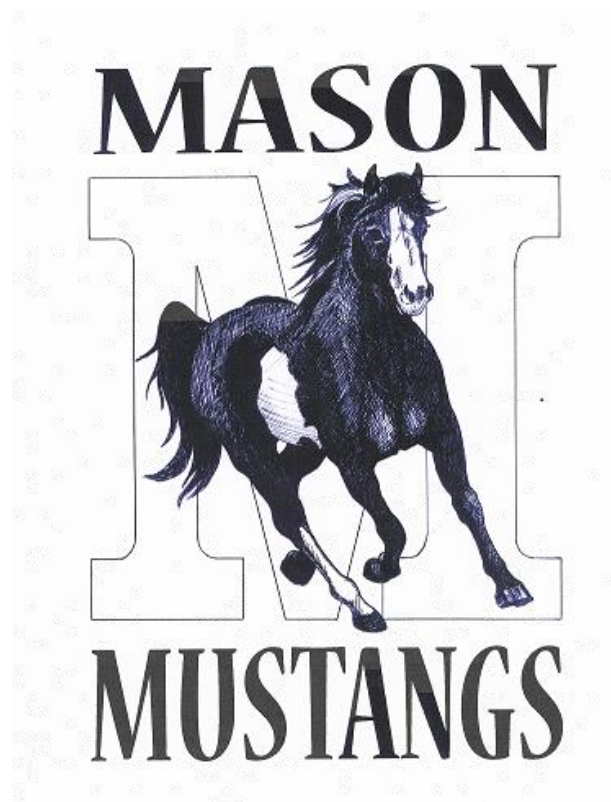


# Mason Elementary School

## 2023-2024

### Student Handbook



Mason School District

Mason, NH 03048

Revised: 7/1/2023

Approved by School Board: 08/21/2023

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## PURPOSE

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The purpose of this handbook is to aid parents, students and teachers in becoming familiar with school policies and procedures.

The handbook has been prepared to answer questions that families may have concerning their child's school experience at the elementary level. This book should be used as a guide and reference tool.

Not all of your questions will be answered in this handbook. Please feel free to call the school at (603) 878-2962, (603) 878-1744, (603) 878-3439 at any time for questions, comments, and concerns.

Information in this handbook is based on current Mason School District policies. These policies supersede information in the handbook in the event of inconsistency.

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## PHILOSOPHY

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The Mason School District has a primary mission to meet the educational needs of its students. As such, the district commits itself to positive thinking, social awareness, independence, research, and responsibility. We seek to develop in our students the confidence and ability to adapt in positive and creative ways to the challenging situations that arise in our complex and rapidly changing society.

We believe in an education that incorporates reading, writing, mathematics, science, social studies, social skills, unified arts, world language, physical education and technology as well as inquiry into the broad reservoir of human thought and experience. We foster an integrated curriculum connected to real-world and hands-on experiences. We believe that this will develop within our children inspiration, imagination, the ability to create, intellectual growth, and well-balanced perspectives.

We actively promote an atmosphere which emphasizes respect for self-worth and the individual, and which creates opportunities for students to participate in decision-making processes. We believe in a challenging curriculum which recognizes the merits of both new and conventional methodology in the teaching of basic skills. We recognize the role of creativity and exploration as primary qualities in the learning process.

SCHOOL BOARD

OFFICERS

Moderator	Dotsie Milbrandt	2026
Clerk	Becky Partridge	2026
Treasurer	Christine Irlbacher	2025
Secretary	Becky Partridge	2026

SCHOOL BOARD MEMBERS

Chairman	Dr. Christopher Guiry	2025
Vice Chairman	Jason Iannuzzo	2024
	Timothy Leak	2026
	Colin Robinson	2025
	Nathan Choquette	2026



MAILING ADDRESS

Mason School District  
School Administrative Unit #89  
13 Darling Hill Road  
Mason, NH 03048



PHONE

Main Office (603) 878-2962  
Fax Line (603) 878-3439








WEBSITE

[mason.sau89.org](http://mason.sau89.org)

## MASON ELEMENTARY SCHOOL PERSONNEL ~ 2023-2024

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<b>Administrative Staff</b> 	Kristen Kivela Ext. 20 Patricia O'Mara Ext. 17 Heidi DeLorme Ext. 10 Debra Ford Brenda Wiley Ext. 25	Superintendent/Principal Director of Student Administrative Assistant Business Manager Accounts and Business Services
<b>Professional Teaching Staff</b> 	Larissa Terrill Ext. 22 Alicia Aiello Ext. 16 Karen Mann Ext. 11 Alexis Cadaret Ext. 12 Leah Stone Ext. 13 Laura Hooper Ext. 14 Alexcina Rousseau Ext. 15 Ashley Tousignant Ext. 26 Neal Richardson Deborah Prince Smith Lyudmyla Hoffman John Margarita	Integrated Preschool Teacher Kindergarten Teacher Grade 1 Teacher Grade 2 Teacher Grade 3 Teacher Grade 4 Teacher Grade 5 Teacher Special Education/Intervention Teacher Technology Support Music Teacher Art Teacher Physical Education Teacher
<b>Student Aides</b> 	Pamela Brock Deborah Cullen Vikkie Jewell Kelly Sirois Heather Sabotka	Paraprofessional Paraprofessional Paraprofessional Paraprofessional Paraprofessional
<b>Pre-K – Grade 5 Student Services</b> 	Danielle Carrier Ext. 18 Patricia O'Mara Cara Facques Marcia Bruseo	Nurse School Psychologist Speech/Language Pathologist Occupational Therapist
<b>Facilities &amp; Operations</b> 	Lyn Bill Ext. 23 Chris Rush Ext. 21 Karl Mann Caleb Aho Butler's Bus Service,	Food Service Director School Facility Director Custodian Custodian Mason & Milford Transportation Phone # (603)715-2415

## SCHOOL HOURS

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Students should arrive at school starting at 8:50 am. Supervision of students is not provided before then. Bus riders will be dropped off and picked up at the back of the school. Upon arrival, children must first check in with their classroom teachers. Children can proceed to breakfast after they check in. Walkers/car riders should be dropped off at the front doors where a staff member will assist them out of the car. Dismissal begins at 3:25 pm. Walkers/car riders will be dismissed out the front door. Bus riders will be dismissed out the back door.

## VISITORS AND VOLUNTEERS

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At Mason Elementary School we love our VOLUNTEERS. Our volunteers provide essential support to our school and we encourage parents and community members to become volunteers. All volunteers are required to be fingerprinted with a criminal background check. Please sign in at the main office and wear a visitor badge while in the building. When leaving please return to the main office, turn in your visitor pass and sign out.

## PHOTOGRAPHS AND VIDEOS

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A form will go home with the children on the first day of school which will allow you to state your preferences in writing regarding photographs and videos.

Photographs and videos taken during school activities may be posted on the school or classroom websites or on bulletin boards and other displays within the school unless a written request to the contrary is filed in the school administrative offices. Parents/guardians should understand that on field trips and during events such as concerts and plays, we have no control over photographs and videos taken by members of the public or the audience.

Cameras are not allowed in school or on the bus unless the child has obtained permission from the school office. This includes cameras and photographic capabilities such as cell phones, in electronic games and other devices.

## CUSTODY/RESTRAINING ORDERS

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Unless the office is in possession of legal documents prohibiting access to a student, students will be released to either parent/guardian or anyone else that you give written permission to.

If there is a restraining order or limited access right against either parent, it is the responsibility of the custodial parent to supply the office with a copy of legal documentation stating this. If this situation should change, please notify the office in writing.

## STUDENT RECORDS AND ACCESS

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

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

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school within 14 days after the day the school receives a request for access. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Parents or eligible students have the right to file a complaint with the Family Policy Compliance Office in the United States Department of Education concerning alleged failures to comply with the requirements of FERPA.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;



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

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the [Federal Relay Service](#).

Or you may contact us at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520

# SCHOOL CLOSURES

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## SCHEDULED DELAYED OPENING

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When there is a delayed opening, school will be opened two hours after the regular starting time. AM bus pick-ups will operate two hours later than normally scheduled. Dismissal and PM bus drop-offs will be at the regular time.

REGULAR ARRIVAL TIME	DELAYED ARRIVAL TIME
8:50 AM	10:50 AM

## SCHOOL DELAY, NO SCHOOL CLOSURE POLICY

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The policy for SCHOOL DELAY or NO SCHOOL is put into place for the safety of the children. Generally, if buses can operate safely, school will be in session. However, it is expected that if any parents/guardians do not desire to have their child venture out during inclement weather, it is their prerogative to keep their child at home. Road agents and transportation contractors make the decision to operate as usual, delay or close. If it is determined that the road conditions are hazardous, parents and the children will be informed in the following manner:

### 1. TV STATIONS

WBZ – TV BOSTON & [WWW.WBZ.COM](http://WWW.WBZ.COM)

WMUR-TV – MANCHESTER CHANNEL 9  
& [WWW.WMUR.COM](http://WWW.WMUR.COM)

### 2. WEBSITE-[mason.sau89.org](http://mason.sau89.org)

School delays, early dismissals, and closures will be posted on the home page of the school website.

### 3. RECORDED TELEPHONE MESSAGE ON SCHOOL TELEPHONE LINES

A recorded telephone message will be available on 878-2962, 878-1744 and 878-3439. This will typically be in place between 6:15 a.m. and 7:30 a.m.

### 4. SCHOOL RUSH – Families will receive an automated call to alert them of the delay or cancellation.

Should road conditions remain hazardous or worsen, the NO SCHOOL announcement (changing the situation from delayed to no school)

will be made over the TV stations listed above as well as at the school's telephone message. If your child attends Milford Middle or High School, please also check their website for further updates.

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### EARLY RELEASE

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Early release occurs when weather conditions or other situations indicate that students be sent home from school as soon as possible or at a certain time. If this occurs, we will call every family to notify them. It is extremely important that telephone numbers on record for us to call be ones which will be answered during the school day hours. Early dismissals are considered only in extreme circumstances because of child care issues. Even though early dismissal is rare, parents/guardians must plan for this event. We advise parents/guardians to consult with child care providers, friends and neighbors and agree on a plan for child care arrangements in the event of an early dismissal. It is very helpful to us to have this plan on record in the school office. Equally important, we advise parents/guardians to make children aware of those special arrangements in anticipation of possible early dismissals.

