position and moving toward a safe location.

C. Physical devices, such as orthopedically prescribed appliances, surgical dressings and bandages and supportive body bands, or other physical holding when necessary for routine medical treatment purposes, or when used to provide support for the achievement of functional body position or proper balance or to protect a person from falling out of bed, or to permit a child to participate in activities without the risk of physical harm.

D. The use of seat belts, safety belts, or similar passenger restraints during transportation of a child in a motor vehicle.

E. The use of force by a person to defend himself or herself or a third person from what the actor reasonably believes to be the imminent use of unlawful force by a child, when the actor uses a degree of such force which he or she reasonably believes to be necessary for such purpose and the actor does not immobilize a child or restrict the freedom of movement of the torso, head, arms, or legs of any child.

School staff shall not use physical restraint except to ensure the immediate physical safety of person when there is a substantial and imminent risk of serious bodily harm to the child or others. For purpose of this policy and any accompanying procedures, the term "seclusion" means the involuntary placement of a child alone in a place where no other person is present and from which the particular child is unable to exit, either due to physical manipulation by a person, lock, or other mechanical device or barrier.

Seclusion shall not include:

A. The voluntary separation of a child from a stressful environment for the purpose of allowing the child to regain self-control, when such separation is to an area which a child is able to leave.

B. Circumstances in which there is no physical barrier between the child and any other person or the child is physically able to leave the place.

School staff shall not use seclusion except when a child's behavior poses a substantial and imminent risk of physical harm. School officials shall not use or threaten to use any dangerous restraint techniques or containment, any inappropriate aversive behavioral interventions, any medication restraints, or any mechanical restraints except as permitted for transporting students. Physical restraint or seclusion shall be used only by trained personnel and only after other approaches to the control of behavior have been attempted and been unsuccessful or are reasonably believed to be unlikely to succeed based on the student's past history.

In the event of a physical restraint, seclusion, or intentional physical contact with students who are actively combative, assaultive, or self-injurious, school officials shall comply with all state mandated notification and record keeping requirements. *See* Pasquaney School District Policy JKAA

## VI. TRANSPORTATION

1. **Traffic Safety** *see* Pasquaney School District Policy ECD

On the school campus caution is of utmost importance. Please adhere to a 10 mile an hour speed limit. The designated traffic pattern is distributed at the start of each year and when changes are made.

2. **Rules for Safe Transportation** *see* Pasquaney School District Policies EEA, EEAC, EEAC-R, EEACC, EEAA It is important that you take time to go over the bus rules with your child even if he/she is not a regular bus student so that in the event your child rides the bus to school or for a field trip, he/she will understand the bus rules. Students using District transportation must understand that they are under the jurisdiction of the school from the time they board the bus until they are deposited at school or are deposited at the stop nearest their home. The bus driver and bus contractor are responsible for the safety, welfare, conduct and control of the students they are transporting. Therefore, the following regulations will be strictly enforced.

- No smoking on any bus, including charter trips.
- No profane language, obscene gestures, excessive noise, fighting, wrestling, or acts of physical aggression will be tolerated.
- Keep head, hands, feet, etc. inside the bus.
- Once a student has boarded the bus he/she may not get off except at his/her destination. (Exceptions will be made only with a note from a Principal.)
- Students may ride only the bus to which they have been assigned. (Exceptions will be made only with a note from a Principal.)
- Students must be seated and are not permitted to change seats when the bus is in motion or to annoy other riders on the bus.
- Students must stay in their seats until their designated stop. Emergency doors are for emergencies only.
- Students must take a seat promptly when getting on the bus.
- The law allows and you are expected to seat three passengers per seat.
- No eating or drinking on the bus.
- No marking or defacing the bus.
- Students will be held responsible for any and all damage to the bus perpetrated by them.  No

throwing things in the bus, at the bus or out the window.
- Always cross the street in front of the bus.
- Students must arrive at the bus stop before the bus is due. The driver will not wait.  The driver is authorized to assign seats.
- Anything that would create a safety hazard for the passengers or vehicle will not be permitted.  The bus drivers are in complete charge of the bus and their decisions and requests must be followed.
- Only authorized riders will be permitted on the buses.

