



**Bath Village School**  
**Parent & Student Handbook**  
**2017-2018**  
REVISED 08/22/2017



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1.

**BATH SCHOOL BOARD**

Board Chair----- Mr. Matthew Mulcahy  
Board Vice Chair----- Ms. Heather Engle  
Board Member----- Mrs. Angie Bemis  
Treasurer----- Ms. Heather Engle-Interim

Principal----- Ms. Bernice Burroughs  
Secretary----- Mrs. Penny Shortt-Newton

**CENTRAL OFFICE**

Superintendent----- Laurie Melanson - 787-2113

**STATEMENT OF PHILOSOPHY**

Bath Village School is committed to the ideal that education is the right of all American children. Our democratic society can neither endure nor effectively function unless each member is encouraged to be an active and informed citizen.

Our children are our most important natural resource, and the development of their diverse capabilities; skills, competencies and values are our primary responsibility.

Children are born with different capabilities to learn and grow. Our task is to respect these differences, to encourage their individual expression, and to motivate their continuous growth and development.

Bath Village School is committed to the educational, physical, social and cultural education of all its students. Our faculty strives to foster the independent roles of democratic citizenship, to encourage the fullest development of our students' mental, physical and social capabilities, and to teach each child to read, write, speak, research, reason and form conclusions and judgments which will enable him/her to live a happy, healthy and productive life.

Since our school is not a society unto itself, our faculty and staff must continually foster the cooperation and support of parents, social agencies and community members if each child is to become all that he or she is capable of becoming.

2.

**STAFF ASSIGNMENTS**

Kindergarten-----	Mrs. Dawn Nelson
First Grade-----	Mrs. Caitlin Fullerton
Second Grade-----	Ms. Kayla Tillotson
Third Grade-----	Mrs. Kristen Avery
Fourth Grade-----	Mrs. Melinda Blaisdell
Fifth Grade-----	Mr. Tim Carignan
Sixth Grade-----	Ms. Leslie Waterman
Music-----	Mrs. Chelsea Evans
Art-----	Mr. Sam Marston
Physical Education-----	Mr. Ken Marier
Special Education -----	Mrs. Cari Sanborn
Special Education-Title 1-----	Mrs. Jessica Fiore
Guidance-----	Mrs. Trish Griswold
Instructional Assistants-----	Mrs. Sheena Danforth Mrs. Elizabeth Mitchell
School Nurse -----	Robert Lewis
Café Services	
Lunch Assistant-----	Mrs. Jody Youngman
Custodian -----	Mr. Patrick Avery

3.

### **DAILY SCHEDULE**

8:00 a.m. School Begins

3:15 p.m. Dismissal

### **LUNCH & RECESS**

11:50 - 12:50

### **WEEKLY SCHEDULE**

**Monday** - Guidance

**Tuesday** - Art

**Wednesday** - Music

**Thursday** - Gym

**Friday** - 1<sup>st</sup> Trimester... Health

### **School Meals**

Breakfast - \$1.50 Milk - \$.60 Juice \$.50

Lunch - \$2.10 Adult lunch - \$2.50

Milk is available to students for snack time or with bag lunches for \$.60

Free and reduced lunches are available for those who qualify.

### **SNACK TIME**

At approximately 10:00 a.m. each morning the children have a snack break. At this time, they may order milk for \$.60 or a juice for \$.35

### **ATTENDANCE, TARDINESS AND TRUANCY**

The purpose of this policy is to ensure that students are in school and learning. The Bath Village School staff recognizes that school attendance is critical to successful school performance. We also recognize tardiness as a disruption to the educational process. It sets a tone that de-values education, detracts from lessons, and is discourteous to the teacher and other students, and results in a loss of instructional time.

**Under New Hampshire law, specifically RSA 193:1, parents/guardians have a legal obligation to guarantee that their children who are at least 6 years of age and under 18 years of age attend public school daily.**

The Parents/Guardians are responsible for ensuring:

1. Students who are at least 6 years of age and under 18 attend public school daily.
2. The school is notified that their child will be absent before 8:00 a.m. by calling Bath Village School (603 747-2004). If no one is available to answer the phone, a special extension for reporting absences has been installed for the caller to leave a message. (extension 305)
3. Written excuses for any absences are submitted upon the student's return to school.
4. On the third consecutive day of an absence, parents/guardians must contact the school and speak to their child's teacher, school nurse or principal.
5. Parental written excuses must be accompanied by a physician's note after a student has been absent for five or more consecutive days.
6. Every effort is made to schedule a child's planned activities and appointments at times when school is not in session.
7. Family vacations are scheduled during school vacations and recess periods. (Certain exceptions may be made. Parents/Guardians are required to complete the attached Released Time Request Form two weeks before the planned absence.)

The Principal is responsible for overseeing procedures and ensuring that:

1. Attendance is accurately checked and reported daily for each class.
2. When a parent/guardian does not notify the school that their child will be absent, the school secretary or designated staff member will contact the parent/guardian by phone before 9:00 a.m.
3. Parents are provided with a copy of the school calendar.

### **Excused and Unexcused Absences Defined**

The School Board recognizes that absences from school may be necessary under certain circumstances. The School District recognizes two kinds of absences from school: excused and unexcused absences.

Excused absences are limited to the following situations:

1. School-sponsored events such as field trips or athletic events.
2. Absences due to illness (including dentists and orthodontists) accompanied by documentation, see above #s 3, 4, 5.
3. Death of a family member.
4. Religious holidays or attendance at religious ceremonies.
5. Absences approved by the Superintendent under RSA 193:1, I(c), i.e., acknowledged home education programs, private school attendance, etc.
6. Absences as a result of waivers from the Superintendent for alternative learning plans under RSA 193:1, I(h).
7. Mandated court appearances.

Unexcused absences are all other absences.

5.

### Intervention Process

Ten half-days of unexcused absence during a school year shall constitute habitual truancy under New Hampshire law.

The Principal will intervene in the following manner:

1. After six half-days of unexcused absences, the building Principal or designee shall contact the parent/guardian by telephone and in writing requesting a meeting within three school days to discuss the matter and to develop a plan to prevent any further unexcused absences. In accordance with New Hampshire law, the building principal shall enclose copies of RSA 193:1, this Policy, and the student's attendance record. The building principal will send a copy of the letter to the District's truant officer and the Superintendent.
2. If a student reaches 10 half-days of unexcused absences during a school year, the building principal shall notify the Superintendent, parents/guardians, and truant officer. The building principal shall schedule a meeting with the parent/guardian, truant officer, and appropriate school personnel. The purpose of the meeting shall be to develop a revised plan to address the habitual truancy. At the meeting, the building principal and truant officer shall inform the parent/guardian that additional unexcused absences may result in a report to the Division of Children Youth and Families (DCYF) and/or the filing of the appropriate action (usually a CHINS petition under RSA 169-D:2, III(a) in the local district court).
3. If the student fails to comply with the revised plan and has more than 15 half-days of unexcused absences, the building principal and truant officer shall consult with the Superintendent to determine what course of action to follow. This course of action may include one or more of the following:
  1. Students may be required to attend summer school and meet all curriculum requirements before they can be promoted to the next grade level.
  2. DCYF will be notified and/or a court action filed.
  3. Students may be required to repeat their grade.

