Mont Vernon Village School
Parent-Student Handbook 2023-2024

We will Engage, Challenge and Support All Learners

1 Kittredge Road
Mont Vernon, NH 03057
Phone: 673-5141
Fax: 672-1924

https://mvvs.sau39.org/
Welcome

Dear Students and Families,

It is with great pleasure that we welcome you to our Mont Vernon Village School community! We pride ourselves in striving to meet the District mission to engage, challenge, and support each learner. Learning is a journey and for each student to be successful, they will need a village to wrap around them with kindness and care. This work is a partnership between school, family, and community. Our motto is “It takes a village…”. At MVVS, not only does “It takes a village…” but “It takes a village to S.O.A.R. together.

In Fall of 2021, we launched the school year introducing our core values, centered on SOARing:

Show Respect
Others First
Always Safe
Responsible Citizens

As the MVVS Falcons, we believe that promoting this positive message throughout our school community is an important pillar in building successful students both as individuals and part of our team.

We are steadfast in our work to engage, challenge, and support each student. I hope that this handbook will serve as a useful reference to help you understand our program at MVVS.

Good luck in the new school year. It takes a village to SOAR together!

Sincerely,

Tom Lecklider
Principal
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SECTION 1: GENERAL INFORMATION

Contacts
Main Office: 673-5141
Jennifer Whitney - Office Manager
Sharon Soucy - Administrative Assistant/Special Education Secretary
Tom Lecklider - Principal
Anna Girard - School Counselor
Zak Blake - Special Services Coordinator

Calendar
Our School Calendar can be found on the SAU-39 website

School Day
Our students’ school day begins at 7:35 and ends at 2:10 p.m.
Students should arrive after 7:20 AM to ensure staff supervision.
Students arriving after the 7:35 AM start must be escorted to the Main Office by a parent.

Inclement Weather
Please check the SAU-39 website for information about school closings and delays. You can also sign up for NIXLE alerts. Please see the Communication section of the SAU-39 website for sign-up information.

Absenteeism and Reporting
Regular school attendance is a critical factor for academic success. Consistent school attendance, academic success, and school completion have a positive correlation. Since school is a partnership, families are expected to make sure their children attend school. Generally, absences other than for illness during the school year are strongly discouraged - this includes family vacations. Please review the Mont Vernon School District Policy IH- Attendance, Absenteeism and Truancy

If your child will be absent from school, a parent/guardian should enter the absence into Pick-Up Patrol (PUP) and indicate the reason for absence. The school nurse must document communicable illnesses for the State, as well as track frequency and types of illnesses within the school community. Attendance is essential to learning and will be monitored.

Students will not be provided work to complete on family vacations scheduled outside of the allotted school breaks. Please inform the school directly about any extenuating circumstances.

Birthdays and Classroom Celebrations
Only nutritional snacks are welcome. Please refer to the MV School District Wellness Policy JLCF. All nutritional snacks must be dropped off in the main office. In consideration of the feelings of all of our children, birthday invitations may not be sent to school.

Protocol for Truant Students
Truancy is defined by RSA 189:35-II(a) as "an unexcused absence from school or class". An unexcused absence is an absence which has not been excused by RSA 189:35-II(a). Ten half days of unexcused absence
during a school year shall constitute habitual truancy. All cases will be dealt with individually and at the discretion of the administration.

Board Policy on Attendance, Absenteeism & Truancy considers the following to be Excused Absences:

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

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

Late Arrival and Early Dismissal

We ask that you limit absences, tardies and early dismissals. All late arrivals and early dismissals must check in at the school office. Please limit these disruptions for your child as much as possible.

If your child is going to be late or dismissed from school prior to the end of the school day, it is best communicated via PUP. A child must be in attendance for at least a half day of school in order to participate in school sponsored programs or extra-curricular activities. If a child has been sent home from school for health reasons, then he or she will not be able to participate in that afternoon’s or evening’s activity.

Although email communication can provide an effective tool for many purposes, it should only be used as a LAST RESORT for dismissal plans. You should receive an acknowledgement receipt regarding emailed dismissal changes. If you do not receive this acknowledgement, please call the school. The office gets very busy after 1:00pm-please plan accordingly.

To keep classroom interruptions to a minimum, please leave items to be delivered to the classroom in the school office. They will be delivered at an appropriate time.

PickUp Patrol - Parent Drop-Off and Pick-Up Video

PickUp Patrol (PUP) is our online system to manage absences, tardiness, and dismissal plans. Parents are responsible for entering this information before 12:30 PM on the school day on which the change begins. Any changes made after 12:30 PM will be exceptions and related to unexpected, emergency events. Such changes can be made via phone directly to the Main Office. Given the number of students, we ask that you limit these exceptions to assure the safety of all students.