Violation of these regulations may be referred to the building Principal for further disciplinary action and may result in the following consequences:

**First Referral –** Referral reviewed with the student and parent/guardian contacted,
**Second Referral** – Warning issued (this warning will explain that an additional incident will result in a bus suspension) and parent/guardian contacted,
**Third Referral** – Bus suspension issued and parent/guardian contacted.

Depending on the nature and severity of the violation, the administration reserves the right to assign the consequences they feel are deemed appropriate based on the circumstances.

When dropping Kindergarten and first grade students off at their homes or bus stops at the end of the school day, it is the practice of the bus company that the driver sees a parent or guardian waiting for the child before they let them exit the bus.

**Buses will, from time to time, be equipped with audio and/or video surveillance equipment. Please refer to School Board Policy EEAA, EEAB.**

**Safety for all is our first concern when dropping off and picking up your children. Please use extreme caution and follow the guidelines set up by each school.**

## VII. SCHOOL DISTRICT POLICIES

**1. Student Attendance, Absenteeism, and Truancy** - Pasquaney School District Policy JED

**Absences** The Board requires that school-aged children in the District attend school in accordance with state laws. 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. Evidence in writing of reasonable extenuating conditions for absences will normally be requested.

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

In the event of an illness, parents/legal guardians must call the school the day it occurs and inform a school district employee of the student's illness and absence. For other absences, parents/legal guardians must provide written notice or a written excuse that states one of the reasons for non attendance. The Principal may require parents/legal guardians 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.

Principal's Additional Documentation:

| Reason for Absence | Required Documentation |
|---|---|
| #3 Court attendance | Court documentation |
| #4 Medical and Dental appointments | Doctor/Dentist note |
| #7 Cause acceptable for Principal review | Written explanation of unforeseen or extenuating circumstances |

Review Process

If parents/legal guardians wish for their child to be absent for a reason not listed in # 1-6, the parent/legal guardians must provide a written explanation of the reason for such absence. The Principal will make a

determination as to whether the stated reason for the child's absence constitutes good cause. The Principal's decision will be communicated in a timely manner. If the Principal determines that good cause does not exist, the parents/legal guardians can meet with the Principal for further consideration. At this juncture the Principal's decision shall be final.

Family Vacations

Generally, absences other than for illness during the school year are discouraged. Parents/legal guardians are requested to schedule family vacations during school vacations. The School District calendar is published so that students and parents/legal guardians can plan accordingly. The school

Principal or designee may grant special approval of absence for family vacations providing approval is solicited a minimum of two weeks in advance and in writing. Ordinarily there must be unforeseen and/or extenuating circumstances to gain such approval.

Truancy

Truancy is defined as any unexcused absence from class or school. Any absence that has not been excused for any of the reasons listed above will be considered an unexcused absence.

1. Ten half-days of unexcused absence during a school year constitute habitual truancy.
2. A half-day absence is defined missing more than 1.5 hours of instructional time and less then ¾ hours of instructional time. Any absence of 3.5 hours or more will be considered a full day's absence.
3. The Principal or designee is hereby designated as the District employee responsible for overseeing truancy issues. The services of a Truant Officer may be included in the process.

Intervention Process to Address Truancy

The Principal shall ensure that the administrative guidelines on attendance properly address the matter of truancy by including a process that identifies students who are habitually truant, as defined above.

When the Principal identifies a student who is habitually truant or who is in danger of becoming habitually truant, the Principal shall commence an intervention with the student, the student's parents/legal guardians, and other staff members as may be deemed necessary. The intervention process shall include but not be limited to:

1. investigating the cause(s) of the student's truant behavior;
2. considering, when appropriate, modification of the student's educational program to meet particular needs that may be causing the truancy;
3. involving the parents/legal guardians in the development of a plan designed to reduce the truancy;
4. seeking alternative disciplinary measures, but still retaining the right to impose discipline in accordance with the District's policies and administrative guidelines on student discipline. Determination as to whether school record keeping practices and parental notification of the student's absences have an effect on the child's attendance.