### TARDINESS

Students arriving at school after 8:00 a.m. must report to the office before going to class. Tardy students must be accompanied by parents, guardians, approved adults or a parental/guardian note to explain their late arrival. If a student is late more than three times per month, parents/guardians will be contacted by the principal to arrange a meeting to discuss and develop a plan of action to improve the problem.

If the problem persists the matter will be taken up with the Superintendent and/or School Board to consider a more serious plan of action which may include one of the following actions:

1. Students may be required to attend summer school and meet all curriculum requirements before they can be promoted to the next grade level.
2. Students may be required to repeat their grade.
3. DCYF will be notified and/or a court action filed.

6.



**BATH VILLAGE SCHOOL**  
 61 Lisbon Road, P.O. Box 141  
 Bath, New Hampshire 03740  
 (603) 747- 2004, 747-3450  
 747-3260-(fax)

**RELEASED TIME  
 PARENT REQUEST FORM  
 (2 weeks before planned absence)**

It is our intention to withdraw \_\_\_\_\_  
 from school on \_\_\_\_\_ until \_\_\_\_\_  
 for the purpose of \_\_\_\_\_.

I realize that by withdrawing my child from school, his/her educational progress might be harmed. It will be my responsibility to ensure that any make-up work required will be requested at least seven days in advance and that work assigned is completed within the prescribed time limits as outlined by the school. It is also understood that make-up tests will be administered in a timely fashion by the classroom teacher.

\_\_\_\_\_  
 Parent or Guardian

\_\_\_\_\_  
 Date

ADOPTED: Bath Village School  
 Haverhill Cooperative School Board  
 Piermont School Board  
 Warren School Board



7.

## **NOTES**

The purpose of notes is to let school personnel know that parents are aware of their child's plans or activities and approve of them. Notes from parents are required under the following circumstances:

1. When a child is tardy.
2. When a child has been absent. (Please include reason)
3. If a child will be dismissed early.
4. If a child will be riding a different bus or taken home by someone other than a parent or guardian.

## **TELEPHONE**

Students will not be allowed to use the telephone during school hours, unless it is an emergency. No social calls, either incoming or outgoing, will be permitted. No calls will be permitted for forgotten school items, equipment, or permission to go to a friend's house after school.

## **BOOK CARE**

Books and other school materials are very expensive. Students must care for these materials in the proper manner.

## **LOST OR DAMAGED BOOKS**

Students and parents/guardians will be billed for any book that is lost or damaged.

## **DAMAGED SCHOOL PROPERTY**

Students and parents/guardians will also be billed for any damage that is caused to the school through negligence or foul play. The charge will be determined by the Principal. Any financial responsibilities not met by the last day of school will result in the student not receiving his/her report card. This, in turn, may result in non-promotion until the issue is resolved.

8.

## RETENTION AND SUMMER SCHOOL

In grades K-3 a pass/fail system of reporting progress is used. Retention decisions are based primarily on developmental issues regarding academic and social progress. If a recommendation for summer school or retention is being considered for a child in grades K-3, parents will be notified in writing regarding what the concerns are before the end of the second trimester. A conference with the teacher will be arranged to discuss the situation. During the 3<sup>rd</sup> trimester, final decisions regarding summer school and/or retention will be made no later than the end of May. Parents will be notified in writing at that time, and a conference may be arranged if necessary.

In grades 4-6 summer school and retention decisions are based on the following:

1. If a student does not maintain a passing grade average in one subject, a conference will be held with parents to determine a need for summer school.
2. If a student fails two subjects, attendance and successful completion of summer school requirements will be necessary to progress to the next grade.
3. Failure of three subjects will result in repeating the grade.

Parents will be notified after the second trimester if their child is at risk of failing a subject for the year. A conference will be recommended at that time to discuss what will be necessary to resolve the problem.

Final decisions regarding summer school and retention will be made before the end of May. At that time parents will be notified in writing of their child's status regarding participation in summer school or repeating a grade.

EFG

## FOOD SERVICE PROGRAM CHARGE POLICY (Bath)

All food purchased from the Food Service Program will be paid for at the time of purchase, either in cash, or by deduction from a prepaid account. Credit will not be extended. Advance payments should be made by check or by using the district's online pre-payment system, although cash will be accepted.

In the event a student forgets or misplaces their money for their lunch, a meal will be provided to them and be charged to their account. If their lunch bill has gone unpaid for more than 5 days, the information will be referred to the building administrator and a phone call will be made to their home. Letters will be sent home weekly with account information as necessary.

A list of accounts with a negative balance of \$25 or more will be referred to the Superintendent's office for action.

If, by the end of the school year, there is a negative balance on a student account, the parent will have **until June 30<sup>th</sup>** in which to bring the account up to date or face possible legal action. SAU #23 reserves the right to pursue legal action on any unpaid balances.

At no time will a student be allowed to charge any snack, juices or Ala Carte items.

At no time will staff be allowed to charge.

9.

## WEAPONS ON SCHOOL PROPERTY

Weapons are not permitted on school property, on school vehicles or at school-sponsored activities. Student violations of this policy will result in both school disciplinary action and notification of the police. Suspension or expulsion from school could result.

The term "weapons" includes, but is not limited to firearms, (rifles, pistols, revolvers, pellet guns, BB guns, etc.) knives, slingshots, metallic knuckles, firecrackers, stiletos, switchblade knives, sword canes, pistol canes, black jacks, daggers, dirk knives, explosives, incendiaries, martial arts weapons (as defined by RSA 159:24), self-defense weapons (as defined by RSA 159:20) or any other substance, object or thing 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 US 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.

Weapons under control of law enforcement personnel are permitted.

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

### Legal Reference:

18 U.S.C.A. § 921-924

RSA 193-D, Safe School Zones

RSA 193:13, Suspension and Expulsion of Students

NH Code of Administrative Rules, Section Ed. 317, Standards and procedures for suspension and expulsion of pupils including procedures assuring due process

NCLB 20 U.S.C.A. § 7139 et seq.

Adopted: Bath School Board, April 10, 2006  
Haverhill Cooperative School Board, April 3, 2006  
Piermont School Board, April 13, 2006  
Warren School Board, May 10, 2006

## Guidance

Bath Village School's guidance department employs a developmental school counseling approach to working with children at the elementary and middle school levels. These services include: **counseling**, **consultation**, and **coordination**.