Below are the definitions we use to clarify the three major types of dismissal:

WALKER:
Defined as any student who is leaving the Mont Vernon Village School property by foot, bike, skateboard, or scooter and not in a vehicle. If you are meeting your child, please do so at the end of the walkway or on the basketball court rather than in front of the building as this space is dedicated to car pick-up dismissal.

PICK-UP:
Defined as any student who is being picked up by vehicle using the vehicle pick-up line in the parking lot of the school.
BUS:
Defined as any student who will be going home by bus, either regularly assigned or on a different bus that has been changed in Pick-Up Patrol.

**General Health**
The School Nurse will inform the Classroom Teacher, School Counselor, and any other necessary staff members of the individual health needs of any student that are appropriate for the health and safety of each child.

There are certain circumstances that will require exclusion from school. The requirements are:

- Fever: 24 hours fever free without the use of fever reducing medication
- Vomiting/Diarrhea: 24 hours after vomiting/diarrhea has subsided
- Strep Throat: 24 hours after starting medication
- Conjunctivitis: 24 hours after starting medication and absence of eye drainage - Communicable conditions: such as impetigo, ringworm and scabies require exclusion for 24 hours after starting treatment
- Coughing that would disrupt student success

*If your child does not feel well in the morning and has a fever (100 degrees or more), vomiting, diarrhea, or a rash, please keep them home. It is not appropriate to medicate your child for a fever and send them to school. In the case of a significant rash, your doctor should be consulted to make sure the rash is not contagious. Keeping your child at home prevents the spread of illness to others and allows your child to get well more quickly.*

**School Nutrition Program**
Please visit our [school nutrition website](#) for information about our breakfast and lunch program. That web page also provides information about the National School Lunch program including our free and reduced-price breakfast and lunch options.

We provide parents with a convenient and secure online prepayment service to deposit money into your child’s school meal account at any time. This service also provides parents with the ability to view your child’s account balance and discuss the cost and nutritional value of meals and a la carte items. To establish an account for your child’s lunch program, please access [My School Bucks](#). Please review our meal charging policy [EFAA](#)

The meal prices for 2023-2024 are as follows:

- Breakfast $1.75
- Lunch $3.00

We ask that children not share or trade food due to the number of students with food allergies that can be life threatening.

If you have any questions about the MVVS school nutrition program, please contact our Kitchen Lead, Krystal Gendreau (kgendreau@sau39.org).
SECTION 2: TRANSPORTATION

School Bus Information
The Bus Schedule for the new school year is published on the SAU-39 web site one week prior to the opening of school. If you have questions about lost belongings, bus rides, stops, etc., please call the bus manager at Butler's Bus (603) 213-6401.

*Please note that a parent/guardian or other responsible, known adult is expected to meet any student in Kindergarten or First Grade at the bus stop. These students will not be released from the bus without the responsible adult present.*

Bus Expectations and Rules
The bus driver has the responsibility to maintain orderly behavior of students on buses. We support the assignment of seats to accomplish this. Students breaking the rules will be verbally warned to stop the behavior. If the student continues to break the rules, the driver will complete a Transportation Disciplinary Report and send it to the Main Office. Upon receipt of this report, the principal or his/her designee will meet with the student and discuss the infraction. As a result, parents may be contacted by the school administration to discuss behavior and consequences.

The school principal or designee will have the authority to suspend the riding privileges of students who cause disciplinary problems on the bus and fail to conform to the rules and regulations approved by the School Board (see RSA 189:9-a), policy JICC. Parents of children whose pattern of behavior and misconduct on school buses endangers the health, safety, and welfare of other riders will be notified that their children face the loss of school bus riding privileges.

Bus Stops/Boarding/Deboarding
Students are expected to be at their bus stop 5 minutes before the bus designated arrival time. Bus drivers have exacting schedules and will not wait for late arrivals. Students should remain well back from the road (approximately ten feet) while waiting for the arrival of the bus. Rushing toward the bus before it comes to a stop is dangerous. Students shall enter the bus in an orderly fashion, go directly to a seat, and remain seated until their destination is reached. They should then leave the bus in an orderly fashion.

If students must cross the road after exiting the bus, they should walk 10 feet (five giant steps) past the front of the bus and look at the bus driver. S/he will indicate when it is safe to cross. STUDENTS MUST NEVER STOP IN FRONT OF THE BUS TO PICK UP A DROPPED SCHOOL PAPER OR BACKPACK.

Bicycles
Students riding bicycles should arrive after 7:20 A.M. Bicycle racks are provided for the purpose of parking student bikes for the day. Bicycles should be walked on school property at all times. For the safety of our students, we recommend they wear appropriately sized bicycle helmets. The school cannot assume responsibility for damage to bicycles.
SECTION 3: STUDENT EXPECTATIONS:

SOAR Videos:
- Hallways
- Lunchroom
- Playground

The philosophy of the Mont Vernon Village School is to provide a stimulating environment for learning, wherein each student develops strong academic skills, physical proficiency, social responsibility, and sound judgment. The school district promotes an atmosphere of mutual trust and respect. We collaborate to develop and implement initiatives toward this end.