Please note that our school buses are also used to transport middle and high school students to Milford. There may be occasions when Milford is open and Mason is closed, or when Mason is open and Milford is closed. Parents of middle and high school students should check with their specific schools as to whether they are open, closed or delayed. If, for example, Milford is holding school and Mason roads are not considered safe, the buses won't go to Mason. In this case, families need to make individual decisions as to whether to drive their middle and high school children to school, or whether to just stay safely at home. Milford is aware of this situation, and it is our understanding they will provide makeup work for students missing school due to dangerous road conditions in Mason.

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### STUDENT ATTENDANCE

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We believe that the school and parents/guardians have a shared responsibility for the care and education of the students attending the school. We would like to assure parents that their child arrived at school safely and on time.

If a student is unable to attend school, his/her parents/guardians **MUST CALL** the school to report the absence. Parents must call the school to report an absence before 8:50 a.m. on the morning of the absence. If you wish, you may leave a message as early as the evening

before the absence. Parents of Mason Elementary students must call (603) 878-2962 and leave a message reporting

1. Your name
2. Your child's name
3. Grade and teacher's name
4. Reason for absence
5. Your telephone number or another way we can reach you

The school will call parents/guardians after 9:00 a.m. to verify the absence of all students for whom we have received no call.

Frequent absences may affect a child's "letter grade" and/or promotion. In-class instruction and participation are vital to a child's understanding of the material. Parents/guardians must weigh the alternatives and decide what is best for their child.

Student absences, tardiness, and early dismissals are part of the official attendance records, which are required by the state of New Hampshire. If your child is frequently tardy or dismissed early, progress and achievement are affected due to loss of learning time. Tardiness and early dismissals also affect all students in a class, as they are disruptive to the classroom activity. Please make good attendance a priority.

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#### EXCUSED ABSENCES

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The Following are considered 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.

The principal may require parents to provide documentation in support of the reported absence, including but not limited to doctor's notes,

court documents, obituaries, or other documents supporting the claimed reason for non-attendance.

Parents who plan to take their children out of school for an extended period of time, for reasons other than illness or injury, must put their intent in writing to the principal, if possible, two weeks prior to the absence.

When a student is taken out of school by a parent/guardian to go on a trip while school is in session, missed work will be given upon the student's return to school. This policy enables the student to enjoy and focus on the trip. Special arrangements can be made with the teacher as to the time frame and method of getting the work caught up.

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### ABSENCE DUE TO ILLNESS

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At the recommendation of the NH DHHS and lessons learned through the COVID pandemic we will continue to have a low threshold for any symptoms of illness. The school nurse will be doing individual and routine phone assessments with any parent that has a student showing any sign of illness. Students with a documented history of allergies will be given consideration. The time frame and format for completion of work missed for children with illness or injuries will be determined on an individual basis.

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### TRUANCY

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The administration closely monitors absences, tardiness, and early dismissals. Attendance records of all children are reviewed. According to NH State Law (RSA 189:34), truancy is defined as an unexcused absence from school or class. ***Ten half days of unexcused absence during a school year shall constitute habitual truancy.*** Attendance records of all children are reviewed regularly. Parents of children with five or more unexcused absences may receive a letter of concern from administration which will be kept on file. The letter will indicate the need to meet with administration to determine a plan to address attendance concerns. The Chief of Police shall serve as the designated truancy official for Mason Elementary School.

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### STUDENT ADMISSIONS

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#### ENROLLMENT AND AGE OF ENTRANCE

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Preschool is available to children who are at least age 3 but will not yet be age 5 by September 30th of 2023. This is an integrated preschool

with tuition and space-availability requirements which can be obtained on a case-by-case basis by calling the Main Office.

Kindergarten is offered to all Mason children who are at least age 5 by September 30th of 2023. In New Hampshire, kindergarten is required to be offered by the school district, but enrollment in the kindergarten is optional.

Every child between the age of six and eighteen years of age shall attend the school within the district, a public school outside the district to which he/she is assigned, an approved charter school program, an approved home-school program, or an approved private school.

A student may enter grade one if his/her age will be 6 before September 30th of the year of entering school.

A birth certificate must be presented upon registration as proof of the date of birth. The child must enroll under his/her full legal name. After being entered in the school records, the birth certificate will be returned to the parent/guardian.

In-coming transfer students will be initially placed in accordance with the date forwarded by the sending District. Such placement is tentative and subject to reassignment by the Superintendent or his/her designee.

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## NEW STUDENTS

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All new students, accompanied by a parent/guardian, should register at school before opening day or as early as possible. Children entering school for the first time must have proof of physical examination, immunization records, a copy of the child's birth certificate and proof of residency satisfactory to the Superintendent or his/her designee. The Principal or a designee will meet with new children and parents/guardians to explain school programs.

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## ADMISSION OF TUITION AND NON-RESIDENT STUDENTS

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Non-resident students may attend district schools when their attendance has been approved by the Board. Tuition will be charged at a rate set by the Board and billed quarterly in advance to the sending district or parent/guardian responsible for payment. When a sending district is responsible for tuition, approval must be received from the sending district school board.

Under normal circumstances, the district will not provide transportation to and from school for non-resident and tuition students at district expense. However, the district may assist parents/guardians in finding and procuring transportation services for their children.

### ADMISSION OF HOMELESS STUDENTS

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The district will work with homeless students and their families to provide stability in school attendance and district services for which they are eligible, including comparable pre-school programs, similar state programs, special education, and bilingual education.

Homeless students are those lacking a fixed, regular and adequate nighttime residence, including

- sharing the housing of other persons due to loss of housing or economic hardship
- living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations
- living in emergency or transitional shelters
- abandoned in hospitals
- awaiting foster care placement
- living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings
- living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings
- migratory children living in conditions described in previous examples

The Superintendent shall designate an appropriate staff person to be the District's liaison for homeless students and their families.

To the extent feasible, homeless students will continue to be enrolled in their school of origin while they remain homeless or until the end of the academic year in which they obtain permanent housing. Instead of remaining in the school of origin, parents or guardians of homeless students may request enrollment in the school in which attendance area the student is actually living, or other schools.

If there is an enrollment dispute, the student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parent or guardian shall be informed of the District's decision and their appeal rights in writing. Unaccompanied youth will also be enrolled pending resolution of the dispute.

Once the enrollment decision is made, the school shall immediately enroll the student, pursuant to District policies. If the student does

not have immediate access to the immunization records, the student shall be admitted under a personal exception. Students and families should be encouraged to obtain current immunization records or immunizations as soon as possible, and the District liaison is directed to assist. Records from the student's previous school shall be requested from the previous school pursuant to District policies. Emergency contact information is required at the time of enrollment consistent with District policies.

Homeless students are entitled to transportation to their school of origin or the school where they are to be enrolled. If the school of origin is in a different district, or a homeless student is living in another district but will attend his or her school of origin in this District, the Districts will make reasonable efforts to coordinate the transportation services necessary for the student.

The District's liaison for homeless students and their families shall coordinate with local social services agencies that provide services to homeless children and youths and their families; other school Districts on issues of transportation and records transfers; and state and local housing agencies responsible for comprehensive housing affordability strategies. The district's liaison will also review and recommend to the district policies that may act as barriers to the enrollment of homeless students.

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#### PROCEDURES FOR HOMESCHOOLERS

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Requests for Home Schooling should be submitted to the Superintendent. *Reference Mason School District Policy IHBG*

Please refer to New Hampshire Department of Education Website: <http://www.education.nh.gov/> for Home Schooling Laws and Regulations as well as any changes in the procedure for establishing a Home Education program and evaluation procedures.

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#### WHAT HAPPENS AFTER 5TH GRADE?

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After 5th grade, Mason students leave Mason Elementary School and attend Milford Middle School and Milford High School. Busing to the schools is provided to Mason residents. Please frequently check the Milford websites for updates, events and newsletters. Links to the Milford Schools are available on our website: [mason.sau89.org](http://mason.sau89.org)



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## CLASSROOM INSTRUCTION

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### PARENTS/GUARDIANS' RIGHT TO KNOW NOTICE

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As a parent/guardian of a student in the Mason Elementary School, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Section 1111 of the Elementary and Secondary Education Act, Title 1 (a 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 New Hampshire State Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the New Hampshire State 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 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.

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### COMMUNICATION PROCEDURE

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It is the intent of the school to handle concerns and/or problems that arise during school hours with cooperation among all parties involved.

If parents or guardians become aware of concerns or problems that happened during school hours in regard to curriculum, behavior and/or policy and procedures, please:

- Discuss the concern as soon as possible with the classroom teacher. We ask that the parent/guardian consult the classroom teacher at a time which will be least disruptive to classroom teaching time.
- If either the parent/guardian or teacher is not satisfied with the outcome, or if a settlement has not been agreed upon, the parent/guardian or teacher should contact the Principal/Superintendent.

- Should the parent/guardian or teacher involved remain dissatisfied with the outcome, they may contact the Chairman of the School Board.

## HOMework POLICY

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Homework should relate directly to the purpose of education. It is an important part of a child's educational experience. Well-planned homework assignments that are appropriate to the grade and level of the learner may take many forms, including regular practice and reinforcement of the previously taught skills, independent assignments that enrich the school curriculum, reading to prepare for subsequent class discussions, review and study of materials assembled in class, and student writing in a variety of styles and forms.

Meaningful homework assignments are those that emphasize quality rather than quantity and that are reasonable in length, appropriate for the learner, and purposeful in nature.

We will know that our homework policy works when

- Homework is completed by students in a responsible, conscientious and timely fashion.
- Parents/guardians give their support and involvement, thereby demonstrating agreement that homework is purposeful and a valuable part of a child's education.
- Homework is reviewed and used by a teacher to diagnose, reinforce and enrich student learning.

It is our belief that it is the responsibility of the parent to assist in making homework useful and successful. Long-term projects or reports may require that a student spend additional time beyond the "regular" homework time. The *approximate* nightly homework should be:

Grade 1 – 10 minutes

Grade 2 - 20 minutes

Grade 3 - 30 minutes

Grade 4 - 40 minutes

Grade 5 - 50 minutes

## PARENT HOMEWORK EXPECTATIONS

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1. Help to establish a regular format for learning at home.
2. Assist students to develop good study habits by providing a comfortable, well-lighted area away from distractions.
3. Understand that children have different learning styles. Some need movement when learning or trying to focus. Movement can take the form of “lounging” on a rug, taking frequent breaks, or – yes – chewing gum! Some children are “visual learners,” needing to see the written word. Some are “auditory learners,” doing better when they hear things read aloud. Some children work better to music, while others require silence and no distractions. Some children can multi-task, whereas others must finish one thing before they start another. Becoming aware of one’s learning style is key to learning and understanding.
4. Encourage students to set a regular time for study.
5. Monitor and evaluate outside activities (e.g. extracurricular and television) to be sure that the student has sufficient study time.
6. Recognize that homework is assigned and if necessary require the student to keep an assignment book that can be reviewed at home.
7. Communicate with the classroom teacher if questions or concerns should arise over homework assignments or practices.
8. Assist the school in developing, within each child, an attitude that homework is an important student responsibility.
9. Use time when no specific homework assignments have been given for reading or reviewing notes.