**Counseling** services are provided through whole class instruction, in small groups, and/or individually. Whole class instruction is designed to address performance outcomes outlined in the district's local curriculum as well as curricular standards outlined by the State of New Hampshire and the American School Counselors' Association. This includes but is not limited to: interpersonal and communication skills, conflict resolution, decision-making, and problem-solving. Whole class lessons are provided on a weekly basis for 30-45 minutes depending on the group's developmental readiness. Alternatively, small group counseling is intended to be short-term, lasting no more than six to eight weeks. Small groups are comprised of two or more students with similar needs or who are experiencing similar developmental challenges. Small group counseling sessions typically range from 15-30 minutes each depending on the group's developmental needs. Individual counseling is provided in a one-on-one format wherein the school counselor assists the student in managing his or her own personal, social, educational, and/or career development. Individual counseling includes adaptive social skills instruction and crisis counseling.

The school counselor serves as a **consultant** within the school and community by collaborating with the school's educational team to ensure that all children are provided with the opportunity to reach their full social, emotional, and academic potential. The school counselor works closely with parents, teachers, administrators, educational specialists, other school personnel, and outside therapists to address behavioral concerns, classroom issues, and/or problems that arise with individual students.

The school counselor provides leadership through the **coordination** of services for all students. The school counselor works closely with the classroom teacher and special education team during the referral process and through the development of a student's educational plan. The school counselor also advocates for the needs of all students by taking an active role in school improvement plans and programs and by serving on professional boards and committees whenever possible.

Bath Village School's guidance services are unique in that the school district employs one certified school counselor one day per week with extended availability during crisis situations. The school counselor will work to address all student-related issues as soon as possible, but, given that such issues may arise when the school counselor is not on duty, he/she may need to engage in a follow-up conversation with your child at a later time. Unless a parent notifies the school in writing, the school counselor may speak with individual students and/or small groups of students regarding school-related issue(s) up to three times without parent permission. In these instances, the school counselor will contact the parent via telephone or email only as needed. The school counselor will, however, seek written parent permission prior to providing on-going small group counseling and/or extended individual counseling.

## STUDENT COMPUTER AND INTERNET USE

The School Administrative Unit 23's computers, networks and Internet access are provided to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and staff. This policy and the accompanying rules also apply to computers or laptops issued directly to students, whether in use at school or off school premises.

Student use of school computers, networks and Internet services is a privilege, not a right. Compliance with the district's policies and rules concerning computer use is mandatory. Students who violate these policies and rules may have their computer privileges limited, suspended or revoked. Such violations may also result in disciplinary action, referral to law enforcement and/or legal action.

The School Administrative Unit 23's computers remain under the control, custody and supervision of the school district at all times. The district monitors all computers and Internet activity by students. Students have no expectation of privacy in their use of district computers.

The district utilizes filtering technology designed to block materials that are obscene or harmful to minors. The district takes precautions to supervise student use of the Internet, but parents should be aware that the School Administrative Unit 23 cannot reasonably prevent all instances of inappropriate computer use by students in violation of Board policies and rules, including access to objectionable materials and communication with persons outside of the school. The district is not responsible for the accuracy or quality of information that students obtain through the Internet.

Students and parents shall be informed of this policy and the accompany rules through handbooks, the district's website and/or other means selected by the Superintendent.

The Superintendent is responsible for implementing this policy and the accompanying rules. Additional administrative procedures of school rules governing day-to-day management and operations of the district's computer system may be implemented, consistent with Board policies and rules. The Superintendent may delegate specific responsibilities to the Director of Technology and others as he/she deems appropriate.

Cross Reference: IJNDB-R - Student Computer and Internet Use Rules

Each student is responsible for his/her actions and activities involving school district computers, networks and Internet services, and for his/her computer files, passwords and accounts. These rules provide general guidance concerning the use of district computers and examples of prohibited uses. The rules do not attempt to describe every possible prohibited activity. Students, parents and schools staff who have questions about whether a particular activity or use is prohibited are encouraged to contact a building administrator or the SAU 23 Director of Technology.

**A. Consequences for Violation of Computer Use Policy and Rules:**

Student uses of the district computers, networks and internet services is a privilege, not a right. Compliance with the district's policies and rules concerning computer use is mandatory. Students who violate these policies and rules may have their computer privileges limited, suspended or revoked. Such violations may also result in disciplinary action, referral to law enforcement and/or legal action.

Building principal shall have the final authority to decide whether a student's privileges will be limited, suspended or revoked based upon the circumstances of the particular case, the student's prior disciplinary record and any other pertinent factors.

**B. Acceptable Use:**

The district's computers, networks and Internet services are provided for educational purposes and research consistent with the district's educational mission, curriculum and instructional goals. All Board policies, district rules and expectations concerning student conduct and communications apply when students are using computers. Students are also expected to comply with all specific instructions from teachers and other school staff or volunteers when using the district's computers.

**C. Prohibited Uses:**

Examples of unacceptable uses of district computers that are expressly prohibited include, but are not limited to the following:

**Accessing Inappropriate Materials:** Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal materials.

**Illegal Activities:** Using the district's computers, networks and Internet services for any illegal activity or in violation of any Board policy or school rules, including bullying or harassing behavior toward students or other persons. The district assumes no responsibility for illegal activities of students while using school computers.

**Violation Copyrights:** Copying, downloading or sharing any type of copyrighted materials (including music or films) without the owner's permission. The district assumes no responsibility for copyright violations by students.

**Copying Software:** Copying or downloading software without the express authorization of the Director of Technology. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. The district assume no responsibility of illegal software copying by students

**Plagiarism:** Representing as one's work any material obtained on the internet (such as term papers, articles, music, etc.) When Internet sources are used in student work the author, publisher and web site must be identified.

**Non-School Relate Uses:** Using the district's computers, networks and Internet services for non-school related purposes such as private financial gain; commercial, advertising or solicitation purposes, or any other personal

use not connected with the educational program or assignments.

## 13.

**Misuse of Passwords/Unauthorized Access:** Sharing passwords, using other users' passwords, and accessing or using other users' accounts.

**Malicious Use/Vandalism:** Any malicious use, disruption or harm to the district's computers, networks and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses.

**Unauthorized Access to Blogs/Chat Rooms or Networking Sites:** Accessing blogs, chat rooms or social networking sites without specific authorization from the supervising teacher.

### D. NO Expectation of Privacy:

School Administrative Unit 23's computers remain under the control, custody and supervision of the school district at all times. Students have no expectation of privacy in their use of district computers, including e-mail, stored files and Internet access logs.

### E. Compensation for Losses. Cost and/or Damages:

The student and his/her parents/guardians are responsible for compensating the school district for any losses, costs or damages incurred by the district for violations of Board policies and district rules while the student is using district computers, including the cost of investigating such violations. The district assumes no responsibility for any unauthorized charges of costs incurred by an employee while using school district computers.