In order to promote a safe, healthy, orderly and supportive school and learning environment, it is important for students to conduct themselves in a manner befitting their age level and maturity, and with respect and consideration of other students, district personnel and other members of the community. Students are expected and required to maintain appropriate behavior that allows teachers and staff to perform their professional duties effectively and without disruption while on School District property or on property within the jurisdiction of the School District (including vehicles); and/or while attending or engaged in school activities.

Expectations for student conduct and standards of behavior shall be communicated through written Board policies, as well as District and/or school rules.

Student conduct that causes material or substantial disruption to the school environment, interferes with
the rights of others, presents a threat to the health and safety of students, employees, or visitors, and/or violates the Student Handbook, or classroom rules is prohibited. Response to violations of the Student Handbook, however, should be designed to maximize student academic, emotional and social success, while at the same time assuring safety of all students, staff and school visitors. District personnel who interact with students are expected to utilize progressive disciplinary measures, and to place emphasis on educating students so they may grow in self-discipline. Suspensions and expulsions shall be administered consistent with the applicable Student Handbook and Board Policy IICD.

Student conduct is to adhere to the following behavioral expectations:

1. Respect and encourage the right to teach and the right to learn at all times.
2. Be actively engaged in the learning; ask questions, collaborate, and seek solutions.
3. Be on time to fulfill your daily commitments.
4. Be appropriate; demonstrate behavior that is considerate of the community, the campus, and yourself.
5. Be truthful; communicate honestly.
6. Be responsible and accountable for your choices

The above rules can be summarized as Show Respect, Others First, Always Safe, Responsible Citizens.

Every attempt is made to teach students about the importance of the above. In an effort to provide the students with a measure for making appropriate choices, the student is asked to consider the following: “Is this choice/behavior safe, respectful and responsible?”

When a student breaks a rule they may conference with a classroom teacher or other staff member. Depending upon the circumstances, the child may be referred to the Principal and/or his/her designee.

The following behaviors warrant adult interaction and are meant only to serve as a reference:

**Minor:** Name calling, disrupting class, not following directions, non-compliance/defiance, language or hand gestures which are inappropriate for school.

**Major:** Bullying/harassment, inappropriate/offensive language, gestures or behaviors, physical aggression (fighting, biting, kicking, punching, slapping, spitting, head banging), stealing, threatening with words or objects, drugs, weapons, academic dishonesty, property damage, repeated occurrences of “minor” behaviors.

The Mont Vernon Village School uses a graduated and age-appropriate system of supports and intervention strategies, including but not limited to the following:

- parent conferences
- counseling
- peer mediation
- instruction in conflict resolution and anger management
- parent counseling and training
- community service
- rearranging class schedules

When disciplinary consequences are warranted, they will be graduated and age-appropriate and can include:

- restriction from extra-curricular activities
- temporary (same day) removal from class or activity
- detention
- temporary reassignment/in-school suspension
Disciplinary consequences are determined after considering the following:
- the nature and degree of disruption caused to the school environment
- the threat to the health and safety of pupils and school personnel, volunteers or visitors
- whether the conduct or behavior is isolated or repeated

All temporary (same day) removal from classrooms or activities, restriction from activities, detentions, suspensions and expulsions shall comport with applicable laws, regulations and Board policy JICD.

**Student Behavior and Discipline:**
The goal of our educational program is to encourage independence, responsibility, and self-discipline. A respectful, safe and orderly atmosphere is essential for this learning to take place. A clear set of rules/expectations provide the framework for teaching and learning while ensuring the personal welfare of students. Respect for others, for one’s self, and for the rules is the key foundational ingredient to building this type of atmosphere in our school.

Respectful Behavior Defined:
- Students are expected to accept and respect diversity.
- Students are expected to arrive at school on time and to be in class on time.
- Students are expected to stay on school grounds once they arrive at school until they are dismissed after school.
- Students are expected to follow the directions given by staff.
- Students are expected to behave; there is no pushing, shoving, hitting, or any other unprivileged touching, even in “fun”.
- Students are expected to leave all non-school items at home. (including but not limited to; cell phones, laser pointers, electronic games, trading cards. Many of these items are for after-school activities and should remain in the student’s backpack and silenced.
- Students are expected to refrain from taking anything that does not belong to them. Stealing will not be tolerated.
- Students are expected to treat the school building and property with care; there is no defacing property or vandalism of any kind.
- Students are not allowed to fight.
- Students are not allowed to have cigarettes, alcohol, or any drug in their possession at any time. This includes, but is not limited to, paraphernalia such as lighters, papers, and pipes.
- Students are not allowed to have any item or look-alike that can be used as a weapon.