**Parental Involvement in Truancy Intervention**

When a student reaches habitual truancy status or is in danger of reaching habitual truancy status, the Principal will send the student's parent a letter which includes:

1. A statement that the student has become or is in danger of becoming habitually truant;
2. A statement of the parent's responsibility to ensure that the student attends school; and
3. A request for a meeting between the parents and the Principal to discuss the student's truancy

and to develop a plan for reducing the student's truancy.

**Developing and Coordinating Strategies for Truancy Reduction**
The Board encourages the administration to seek truancy-prevention and truancy-reduction strategies along the recommendations listed below. However, these guidelines shall be advisory only. The Superintendent is authorized to develop and utilize other means, guidelines and programs aimed at preventing and reducing truancy.

1. Coordinate truancy-prevention strategies based on the early identification of truancy, such as prompt notification of absences to parents.
2. Assist school staff to develop site attendance plans by providing development strategies, resources, and referral procedures.
3. Encourage and coordinate the adoption of attendance-incentive programs at school sites and in individual classrooms that reward and celebrate good attendance and significant improvements in attendance.

**Parental Notification of Truancy Policy**
Prior to adopting this policy, the Board will place the item on the agenda of a public school board meeting and will allow two weeks for public input as to the policy's provisions. Any public input shall be advisory only and final adoption as to the policy's provisions will remain solely with the Board.

The Superintendent shall also ensure that this policy is included in or referenced in Student/Parent Handbooks and is mailed to parents annually at the beginning of each school year. Legal References: RSA 189:34, Appointment RSA 189:35-a, Truancy Defined RSA 193:1, Duty of Parent; Compulsory Attendance by Pupil RSA 193:7, Penalty RSA 193:8, Notice Requirements RSA 193:16, Bylaws as to Nonattendance NH Code of Administrative Rules, Section Ed 306.04 (a)(1), Attendance and Absenteeism NH Code of Administrative Rules, Section Ed 306.04 (c), Policy Relative to Attendance and Absenteeism

**2. Student Alcohol, Tobacco and Other Drugs** - Pasquaney School District Policy JFCI
The use, consumption, possession or distribution of alcoholic beverages, tobacco or drugs or related paraphernalia, or being under the influence of such substances, on school property or at any school sponsored activity, on or off school property, is prohibited.

It is the intent of the School Board to prohibit the use or distribution of alcoholic beverages, tobacco or drugs by students during school and at any school-sponsored activities, on or off school property. This policy also applies to any student who is knowingly in the presence of such substances.

This policy does not apply to students who are administered prescribed drugs at school according to Ed 311.02 and District policy. Prescribed drugs shall be brought to the school Nurse for safe keeping for the school day or while engaged in school-sponsored activity. The keeping and administering of medications shall be according to Ed 311.02 and the School Board's JLC policy adopted to implement Ed 311.02.

**Definitions**
"Alcoholic beverage" means any and all alcoholic beverages and liquors as defined under RSA 175:1.

"Distribution" shall mean the sale, transfer, trade or exchange in any manner of any drug, tobacco or alcoholic beverage by a student to any person whether or not a student.

"Drug" means any and all drugs, controlled substances, over-the-counter medication, improper use of prescription medication or any substance regulated under RSA 318-B.

"Possession" shall include, but not be limited to:

- Having control over the alcoholic beverage, tobacco or drug during any part of a school day or while on school property
- Transporting the alcoholic beverage, tobacco or drug to school
- Storing the alcoholic beverage, tobacco or drugs anywhere on the school property, whether in the student's locker or any other student's locker or any other place on school property, including, but not limited to, cars parked on school property
- Doing any other act which causes or contributes to causing the alcoholic beverage, tobacco or drug to be on school property or which causes or contributes to cause the alcoholic beverage, tobacco or drug to be used on school property including, but not limited to, knowingly being in the immediate vicinity of the alcoholic beverage, tobacco or drug.