### F. Student Security

A student is not allowed to reveal his/her full name, address, telephone number, social security number or other personal information on the internet without prior permission from a teacher. Students should never agree to meet people they have contacted through the Internet without parental permission. Students should inform their teacher if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.

### G. System Security:

The security of the school district's computers, networks and Internet services is a high priority. Any student who identifies a security problem must notify his/her teacher immediately. The student shall not demonstrate the problem to others or access unauthorized material. Any user, who attempts to breach system security, causes a breach of system security or fails to report a system security problem shall be subjected to disciplinary and/or legal action in addition to having his/her computer privileges limited, suspended or revoked.

### H. Personally Owned Student Computers and Electronic Devices:

School Administrative Unit 23 and its member districts have done everything possible to provide students with equitable access to technology resources. As a result students personal student laptops are not permitted to access any school network at any time. Students are not permitted to use personal electronic devices during the school day as determined by each SAU 23 School. Personal electronic devices include, but are not limited to: iPod Touches, and cell phones.



## **Title I What Parents Should Know Bath Village School**

**Title I is a federally funded program.** It sets high-quality standards of performance and ways to measure progress.

**The goal of Title I is high quality education for every child,** so the program offers extra help to students who need it most.

**Title I helps** children do better in school, and to feel better about themselves

**The Title I school (this includes parents, teachers, administrators and other school staff) works to** identify students most in need of educational help, set goals for improvement, and develop programs that add to regular instruction.

**Title I programs offer many advantages for both students and teaching staff:**

- Smaller classes
- Additional teachers and assistants
- Extra time for instruction
- A variety of teaching methods and materials
- Counseling and mentoring

Title I teachers and other staff work closely together

**Administrators, teachers and parents review your school's Title I program every year.** If goals have not been met, the program is revised.

**You can influence your child's education** more than any teacher or school. Your Involvement can boost your child's achievement.

**Please feel free to contact your child's Title One Teacher if you have any questions.**

15.

## **PERSONAL BELONGINGS / LOST & FOUND**

The administration strongly urges that all articles of clothing, school bags, lunches, etc. be marked clearly with your child's name. All articles lost or found should be reported or turned into the office.

## **DRESS CODE**

All students are expected to dress neatly in clean clothes that are suitable for the weather conditions (students go out daily). Sayings on T-shirts should be in good taste. No hats are to be worn in the building except on designated hat days. Shoes with wheels (wheelies) and cleats are NOT to be worn inside or outside of the building during school hours.

## **NONDISCRIMINATION**

The school is committed to a policy of nondiscrimination in relation to age, race, color, religion, country of origin, marital status, and sex.

In keeping with the requirements of federal and state law, the district strives to remove any vestige of discrimination in employment, assignment, and promotion of personnel, in educational opportunities and services offered to students, in their assignments to schools and classes, and in their discipline, in location and use of facilities, and in educational offerings and materials.

## **SAU MISSION STATEMENT**

The fundamental aim of public education in SAU 23 is to provide opportunities for every person to develop unique talents and interests, to develop a positive self-image, to become an effective, functional and responsible citizen, and to appreciate and understand his/her role in the global community.

## **POLITENESS/MANNERS**

Students and teachers are expected to address each other in the proper manner. "Please," "thank you," and "excuse me" should be a common part of everyone's vocabulary. Parents are asked to encourage good manners at home as well.

## **INAPPROPRIATE LANGUAGE**

No form of cursing, swearing or foul language will be tolerated in school, on the playground, on the bus, or at school activities. These will be dealt with in a very serious manner.

## **PHYSICAL VIOLENCE**

As with inappropriate language, physical violence will not be tolerated in school, on the playground, or at school activities. There will be no hitting, kicking, pushing, shoving, or tripping allowed. Physical violence will carry an automatic detention. Threats of physical violence are also forbidden. These will be dealt with in a very serious manner.

## **BULLYING (RSA 193-F-2-5)**

Bullying is defined as conduct which subjects a pupil to instigating acts of bullying by others, insults, taunts, or challenges, whether verbal or physical in nature, which are likely to intimidate or provoke a violent or disorderly response from the student being treated in this manner.

Bullying is a very serious offense. Following a thorough investigation, by the principal, any student engaging in an incident of bullying will receive an automatic detention or possible in-school suspension depending on the situation and level of severity.

**Statement of Purpose, Intent and Scope:**

All pupils have the right to attend school and school-sponsored activities that are safe, secure and peaceful environments. Pupils should be protected from all forms of physical, emotional, and psychological bullying and cyber bullying.

Bullying in schools has historically included actions shown to be motivated by a pupil's actual or perceived race, color, religion, national origin, ancestry or ethnicity., sexual orientation, socioeconomic status, age, physical, mental, emotional or learning disability, gender, gender identity and expression, obesity, or other distinguishing personal characteristics, or based on association with any person identified in any of the above categories.

It is the intent of this policy to protect children from physical, emotional and psychological harm by addressing bullying and cyberbullying of any kind in our district/school, and to prevent the creation of a hostile educational environment. All pupils are protected under this policy, regardless of their legal status.

This policy applies to pupils, school district employees, regular school volunteers, coaches, and persons who have contact with pupils in connection with school classes, activities and programs. Bullying and cyberbullying outside of school activities or off school premises is subject to this policy as set forth herein.

**Bullying, Cyberbullying and Retaliation Prohibited:**

It shall be a violation of this policy to engage in, or cause others to engage in, the bullying or cyberbullying of a pupil.

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

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

**Definitions:**

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

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

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

"Cyberbullying" means conduct defined in paragraph 1 of this section, undertaken through the use of electronic devices.

"Electronic devices" include but are not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, and websites.

"Perpetrator" means a pupil who engages in bullying or cyberbullying.

"School property" means all real property and all physical plant and equipment used for school purposes, including public or private school buses or vans.

"Victim" means a pupil against whom bullying or cyberbullying has been perpetrated.

### **Actionable Incidents of Bullying or Cyberbullying**

"Bullying" or "Cyberbullying" shall occur when an action or communication as defined in the above "Definitions" section:

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

### **Reporting**

A pupil may report bullying or cyberbullying to any school district employee or agent.

Any school employee or agent who receives a complaint of bullying or cyberbullying, or is otherwise aware of such conduct, must immediately report it to the principal

The principal or a designee must report the incident to the parents or guardians of both the alleged victim and perpetrator within 48 hours of the report, and in a manner that protects the child's privacy rights, unless the superintendent grants the principal or his designee a parental notification waiver in writing after determining that a waiver is in the best interests of either the alleged victim or perpetrator.

The principal or designee must promptly report all substantiated incidents of bullying or cyberbullying to the superintendent or designee.

Within ten (10) school days of completion of an investigation of alleged bullying or cyberbullying, the principal or designee shall provide a written communication to the parents or guardians of the victim and perpetrator regarding the school's remedies and assistance, within the boundaries of applicable law.