**Classroom Behavior & Discipline**
- Each Classroom Teacher will explain their specific expectations. In the event that you do not meet these expectations, the following is a general procedure that teachers will follow in dealing with some misbehavior:
  - Your teacher will speak with you about the misbehavior and remind you what is expected. This is a warning and you should make every effort to improve your behavior.
  - If your behavior continues to be a problem in class, your parents will be informed of the misbehavior and consequences. A teacher will often issue an after-school detention.
  - Any continued misbehavior beyond the second detention will be referred to the administration. The consequences for continued misbehavior in the classroom may range from after-school detention to suspension, depending on the seriousness of the issue.
**Consequences for Misbehavior**

**Removal from Class:** A short term removal from class is often appropriate if the student has demonstrated repeated misbehavior or committed a more serious infraction that warrants removal from class. It is within the discretion of the person in charge of the classroom to remove the student. For repeated or continued misbehavior, this removal is often short term and provides the student with the opportunity to take a break, discuss the issue with the principal or his/her designee, and develop an action plan for return to class. For more serious infractions, this removal from class may be to ensure the safety of the student and school community. This removal provides the opportunity for a discussion of the incident with the principal and time to contact parents to share further disciplinary action if needed.

**Detention:** This is an after-school detention assigned by a school staff member. It is held from 2:15 PM until 3:00 PM. Parents will be informed by email or phone call and a letter that will be sent home. When an after-school detention is issued the student will be given 24-hour notice. The signed letter is the student’s pass into detention; if the letter is not brought to detention, the student will be sent to the office and required to call a parent. An additional detention may be assigned to the original detention. The family is required to arrange for transportation after a detention.

**In-School Suspension:** For more serious infractions, or when a student repeatedly violates important classroom/school rules, it may be necessary to remove a student from the classroom. In this case the student will be assigned to a separate room with supervision. Students will be expected to complete all assigned schoolwork for the day(s) missed. Should work be not completed or if rules are not followed, the student may be required to spend additional days. A student who proves to be unable or unwilling to cooperate with the process and who appears to be progressing towards a physical interaction/altercation due to demonstrated increased levels of aggression, either verbal or physical, will be removed from the school grounds by the parents. This removal will be at the discretion of the school administration. The student also may be required to meet with guidance, participate in conflict resolution, write a reflection, make restitution, or fulfill any other appropriate tasks as directed by the administration. Students are not eligible to participate in any school sponsored activities from the time of referral to in-school suspension until return to regular classes. An in-school suspension will not exceed ten (10) consecutive school days.

**External Suspension:** An out-of-school suspension is the temporary denial of a student’s attendance at school for a specific period of time for gross misconduct, for neglect, or refusal to conform to school rules or policies. A short-term suspension is of ten (10) school days or less. (see Ed 317.04(a)(1)). A long-term suspension is the continuation of a short-term suspension under RSA 193:13, I (b)-(c) and also means a suspension in excess of (10) school days under Ed 317.04(a)(2).

If a student is issued an external suspension; parents will be notified by phone and sent a follow-up letter. Parents will be notified as to the reason for the suspension, the length of the suspension, and the date of return to school. It is the student’s responsibility to make up any missed work during the suspension.

Students are not eligible to participate in any school-sponsored activities from the time of referral until the student returns to regular classes, nor are they allowed to be on any SAU school property during the suspension.

**Expulsion:** Any pupil may be expelled by the School Board for an act of theft, destruction, or violence as defined in RSA Chapter 193-D, for possession of a pellet gun, paintball gun or BB gun or rifle as provided by RSA 193:13, II, or for gross misconduct, or for neglect or refusal to conform to the reasonable rules of the school. An expulsion under this paragraph will run until the School Board restores the student’s permission to attend school. Additionally, any pupil may be expelled by the School Board for bringing or
possessing a firearm as defined in Section 921 U.S.C. Title 18 in a safe school zone, as defined in RSA 193-D:1, unless such pupil has written authorization from the Superintendent.

In all cases, students will be afforded Due Process, and there are procedures for an appeal to the Superintendent and to the Mont Vernon School Board. Certain procedures and/or restrictions regarding suspension/expulsion may apply under the IDEA regulations for students with specific special needs. Refer to policy JICD.

**Discipline Guidelines**

Listed are some common rule infractions handled by the administration and the range of consequences. This list is not intended to be all-inclusive, nor does it limit the scope of discipline. In all cases, the consequences for misbehavior will depend on the nature and degree of disruption caused to the school environment, the threat to the health and safety of pupils and school personnel, volunteers or visitors and whether the conduct or behavior is isolated or repeated. Student consequences will be at the discretion of the administration. In addition to detention, in-school suspension, external school suspension or other disciplinary action, the Administration may involve law enforcement officials as necessary.