"School property" means all real property, physical plant and equipment used for school purposes, including, but not limited to, school playgrounds and buses, whether public or private.

School-sponsored activities shall include, but not be limited to, field trips, dances, athletic events and extracurricular activities.

**"Tobacco products" means any product containing tobacco including, but not limited to, cigarettes, smoking tobacco, cigars, chewing tobacco, snuff, pipe tobacco, smokeless tobacco, and smokeless cigarettes, as well as any other products or items included in RSA 126-K:2, XI.**

"Under the influence" means manifesting signs of chemical misuse such as staggering, reddened eyes, certain odors, nervousness, change in appetite, restlessness, falling asleep/dozing in class, memory loss, abusive language or any behavior not normal for the particular pupil. The school officials' determination of whether a student is under the influence may be distinct and separate from that of a court.

"Use" shall mean the ingestion, injection or inhalation of any drug, tobacco or alcoholic beverage and shall also mean a condition or state of being of a student, indicating to school authorities that such student is under the influence of a drug, tobacco or alcoholic beverage.

**Investigation**

All personnel shall report any incident or circumstance involving the suspected use or consumption of, possession of, influence of, or distribution of alcoholic beverages, tobacco or drugs to the Principal.

The Principal or designee shall investigate the incident to establish significant substantiation of suspected policy infraction or to refute such allegation. Police shall be contacted for all arrestable offenses, including being under the influence of alcohol. For the purposes of this policy, substantiation of the suspected incident or circumstances indicating a policy infraction has occurred through the Principal's or designee's investigation shall result in the penalties stipulated herein.

School district employees and officials shall maintain confidentiality throughout the investigation and shall not release any information about the investigation to anyone not involved with the investigation or any resulting subsequent proceedings. This confidentiality provision is not intended to prevent the School

District from reporting the incident to the proper authorities.

**Penalties**

The use or consumption of, or possession of, or distribution of, or influence of alcoholic beverages, tobacco products, e-cigarettes, liquid nicotine or other drugs on school property or at any school sponsored activity, on or off school property, shall result in the student being immediately removed from school. The student shall face disciplinary action which shall include, but is not limited to, suspensions and expulsion from school and/or school-sponsored activities and mandatory participation in a "restorative plan."
The local law enforcement agency shall be contacted regarding the illegal use, influence of, possession or distribution of alcohol, tobacco or other drugs at school.

If the Principal determines that the student has violated the Student Alcohol, Tobacco and Other Drug Policy, the Principal shall suspend the student for between five and ten school days according to the due process requirements set forth in Ed 317.04(d)(1) and require the student's involvement in a restorative plan for no less than six months and no more than the duration of the student's high school term, depending on the severity of the offense and the student's progress in the restorative plan, which may include counseling, education, retribution/community service, random drug testing and cessation/treatment programming. The Principal shall immediately notify the Superintendent who may take further disciplinary action including expulsion from school for the remainder of the school year, including for those students who are non-compliant with the required restorative plans for policy violation. Disciplinary proceedings shall be conducted according to the appropriate procedures set forth in Ed 317.04 (d) (2) and (3).

If a student has violated this policy by selling drugs on school property or at a school-sponsored activity, on or off school property, the student shall go before the Superintendent and/or the School Board for an expulsion hearing and may be expelled from school for the remainder of the school year. The expulsion requirement may be modified by the Superintendent on a case-by-case basis.

**Educationally Disabled Students**

The discipline of students with disabilities under the Individuals With Disabilities Education Act (IDEA) must conform to the provisions of the IDEA, Ed 317 and Ed 1128. Students identified under Section 504 shall be disciplined according to that statute and regulations.