### **Investigation**

The principal or designee must initiate an investigation within five (5) school days of the reported incident of bullying or cyberbullying. The investigation shall be completed within ten (10) school days of the reported incident, and should include speaking with the alleged victim, alleged perpetrator, known witnesses, and reviewing other evidence available through reasonable good faith efforts. The results of the investigation shall be documented in writing and preserved in accordance with laws governing retention of educational records.

The superintendent or designee may grant in writing an extension of the time period for the investigation and documentation of reports for up to an additional seven (7) school days, if necessary. The superintendent or superintendent's designee shall notify in writing all parties involved of the granting of an extension.

### **Remediation and Discipline**

The principal or designee shall develop a response to remediate any substantiated incident of bullying or cyberbullying, including but not limited to imposing discipline, if appropriate, to reduce the risk of future incidents and to offer assistance to the victim or perpetrator, if appropriate. When indicated, the principal or designee shall recommend a strategy for protecting all pupils from retaliation.

18.

**Appeal/Due Process**

For non-disciplinary remedial actions where no other review procedures govern, the parents of the pupils involved in the bullying shall have the right to appeal the principal's decision to the superintendent in writing within five (5) school days. The superintendent shall review the principal's decision and issue a written decision within ten (10) school days. If the aggrieved party is still not satisfied with the outcome, the aggrieved party may file a written request for review by the School Board within ten (10) school days of the superintendent's decision. The School Board will adhere to all applicable New Hampshire Department of Education Administrative Rules.

The procedures under RSA 193:13, Ed 317, and District policies establish the due process and appeal rights for students disciplined for acts of bullying.

The School Board or its designee will inform parents of their right to appeal to the New Hampshire State Board of Education.

**Publication of Policy**

This policy shall be provided to school employees, regular school volunteers, pupils, parents, legal guardians, or employees of a company under contract through paper copy/handbook/website/newsletter/workshop (choose one or more)

**Implementation**

The following school officials, listed by job title, are responsible for ensuring that this policy is implemented: The Superintendent of Schools

**Training**

The school district shall provide annual training for school employees, regular school volunteers, or employees of a company under contract to a school or school district who have significant contact with pupils for the purpose of preventing, identifying, responding to and reporting incidents of bullying or cyberbullying.

The school district shall provide educational programs for pupils and parents in preventing, identifying, responding to and reporting incidents of bullying or cyberbullying. Programs for pupils shall be written and presented in age appropriate language.

**Discrimination, Harassment and Other Conduct Policies**

The school district has established separate discrimination, harassment and/or other conduct policies that include categories of pupils, and nothing in this policy shall prevent the remediation of any misconduct covered by such policies.

**School Bus Audio/Video Recordings**

The owner or operator of a school bus may make an audio recording in conjunction with a video recording of the interior of the school bus while students are being transported to and from school or school activities, provided that the school board authorizes audio recording, the school district provides notification of such recording to the parents and students as part of the district's pupil safety and violence prevention policy, and there is a sign informing the occupants of such recording prominently displayed on the school bus.

ADOPTED:               Sau #23 School Board, November 17, 2010  
                               Haverhill Cooperative School Board, December 13, 2010  
                               Warren School Board, December 14, 2010  
                               Bath School Board, December 16, 2010  
                               Piermont School Board, December 21, 2010

**Behavior Expectations**

BVS strives to foster a nurturing school community that focuses on positive decision -making and character development by teaching, modeling, and celebrating behaviors exemplified in R.O.C.K.S. (responsibility, outstanding attitude, citizenship, kindness, and safety).

The intent of the R.O.C.K.S. Program is to approach behavior in a positive manner by teaching students to encourage and recognize positive behavior in themselves and others.

Positive behavioral development is a learning process that requires clear expectations and boundaries as well as collaboration between home and school. This year, students will be actively involved in the development of a school-wide R.O.C.K.S. behavioral expectation rubric. When a student makes a poor behavioral choice, staff will use the following protocol to provide the best opportunity for the student to achieve success.

**Minor and Major Behaviors**

Minor	Major	
Teacher Managed	Teacher Managed and Documented	Office Managed and Documented
Not following directions	Cheating	Bus violations
Casual Inappropriate Language	Disrespectful behavior toward any staff or peer. (backtalk, swearing, etc.)	Bullying
Horseplay without intent to harm	Repeated minor -disruptions	Stealing
Minor classroom disruptions (excessive talking, blurting, noises, interrupting others/class flow, etc.)	Minor intentional destruction of school/personal property	Major intentional destruction of school/personal property
	Aggressive and/or reckless horseplay	Possession of substances, obscene material, etc.
		Possession of weapons of any kind
		Fighting
		Harassment of any kind

**NOTE:**

All minor infractions will be addressed by BVS staff but may not require official documentation. All major infractions will be documented, and parents will be notified. Consequences for major infractions may range from loss of privilege, detention, in-school or out-of-school detention, and expulsion. Whenever possible, whether it is a minor or a major infraction, a restorative component will be embedded into the behavior management process.

## **DETENTION**

Any child may be detained after school for disciplinary reasons. Before a child is detained after school, the child's parents will be notified at least 24 hours in advance. If a certain day of the week is more convenient for a parent and convenient for the teacher, then such arrangements can be made. Problems regarding detention should be brought to the Principal's attention.

Detentions are served on Tuesdays and Thursdays until 4:00, unless other arrangements are made.

If a child misses a detention, he or she will be assigned to the next session. If the child misses that session, he or she will be assigned an additional detention or a loss of a noon recess.

## **IN-SCHOOL SUSPENSION**

When a student receives a 4th, 5th, and/or 6th offense in a 5-day period, he or she will receive an in-school suspension. He or she will be isolated from the rest of the students. Students will receive the day's work from his/her teacher and will be expected to complete that work during in-school suspension. If the student cannot behave during in-school suspension, his/her parents will be called to come and bring the student home for the rest of the day.

The Principal always has the authority to amend the discipline policy to make the consequence fit the offense.

## SUSPENSION AND EXPULSION

Any student attending school that neglects or refuses to conform to the standards of orderly conduct prescribed by the school and/or school district may be subject to suspension or expulsion for gross misconduct, or to expulsion for neglect or refusal to comply with these standards. See RSA 193:13.

Conduct specifically prohibited shall include, but not be limited to, habitual truancy, verbal or physical abuse toward any student, faculty or staff member, vandalism, disobedience of reasonable demands of staff or faculty members, possession of controlled drugs and/or alcoholic beverages on school property, disrupting classroom atmosphere, impeding classroom decorum, causing disturbances among other students in attendance, distracting other students so as to interfere with the educational process, and disrupting the disciplinary process.