Any Action, which impacts the safety or well-being of others:
- One (1) detention

Repeated disciplinary referral to the office
- Cumulative detentions to possible in-school suspension or external suspension

Failure to attend assigned detentions
- One (1) additional detention for each failure to attend

Being referred to the administration from an after-school office detention for misbehavior
- Minimum of one (1) additional day detention; in-school suspension placement may be warranted

Insubordination/lying or disrespect
- One (1) detention; in-school suspension may be issued depending on the circumstances, severity, or frequency

Bullying and harassment, which include but is not limited to insults, taunts, challenges, name calling, sexual comments or innuendo, hate language, racial slurs and/or epitaphs (see RSA 193:F)
- Meeting with an Administrator upon any complaint
- If applicable, the student will be issued a warning or detention(s) based on the severity of the allegations;
- If the action continues, notification of the Superintendent of Schools, Mont Vernon Police Department and detention(s) or in-school suspension.

Throwing of any object(s)
- One (1) day detention or in-school suspension

Throwing objects with intent to injure
- Minimum one to three (1 - 3) days in-school suspension or external suspension

Altercation, either verbal or physical, requiring administrative intervention
- Detention, in-school suspension or external suspension depending upon severity

Fighting
- Minimum one to three (1-3) days in-school suspension or external suspension and police notification

Assault, defined as unprivileged physical contact of any type (RSA 631:2-a)
- Minimum one to three (1-3) days in-school suspension or external suspension
Assault with injury

- Minimum one to three (1-3) days in-school suspension or external suspension (up to two weeks); notification of Mont Vernon Police and Superintendent of Schools

Theft, defacing, “tagging” or damage to, or destroying school, teacher or student property

- Restitution, police notification and one to three days in-school suspension or external suspension.

Pulling a false fire alarm, police alarm, making a false 911 call to police or making a bomb threat:

- Minimum three (3) days external suspension and police notification and restitution when applicable

Gross misconduct or neglect or refusal to follow established rules of the school

- Minimum ten (10) in-school suspension or external suspension.

**Bullying**

Children are developing socially and as such learning ways to cope with and navigate conflict with peers and adults. Families, schools and communities collaborate to teach children positive ways of dealing with and overcoming conflicts which naturally arise from human interaction. In some significant cases, bullying, harassment and intimidation can result. Such interactions are serious and will not be tolerated in our schools. In accordance with New Hampshire Law, the Mont Vernon School District has developed and implemented a policy (JICK) on [Pupil Safety and Violence Prevention](#).

Please report any bullying, harassment or intimidation immediately to the building Principal.

The following is a list of laws and policies related to student conduct and behavior:

- NH [RSA 193:13](#)
- Board policy [JL](#) – Student Rights and Responsibilities
- Board policy [JC](#) – Student Conduct
- Board policy [JCD](#) – Student Discipline and Due Process
- Board policy [JICD](#) – Student Discipline / Out of School Activities
- Board policy [JICFA](#) - Hazing
- Board policy [JICH](#) – Drugs and Alcohol Use by Students
- Board policy [JCI](#) – Weapons on School Property
- Board policy [JICG](#) – Tobacco Products Ban
- Board policy [JICK](#) – Pupil Safety and Violence Prevention Policy
- Board policy [JIH](#) – Student Searches and Their Property

**Electronics/Cell Phones**

- We strongly discourage the use of any [electronic games, Fitbit, Apple Watch](#) or similar electronic devices and cannot be held responsible for their security. Students sometimes bring them to use on the bus rides to/from school. During the school day, such items must remain in the student’s backpack and are not to be used at recess.
- We recognize that students may carry cell phones to communicate with families in the event of an emergency or change of before/after school plans. We cannot be held responsible for these items and ask that they be turned off throughout the school day.
- **Cell phones can be distracting and should not be visible.** Teachers will confiscate any visible cell phones and bring them to the office where a parent or guardian will need to retrieve them.
- Students are prohibited from taking pictures via cell phone whether it is on the bus or during the school day.
- Staff members will use proper judgment and discretion with regards to the use of cell phones.
Lunch and Recess
Lunch and Recess in grades K-6 consists of a 50-minute period each day. Students have time to eat their meal and play outside. Students should come to school prepared for outside play. Winter gear includes hats, mittens, boots and snow pants. We discourage children from bringing recreational items from home as we supply appropriate playground items (balls, jump rope, etc…). If you allow your child to bring a personal item to school for recess, please understand that the school will not be responsible for lost or broken items. Please no trading cards, electronic items (cell phones, video games), knives, water pistols or any items that may be considered dangerous. These items should be kept at home or in the student’s backpack for afterschool activities.

Winter Clothing Guidelines

**K-3**
Boots, gloves, snow pants are a MUST to play in the snow.

**4-6**
Boots and snow pants recommended for play in snow. Children playing in snow without boots, etc. at their own risk. Children will not be sent to the nurse because of wet clothes/body.

**K-6**
ALL Skin MUST be covered by shirt, sweatshirt, etc. in 40 degrees or below weather.

Playground Safety
It is important that students learn about playground safety. Doing so will protect all children from unnecessary harm and risks during their recess times.

1) **Be Safe:**
   - Use equipment properly/safely - Seek adult help as needed.
   - Seek adult permission before leaving the playground. - Engage in safe play.