**3. Notice of Non-Discrimination -** See Pasquaney School District Policy ACAA

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the Pasquaney School District are hereby notified that this District does not discriminate on the basis of race, color, national origin, sex, age, marital status, physical or mental disability, or religious creed in admission or access to, or treatment of employment in, its programs and activities. Any person having inquiries concerning the Pasquaney School District's compliance with the regulations implementing Title VII, Title IX, or Section 504 is directed to contact Tonia Orlando, 25 School House Rd, Bridgewater NH, 03222 or call 603-744-6969.

**4. Student Rights and Responsibilities** - See Pasquaney School District Policy JF

The privileges and rights of all students shall be guaranteed without regard to age, sex, race, color, marital status, physical or mental disability, religious creed or national origin.

Students shall have the right to peaceably and responsibly advocate change of any law, policy or regulation.

Students may exercise their right to freedom of expression through speech, assembly, petition and other lawful means. The exercise of this right must not interfere with the rights of others. Freedom of expression may not be utilized to present material which tends to be obscene or slanderous, or to defame character, or to advocate violation of federal, state and local laws, or official school policies, rules and regulations.

Students may present complaints to teachers or administration. Adequate opportunities are provided for students to exercise this right through channels established for considering such complaints. (See JFH.)

All students should recognize that with rights comes responsibility. All students should not only obey all rules and regulations of the school, but also report violations by others that degrade the school image or the school facility.

The Board endorses the following principles of student conduct:

1. Respect for law and those given authority to administer it shall be expected of all students. This includes conformity to school rules as well as to general provisions of the law regarding minors.
2. Respect for the rights of others, consideration of their privileges and cooperative citizenship shall be expected of all members of the school community
3. Respect for the real and personal property, pride in one's work and exemplary personal standards of courtesy, decency, honesty and wholesome attitudes shall be maintained
4. Respect for individual worth is the obligation of the school. Diligence and a desire to benefit from the opportunity are the obligations of the student.

The Board expects student conduct to contribute to a productive learning climate. Individual rights are to be honored and protected in all instances; however, the rights of one individual shall not take precedence over those of another individual or of the group itself, and all students shall have equal rights and equal responsibilities in the classroom or at any school-sponsored activity.

The Board further recognizes the right of each school to establish disciplinary procedures in accordance with RSA 193:13 and RSA 193-D through the development of administrative procedures which are approved by the Superintendent or designee. Due process shall be afforded to any student involved in a proceeding which may result in suspension, exclusion or expulsion.

Students expelled from school may be reinstated by the Board under the provision of RSA 193:13. The Superintendent
may modify expulsion requirements as provided in RSA 193:14, IV.

**5. <u>Student Complaint Procedure</u> –** See Pasquaney School District Policy JFH

1) Students who feel subject to discrimination or believe they have been unfairly disciplined have the right to file a formal complaint. The filing of a complaint does not automatically stop disciplinary action from being administered. A complaint must be submitted within five school days of the incident.
2) Students who have a complaint shall discuss it first with the involved staff member and present to the staff member a written statement in an attempt to resolve the matter informally at that level. The building administrator may allow a student to petition the building administrator directly.
3) If the matter is not resolved, the student, within five school days, shall meet with the building administrator and present the building administrator with the complaint in writing. The building

administrator shall discuss the matter with the student and involved staff member and communicate a decision to the student in writing within five school days of receipt of the written complaint.

4) If the complaint is not resolved to the student's satisfaction, the student with the consent of his/her parents/guardian, no later than five school days after receipt of the building administrator's decision, may submit a written request for a meeting with the Superintendent or his/her representative. A meeting will be held within fifteen school days of the written request.
5) All parties are encouraged to continue dialogue to resolve the matter at each step. If the matter is resolved any forthcoming hearings will be canceled.
6) The decision of the Superintendent is final (see RSA 193:13) pending a review by the School Board chair, who may request a full review by the Board.
7) No written records of a complaint or determination will be maintained in a student's file.