## REPORT CARD SCHEDULE

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Term	Grades Close	Report Cards
First	November 10, 2023	November 22, 2023 / PTC Day
Second	February 23, 2024	March 8, 2024
Third	May 31, 2024	June 12, 2024

\*\* This schedule may be adjusted due to excessive school cancellations. \*\*

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## STANDARDIZED TESTING

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Mason Elementary will administer Northwest Evaluation Association (NWEA) computer-based testing internally, for use in overall school assessment and in designing instruction, as well as for individual student assessment. The NWEA Testing will occur in the Fall for Grades 1-5 and Spring for Grades 1&2. As the tests progress, the questions change according to the way the student answers in order to accommodate the broad range of student learning. Mason Elementary will also be administering NH State Assessment in ELA & Math and in the Spring for Grades 3 -5, and NH-SAS Science the Spring for Grade 5.

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## STUDENT SERVICES

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### SPECIAL EDUCATION

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You may contact the Mason School District, Director of Student Services with questions or to make a referral.

Parents or guardians of a child with a disability have certain protections under the procedural safeguards of Part B of the IDEA (Section 615 (d)(1)(a)). Please contact Student Services to request a copy.

Additional agencies that can provide assistance in understanding the provisions of Part B of the IDEA:

New Hampshire Department of Education  
101 Pleasant Street, Concord, NH 03301  
Telephone (603) 271-3741

The Parent Information Center (PIC)  
P.O. Box 2405, Concord, NH 03302  
Telephone (603) 224-7005

State of New Hampshire Health & Human Services  
25 Capitol St, Concord, NH. 03301  
Telephone (603)-271-4326

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### HEALTH OFFICE

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The school nurse is on duty from 8:45 a.m. to 3:45 p.m. daily. Students who have a need to see the school nurse should do so with the permission of their teacher or the teacher on duty at any time during the day.

Responsibilities of the school nurse include, but are not limited to providing direct health care to students and staff; providing leadership

for the provision of health services; promoting a healthy school environment; promoting health; serving in a leadership role for health policies and programs; and serving as a liaison between school personnel, family, community, and health care providers. Additionally, the school nurse is responsible for developing procedures to address and meet special physical health needs of students. Such procedures may be developed and implemented on a case-by-case basis.

All injuries or illnesses occurring during the school day are to be reported to the school nurse or the building principal. Students attending school during the extended day, night, or summer school programs, or any other time when the school nurse is not in the building, are to report to the supervising adult. The school nurse, principal or designee will notify parents/guardians before a student who is injured or ill is permitted to go home. Students will not be allowed to leave school without first notifying either the school nurse or principal of his/her injury or illness. Additionally, parent/guardian notification and authorization is necessary before any student will be released from school due to injury or illness. Emergency medical care will be provided pursuant to the guidelines of Board Policy EBBC/JLCE.

The school nurse is also responsible for the oversight of other school services, including but not limited to assessing and responding to student health needs, maintaining accurate health records, screening for vision, hearing and BMI according to national recommendations, participating on 504 and IEP teams (if requested), health promotion, disease and injury prevention initiatives, student wellness, among other responsibilities.

Parents are urged to keep their child home if he/she is not feeling well. Students who come to school are expected to be healthy enough to play outside. Exceptions are made only with a written excuse from a physician or with permission from the school nurse.

Please notify the school nurse if your child has a physical concern or allergy. Please also let the nurse know if an illness or allergy occurred during non-school hours so that we can monitor the situation.

Communication with the nurse may be by telephone between 8:50a.m. to 3:30p.m. Before or after that time, please call the school office.

Please notify the school if there are changes in the emergency information during the year.

**Health records MUST BE RECEIVED PRIOR to the child entering school**

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#### DISPENSING OF MEDICATION

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If a child is on prescription medicine, the school must have:

1. A dated note from the prescribing physician including:
  - a. Student's name, and date of birth

- b. Name, Signature and Contact numbers of the licensed prescriber
  - c. Name, Route, Dosage and Frequency of Time of medication
  - d. Diagnosis (If not a violation of confidentiality)
  - e. End date for administration of medicine.
2. A physician's order **MUST** accompany **EVERY** prescription medication.
  3. A note signed by the parent/guardian giving permission for the child to take the medication in school.
  4. No more than one month's supply of medication should be given to the nurse at one time.
  5. All medication needs to be in the original container with the child's name written on it.

If a child needs over the counter medication, parent authorization/signature is required prior to administration.

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### IMMUNIZATIONS

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RSA. 200:38-I.a states: "All children shall be immunized prior to school entrance in accordance with RSA 141-C:20-a"

And the NH Department of Education Administrative Rule ED 311.01 (a) states:

"A parent or legal guardian shall have a child immunized against certain diseases as determined in rules He-P 301.14, Immunization Requirements, adopted by the commissioner of the department of health and human services."

The Immunizations listed below must be completed prior to school entry. Documentation of immunizations must include dates on which each vaccine was administered.

➤ **VARICELLA (CHICKEN POX)**

Pre-School/3-5 years old: One dose on or after age of 12 months or Laboratory confirmation of chicken pox disease.

K-12 Grade: 2 doses or after 1<sup>st</sup> birthday or laboratory confirmation of immunity without lab confirmation of immunity is NOT acceptable.

➤ **DTaP/DTP/DT/Td/Tdap**

Pre-School/3-5 years old: 4 doses (3<sup>rd</sup> and 4<sup>th</sup> doses must be separated by at least 6 months.)

6 years: 4 or 5 doses with the last dose given on or after the 4<sup>th</sup> birthday

7 years and older: 3, 4 or 5 doses (with last dose given on or after 4<sup>th</sup> birthday.)

Grades 7-12: 1 dose of Tdap is required for entry into 7<sup>th</sup> grade.

➤ **POLIO**

Pre-School/3-5 years old: 3 doses.

Grades K – 11: 3 or 4 doses with the last dose given on or after the 4<sup>th</sup> birthday & the last two doses separated by 6 months.

Grade 12: 3 doses with the last dose given on or after the 4<sup>th</sup> birthday, or 4 doses regardless of age at administration.

➤ **MEASLES-MUMPS-RUBELLA**

Pre-School/3-5 years old: 1 dose on or after age 12 months.

Grades K – 12<sup>th</sup>: 2 doses, the first dose must be administered on or after the first birthday.

➤ **HEPATITIS B**

Pre-School/3-5 years old: 3 doses at acceptable intervals.

Grades K – 12: 3 doses at acceptable intervals.

➤ **HIB(HAEMOPHILUS INFLUENZA TYPE B)**

Pre-School/3-5 years old: 1 dose after 15 months of age or 4 doses with last dose administered on or after 12 months of age.

*(HIB is not required for children over 5 years of age.)*

The vaccines and doses above are the minimum requirements for school attendance.

For the NH Department of Education “Most Requested School Health Services Laws and Rules for Specific Topics”, reference:

Please refer to [www.dhhs.nh.gov](http://www.dhhs.nh.gov) for more information

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### PHYSICAL EXAMINATIONS OF STUDENTS

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RSA 200:38-II states

“All children shall be examined prior to school entrance to detect symptoms of Tuberculosis and may be periodically examined during his/her school experience.”

TB test (intradermal) within one year prior to school entrance.

Physical examinations, including vision and hearing tests, will be required for all children upon entrance to school.

No child will be allowed to enter school without a physician's documentation or waiver for relevant reasons meeting the above requirements.

Plans should be made with the family physician or other medical resource to accomplish these requirements prior to a child being admitted to school.

Medical and Religious Exemption information is available:

<https://www.dhhs.nh.gov/programs-services/disease-prevention/immunizations/immunization-exemptions-children>

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### HIV POLICY

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HIV is not spread by casual, everyday contact. Therefore, barring special circumstances (i.e. a serious secondary infection, such as untreated tuberculosis, that may be transmitted to others, or a significant health problem that will permanently restrict his or her ability to attend class), a student who is infected with HIV shall attend the school and classroom to which he/she would be assigned if he/she is not infectious. He/she is entitled to all rights, privileges, and services accorded to other students.

SAU #89 has a procedure to encourage students and/or their parents/guardians to report an HIV infection and to help determine what effect, if any, their HIV infection has upon their continued ability to attend school. Reporting is voluntary and is made directly to the Superintendent.

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### ACCIDENT OR INJURY INSURANCE

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The school is not liable for any accident or injury occurring on the way to school, during school, on the way home from school, or during athletic or extra-curricular activities. All students are encouraged to take out accident insurance. School insurance is offered to all students in the fall and provides coverage for such accidents.

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### SCHOOL PSYCHOLOGIST

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A school psychologist IS available for consultation with students, parents/guardians and teachers for academic as well as social counseling. Please call the Mason Elementary School to setup an appointment.



# FOOD SERVICE PROGRAM

## GUIDELINES

1. **Menus:** Mason Elementary School will offer a premium quality hot entrée daily as well as two alternate meals. Menus will be sent home monthly and will be posted on the school website.
2. **Method of Payment:** You may send a check with your child made payable to the **Mason School District**. Parents are encouraged to send checks as this is our preferred payment. Cash will also be accepted. You can pay online by going to [www.EZSchoolPay.com](http://www.EZSchoolPay.com). You will be able to obtain statements that allow you to review your child's account balance as well as the activity that has taken place. Prepaid monies can be used for any purchases in the cafeteria. Parents may contact the school food service supervisor and request that prepaid monies be used only for meal purchases. Lunch and breakfast monies are due into school on Monday mornings (Tuesday if the child is absent). You are always paying a week in advance. We welcome payments for two, three, and four weeks in advance.
3. **Meal Charging Policy:** It is the responsibility of students, guardians, or parents of students, to ensure that their child's lunch account is adequately funded or that the child has a daily cash payment. The District's Food Service Director will notify students' parents or guardians if their child's account goes into a negative balance by sending home a monthly letter. If the account is not replenished after written notification, a regular meal will be provided to all students regardless of their account balance at the time of service. The student's account will be charged for the meal.
4. **Student Allergy/Special Needs Identification:** If your student has an allergy or special need when it comes to food, please contact your school nurse and have her forward any pertinent information to the food service director.
5. **Pricing:**

Breakfast	Full price student breakfast	\$1.90 (Includes Milk or Juice)
	Reduced student breakfast	\$ .30
	Staff breakfast	\$3.00 (Includes Milk or Juice)
Lunch	Full price student lunch	\$2.95 (Includes Milk or Juice)
	Reduced student lunch	\$ .40
	Staff lunch	\$4.50 (Includes Milk or Juice)
	Non-Staff lunch	\$5.00 (Includes Milk or Juice)

Separate milk or juice purchase is \$0.55.