2) **Be Responsible:**
   - Care for and return equipment
   - Be a problem solver

3) **Be Respectful:**
   - Be a good sport
   - Be kind
   - Everyone plays

SECTION 4: ACADEMICS

Teacher Conferences, Report Cards, and Grading and Reporting
Appointments for parent/teacher conferences may be scheduled during Open House or by calling or emailing your child’s teachers. Report cards are distributed at the end of the school year. Three progress reports will be sent home to share the student’s progress in November, January, and April. Please reach out to your child’s teacher with any concerns or questions.

Our Grading and Reporting Policy IKA can be found on our website. In addition, the follow details outline our grading and reporting system:

The primary purpose of our grading system is to fairly, clearly, accurately, and consistently communicate learning progress and achievement to students, families, and other relevant audiences.
In SAU 39 the purpose of grades are as follows:

1. To provide information to students for self-evaluation, reflection and academic growth.
2. To communicate information about students’ learning and achievement to parents to build partnerships in supporting student growth.
3. To inform teachers of student progress towards and proficiency in competencies and standards and to inform instruction in a multi-tier system of support.
4. To communicate information about student achievement and habits of work to colleges and employers.

Competencies
To support all students in meeting our portrait of a graduate, academic competencies have been developed for each content area as well as for our Work Study Practices (or habits of work). Across K-12, each content area shares a set of common, established core competencies that describe what students are expected to know and be able to do to demonstrate mastery. For more information about our competencies, please visit the grading and reporting section of our website.

Academic Competencies
For example, in K-12 English Language Arts, students need to show mastery of the following competencies:

- Reading Literature / Informational Text
- Writing
- Language
- Speaking and Listening
- Reading Foundational: Fluency (K-5 only)
- Reading Foundational: Word Recognition (K-5 only)

For each competency, there are several learning targets at each grade level that a student must master to demonstrate competency. Assessments are linked to learning targets and all individual learning targets build toward a larger competency. A student’s score on each learning target will be averaged together to determine an overall competency score.

Work Study Practices (habits of work)
In addition to academic competencies, students are assessed on Work Study Practices, or habits of work. Students will be scored on the following Work Study Practices:

- Communication
- Creativity/Critical Thinking
- Self-Direction
- Collaboration

Rubrics for each of the above Work Study Practices can be found on our website.
Assignments and Scores

All assignments are aligned to one or more learning targets and students receive individual scores for each learning target on the following 4-point scale:

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<tr>
<th>Score</th>
<th>Level</th>
<th>Description</th>
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<tbody>
<tr>
<td>4</td>
<td>Extending</td>
<td>The student demonstrates in-depth, extensive, or comprehensive knowledge of content and the ability to analyze and synthesize essential content, knowledge, and skills. Communication is complex, concise, and sophisticated.</td>
</tr>
<tr>
<td>3</td>
<td>Applying</td>
<td>The student demonstrates broad content knowledge and the ability to consistently and independently apply and transfer essential content, knowledge, and skills. Communication is accurate, clear, and organized.</td>
</tr>
<tr>
<td>2</td>
<td>Approaching</td>
<td>The student demonstrates the ability to comprehend and apply essential content, knowledge, and skills. The student communicates basic information but lacks details or strong organization.</td>
</tr>
<tr>
<td>1</td>
<td>Beginning</td>
<td>The student is just beginning to demonstrate the application of essential content, knowledge, and skills.</td>
</tr>
</tbody>
</table>

Reassessment and Revision Cycles

Revision and reassessment are essential aspects for student growth. At times reassessment will happen on the spot and other times it will happen throughout the course of learning. When appropriate, teachers will share with students their expectations around remediation and reassessment including timeframes and number of reassessment opportunities. All students should be given the opportunity to reassess no matter the score they earned on the original assessment.

Late Work

Assignments have due dates to appropriately space and inform teaching and learning. Therefore, it is an important habit of work for students to learn and internalize. While there is no academic standard score penalty for work handed in later than the due date, unexcused late work will affect Work Study Practice scores. Late work turned in after the due date in the last two weeks of the reporting period, may not be included until the next reporting period at the teacher’s discretion.

Missing Work

If a student has not turned in an assignment, they will be scored with an “M” for missing for each of the learning targets scored for that assignment. A “M” does not calculate into a student’s competency or overall score but will cause both the learning target score as well as the overall competency score to be incomplete. Students must make-up missing work in order to earn a score for that learning target and for the competency. In addition, the missing work will show up as missing in the parent and student portal.

Homework

Research and experience indicates that many children complete homework most successfully with clear time frames and guidelines for completion. At home, this may mean having a designated homework time and area. Our general rule is that each grade level is an equivalent to the amount of time spent in totality on homework. (i.e. Grade 3=30 minutes, Grade 4=40 minutes, etc.)
Homework should typically focus on reading, writing, spelling or mathematics in the primary grades, with an increased focus on social studies and science in the upper elementary grades. Homework may include tasks such as reading with or to your child, reviewing basic math facts using flash cards, visiting a designated web site, or reviewing material in preparation for an upcoming assessment. For homework to be most effective teachers and parents must collaborate and communicate on this valuable, but often misused and misunderstood instructional strategy.