**6. Vandalism** – See Pasquaney School District Policy ECAB

Vandalism is defined as the willful damaging, destruction or defacing of school-owned property. This definition also applies to any deliberate tampering with or misuse of District computer network services or equipment. It shall also include the willful damaging, destruction or defacing of property used by the School District in conjunction with related services such as school buses, on field trips, and other school-sponsored events that may occur off-campus.

Students found to have vandalized school property shall face discipline in accordance with applicable Board policies. The building Principal is authorized to report such acts of vandalism to local law enforcement authorities. Additionally, the District may seek financial reimbursement from either the student(s) or the students' parents/legal guardians for such damage caused.

If the vandalism is caused by someone other than a student of the District, the District may proceed with all legal remedies available to it under the law, including criminal prosecution.

When vandalism is discovered, the administration is directed to take such steps as are necessary to identify the vandals. If students have taken part in vandalism, the building Principal shall:

1) identify the students involved;
2) notify the students' parents/legal guardians;
3) decide upon disciplinary and/or legal action;
4) take any constructive actions needed to guard against further student misbehavior; 5) seek appropriate restitution.

Students and community members are strongly urged to report incidents of vandalism and to cooperate with school officials in identifying the individuals responsible for causing vandalism.

**7. Smoking in Schools by Students, Staff and Visitors** - See Pasquaney School District Policies GBK, JFCI **Use of Tobacco Products is strictly prohibited in/on all school facilities and/or grounds** No person shall use any tobacco product in any facility maintained by the School District, nor on any of the grounds of the District.

"Tobacco products" means any product containing tobacco including, but not limited to, cigarettes, smoking tobacco, cigars, chewing tobacco, snuff, pipe tobacco, smokeless tobacco, and smokeless cigarettes, as well

as any other products or items included in RSA 126-K:2, XI.

“Facility” is any place which is supported by public funds and which is used for the instruction of students enrolled in preschool programs and in all grades maintained by the District. This definition shall include all administrative buildings and offices and areas within facilities supportive of instruction and subject to educational administration, including, but not limited to, lounge areas, passageways, rest rooms, laboratories, classrooms, study areas, cafeterias, gymnasiums, maintenance rooms, libraries and storage areas.

Signs shall be placed by the District in all buildings, facilities and school vehicles stating that the use of tobacco products is prohibited.

It is the responsibility of the building Principal(s), or designee, to initially enforce this policy by requesting that any person who is violating this policy to immediately cease the use of tobacco products. After this request is made, if any person refuses to refrain from using tobacco products in violation of this policy, the Principal or designee may call the local police who shall then be responsible for all enforcement proceedings and applicable fines and penalties.

**Students**
No student shall purchase, attempt to purchase, possess or use any tobacco product, device, e cigarette, e-liquid, or liquid nicotine in any facility, in any school vehicle or anywhere on school grounds maintained by the District.

Enforcement of this prohibition shall initially rest with building principals or their designees who may also report any violation to law enforcement for possible juvenile, criminal or other proceedings as provided under state law. Additional consequences may be administered pursuant to printed student conduct rules.

**Employees**
No employee shall use any tobacco product, device, e-cigarette, e-liquid, or liquid nicotine in any facility, in any school vehicle or anywhere on school grounds maintained by the District.

Initial responsibility for enforcement of this prohibition shall rest with building principals or their designees. Any employee(s) who violate(s) this policy is subject to disciplinary action which may include warning, suspension or dismissal. Violations may also be referred to appropriate law enforcement and/or other appropriate agencies for criminal or other proceedings as provided under state law.

**All other persons**
No visitor, contractor, vendor or other member of the public shall at any time use any tobacco product, device, e-cigarette, e-liquid, or liquid nicotine in any facilities, in any school vehicle, or anywhere on school grounds maintained by the District.

The building principal(s), and where appropriate, other site supervisor (athletic director, vehicle driver, etc.), or their designee(s), shall have the initial responsibility to enforce this section, by requesting that any person who is violating this policy to immediately cease the use of tobacco products, e-cigarette or liquid nicotine. After this request is made, if any person refuses to refrain from using such products in violation of this policy, the principal, site supervisor, or designee may contact the appropriate law enforcement agency(ies) for possible criminal or other proceedings as provided under state law.