- A. Suspensions of not more than ten (10) days may be made by the Superintendent or Principal.
- B. Suspension of from eleven (11) to twenty (20) days may be made by the Superintendent provided that the parent or guardian may appeal such suspension to the School Board.
- C. Suspensions of more than twenty (20) days may be made by the Superintendent only if approved by the School Board.
- D. Expulsions may be made only by the School Board after written notice to the student of his/her gross misconduct or his/her neglect or refusal to conform to the rules or regulations of the school. Such expulsions occur only after a hearing by the board

Expulsions are subject to review not less than one month prior to the start of the next school year, and may be appealed to the State Board of Education by the parent or guardian of the dismissed student.

## SUSPENSION FROM SCHOOL AND MAKE-UP WORK

JKDA

Students who are suspended from school for five (5) school days or less will be allowed to make up all mid-term and final exams, as well as all work assigned prior to the start of the suspension and due during the period of suspension. In order to receive credit, exams must be taken and work submitted on the day the student returns to school. General class work, including but not limited to quizzes, homework, class participation, etc., missed by a student serving a suspension, will be graded with a zero.

A suspended student will not be allowed to participate in or attend any school activities or functions until the day of his/her return to school.



## **STUDENTS' RIGHTS & RESPONSIBILITIES**

The privileges and rights of all students will be guaranteed without regard to race, religion, sex, creed, or national origin.

### **STUDENTS' RIGHTS:**

1. All students have the right to receive an education.
2. All students have the right to attend school in the district in which they reside or as assigned by the school board.
3. All students have the right to be informed of the school rules and procedures by which the school is governed.
4. All students have the right to expect that the school will be a safe and healthful place to gain an education.
5. All students in matters of discipline are entitled to treatment that is fair, consistent, and appropriate to the action of offense.
6. All students have the right to due process in disciplinary matters resulting in suspension from school.
7. All students have the right to peaceably and responsibly advocate change of any law, policy, or regulation.

Students may present complaints to teachers or administration officials. Adequate opportunities will be provided for students to exercise this right through channels established for considering such complaints.

### **STUDENTS' RESPONSIBILITIES:**

1. All students have the responsibility to attend school daily and to be punctual in reporting to school classes.
2. All students have a responsibility to assist the school in running a safe and healthful school.
3. All students have the responsibility to apply themselves to their schoolwork, complete assignments on time, respect others and school property, conduct themselves properly, and be willing to work for self-improvement.
4. All students have the responsibility to be aware of all rules and regulations for student behavior and conduct themselves in accordance with them.
5. All students have the responsibility to dress and appear in a manner that is both neat and clean, and which does not create a distraction or hazard to himself/herself or to others.
6. All students are responsible for exercising their rights to due process and to pursue their grievances according to the orderly process established by the school for those purposes.
7. All students exercising their rights of freedom of expression through speech, assembly, petition and other lawful means must not interfere with the rights of others. Freedom of expression may not be utilized to present material which is obscene or slanderous, or to defame character, or to advocate violation of federal, state, and local laws, or official school policies, rules, and regulations.

## Family Educational Rights and Privacy Act (FERPA)

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

- A playbill, showing your child's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with the following information

- names, addresses and telephone listings - unless parents have advised the LEA that they do not want their child's information disclosed without their prior written consent.

If you do not want the Bath School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 7, 2017.

## RELEASE OF STUDENT INFORMATION

The Board may release student directory information to members of the public. The intent of this policy is to address only requests for such information by members of the public. This policy is not intended to prohibit the release of student directory information in all situations. Directory information may be disclosed in school yearbooks, athletic programs, student newspapers, recognitions of achievement, and other situations or requests, to be determined and authorized by the Superintendent or **his/her designee**. Additionally, nothing in this policy shall prohibit the disclosure of student directory information to duly recognized and authorized school-related organizations (Parent-Teacher Organizations, booster clubs, etc.) **Parents will be notified annually that they have the options to request that no information be given out for their child/children by notifying the school administration in writing.**

### Directory information for Grades PK - 8 means:

- Students' name
- Students' grade level
- Students' awards and honors received

### Directory information for Grades 9-12 means:

- Students' name, address, date of birth, dates of enrollment
- Parents' /guardian's name and address
- Students' grade level
- Students' participation in recognized school activities
- Weight and height of members of athletic teams
- Students' diplomas, certificates, awards and honors received

**The Board reserves the right to give any student's name and address to the town or municipality for reasons of residency verification.**

The Board will comply with all state and federal laws regarding the disclosure of student information, as expressed in Policy JRA.

### Legal References:

- RSA 91-A: 5, Access to Public Records, Exemptions
- RSA 189:1-e, Directory Information
- 20 U.S.C. § 123g, Family Education and Privacy Rights Act (FERPA)
- 34 C.F.R. Part 99, FERPA Regulations
- Public Law 104-191, Health Insurance Portability and Accountability (HIPPA)

24.

## THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-
  1. Political affiliations or beliefs of the student or student's parent;
  2. Mental or psychological problems of the student or student's family;
  3. Sexual behavior(s) or attitudes;
  4. Illegal, anti-social, self-incrimination, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility
  
- Receive notice and an opportunity to opt a student out of-
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
  
- Inspect, upon request and before administration or use -
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

25.

## **SEXUAL HARASSMENT**

The district recognizes that harassment on the basis of sex is a violation of both state and federal law. All staff and students of the district should be able to work and study in an environment that is free of sexual discrimination and sexual harassment.

Sexual advances, requests for sexual favors, nonverbal, verbal, and/or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or education.
2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual.
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creates an intimidating, hostile, or offensive employment or educational environment.

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

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

A student should notify the nurse, guidance counselor, teacher or Principal in the school. Any district employee receiving a complaint of sexual harassment will immediately notify his/her supervisor when the complaint is made. The district will promptly investigate any complaints and will take immediate action to resolve such complaints. No individual will suffer personal reprisals for reporting any incident of sexual harassment or making any complaints. Any employee or student who is found to be responsible for sexual harassment will be subject to disciplinary action up to and including dismissal.

**Bath School District policies regarding discipline and student rights and responsibilities will be sent home annually.**

26.

## HEALTH

Students may see the school nurse when they have problems pertaining to their health. Those who feel ill during school hours will report directly to the health office. Under no circumstances will a student who is ill remain in another part of the building. Students must have permission from a teacher before going to the health office (except in emergencies).

Students are urged to stay home if they have any of the following symptoms:

**Abnormal Temperature (100 degrees or greater)**

**Cough - Sore Throat - Swollen Gland - Nausea - Skin Rashes**

There have been instances of students reporting immediately to the health office upon arrival with an illness or injury. These concerns should be addressed before school and/or the child kept at home. We ask your cooperation in eliminating this problem. Please check your child carefully before sending him/her to school.

## STUDENT MEDICATION

Our health office exists only as a temporary place for ailing students. School policy allows us to administer medication under the following conditions:

Internal medication will not be dispensed or administered to any child by school personnel except the school nurse, or a person designated by the nurse or Principal. A written order from the physician who has examined and prescribed the medication for that particular child, as well as a written permission of the parents is also required.