Homework will not be provided in advance of any absences. Children who are absent due to illness may be provided with homework beginning with the third consecutive day of absence.

Promotion and Retention of Students
Our grading and reporting system enables teachers to track and report out on student progress in meeting grade level expectations. Our goal is for all students to meet basic competency expectations for their grade level each year. In addition to classroom instruction, students are provided with intervention opportunities both during the school year and the summer as needed. These supports can help students in meeting grade level expectations. When students are not successful in showing basic grade-level competency, a parent conference may be needed to discuss student progress and possible retention.

See Policy IKE

SECTION 5: SECURITY

Emergency Notifications
In the event of a school emergency, all parents/guardians will receive communication via our electronic messaging system. This system automatically dials phone contacts, leaving a voice message or sends a text message regarding the emergency, which may include weather-related school attendance. During these times, please limit calls into the school buildings.

Emergency Drills
The school holds regularly scheduled evacuation drills throughout the school year. Students must remain quiet and in line with their teacher throughout each drill. Evacuation directions and Emergency Response Procedures are posted in each classroom and other instructional areas of the school. The school also holds other emergency drills.

Video Surveillance
For security purposes we utilize video / audio surveillance on school grounds and on buses. See Policies EEAA and ECAF.

SECTION 6: STUDENT SERVICES and SUPPORTS

Child Abuse and Neglect - Mont Vernon Policy JLF
In compliance with NH laws: It is the policy of the Mont Vernon School District that any teacher or other school employee who suspects that a child’s physical or mental welfare may be adversely affected by abuse or neglect shall report such to the Division of Children and Youth Services.

Non-Academic Student Surveys
Students can only participate in a non-educational survey or questionnaire that asks about information not directly related to a student’s academics if there is prior written consent obtained from a parent or guardian. Please see policy ILD for more information.
### MTSS: Multi-Tiered System of Support

Our Multi-Tiered System of Support is an organizational structure we have implemented to provide all students with necessary supports. This is accomplished through strong universal or core (Tier 1), strategic or targeted (Tier 2), and intensive (Tier 3) instruction for all students.

Representatives from our staff meet regularly to collaborate with colleagues and discuss students who present with academic, social, or behavioral concerns. When the team meets, we brainstorm accommodations and supports necessary to facilitate student achievement.

### Special Instruction Services

Our [website](http://example.com) will provide you with access to information about Special Education, Child Find, and Parent’s Rights under Section 504.

Please contact the SAU #39 Director of Student Services, Meg Beauchamp at mbeauchamp@sau39.org if you have questions or concerns about Special Instructional Services.

### School Counseling

Families are encouraged to reach out to their child’s assigned counselor in navigating needs in the areas of mental health, transgender, peer conflict, loss, family changes, etc. Counselors can assist families in connecting with resources and supports, and managing needs at school.

The District is committed to protecting the health, safety and welfare of its students and school community. This policy [JLDR](http://example.com) supports federal, state and local efforts to provide education on youth suicide awareness and prevention; to establish methods of prevention, intervention, and response to suicide or suicide attempt (“postvention”); and to promote access to suicide awareness, prevention and postvention resources. The counselor at Mont Vernon Village School serves as our suicide prevention coordinators. Meg Beauchamp, District Director of Student Services, serves as the coordinator for the SAU.

School Counselor & Social Worker - Anna Girard, agirard@sau39.org

### Additional Outside Community Resources

Below is a list of outside community mental health resources. Students and parents/guardians are encouraged to seek help at school by speaking with a counselor or talking with a trusted adult.

<table>
<thead>
<tr>
<th><strong>988 Suicide &amp; Crisis Hotline</strong></th>
<th><strong>NH Rapid Response Access Point</strong></th>
<th><strong>The Trevor Project</strong></th>
<th><strong>RAINN</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>24/7, free and confidential support for people in distress, prevention and crisis resources</td>
<td>24/7, free NH contact center for individuals experiencing a mental health and/or substance use crisis.</td>
<td>24/7, free and confidential support for LGBTQ+ individuals in need of crisis support, and/or if you are looking for resources.</td>
<td>24/7 National Sexual Assault Hotline provides free support, advice, or a referral. The website also offers a downloadable APP.</td>
</tr>
<tr>
<td>Call or text 988</td>
<td>Call or text 833-710-6477</td>
<td>Text HELLO 678-678</td>
<td>Call 1-800-656-4673</td>
</tr>
</tbody>
</table>

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Suicide Prevention Liaison is Anna Girard, agirard@sau39.org

The SAU Prevention Policy can be found on the SAU 39 website.