Because some of our schools are classified as Title I schools, the following information is provided:

**8. Title I Parent Involvement in Education** – Pasquaney School District Policy KB

The Board endorses the parent involvement goals of Title I and encourages the regular participation by parents of Title I eligible children in all aspects of the programs. The education of children is viewed as a cooperative effort among the parents, school, and community. In this policy, the word "parent" also includes guardians and other family members involved in supervising the child's schools.

Pursuant to federal law, the District will develop jointly with, agree on with, and distribute to parents of children participating in the Title I program a written parent involvement policy. At the required annual meeting of Title I parents, parents will have opportunities to participate in the design, development, operation, and evaluation of the program for the next school year. Proposed activities shall be presented to fulfill the requirements necessary to address the requirements of parental involvement goals. In addition to the required annual meeting, at least three additional meetings shall be held for parents of children participating in the Title I program. These meetings shall be used to:

1. Involve parents in the joint development of the Title I program plan and in the process of reviewing the implementation of the plan and suggesting improvements;
2. Provide the coordination, technical assistance and other support necessary to assist participating schools in planning and implementing the effective parental involvement activities to improve student academic achievement and school performance; 3. Build the schools' and parents' capacity for strong parental involvement;
4. Coordinate and integrate Title I parental involvement strategies with those of other education programs;
5. Conduct, with the involvement of parents, an annual evaluation of the content of the parental involvement policy and its effectiveness in improving the academic quality of the schools served. This will include identifying barriers to greater participation by parents in activities authorized by law, particularly by parents who are economically disadvantaged, have disabilities, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background. The District will use the findings of such evaluation to design strategies for more effective parental involvement and to revise, if necessary, the parental involvement policies;
6. Involve parents in the activities of the schools served.

Title I funding, if sufficient, may be used to facilitate parent attendance at meetings through payment of transportation and childcare costs. The parents of children identified to participate in Title I programs shall receive from the school Principal and Title I staff an
explanation of the reasons supporting each child's selection for the program, a set of objectives to be addressed, and a description of the services to be provided. Opportunities will be provided for the parents to meet with the classroom and Title I teachers to discuss their child's progress. Parents will also receive guidance as to how they can assist in the education of their children at home.

**Parent's Right To Know** - **(Section 1111(h)(6)(A-C))** *Title I, Part A of ESEA (The No Child Left Behind Act of 2001)*

**Qualifications:** At the beginning of each school year, a LEA that receives Title I funds must notify parents of each student attending any Title I school that the parents may request, and that agency will provide the parents on request (and in a timely manner) information regarding the professional qualification of the student's classroom teachers, including at minimum the following:

- Whether the teacher has met State qualifications for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under emergency or other professional status that the State has waived;
- The degree major of the teacher and any other graduate certification or degree held by the teacher and the field of discipline of the certification or degree;
- Whether the child is provided services by paraprofessionals and if so their qualifications.

**Additional Information** - A school that receives Title I funds must provide to each individual parent:

- Information on the level of achievement the child has made on all state assessments  Timely notice that the parent's child has been assigned or taught for 4 or more consecutive weeks by a teacher who is not highly qualified.

## VIII. LIST OF OTHER SCHOOL DISTRICT POLICIES

The following policies may have relevance at the elementary level. Copies of each policy can be obtained at each school or at the SAU office. Policies are also accessible online at http://www.sau4.org/policies