All prescribed medication will be brought to the school office and stored in a designated and secure place. The medication will be delivered by the parent/guardian, **not the student**, in a container properly labeled by a pharmacist with the student's name, physician's name, the date of the original prescription, name and strength of medication, and directions for administering to the student.

If your child is receiving medication regularly at home, this information should be noted in their medical file.

If your child uses an inhaler, he or she should do so in the health office so he or she can be supervised, and the time and date the medication was taken can be recorded.

## TREATING WOUNDS AT SCHOOL

Standard treatment for minor cuts and abrasions suffered during school hours will include the following:

1. The wound is washed with soap and water. Alternatives or adjuncts to soap and water might be an antiseptic spray or a diluted solution of hydrogen peroxide.
2. "First aid cream" would be applied to the cleansed wound along with a dry sterile dressing.
3. The student is instructed to watch for signs and symptoms of infection. If necessary a note will be sent home.

Please let the school nurse know if any of the listed interventions may be objectionable to you or inadvisable for your child. If your child has any chronic conditions, please let the school nurse know as soon as possible.

27.

### **PLAYGROUND RULES**

1. Respect others and take turns
2. Use balls and other equipment for intended purpose
3. Sit on slides
4. One person on the slide at a time
5. Sit on swings properly
6. Wait until the swings stop before getting off
7. Wear appropriate shoes to play on equipment
8. Rocks and snowballs should remain on the ground
9. Keep playground clean
10. Everyone who wishes to play shall be included

### **SCHOOL BUS RULES**

The right of all pupils to ride in a school bus is conditioned to their good behavior and observance of rules and regulations. The privilege of riding the bus can and may be revoked for misconduct and parents will then be responsible for transportation to and from school in accord with the New Hampshire statutes.

The bus driver and bus contractor are responsible for the safety, welfare, conduct and control of the pupils whom they are transporting. Therefore, the following rules and regulations will be strictly enforced:

1. Drivers will maintain posted schedules as closely as possible. Students must be ready to take the bus when it arrives. Students should be at their scheduled stops 5-10 minutes prior to the scheduled pick-up time. Drivers will not wait for students who are not ready.
2. Students must wait for the bus in an orderly manner and must remain well out of the roadway or parking lot.
3. Students who must cross the road to board or leave the bus will cross in front of the bus only after the driver signals that it is safe to cross the roadway.
4. Students will enter or leave the bus in an orderly and courteous manner.
5. Students must take a seat upon entering and remain in the seat until the bus arrives at school or home. Students cannot stand while the bus is in motion. The driver may assign seats to pupils when he or she deems it necessary.
6. Students may not throw anything in the bus or out of the bus!
7. Students will not engage in disruptive behavior. Shouting, profanity, abusive language, fighting, or any other major disturbance will not be tolerated.
8. Students must not put their head, hands, or arms out of the windows on the bus.
9. Aisles are to be kept free of books, lunch boxes and other objects. Musical instruments will be placed under the students' seats or held as long as space allows. No large sports equipment will be allowed (skis, archery equipment, etc.)
10. Students will not eat or drink on the bus.
11. Smoking is prohibited on the bus and at the bus stop.

28.

### **SCHOOL BUS RULES cont.**

12. Footwear must be worn at all times.
13. Students shall not knowingly possess, use, transport, or be under the influence of any unlawful drug (alcohol included), nor possess any weapons (to include but not limited to, knives, gun, numb chucks, knuckles, etc.)
14. Only authorized riders are allowed on the bus.
15. Students will only ride the bus assigned to the pupil and will only be discharged at their regular stop unless a written parental request is approved by the school office and a bus pass is obtained from the office. (Approval is based on space availability)
16. Students will be discharged only at designated bus stop.
17. Students are responsible for any damage to the bus that they cause.
18. The bus is an extension of the school, and all rules and regulations of the school must be observed on the bus.
19. No student shall be put off the bus while traveling to and from school. Parents shall be notified and the daily trip completed before the students can be removed from transportation service.
20. THE BUS DRIVERS ARE IN CHARGE OF THE BUS, AND PUPILS ARE EXPECTED TO OBEY THEIR REQUESTS OR DECISIONS PERTAINING TO SAFE PUPIL TRANSPORTATION.
21. Permission to ride on the school bus may be taken away for lack of pupil cooperation or unsatisfactory conduct, and parents/guardians will be responsible for transportation to and from school. If a student loses his/her riding privileges it pertains to all buses and is to include scheduled field trips and activities for which buses are used.

**Butler Transportation requires that students in kindergarten through third grade have an adult or an older sibling 4<sup>th</sup> grade and above meet them at the bus stop. If there is not someone there to meet a child, he/she will be brought back to the school, and parents/guardians will be notified. This rule is in place to make sure that all students are safe.**

**Parents who do not want to follow this procedure must fill out a waiver to have on file here at the school.**

### **MISBEHAVIOR ON THE BUS**

All students who ride the bus must follow the rules and regulations. Any misbehavior, which distracts the bus driver, is a very serious hazard to the safe operation of the vehicle and jeopardizes the safety of all passengers.

**FIRST OFFENSE:** Will result in a warning to the student and his/her parents. It is expected that parents will help to prevent a recurrence of this offense. A serious offense may result in the suspension of riding privileges.

**SECOND OFFENSE & THIRD OFFENSES:** May result in the suspension of riding privileges, the length of time to depend on the seriousness of the infraction. A written report will be sent to the parents, the Superintendent, the transportation contractor, and the school.

### **RSA. 189:9-A**

Notwithstanding the provisions of RSA: 6-8, the Superintendent is authorized to suspend the right of pupils from riding a school bus when said pupils fail to conform to the reasonable rules and regulations as promulgated by the school board. Any suspension to continue beyond 20 school days must be approved by the School Board. Any suspension will not begin until the next school day following notification of suspension to the pupil's parent/guardian.

1. If a pupil has been denied the right to ride a school bus for disciplinary reasons, the parent or guardian of that pupil has a right to appeal within 10 days of the suspension, to the authority that suspended this child's right.
2. Until the appeal is heard, or if the suspension of the pupil's right to ride the school bus is upheld, it will be the parent or guardian's responsibility to provide transportation to and from school for the period of the suspension.



## **BUS DUTY AND SUPERVISION**

To guard against accidents to students and to prevent misconduct, teachers will be assigned to supervise the students, both before and after school. No student may enter the school without permission from the duty teacher.

**Mornings Outside:** When students arrive at school they are expected to go directly to the playground. Students should not arrive before 7:30 am as there is no teacher supervision until this time.

**Mornings Inside:** When students arrive at school during inclement weather they will go directly to the gym. Quiet table games may be played at this time. At 8:00 a.m. the students will be dismissed from the gym and will go directly to their classes.