Note: Students allergic to milk or who do not care for milk may make special arrangements with the chef.

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### FREE AND REDUCED MEALS PROGRAM

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All students are sent home with an application for the Free and Reduced Meal Program at the beginning of the school year, which are **due by October 5, 2023**. List all of your children on the top of this form and indicate school and grade. On the lower section of the form you must list all members of your family living in your household and the income they earn. Please read the instructions carefully. If the form is incomplete, it will delay approval. If you do qualify for this program, by law, you must notify the Lunch Program if your income or household size changes during the year. You can reapply to the Lunch Program at any time during the year. You may qualify for more help if your circumstances change. Reduced breakfast is \$.30 daily and lunches are \$.40 daily.

\*\*Please take the time to fill out the application if you think you will qualify. Federal funding is determined by the number of Free & Reduced students we have.

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### SCHOOL WELLNESS

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The Mason School District recognizes that the physical and emotional health of our students is essential to their social and academic success. We recognize that “wellness” is achieved through proper nutrition, physical activity, and emotional growth. We are committed to creating and maintaining a school environment that promotes wellness at all levels: In the classroom, on the athletic field, in staff offices, in the cafeteria, on the playground, and at in-school and after school activities. Through a cooperative effort among teachers, administrators, food service professionals, school nurses, physical and health educators, counselors, parents and students, we believe we can help our students achieve and maintain a healthy lifestyle that will enhance their lives in school and at home.

The school and its staff are responsible for the promotion of the education process, including maintaining the health and safety of all our students. Healthy snacks are encouraged at Mason Elementary School

as a mainstay in the overall promotion of health. Frequent celebrations with cookies, cupcakes and other treats are not in keeping with these learning goals.

We do have several students and occasionally staff members, with dietary allergies or both dietary and religious restrictions that do not allow them to be able to participate in food related celebrations. Many parents do not wish their children to be eating items not supplied by them or by confirmed sources. There is also a potential health risk for illness due to contamination with consumption of homemade items. Due to this, we have adopted a policy that will enable all students to be safe and healthy during any celebrations in the classrooms.

### **Holiday/Class Parties School Wide:**

1. No foods in classroom as an option for Birthdays.
2. Specific sign-up sheet for all classroom parties/Holidays.
  - a. Store bought food with intact labeling in original packaging is preferred. \* Anything homemade MUST be approved by the school nurse or the principal.
  - b. Teacher is responsible for adhering to sign up sheet.
  - c. One sugary treat and the rest healthy treats.
  - d. All sugary treats must be in individual servings (ie: cupcakes or cookies.)
3. Room Parent (party coordinator) will oversee the sign ups and designate parents as to what food they will provide. Email “reply all” for what is available for foods at party.
4. One week notice from the signup sheet.
5. Teacher is responsible for providing food list to Nurse and/or parent if appropriate for specific health need in classroom.
6. Non-consumption food related activities are restricted, specific to health needs in respective classrooms (ie: counting activities, science projects, etc...).

## USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g. Braille, large print, audiotope, American Sign Language) should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, A Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at:

<https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA Office by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

**1. mail:**

U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9140; or

**2. fax:**

(833) 256-1665 or (202) 690-7442; or

**3. email:**

[Program.intake@usda.gov](mailto:Program.intake@usda.gov)

This institution is an equal opportunity provider

# TRANSPORTATION

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## SCHOOL BUS RULES

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The responsibility of the school district begins when the child sets foot on the school bus. The responsibility ceases at the end of the school day when the school bus leaves the child's bus stop.

Each bus driver is responsible for maintaining order on the bus. Bus drivers shall maintain the same type of order on buses as teachers maintain in the classroom.

The purpose of bus rules and regulations is to allow each student a safe and comfortable ride to and from school. Riding the bus is a privilege. Respect and consideration for the bus driver and riders is expected.

Profane language, obscene gestures, excessive noise, fighting, wrestling, or acts of physical aggression will not be tolerated.

1. For the safety of all, students must keep hands, head, feet, etc. inside the bus.
2. Students must ride only the bus to which they have been assigned unless other arrangements have been made by parents in writing.
3. Once a student has boarded the bus, he/she can get off only at his/her destination. Exceptions will be made only with the permission of the principal or office in writing.
4. Students will be seated promptly and will not change seats when the bus is in motion.
5. Eating and drinking on the bus is generally not allowed.
6. Students will be held responsible for all damages made by them to the bus.
7. To insure students' safety, all students will cross the street in front of the bus.
8. Students should be at their bus stop 5 minutes before the bus is due.
9. Anything that would create a safety hazard for the passengers of the vehicle is not permitted.
10. Cameras may not be used on the bus.
11. Electronic devices can be used if approved by parents.
12. The school is not responsible for loss, damage or theft of electronic or other items on the bus.

13. The bus drivers are in charge of the bus, and their instructions must be followed.
14. Only authorized riders will be permitted on the bus.

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### VIOLATION OF BUS RULES

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Proper behavior on the bus is essential to the safety of our children.

Written discipline referrals to the administration from a bus driver will result in the following:

1st referral: Written warning or one to ten day suspension of riding privileges, depending upon offense. If the offense is very serious and it is deemed necessary, then a twenty-day bus suspension may result, with possible referral to the Superintendent or School Board.

2nd referral: Written warning or one to ten day bus suspension, depending upon offense.

3rd referral: One to twenty day bus suspension.

4th referral: Referral to the Superintendent. Possible permanent loss of riding privileges.

Parents will be notified in writing by the principal when the bus company has written a disciplinary referral. A sealed note will be sent home with the child. The note must be returned the following school day with a parent/guardian signature, indicating that they have seen the note. If the note is not returned the following school day, the principal will call the parent/guardian.

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### BUS EVACUATION DRILLS

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School bus evacuation drills are conducted semi-annually. Students are given instruction and experience on how to quickly and safely evacuate the bus in the event of an emergency.

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### USE OF PRIVATE VEHICLES TO TRANSPORT STUDENTS

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Any use of private vehicles to transport students to or from school, field trips, athletic events, or other school functions, must have prior authorization by a parent/guardian and the superintendent or his/her designee. The Board specifically forbids any employee to transport

students, except the teacher's own children, for school purposes without prior written authorization by the Superintendent or his/her designee. Individuals providing unauthorized student transportation do so at their own expense and liability.

Any employee or private citizen using their own or a rented vehicle to provide school-authorized student transportation must have automobile liability insurance of not less than \$300,000 combined Single Limit and provide a Certificate of Insurance naming the district as an Additional Insured. The district will maintain liability insurance, which will be in excess of the owner's primary insurance for authorized student transportation.

Persons under contract with the school district to provide school transportation services must have a valid School Bus Driver Certificate/License in accordance with applicable rules and laws. All vehicles must be approved by the New Hampshire Department of Safety as meeting all applicable school bus safety standards. Parents/guardians transporting their own children are exempt from this requirement, per Department of Safety regulations.

Persons providing transportation on an incidental basis, i.e., not specifically as part of a contract to transport, must have a valid driver's license, and the vehicle used must have a current New Hampshire inspection sticker. A commercial license is required for any vehicle that has a capacity of 16 or more.

Reimbursement for use of private vehicles may be made, but only if the employee or other person has prior approval of the designated administrator.

Parents/guardians who wish to transport their own child on a field trip must provide the school with a photo copy of their license, registration

and the face page of their insurance coverage. In general, siblings are not allowed on field trips. However, please check with your child's teacher as to the sibling policy for specific trips.

## FIELD TRIPS

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Parents/guardians must sign a Field Trip consent form for each child participating in a field trip away from school grounds. No child may leave the school grounds on a field trip unless this form has been signed. Arrangements for financing all field trips must be made prior to

the trip. If student contributions are involved, the necessary funds must be in the hands of the school – or alternative arrangements made – before the trip will be taken.

Any overnight or out-of-state field trips must have the prior approval of the School Board.

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## SCHOOL SAFETY

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### DRILLS

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Mason Elementary conducts a number of different drills including fire drills, reverse evacuation, bomb threat, lock-down, health hazard, medical emergency, intruder drill and shelter-in-place.

Drills are administered in coordination with the fire department and police department.

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### SAFE SCHOOL ZONE POLICY

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Mason School District in accordance with RSA 193-D, has developed a policy with respect to the establishment of a Safe School Zone.

A Safe School Zone is considered to be the area inclusive of all school property including school buses.

In accordance with RSA 193-D4 - Any public school employee shall report in writing an act of theft, destruction, or violence witnessed by or reported to such employee in a “Safe School Zone” to an immediate supervisor. A supervisor receiving such a report shall immediately forward it to the school principal. The school principal shall file a report with the local law enforcement authority within 48 hours.

A copy shall be submitted to the Superintendent of Schools.

An act of theft, destruction, or violence is defined as any first or second degree assault or aggravated felonious assault committed knowingly. This includes the sale or possession of a fire arm or dangerous weapon. Simple assault at the elementary school level will be dealt with in the manner described in the Discipline Code of this handbook.

Our school district in conjunction with local law enforcement authorities will establish provisions for reporting violations with the “Safe School Zone”.



Students who violate the “Safe School Zone” policy can be subject to suspension or other disciplinary action. Any student violating the “Safe School Zone” policy will be allowed due process and appeals in accordance with this policy.

*Reference Mason School District Policy ADD*

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## STUDENT CONDUCT

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### DRESS CODE

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Student individual dress is primarily a parental responsibility that should reflect concern for the health and safety of students, staff and others. When the dress of an individual student constitutes a health problem, is unsuitable for school wear, is a danger to any person, or causes a substantial and material disruption or substantial disturbance, the principal shall take appropriate action to correct the situation.

Specifically, clothing should not be distractible to the education of others and should not make others feel uncomfortable. Student appearance and dress shall be neat and clean, and appropriate for school. Students will be given an opportunity to correct improper clothing situations by either changing the clothing, removing the clothing (if appropriate), wearing it inside-out, or other means. Students should not share head gear or combs.