**Title IX Sexual Harassment - SAU 39 Policy - ACAC**

Per Board policy AC, Title IX of the Education Amendments Act of 1972 (“Title IX”), as well as RSA 193:38, among others, SAU 39 and its constituent Districts do not discriminate on the basis of sex in their educational programs and activities, including employment and admissions. All forms of sex-based discrimination, including sexual harassment are prohibited in SAU 39 and its Districts.

- Title IX Coordinator - Meg Beauchamp (mbeauchamp@sau39.org), 1 School Street, Amherst, NH 03031
- Any person may report sexual harassment whether relating to her/himself or another person. However, if any District employee – other than the employee harasser, or the Title IX Coordinator – receives information of conduct which may constitute sexual harassment under this Policy, s/he shall, without delay, inform the Title IX Coordinator of the alleged sexual harassment. Failure to report will subject the employee to discipline up to and including dismissal.
- A report of sexual harassment may be made at any time, in person, by mail, by telephone, electronic mail, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Additionally, while the organization strongly encourages reports of sexual harassment to be made directly to the Title IX Coordinator, the report may be made to any staff member, including, for instance, a counselor, teacher or principal. If the Title IX Coordinator is the alleged respondent, the report or formal complaint may be made directly to the Superintendent, who shall thereafter fulfill the functions of the Title IX Coordinator regarding that report/complaint, or delegate the function to another person.
- NOTE: For any allegation of sexual assault on a student under the age of 18, such conduction shall be reported immediately to the DCYF per Board policy JLF. If the alleged respondent (perpetrator) is a person holding a license or credential from the New Hampshire Department of Education (i.e., “credential holder”), then a report shall also be made to the Department.
- Title IX Inquiries may be referred to the Title IX Coordinator or to the Assistant Secretary for Civil Rights
SECTION 7: PARENT INFORMATION

Parent Concerns
Parents are encouraged to keep in touch with the classroom teacher on a regular basis. Appointments may be made to meet with teachers before or after school so that class time is not interrupted. Parents with a concern may call and leave a message at the school, day or night. The steps for expressing a parental concern are as follows:

Step 1—Contact the teacher (or staff member) to discuss your concern.
If you are not sure where to direct your concern, please check with your child’s classroom teacher. To contact the teacher, you may send in a note with your child, leave a voice message with an administrative assistant in the office, leave a telephone message with the office, or e-mail the teacher at the e-mail address he/she provided. The teacher or staff member involved will respond in a timely manner. If the concern needs further discussion, please inform the teacher or staff member and move to Step 2.

Step 2—Contact the Principal to discuss your concern.
The Principal will usually include the appropriate teacher or staff member in discussions with the parent. If the concern still needs further discussion, please inform the Principal and move to Step 3.

Step 3—Contact the Superintendent to discuss your concern.
If the concern needs further discussion, please notify the Superintendent and move to Step 4.

Step 4—Contact the School Board to discuss your concern.
Mont Vernon School Board
See Board Policy KE/KEB

Visitors
Visitors and volunteers are welcome! For the safety and security of the children and staff, to avoid disruptions in the classroom, and to maintain maximum educational benefits for the children, we ask that you follow these procedures which apply to anyone entering the building (parents, workers, school district staff, volunteers, etc.):
1. Enter through the Main Door, ring the buzzer for admittance, and go directly to the office.
2. Sign in, let the office staff know your purpose and you will be given a visitor or volunteer pass.
3. Office staff will confirm your appointment.

Parent Classroom Visitations (MVSB POLICY KIA)
On occasion, parents/guardians may be interested in observing their child(ren) at school. In an effort to minimize disruptions for students, teachers, and related service providers, and to protect instructional or planning time, parents/guardians wishing to observe their child(ren) in school are to follow the following guidelines:
1. In order to observe during school hours, parents/guardians should submit a written request to the building Principal at least 48 hours prior to a planned visitation. Visiting parents/guardians must wear visitor badges.
2. The Principal will contact the teacher (or the individual who is providing instruction or supervising the student) as a courtesy and for coordination/scheduling purposes. The principal or designee will respond to the parent making the request and confirm the scheduled visitation.
3. Visits to classrooms or other instructional areas are limited to 60 minutes.
4. Parents/guardians are reminded that classroom visits during instructional time should not interfere with the teaching/learning process.
5. Classroom visitations are not to be used for parent-teacher conferences or conversations.
   Food and drink are prohibited during classroom visits, as is smoking (and all other consumption/uses of tobacco products), controlled substances, drugs, alcohol and weapons. (See RSA's 126-K-7;159;193 B2).
6. Personal telecommunication devices are to be silent while in the school.

Please review our Family Education Rights and Privacy Act, FERPA policy to understand your rights related to student records and access to student information.

**SECTION 8: MONT VERNON SCHOOL DISTRICT POLICIES**
The following link provides access to all district policies: Mont Vernon School District Policies