**Dismissal:** The bell rings at 3:15. Students awaiting parent pick-up will be in the lobby by the gym. Parents will sign-out children prior to leaving the building. For safety reasons you may be required to show an ID if we do not recognize you.

## **DELAYED OPENING OR EMERGENCY CLOSING**

During inclement weather or other emergencies that threaten the health or safety of students or personnel, there may be a delay in opening the school, or the school may dismiss students early. You will receive a phone call, an e-mail or message from the "SchoolMessenger" instant alert program. There will also be an announcement broadcast over local radio stations. These stations are:

**96.7 FM      101.3 FM      106.3 FM**

**WMUR Television will also list closings throughout the state.**

## **GRADING SYSTEM**

The Bath Village School issues three report cards throughout the school year. The following grading system is used in grades 4, 5, and 6 at Bath Village School. All teachers maintain a rank book in order to substantiate any grade given to a student.

**A - 93-100    B - 85-92    C - 77-84    D - 70-76    F- 69 and below (failing)**

In addition to report cards, progress reports are sent at the halfway point of each trimester. Please understand that it is possible for a student to have satisfactory grades at midterm and drop to an unsatisfactory grade during the last few weeks of a term. It is also possible for a student to improve his/her grades before the end of the tri-mester.

## **PARENT/TEACHER CONFERENCES**

Teachers will contact parents in the fall and spring to schedule conferences. In addition, parents are encouraged to request conferences with school personnel whenever they have questions or concerns regarding their child's behavior or academic progress.

## **HONOR ROLL**

Honor roll in grades 4-6 is determined at the end of each marking period and for the year by the following criteria:

High Honors: All A'S

Honors: A'S & B'S

## **HOMEWORK POLICY**

When a child's homework is not completed on time, he or she will give up his/her free time during the school day to complete the assignment. In grades 4-6, students may also lose points for not completing the work on time. The purpose of homework is to reinforce the daily lesson and to prepare for the next lesson. We lose the positive effect of homework when work is handed in late.

There are times when homework and study time are extended because parents may not understand what a teacher expects. Although homework should be carefully completed to the best of a child's ability, most teachers do not expect homework drills and reviews, for example, to be perfect. By seeing what problems the children are missing in their homework, teachers can better help students with their learning. If parents go over all homework and problems with their children each night after the students have completed the homework, this will result in more time being necessary for homework and studying. Checking parts of homework, checking to see if it looks complete, and/or reviewing a specific topic might be a better idea. Although helping your children and checking on homework is part of being a good parent, if you are having to re-teach your children each night, please inform your child's teacher.

If your child needs to go to bed and has worked hard but has not completed the homework, write a note to the teacher explaining that your child had difficulty with the assignment, and it was impossible to spend any more time on it. Ask the teacher for help if these problems occur.

The following is approximately how much time a child in each grade may spend on homework.

Kindergarten -----	10 Minutes
Grade 1-----	15-20 Minutes
Grade 2-----	20-30 Minutes
Grade 3-----	30-40 Minutes
Grade 4-----	40-50 Minutes
Grade 5-----	45 Minutes to 1 Hour
Grade 6-----	1 Hour - 1 $\frac{1}{2}$ Hours

If your child is spending a great deal more or less time than this, discuss the situation with the teacher. As a general rule, homework will not be assigned on the weekends. However, there may be some projects or activities that require it.

## **ASSESSMENT- SMARTER BALANCED ASSESSMENT/NECAP**

In compliance with the testing policies of the federal No Child Left Behind legislation schools in the state of New Hampshire administers the Smarter Balanced Assessment (SBA) annually to students in grades 3-12. Students are assessed in English language arts and mathematics.

The results of the SBA assessment are used to determine if a school has made adequate yearly progress or is a school in need of improvement based on the guidelines of No Child Left Behind. Parents will receive a report of their child's results, and school-wide results will be made available to the public.

NECAP - Students in grades 4, 8, and 11 will be taking the science NECAP assessment annually.

**Special Notes** If at any point you are not satisfied with the decision the principal makes you can contact the Superintendent, Laurie Melanson at 603-787-2113 ext. 118



## TEACHER CERTIFICATIONS

**Bernice Burroughs- Principal**

B.S. Springfield College  
M.ED Lesley University

**Dawn M. Nelson - Kindergarten**

Plymouth State College - Bachelor of Science  
University of New England - Master of Science in Education  
6 credits Reading Recovery -- 3 credits Sign Language  
25 hrs. per year continuing contact Reading Recovery  
CERTIFICATION: Elementary Education K-8

**Caitlin Fullerton - First Grade**

Plymouth State College - Bachelor of Science  
CERTIFICATION: NH Elementary

**Kayla Tillotson - Second Grade**

Plymouth State University  
Bachelor - Elementary Education K-8  
Masters - Special Education K-12

**Kristen Avery - Third Grade**

Keene State College - Bachelor of Science  
CERTIFICATION - Elementary Education  
Special Education K-12

**Melinda Blaisdell - Fourth Grade**

University of Maine @ Farmington - Bachelor of Science  
Westbrook College - Liberal Arts  
CERTIFICATION: Elementary Education  
K-8 Concentration in Math

**Tim Carignan - Fifth Grade**

East Nazarene College - Bachelor of Science - Elementary Education  
Troy University - Master of Science - Educational Leadership  
University of Virginia - Master of Education - Kinesiology  
American Military University - Master of Science - Strategic Intelligence  
N.H. Certified - K-6

**Leslie Waterman - Sixth Grade**

Lyndon State College - Bachelor of Science and Human Services  
Upper Valley Teacher Institute  
Plymouth State University - Masters in Elementary Education  
CERTIFICATION: Elementary Education K-8 in NH, Elementary Education K-6 in VT

**Chelsea Evan - Music**

Hartwick College - Bachelor of Science in Music Ed.  
Concentration: Voice  
The College of Saint Rose -Masters of Music Ed  
Plymouth State University -Masters in Integrated Arts  
CERTIFICATION: K-12 Vocal & Instrumental Music - NH

**Sam Marston - Art Instructor**

New Hampshire Institute of Art - BFA

**Ken Marier - Physical Education**

Lyndon State College - Bachelor of Science in Education  
CERTIFICATION - Physical Education

**Trish Griswold - Guidance**

Lyndon State - Bachelor of Science,  
Liberal Studies, Early Education  
Johnson State College - Masters - Counseling  
CERTIFICATIONS: National Board for Professional Teaching Standards,  
NH Elementary Education K-6  
Early Education 5-9, English/Language Arts  
NH Guidance - K-12, VT Guidance - K-12  
VT Teaching, Elementary -K-6  
VT Middle School - Language Arts / S. S. 5-8

**Jennifer Dodge - Special Education**

Granite State College - Bachelor of Science  
Keene State College - Masters of Science  
Certified to teach general education & Speci