IGBA Special Education Policy
IHBAA Evaluation requirements for Children with Specific Learning Disabilities
IGBAB Procedural Safeguards For Children With Disabilities
IHAM Health Education and Exemption from Instruction
IJK Supplemental Materials Selection and Adoption
IKA-E Grading System
IKE Remediation of Students
ILBA Assessment of Educational Programs
IMG Animals in School
INDA School Ceremonies and Observances
JEB Age of Entrance
JECB Admission of Tuition and Non-resident Students
JHA Student Insurance Program
JHCE Student Accidents and Accident Reports
JICDD Student Discipline: Out-of-School Actions
JICL Cyberbullying
JKAA Use of Child Restraint & Seclusion
JLD School Guidance Programs & Services
KA School, Community, and Home Relations
KDC Website Publishing Policy
KGB Public Conduct on School Property
KLB Public Complaints about the Curriculum or Instruction Materials
KLC Public Complaints About Facilities or Services Grievance Procedures (Section 504)

# IX. APPENDIX - REQUIRED DOCUMENTS

**1. THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) - Notice of Rights** The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the school Principal [or appropriate school Official] a written request that identifies the record(s) they wish to inspect. The School Official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the Superintendent of Schools, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A School Official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.]
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA are:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

**2. DIRECTORY INFORMATION**
The Family Educational Rights and Privacy Act (FERPA), requires that the Pasquaney School District, with

certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Pasquaney School
District may disclose appropriately designated "directory information" without written 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 Pasquaney 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, such as for wrestling, showing weight and height of team members.

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 their prior written consent.)*

If you do not want the Pasquaney School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by **Sept. 15th**.

**3. NOTIFICATION OF TEACHER QUALIFICATIONS: Every Student Succeeds Act** *see* Pasquaney School District Policy GCAA As a parent of a student in the Pasquaney School District, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers, and requires us to give you this information in a timely manner, if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether the NH Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the NH Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major, whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please call the building Principal.

**4. REHABILITATION ACT of 1973 – SECTION 504: Compliance Statement** *See* Pasquaney School District Policy ACB In compliance with the implementation of Section 504 of the Rehabilitation Act of 1973 prohibiting discrimination on the basis of a handicap.

All provisions of Section 504 of the United States Rehabilitation Act of 1973 apply to all school districts

receiving federal funds. These provisions, as amplified by regulations promulgated by the United States Department of Health, Education and Welfare (HEW)

- Prohibit discrimination against qualified handicapped persons in all aspects of school district employment solely on the basis of a handicap.
- Require that a facilities program or activities of a school district be accessible, usable, and open to qualified handicapped persons.
- Require that free appropriate public education at the elementary and secondary level is provided each qualified handicapped person, including nonacademic and extracurricular services and activities.
- Prohibit exclusion of any qualified handicapped person solely on the basis of handicap from participation in any pre-school education, day care program or activity, adult education, or vocational program or activity offered by a school district.
- Require that each qualified handicapped person be provided the same health, welfare or social services as a school district provides other persons.

The Pasquaney School District and School Administrative Unit #108 receive federal financial assistance. In order to continue receiving such federal financial assistance, they must comply with Section 504 of the US Rehabilitation Act of 1973 and the regulations implementing Section 504 promulgated through the US Department of Health, Education and Welfare. If any program or activity of this district and administrative unit fail to comply with Section 504, public hearings would be held by the federal government, which could result in the termination of federal funds to the school district and administrative unit.

**5. THE PROTECTION OF PUPIL RIGHTS AMENDMENT** *see* Pasquaney School District Policy ILD The Protection of Pupil Rights Amendment requires the Pasquaney School District to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that contains one or more of the following eight areas ("protected information surveys"):

- Political affiliations or beliefs of the student or student's parent;
- Mental and psychological problems of the student or student's family;
- Sex behavior and attitudes;
- Illegal, anti-social, self-incriminating and demeaning behavior;
- Critical appraisals of others with whom respondents have close family relationships;
- Legally recognized privileged relationships, such as those of lawyers, physicians, or ministers;
- Income (other than that required by law to determine program eligibility)

This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings.
Parents or students who believe their rights under PPRA may have been violated may file a complaint with ED by writing to the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.

**6. ASBESTOS STATEMENT**
There is no asbestos in the Bridgewater-Hebron Village School.