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### RECESS GUIDELINES

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Because recess is an important part of a student’s physical and social education, weather permitting, all students are required to go outside. Exceptions are made only with a doctor’s note restricting outside play. The decision to have outside recess during cold weather depends on the temperature and wind chill factor. Students will be inside when outside recess is not possible. It is the parent’s responsibility to see that their child comes to school dressed appropriately for the weather each day; i.e. mittens, boots, warm jacket, snow pants, etc. during the winter months. Boots should not be worn in the classroom; therefore a change of footwear is necessary and maybe left at school.

## PRINCIPLES OF STUDENT CONDUCT

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The board endorses the following principles of Student conduct

- Respect for law and those given the 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.
- Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall be expected of all members of the school community.
- Respect for real and personal property, pride in one's work, and exemplary personal standards of courtesy, decency, honesty, and wholesome attitudes shall be maintained.
- Respect for individual worth is the obligation of the school. Diligence and a desire to benefit from the opportunity is the obligation of the Student.

The Board expects student conduct to be such as 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 pupils 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 19313 and RSA 193-D through the development of administrative, as well as rules and regulations governing student conduct, to be approved by the Superintendent of Schools or his/her designee. Due process and equal protection of the law shall be afforded to any pupil involved in a proceeding which may result in suspension, exclusion, or expulsion. Students expelled from school may be reinstated by the Board under the provisions of RSA 193-13.

## PROHIBITED CONDUCT

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The Board expects Student conduct to be such as 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 pupils shall have equal rights and equal responsibilities in the classroom, in or upon any school property, or at any school sponsored or sanctioned activity.

In order to fulfill and assure adherence to these principles and goals, rules and regulations governing conduct are imperative.

The following are examples of conduct which is prohibited on school property, on school sanctioned or sponsored events, on and/or while using transportation provided by the School District. The list is intended to be instructive of the types of conduct prohibited, but is not exhaustive. In addition to these specific prohibitions, any conduct which violates any of the principles and goals stated above may also subject a student to disciplinary actions.

1. Using inappropriate language;
2. Disrupting classes or the school in general;
3. Causing or attempting to cause damage to school property, or the property of any other person;
4. Stealing or attempting to steal school property or the property of any other person;
5. Fighting;
6. Intimidating, threatening, attempting, or causing physical harm to others;
7. Interfering with a teacher conducting a class or intentionally defying the valid authority of a teacher, administrator, or any other member of the staff;
8. Smoking, or possession of cigarettes on school property or at school sponsored or sanctioned activities;
9. Being truant;
10. Failing to adhere to the consequences of prior misconduct and/or previously assigned disciplinary action;
11. Possessing or threatening to use weapons or potential weapons;
12. False reporting of a dangerous circumstance (e.g. fire alarm, etc.);

13. Possessing, consuming or selling illegal drugs or alcohol beverages, or attending any school sponsored or sanctioned activity, or being on school property while under the influence of such substances;
14. Throwing harmful objects (rocks, food, sticks, etc.);
15. Unsafe operation of any form of motor vehicle, or of any bicycle, scooter, or skateboard, while on school grounds;
16. Leaving school without permission;
17. Possessing fireworks or any other illegal substance;
18. Forgery;
19. Lying or misrepresentation to school employees;
20. Plagiarism or other forms of cheating;
21. Doing another student's work without the knowledge of the appropriate faculty;
22. Repeated use and/or possession of electronic devices such as i-pods, cellular phones, etc. A first offense may result in confiscation by the Administration or staff.
23. Public displays of affection beyond the holding of hands or brief hugs;
24. Engaging conduct constituting personal harassment, sexual harassment,
25. Sexual violence, as prohibited by Title IX of the United States Code and prohibited by RSA 193-F and Board Policy;
26. Any other conduct deemed to be inappropriate by school officials and which violates one or more of the principles of student conduct established by the School Board.

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### DISCIPLINARY CONSEQUENCES

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Disciplinary matters, or incidents when any violation of school rules and regulations is suspected, will be handled initially at the most immediate level possible. Violations will subject the student to disciplinary consequences. A disciplinary consequence may include one or more of the following warnings; out of school suspension, expulsion, reporting to the criminal authorities, and any other action which the appropriate official deems reasonable and fitting.

The level of disciplinary response for any violation of school rules will depend on a variety of circumstances, including, but not limited to

- ✓ Whether any person was harmed or injured;
- ✓ Whether there was property damage or other loss of property;
- ✓ The level of any class or school disruption caused by the student's behavior;
- ✓ The number, if any, of prior infractions of school rules and regulations;
- ✓ Whether the student has been previously disciplined;
- ✓ Whether there were illegal substances (for example, drugs, alcohol, cigarettes, etc.);
- ✓ Whether the student had been earlier warned about the same or similar conduct;
- ✓ Whether there was a weapon or other dangerous item involved (for example, a smoke bomb, or fireworks); and or
- ✓ Whether the conduct is of the kind also prohibited by criminal law.

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#### DETENTION OF STUDENTS

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A school administrator or teacher may detain a student for disciplinary reasons during school hours. Further, a school administrator or teacher may detain a student for disciplinary reasons after school hours, provided the parent has been notified of the detention and in the case of bus students, arrangements have been made for the student's transportation home. In cases where transportation is required, 24-hour notice will be given so that transportation may be arranged.

Parents may be asked to arrange for the transportation of the detained student.

Detention on one day is to be limited to 60 minutes.

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#### SUSPENSION OF STUDENTS

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##### SUSPENSION CONSIDERATION

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When suspension is being considered, the Principal and/or Teacher will meet with the student to explain what rules and/or policies have been violated, and what evidence they have. Students will be given the opportunity to "tell their side of the story".

When children are suspended for a serious violation of school rules, their parents are called and the child must be picked up right away. If the school cannot reach the parent, then the person listed as the emergency contact is called to pick up the child.

The parent is given a copy of the Suspension Form which explains why the student is being suspended.

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## SUSPENSION

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Suspension will be served off school property. Short term suspensions are any single suspension that last up through ten school days. A long term suspension is any period of suspension following a short term suspension. A long term suspension may be of any duration in a single school year.

Although students will not receive credit for any academic work during a suspension period, they will remain responsible for all materials covered and are, therefore, encouraged to keep up with class assignments. A student will have the opportunity to take any test or examination of major consequence during the suspension period, provided the test or examination primarily covers work which was assigned to prior to the period of suspension.

Students serving a suspension will not be entitled to attend any school event, or school sponsored or sanctioned activity during the term of suspension. Furthermore, students serving suspension are prohibited from entering school property during the term of suspension; in the event that a student does enter upon school property during a suspension, the Administration may determine to file a criminal trespassing charge with local law enforcement.

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## EXPULSION OF STUDENTS

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### EXPULSION

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An expulsion is when the School Board has determined to exclude a student from the enrolled student body for any period of time. An expulsion may be for a stated number of school days, calendar days, the remainder of a school year, term or quarter, or may be permanent. The School Board may also attach conditions for an expelled student to meet prior to or in conjunction with the student's re-enrollment. In the case

of expulsions through or longer than the remainder of the school year, the student will have the right to request re-enrollment prior to the commencement of the subsequent school year. All such requests for re-enrollment shall be made as provided under Mason School district policies.

Students who have been expelled for any period of time are prohibited from attending any school event, or school sanctioned or sponsored activity during the period of expulsion. Students who have been expelled for any period of time are also prohibited from entering upon school property during the period of expulsion. In the event that a student does enter upon school property during a period of expulsion, the Administration may determine to file a criminal trespassing charge with local law enforcement.

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### MODIFICATION OR REVIEW OF EXPULSIONS

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Pursuant to RSA 19313, IV the Superintendent may, upon written application of an expelled pupil, recommend modification of an expulsion. In such cases the following shall apply

- A. An expelled pupil has the right to request a review of the expulsion prior to the start of each school year.
- B. A request for review should be directed by the pupil to the Superintendent of Schools and should be received by the Superintendent on or before August 15. The request shall set forth each and all reasons why the pupil's right to attend school should be reinstated. Of particular importance would necessarily be such information as might convince school authorities that the conduct which led to the expulsion would not be repeated.
- C. The Superintendent of Schools and the Principal school shall direct written recommendation to the Board with a copy to the pupil.
- D. The expulsion may be continued. The pupil may be reinstated without conditions; or the pupil may be required to meet certain conditions prior to reinstatement. A code of conduct and consequences may be established for a reinstated pupil which are stricter than for the general student population.

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### STUDENT DUE PROCESS RIGHTS

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Before any disciplinary action that may result in suspension, exclusion, or expulsion is taken against a student, the student has a right to the due process guaranteed him/her by our Constitution. Any student accused of an action and threatened with punishment for this action that may result in suspension, exclusion or expulsion has the right to request a

hearing before the principal or the assistant principal with the student's parents attending if the student desires. Decisions of the Superintendent or Principal are appealable to the Mason School Board. Finally a student may request the State Board of Education to review decisions by the School Board in accordance with RSA 193-13.

#### POLICY REFERENCES

*The following policies are for reference only.*

*Please contact the Mason School District for access to the most current, approved policies.*

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### DRUG/ALCOHOL USE AND POSSESSION

#### I. GENERAL PROVISIONS

All medications which a Student has on prescription and carries onto school property for ingestion as prescribed by a doctor, will be kept in the Nurse's office, or Principal's office if the nurse is not available.

Taking or possession of illegal drugs is not permitted at any time. The phrase "illegal drugs" shall include, without limitation, alcohol any prescription medicines not prescribed by a health care professional licensed to prescribe such medicines, as well as any "controlled substances" as defined and prohibited under New Hampshire RSA Ch. 318-B, as said statute may be amended or superseded from time to time.

##### 1) Violations - Students

- Parents will be informed immediately if a pupil is in violation of this policy, and the matter will be brought to the attention of the Board and other proper authorities, including police.
- In case a Student appears to be under drug influence, the parent will be notified by school authorities to come for the Student and remove him/her to his home or to medical facilities.
- In severe cases, if the parents or school doctor will not come to the school, the Principal is authorized to call an ambulance to remove the Student to the hospital. Parents will be notified of this action and be responsible for the incurred expenses.
- Upon reasonable evidence of the illegal possession and/or use of drugs by any Student on School District property, the Student may be suspended from school. In most cases, a conference with the parents,



child and Principal should be held as soon as possible.

- Any Student found selling, distributing, or giving away illegal drugs will be turned over to police authorities immediately and suspended from school pending further disciplinary review, which may include long term suspension or expulsion.
- Any Student charged in court for illegally selling drugs on or off school property will be immediately suspended from school pending further disciplinary review, which may include long term suspension or expulsion.

## 2) Violations - Employees and other persons

Any other person, including all employees, for whom there is reliable evidence he or she is under the influence of illegal drugs, will be asked to leave School District property and, if also suspected to be in possession of such substances, will be reported to the proper law enforcement agency.

*Reference Mason School District Policy JICH*

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## TOBACCO PRODUCTS - USE AND POSSESSION BANNED

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### I. USE OF TOBACCO PRODUCTS STRICTLY PROHIBITED IN/ON ALL SCHOOL FACILITIES AND/OR GROUNDS

A. No person shall use any tobacco product, E-cigarette, or liquid nicotine in any facility maintained by the School District, school vehicle, nor on any of the grounds of the District.

#### B. Definitions

1. "Tobacco products" means any product containing, but not limited to, cigarettes, smoking tobacco, cigars, chewing tobacco, snuff, pipe tobacco, smokeless tobacco, smokeless cigarettes, and any other products containing tobacco in any other form.
2. "Facility" is any place which is supported by public funds and which is used for the instruction of students enrolled in preschool programs, of for any grade 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, and storage areas.

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

D. It is the initial responsibility of the building principal(s), or designee, to 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. This creates a first warning provision for the principal.

## II. STUDENTS

A. 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.

B. Enforcement of this prohibition shall initially rest with building principals, or their designees, who may report any violation to the local police department. In accordance with state law, the police department shall be responsible for all proceedings and applicable fines and penalties.

C. The principal will develop regulations which cover disciplinary action to be taken for violations of this policy. These regulations will be communicated to students by means deemed appropriate by the principal. In addition to disciplinary actions taken by the school, criminal penalties for fines may result from violations of this policy.

## III. EMPLOYEES

A. 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.

B. 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.

#### IV. ALL OTHER PERSONS

A. No visitor, contractor, vendor other member of the public, shall use any tobacco product, device, E-cigarette, E-liquid, or liquid nicotine in any facility, in any school vehicle, or anywhere on the grounds maintained by the District.

B. Responsibility for enforcement of this prohibition shall rest with all School District employees who may report violations to the local police department.

C. In accordance with state law, the police department shall be responsible for pursuing applicable criminal fines and penalties.

*Reference Mason School District Policy JICG*

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#### SEARCHES OF STUDENTS' AND OTHER SCHOOL-OWNED PROPERTY

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

1. When any authorized person has reasonable suspicion that the student may have on the students' person or property alcohol; dangerous weapons; prohibited electronic devices; controlled dangerous substances as defined by law or stolen property if the property in question is reasonably suspected to have been taken from a student, a school employee, or the school during school activities; or any other items which have been or may reasonably be disruptive of school operations or in violation of student discipline rules and applicable provisions of the student handbook.
2. School lockers and school desks are the property of the school, not the student. Students who use school district lockers, desks, and other storage areas or compartments have no reasonable expectation of privacy from school employees as to the contents of those areas. Lockers, desks, and other storage areas or compartments may be subjected to searches at any time with or without reasonable suspicion. Students are not to use any school area or property to store anything that should not be at school. Students shall not exchange lockers or desks. Students shall not use any lockers or desks. Students shall not use any lockers or desks other than those assigned to them by the principal or designee. A shared locker or storage area implies shared responsibility.
3. Authorized personnel may conduct a search of the student's person or the student's belongings, as noted above, whenever a student freely and voluntarily consents to such a search. Consent obtained through threats or coercion is not

considered to be freely and voluntarily given.

4. Strip searches are forbidden. No clothing except cold weather/outdoor garments and footwear will be requested to be removed before or during a search.
5. Authorized personnel conducting a search shall have authority to detain the student or student property, additionally at least one authorized person of the same sex of the student shall be present.
6. Any searches of students as outlined herein will be conducted by authorized personnel. Two authorized persons shall be present during any search of a student or student property, additionally at least one authorized person of the same sex of the student shall be present.
7. The Superintendent is authorized to arrange for the use of trained canines to aid in the search process.
8. Items that may be seized during an unauthorized search, in addition to those mentioned in Paragraph 1 above, shall include but not be limited to, any item, object, instrument, or material commonly recognized as unlawful or prohibited by law or by district policy. For example: prescription or non-prescription medicines, switchblade knives, brass knuckles, billy-clubs, and pornographic literature are commonly recognizable as unlawful or prohibited items. Such items, or any other items which may pose a threat to a student, the student body, or school personnel shall be seized, identified as to ownership if possible, and held for release to proper authority.

In conducting searches of students and property, school officials should consult with legal counsel and law enforcement authorities to be aware of circumstances when involvement of the police is advisable and/or necessary.

*Reference Mason School District Policy JIH*

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#### WEAPONS ON SCHOOL PROPERTY

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Weapons are not permitted on school property, in school vehicles or at school-sponsored activities. This policy applies to students and members of the public alike. Student violations of this policy will result in both school disciplinary action and notification of local law enforcement authorities. Members of the public who violate this policy will be reported to local law enforcement authorities.

The term “weapons” includes, but not limited to, firearms (rifles, pistols, revolvers, pellet guns, BB guns, etc.) knives, slingshots, metallic knuckles, firecrackers, billy-clubs, stilettos, switchblade knives, swords, canes, pistol canes, black jacks, daggers, dirk knives, explosives, incendiaries, martial arts weapons or self-defense weapons (as defined by RSA 159:24 and RSA 159:20 respectively), or any other object or substance which, in the manner it is used or threatened to be used, is known to be capable of producing death or bodily injury.

In addition, any student who is determined to have brought a firearm (as defined by 18 U.S.C. §921) to school will be expelled for not less than one year (365 days).

This expulsion may be modified by the Superintendent upon review of the specific case in accordance with other applicable law.

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

Weapons under control of law enforcement personnel are permitted.

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

*Reference Mason School District Policy JICI*

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#### ACCEPTABLE USE POLICY FOR COMPUTERS, NETWORK AND INTERNET ACCESS

The District has established this policy with regard to access and disclosure of electronic data composed, stored, sent or received by employees using the District computer system. This policy is designed to protect the safety and security of the District's computer systems including e-mail and Internet use.

The District intends to enforce the rules set forth below and reserves the right to change these rules at any time.

1. The computer hardware system, software and e-mail system are owned by the District, and all messages or data composed, stored, sent, or received using the system are and remain the private property of the District. They are not the property of the employee.
2. The computer and e-mail system is to be used for business purposes only. Personal business is unauthorized and should not be conducted on the system.
3. The electronic mail system may not be used to solicit or proselytize for commercial ventures, religious or political causes, outside organizations, or other non-job related solicitations.
4. The District prohibits discriminatory, harassing, or offensive materials in any form of media. Among those which are considered offensive are any messages which contain sexual implications, racial slurs, gender-specific comments, or any other comments that offensively address someone's age, sexual orientation, religious or political beliefs, national origin, or disability.

5. The electronic mail system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization.
6. The District reserves, and intends to exercise without prior notice, the right to read, review, audit, intercept, access or disclose any and all information on an employee's computer system or messages created, received or sent over the electronic mail system for any purpose, even if coded or passworded.
7. The confidentiality of any message or data should not be assumed. Even when a message is erased, it is still possible to retrieve and read that message. The use of passwords for security does not guarantee confidentiality, or that the District will not retrieve it. All passwords must be disclosed to the computer administrator.
8. Any communications created, sent, or retrieved using e-mail may be read by individuals other than the intended recipient.
9. Notwithstanding the District's right to retrieve and monitor any e-mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any e-mail that is not sent to them. Any exception to this policy must receive prior approval by the Superintendent.
10. Any employee who violates this policy or uses the computer system or electronic mail system for improper purposes shall be subject to discipline up to and including discharge.
11. The District has the authority to terminate or limit access to any program at any time.
12. Personal disks cannot be used on the system unless pre-authorized by the computer coordinator.
13. The District will take all necessary measures to maintain student privacy relative to the District's website, online information and storage of student personally identifiable information, as required by state and federal law.

*Reference Mason School District Policy EHAA*

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#### PUPIL SAFETY AND VIOLENCE PREVENTION

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#### RULES AND PROCEDURES IMPLEMENTING BOARD POLICY JICK PERSONAL HARASSMENT AND BULLYING TITLE IX AND RSA 193-F

## I. General Statement of Policy

The Mason School District is committed to providing all pupils a safe, secure and peaceful school environment. All pupils are protected under this policy, regardless of legal status.

Conduct constituting bullying or cyberbullying will not be tolerated, and is prohibited by this policy in accordance with RSA 193-F. Bullying and cyber-bullying outside of school activities or off school premises is subject to this policy as set forth herein. All pupils are protected under this policy, regardless of legal status.

It shall be a violation of this policy to engage in retaliation for false accusations against a victim, witness, or anyone else who in good faith provides information about an act of bullying or cyber-bullying.

There shall be disciplinary consequences or interventions, or both, for a pupil who commits an act of bullying or cyber-bullying, falsely accuses another of the same as a means of retaliation or reprisal, or otherwise violates this policy.

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

## II. Definitions

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

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

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

B. Cyber-bullying: bullying (as defined above) undertaken through the use of electronic devices.

C. Electronic devices: include, but are not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, social media (e.g. Facebook, etc.) and websites.

- D. Perpetrator: a pupil who engages in bullying or cyber-bullying.
- E. School property: all real property and all physical plant and equipment used for school purposes, including public or private school buses or vans.
- F. Victim: a pupil against whom bullying or cyber-bullying has been perpetrated.
- G. Educational opportunities: the curricular and extra-curricular programs and activities offered by the District.
- H. Interference with educational opportunities: a single significant incident or pattern of incidents involving a written, verbal or electronic communication, or a physical act or gesture, or any combination thereof which impedes a pupil's ability to participate in, or access, the educational opportunities offered by the District. The determination as to whether an incident or a pattern of incidents interferes with a pupil's educational opportunities shall be made by the person investigating the reported incident(s).
- I. Hostile educational environment: a single significant incident or pattern of incidents that is so severe and pervasive that it effectively denies a student equal access to the District's educational opportunities. The determination as to whether an incident or pattern of incidents has created a hostile educational environment shall be made by the person investigating the reported incident(s).
- J. The determination as to whether a single significant incident or a pattern of incidents causes a "substantial disruption to the orderly operation of the school" shall be made by the person investigating the reported incident(s), and shall be based on the totality of the circumstances, and may include disruptions to curricular or extra-curricular programs and activities offered by the District.

In accordance with RSA 193-F:4, the District reserves the right to impose discipline or intervention for bullying and/or cyber-bullying that:

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

### III. Reporting Procedure

The Principal of each school is responsible for receiving oral or written reports of bullying or cyber-bullying. The Principal may also designate another school



employee to receive oral and written reports of bullying.

### *Student or Parent Reports*

1. Any student who believes that he or she has been the victim of bullying or cyber-bullying, as defined in Section II, above, should immediately report the alleged act(s) to the Principal or designee; however, if the student prefers, he/she may inform any school employee or volunteer.
2. Students or parents who have witnessed or who have reliable information that a pupil has been subjected to bullying or cyber-bullying should immediately report the same to the Principal or designee, or, if the student or parent prefers, he/she may inform any school employee or volunteer about the alleged bullying or cyber-bullying.
  3. Forms to report incidents (JICK-R) of alleged bullying or cyber-bullying shall be available at the school office. Use of the form is encouraged, but not required. If the Principal or his/her designee receives the report verbally, he/she shall reduce the report received to writing within forty-eight hours of receiving the information.

### *Reports by Staff, Volunteer, or Employees of a Company under Contract with the School District, or with any school in the District.*

Any school employee, volunteer, or employee of a company under contract with the District, who has witnessed or has reliable information that a pupil has been subjected to bullying, or cyber-bullying as defined in Section II above, shall report such incident to the Principal or his/her designee as soon as reasonably possible, but no later than the end of the school day.

### IV. Notice to Parents/Guardians

Within 48 hours of receiving a report of alleged bullying or cyber-bullying, the Principal, or his/her designee, shall give notice of the report of the alleged incident to the parent(s) or guardian(s) of the victim and the perpetrator. The report shall be made by telephone or in writing; if made by telephone, a record of the report shall be made. The record should include, at a minimum, the date and time of the call. Any such notification under this policy must comply with the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. 1232g. At a minimum, the notice shall advise the individuals involved of the nature of the incident, the date and time the report was received, and the procedures described in this policy. In accord with FERPA, the notice shall not contain any personally identifiable information obtained from student education records.

## V. Waiver of Notification Requirement

The Superintendent may, within the 48 hour time period referenced in Section IV of this policy, grant the Principal or his/her designee a written waiver from the notification requirement in Section IV of this policy, if the Superintendent or his/her designee deems such waiver to be in the best interest of either the victim or the perpetrator. The granting of a waiver does not negate the responsibility to follow the other procedures set forth in this policy.

## VI. Investigative Procedures

1. The Principal or his/her designee is responsible for investigating reports of bullying or cyber-bullying. The Superintendent reserves the right to appoint another individual to conduct the investigation.
2. Investigations shall be initiated within five (5) school days of the date that the incident is reported to the Principal or his/her designee, and shall be completed within 10 school days.
3. If the Principal or his/her designee requires additional time to complete the investigation, the Superintendent or his/her designee may extend the time period for the investigation by up to seven (7) school days. Any such extension shall be in writing, and the Superintendent or his/her designee shall provide all parties involved with written notice of the granting of the extension.
4. Upon completion of the investigation, the Principal or his/her designee shall draft a written investigation report. The report must include, at a minimum, a description of the scope of the investigation, the findings, and the actions taken (i.e., the response to remediate, discipline, non-disciplinary interventions, etc).
5. Upon completion of the investigation, the Principal or his/her designee shall report all substantiated incidents of bullying or cyber-bullying to the Superintendent or his/her designee.
6. Within ten (10) school days of the completion of the investigation, the Principal or his/her designee shall provide the parents of the alleged victim and the alleged perpetrator with written notice of the results of the investigation (i.e., substantiated or unsubstantiated) and the available remedies and assistance. The notice shall comply with FERPA, and other State and Federal laws concerning student privacy.

## VII. Response to Re-mediate Substantiated Incidents of Bullying of Cyber-Bullying

The Principal or his/her designee shall develop a response to re-mediate any substantiated incident of bullying or cyber-bullying. The response should be

designed to reduce the risk of future incidents, and where appropriate, to offer assistance to the victim or perpetrator. In those cases where a perpetrator or victim is identified as a student with an educational disability, the Principal's response to re-mediate any substantiated incident of bullying or cyber-bullying shall be presented to the IEP Team. The IEP Team is permitted to amend or augment the response in a manner necessary to ensure that the perpetrator and/or victim receives a free, appropriate public education, while still taking appropriate measures to remediate bullying.

## VIII. Discipline and/or Interventions for Violations of this Policy

If, after investigating pursuant to Section VI of this policy, the Principal or his/her designee concludes that a pupil engaged in bullying or cyber-bullying, that student may be subject to appropriate disciplinary action, which may include alternative disciplinary measures, positive behavioral intervention, loss of privileges (e.g. recess, etc.), loss of buss riding privileges, suspension and expulsion. Any such disciplinary action shall be taken in accordance to applicable board policy and legal requirements.

In addition to imposing discipline under such circumstances, the Board encourages the administration and school district staff to seek alternatives to traditional discipline, including but not limited to early intervention measures, alternative dispute resolution, conflict resolution and other similar measures.

## IX. Prohibition Against Retaliation and False Accusations

1. Reprisal or Retaliation: The District will discipline and take appropriate action against any pupil, teacher, school administrator, school volunteer, or other school employee who retaliates against any person who makes a good faith report of alleged bullying or against any person who testifies, assists, or participates in a proceeding or hearing related to such bullying.

The consequences and appropriate remedial action for a pupil, teacher, school administrator, school volunteer, or other school employee who engages in reprisal or retaliation shall be determined by the Principal or designee after consideration of nature, severity, and circumstances of the act, in accordance

with the law and Board policies. Any action taken with regard to a school employee shall be considered a personnel matter.

2. False Reporting: A student found to have wrongfully and intentionally accused another of bullying or cyber-bullying may face discipline or other consequences, ranging from positive behavioral interventions up to and including suspension and expulsion. Any such disciplinary action shall be taken in accordance to applicable board policy and legal requirements. At the discretion of the Principal or his/her designee, students who commit an act of bullying or cyber-bullying or falsely accuse another of the same as a means of retaliation or reprisal may, either in addition to discipline or in lieu of discipline, receive non-disciplinary interventions. Interventions are not considered disciplinary in nature.
3. Process to Protect Pupils from Retaliation: If the alleged victim or any witness expresses to the Principal or other staff members that he/she believes he/she may be retaliated against, the Principal or designee shall develop a process or plan to protect that student from possible retaliation.

Each process or plan may be developed on a case-by-case basis. Suggestions include, but are not limited to, stern warning to alleged perpetrators, temporary loss of privileges, or other means necessary to protect against possible retaliation.

Nothing in this policy shall supersede the disciplinary procedures of the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act, including the protections offered through the manifestation determination process.

## X. Training

The Superintendent shall ensure that the school employees, regular volunteers, and employees of a company under contract with the District, and/or any of the schools within the District, who have significant contact with pupils annually receive training on this policy for the purpose of preventing, identifying, responding to, and reporting the incidents of bullying or cyber-bullying.

The School District shall provide age-appropriate educational programs for pupils and parents in preventing, identifying, responding to, and reporting incidents of bullying or cyber-bullying.

## XI. Notice of Policy

The Superintendent or his/her designee shall provide written notice annually of this policy to students, parents, legal guardians, school employees, school volunteers, and employees of companies under contract with the District, or any

school within the District, through appropriate references in the student and employee handbooks, by publishing a copy of this policy on the District/SAU website, by providing companies under contract with the District, with a copy of the policy, by providing training on the policy in accord with RSA 193-F, or through other reasonable means.

## XII. Report to the Department of Education

The Principal or his/her designee is responsible for reporting substantiated incidents of bullying to the Superintendent or his/her designee.

The Superintendent or his/her designee shall, on an annual basis, or as requested, report substantiated incidents of bullying or cyber-bullying to the School Board and/or Department of Education. The reports shall not contain any personally identifiable information pertaining to any pupil.

## XIII. Appeals

A parent or guardian who is aggrieved by the investigative determination letter of the Principal or his/her designee may appeal the determination to the Superintendent for review. The appeal shall be in writing addressed to the Superintendent, shall state the reason(s) why the appealing party is aggrieved, and the nature of the relief they seek. The Superintendent shall not be required to re-investigate the matter and shall conduct such review as he/she deems appropriate under the circumstances.

It is in the best interests of students, families and the District that these matters be promptly resolved. Therefore, any such appeal to the Superintendent shall be made within ten (10) days of the date of the parent/guardian's receipt of the investigative determination letter of the Principal or his/her designee. The Superintendent shall issue his/her decision in writing.

If the parent or guardian is aggrieved by the decision of the Superintendent, they may appeal the decision to the school board within ten (10) calendar days of the date of the parent/guardian's receipt of the Superintendent's decision. An appeal to the Superintendent shall be a prerequisite to any appeal to the School Board. The appeal to the School Board shall be in writing, addressed to School Board Chair in care of the Superintendent, shall state the reason(s) why the appealing

party is aggrieved, and the nature of the relief they seek.

An aggrieved parent/guardian has the right to appeal the final decision of the local School Board to the State Board within thirty (30) calendar days of receipt of the written decision of the local School Board in accordance with RSA 541-A and State of New Hampshire Department of Education Regulations set forth in ED 200. The State Board may waive the thirty-day requirement for good cause shown, including, but not limited to, illness, accident, or death of a family member.

#### XIV. Capture of Audio Recordings on School Buses

Pursuant to RSA 570-A:2, notice is hereby given that the Board Authorizes audio recordings to be made in conjunction with video recordings of the interior of the school buses while students are being transported to and from school or school activities. The Superintendent shall ensure that there is a sign informing the occupants of school buses that such recordings are occurring.

#### XV. Use of Video or Audio Recordings in Student Discipline Matters

The District reserves the right to use audio and/or video recording devices on District property (including school buses) to ensure the health, safety, and welfare of all staff, students, and visitors. Placement and location of such devices will be established in accordance with the provisions of Policies EEAA, EEAE, and ECAF. In the event an audio or video recording is used as part of a student discipline proceeding, such video may become part of a student's education record. If an audio or video recording does become part of a student's education record, the provisions of Policy JRA shall apply. The Superintendent is authorized to contact the District's attorney for a full legal opinion in the event of such an occurrence.

Legal References: RSA 193-F

*Reference Mason School District Policy JICK*

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### TITLE IX SEXUAL HARASSMENT POLICY AND GRIEVANCE PROCESS

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The purpose of this Policy is to address, and only to address, sexual harassment as defined in Title IX that occurs within the educational programs and activities of the district. For harassing conduct which does not meet the definition of sexual harassment under Title IX and this Policy, the District's response will be governed under other applicable laws and policies per Board policy AC, and policies referenced therein.

This Policy shall apply to all students, employees, and any third party who contracts with the District to provide services to District students or

employees, upon District property or during any school program or activity.

Volunteers and visitors who engage in sexual harassment will be directed to leave school property and/or be reported to law enforcement, the NH Division of Children, Youth and Families (DCYF), as appropriate. A third party under supervision and control of the school system will be subject to termination of contracts/agreements, restricted from access to school property, and/or subject to other consequences, as appropriate.

The Superintendent shall have overall responsibility for implementing this Policy, and shall annually appoint a District Title IX Coordinator as that position is described in Section II.C.

*Reference Mason School District Policy ACAC*

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## CHILD ABUSE OR NEGLECT REPORTING

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### **A. Statutorily Mandated Reporting – All Persons.**

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

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

The report should contain:

- a. The name and address of the child suspected of being abused or neglected,
- b. The person responsible for the child’s welfare,

- c. The specific information indicating neglect/abuse or the nature and extent of the child's injuries (including any evidence of previous injuries),
- d. The identity of the person or persons suspected of being responsible for such neglect or abuse; and
- e. Any other information that might be helpful in establishing neglect or abuse.

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

**B. Additional provisions relating to school employees, volunteers and contracted service providers.**

Each school employee, designated volunteer or contracted service provider having reason to suspect that a child is being or has been abused or neglected must also immediately report his/her suspicions to the building Principal or other building supervisor. This initial report may be made orally, but must be supplemented with a written report as soon as practicable after the initial report, but no event longer than one calendar day.

1. Request for Assistance in Making Initial Report.

The initial report to the Principal/building supervisor may be made prior to the report to DCYF/law enforcement, but only if:

- (a) The initial report is made for the purpose of seeking assistance in making the mandated report to DCYF/law enforcement, **and**
- (b) Reporting to the Principal, etc. will not cause any undue delay (measured in minutes) of the required report to CDYF/Law enforcement.

When receiving a request for assistance in making a report, the Principal or other person receiving the request is without authority to assess whether the report should be made, nor shall he/she attempt in any way to dissuade the person from making the legally mandated report. Once the Principal/building supervisor receives the information, the law would impose a reporting requirement upon both the original reporter and the Principal.

2. Principal's Action upon Receiving Report.

Upon receiving the report/request from the employee, volunteer or any other person, the Principal/building supervisor shall immediately assure that DCF/law enforcement is or has been notified, and then notify the Superintendent that such a report to DCYF has been made.



A written report shall be made by the Principal to the Superintendent within twenty-four (24) hours, with a copy provided to DCYF if requested. The report shall include all of the information included in the initial oral report, as well as any other information requested by the Superintendent, law enforcement or DCYF.

3. Requirements for Reporting of Other Acts.

Employees/contract providers are also reminded of the requirements to report any act of “theft, destruction, or violence:

as defined under RSA 193-D:4, I (a), incidents of “bullying” per Board Policy *JICK*, and hazing under RSA 671:7. See also Board Policy *GBEB*. A single act may simultaneously constitute abuse, bullying, hazing, and/or an act of theft, destruction or violence.

**C. Sinage and Notification.**

The Superintendent is directed to assure that the Principal or administrator of each school shall post a sign within the school that is readily visible to students, in the form provided by the, Division for Children, Youth, and Families, that contains instructions on how to report child abuse or neglect, including the phone number for filing reports and information on accessing the Division’s website.

Additionally, information pertaining to the requirements of section A of this policy shall be included in each student handbook or placed on the district’s website.

**D. Training Required.**

The Superintendent shall assure that all District employees, designated volunteers and contracted service providers receive training (in-person or online) upon beginning service with the District, with annual refreshers thereafter, on the mandatory reporting requirements, including how to identify suspected child abuse or neglect.

*Reference Mason School District Policy JLF*

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PARENT/STUDENT RIGHTS IN IDENTIFICATION EVALUATION AND PLACEMENT

The following is a description of the rights granted by federal law to students with disabilities. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions.

You have the right to:

1. Have your child take part in, and receive benefits from public education program without discrimination because of his/her disabling conditions.
2. Have the School District advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation, or placement of your child.
4. Parent consent must be obtained before conducting an initial evaluation and placement.
5. Have your child receive a free appropriate education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the School District make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
6. Have your child educated in facilities and receive services comparable to those provided non-disabled students.
7. Have your child receive special education and related services if she/he is found to be eligible under the Individuals with Disabilities Act or Section 504 of the Rehabilitation Act.
8. Have evaluation, educational, and placement decisions based upon a variety of information sources, and by persons who know the students, the evaluation data, and placement options.
9. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
10. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
11. Examine all relevant records related to decisions regarding your child's identification, evaluation, educational program, and placement.
12. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records.
13. A response from the School District to reasonable requests for explanations and interpretations of your child's records.
14. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the School District refuses this request for amendment, it shall notify you within a reasonable time and advise you of the right to a hearing.
15. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. You and the student may take part in the hearing and have an attorney represent you.
16. Ask for payment of reasonable attorney fees if you are successful on your claim.

17 .File a local grievance.

Reference: Section 504/Subpart D of the Rehabilitation Act of 1973

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#### CONTENT OF NOTICE OF NON-DISCRIMINATION POLICY

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SAU #89 has prepared and shall use the following form of notice (the “Notice”)

“It is the policy of SAU #89 not to discriminate on the basis of race, color, national origin, age, sex, or disability, in its educational programs, activities or employment policies as required by Section 504 of the Rehabilitation Act of 1973, Provision of Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1967, Title IX of the Education Amendments of 1972,

The Education of all Handicapped Children Act of 1975, the Individuals with Disabilities Education Act of 1990, and the Americans with Disabilities Act of 1991.”

Inquiries regarding Section 504 of the Rehabilitation Act of 1973, ADA and 34 C.F.R. Part 104 may be directed to the Superintendent or the State Department of Education, 101 Pleasant Street, Concord, NH 03301.

Any person having inquiries concerning Title IX or the Education Amendments of 1972 and 34 C.F.R. Part 106 may contact the Title IX Coordinator, Department of Education, 101 Pleasant Street, Concord, NH 03301, or the Assistant and/or Regional Director, United States Department of Education, Office for Civil Rights, Region 1, Boston, MA.

*Reference Mason School District Policy AC*

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#### TITLE IX NON-DISCRIMINATION STATEMENT

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It is the policy of the School Board that there will be no discrimination on the basis of age, gender, race, creed, color, religion, marital status, sexual orientation, national or ethnic origin, or disability for employment in, participation in, admission/access to, or operation and administration of any educational program or activity in the School District.

The Superintendent or his/her designee will receive all inquiries, complaints, and other communications relative to this policy and the applicable laws and regulations concerned with non-discrimination.

This policy of non-discrimination is applicable to all persons employed or served by the District. Any complaints or alleged infractions of the policy, law or applicable regulations will be processed through the grievance procedure.

Front Cover ~ ‘Mason Mustangs’  
Designed & Drawn by Kimberly A. Vocell

# Mason Elementary School Calendar 2023-2024

Approved: April 10, 2023

AUGUST						FEBRUARY					
M	T	W	TH	F		M	T	W	TH	F	
2	<del>28</del>	<del>29</del>	30	31							
SEPTEMBER						FEBRUARY					
19	<del>4</del>	5	6	7	8	17				1	2
	11	12	13	14	15		5	6	7	8	9
	18	19	20	21	22		12	13	14	15	16
	25	26	27	28	29		19	20	21	22	23
OCTOBER						MARCH					
20	2	3	4	5	<del>6</del>	19					<del>1</del>
	<del>8</del>	10	11	12	13		4	5	6	7	8
	16	17	18	19	20		11	<del>12</del>	13	14	15
	23	24	25	26	27		18	19	20	21	22
	30	31					25	26	27	28	29
NOVEMBER						APRIL					
17			1	2	3	17	1	2	3	4	5
	6	7	8	9	<del>10</del>		8	9	10	11	12
	13	14	15	16	17		15	16	17	18	19
	20	<del>21</del>	<del>22</del>	<del>23</del>	<del>24</del>		<del>22</del>	<del>23</del>	<del>24</del>	<del>25</del>	<del>26</del>
	27	28	29	30			29	30			
DECEMBER						MAY					
16					1	22			1	2	3
	4	5	6	7	8		6	7	8	9	10
	11	12	13	14	15		13	14	15	16	17
	18	19	20	21	22		20	21	22	23	24
	<del>25</del>	<del>26</del>	<del>27</del>	<del>28</del>	<del>29</del>		<del>27</del>	28	29	30	31
JANUARY						JUNE					
21	<del>1</del>	2	3	4	5	8					
	8	9	10	11	12		3	4	5	6	7
	<del>15</del>	16	17	18	19		10	11	12	13	14
	22	23	24	25	26		17	18	19	20	21
	29	30	31				24	25	26	27	28
August 28 & 29, 2023				Teacher Workshop Days		November 22-24, 2023		Thanksgiving Recess			
Wednesday, August 30, 2023				First Day of In School Grades K-5		Dec. 25, 2023 - Jan. 1, 2024		Holiday Recess			
Friday, September 1, 2023				No School		Monday, January 15, 2024		Martin Luther King Day			
Monday, September 4, 2023				Labor Day		February 26 - March 1, 2024		Winter Recess			
Tuesday, September 5, 2023				First Day of Pre-School		Tuesday, March 12, 2024		Teacher Workshop Day			
Friday, October 6, 2023				Teacher Workshop Day		April 22 - 26, 2024		Spring Recess			
Monday, October 9, 2023				Columbus Day/Indigenous Peoples' Day		Monday, May 27, 2024		Memorial Day			
Friday, November 10, 2023				Veterans Day		Thursday, June 12, 2024		Last day of School			
Tuesday, November 21, 2023				No School - PTC							
						<del>X</del>		<b>NO SCHOOL</b>			

This calendar is subject to changes authorized by your School Board, Department of Education, or when school is closed because of dangerous traveling conditions or emergencies. School districts are required to schedule 180 days for instruction or 945 instructional hours as required by RSA 189:1 and Ed 306.18 and an additional 60 hours must be scheduled must be scheduled to provide for instructional time lost due to inclement weather or unexpected circumstances, staff development, and parent-teacher conferences.