

**Mont Vernon Village School**  
**Parent-Student Handbook 2021-2022**



*To Engage, Challenge and Support All Learners*

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## WELCOME

Dear Parent(s)/Guardian(s) and Students,

**It is with pleasure that we welcome you to Mont Vernon Village School.** We look forward to working with you and encourage you to express your ideas and concerns with us. Communication among students, parents/guardians, the community and the school is essential to our mutual success. We believe that learning is a lifelong process, and that it takes the cooperation of everyone concerned working together to promote a safe, positive, and effective school experience for ALL children.

The Mont Vernon Village School Board, Mont Vernon Village School Administration and staff are dedicated to providing a stimulating environment for learning, where strong academic skills are developed in conjunction with physical proficiency, social responsibility, and sound aesthetic and moral judgment. This includes demonstrating respect for one another and the school facility, encouraging a sense of personal responsibility and taking pride in working to the best of one's ability. Within this environment, we also are obligated to:

- Develop each student's full academic potential;
- Create opportunities to develop good character, citizenship and self-reliance;
- Help students to build positive self-esteem and desire to become life-long learners;
- Encourage collaboration among staff to provide learning experiences relevant to all students' needs;
- Implement curriculum in ways which will motivate and challenge students to learn;
- Involve students in programs that promote healthful living;
- Establish a school and community partnership.

We hope that you will find this handbook helpful in answering questions regarding policies, procedures and practices at Mont Vernon Village School.

### **ABSENTEEISM & REPORTING**

Generally, absences other than for illness during the school year are strongly discouraged-this includes family vacations. Please review the Mont Vernon School District Policy [JH- Attendance, Absenteeism and Truancy](#)

If your child will be absent from school, a parent/guardian may enter the absence into Pick-Up Patrol (PUP) or call the school office prior to 7:00 AM and leave a voice mail message. If you call, please leave your name, your child's name and indicate the reason for the absence. The school nurse must document communicable illnesses for the State, as well as track frequency and types of illnesses within the school community. Attendance is essential to learning and will be monitored. Please inform the school directly about any extenuating circumstances.

We ask that you **limit absences, tardies and early dismissals**. Students will not be provided work to complete on family vacations scheduled outside of the allotted school breaks. Students will be provided work to complete at home should he/she be healthy enough to do so after 3 days of absence due to illness. Please inform the school directly about any extenuating circumstances.

## **GENERAL HEALTH**

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

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

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

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

## **EARLY DISMISSAL**

If your child is going to be dismissed from school prior to the end of the school day, it is best communicated to the classroom teacher via PUP or email at least 24 hours prior to the dismissal. A child must be in attendance for at least a half day of school in order to participate in school sponsored programs or extra-curricular activities. If a child has been sent home from school for health reasons, then he or she will not be able to participate in that afternoon's or evening's activity.

## **INCLEMENT WEATHER**

Please check the SAU website for information about school closings and delays. You can also sign up for NIXEL alerts. Please see the communication section of our website for information on signing up.

## **SCHOOL NUTRITION PROGRAM**

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

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

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

If you have any questions, about the MVVS school nutrition program, please contact Sharon Colburn at [scolburn@sau39.org](mailto:scolburn@sau39.org), our Kitchen Lead.

## **SCHOOL ARRIVAL/DISMISSAL**

School hours are 7:45 AM – 2:15 PM.

**Students should arrive after 7:35AM to assure staff supervision.**

**Students arriving after the 7:45 AM start must be escorted to the Main Office by a parent.**

It is essential that your child arrives to school on time. To keep classroom interruptions to a minimum, **please leave items to be delivered to the classroom in the school office.** They will be delivered at an appropriate time.

All late arrivals and early dismissals **must check in at the school office.** Please limit these disruptions for your child as much as possible.

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

## **Pick Up Patrol**

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

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

- WALKER—defined as any student who is leaving the Mont Vernon Village School property by foot, bike, skateboard, or scooter and not in a vehicle. If you are meeting your child, please do so at the end of the walkway or on the basketball court rather than in front of the building as this space is dedicated to car pick-up dismissal.
- PICK-UP—defined as any student who is being picked up by vehicle using the vehicle pick-up line in the parking lot of the school.
- BUS--defined as any student who will be going home by bus, either regularly assigned or on a different bus that has been changed in Pick-Up Patrol.

## **BICYCLES**

Students riding bicycles should not arrive before 7:35 AM. Bicycle racks are provided for the purpose of parking student bikes for the day. Bicycles should be walked on school property at all times. For the safety of our students, we recommend they wear appropriately sized bicycle helmets. The school cannot assume responsibility for damage to bicycles.

## **SCHOOL BUS INFORMATION**

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

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

## **SCHOOL BUS CONDUCT & RULES**

The following rules apply to all students riding buses:

- Observe same conduct as in the classroom.
- Do not eat or drink on the bus
- Keep the bus clean
- Cooperate with the driver
- Stay in your seat
- Keep head, hands and feet inside the bus

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

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

### **Bus Carry-On**

To insure the maximum level of safety for all bus students, large items such as SKIS, MUSICAL INSTRUMENTS (those which cannot be held on one's lap), and SCIENCE FAIR PROJECTS are not permitted to be taken onto the school bus unless they can be appropriately secured. No hazardous materials, glass, or live animals are permitted.

### **Bus Safety**

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

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

## Mont Vernon Village School Rules, Student Behavior, and Discipline

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

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

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

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

Student conduct is to adhere to the following behavioral expectations:

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

The above rules can be summarized as be safe, be respectful, be responsible.

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

When a student breaks a rule he/she may conference with a classroom teacher or other staff member. Depending upon the circumstances, the child may be referred to the Principal and/or his/her designee. The following behaviors warrant adult interaction and are meant only to serve as a reference:

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

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

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

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

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

- restriction from extra-curricular activities
- temporary (same day) removal from class or activity
- detention
- temporary reassignment/in-school suspension
- out-of-school suspension
- expulsion

Disciplinary consequences are determined after considering the following:

- the nature and degree of disruption caused to the school environment
- the threat to the health and safety of pupils and school personnel, volunteers or visitors
- whether the conduct or behavior is isolated or repeated

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

### **STUDENT BEHAVIOR & DISCIPLINE:**

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

Respectful Behavior Defined:

- Students are expected to accept and respect diversity.
- Students are expected to arrive at school on time and to be in class on time.
- Students are expected to stay on school grounds once they arrive at school until they leave after school.
- Students are expected to follow the directions given by staff.

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

### **Classroom Behavior & Discipline**

Each Classroom Teacher will explain their specific expectations. In the event that you do not meet these expectations, the following is a general procedure that teachers will follow in dealing with some misbehavior:

- Your teacher will speak with you about the misbehavior and remind you what is expected. This is a warning and you should make every effort to improve your behavior.
- If your behavior continues to be a problem in class, your parents will be informed of the misbehavior and consequences. A teacher will often issue an after-school detention.
- Any continued misbehavior beyond the second detention will be referred to the administration. The consequences for continued misbehavior in the classroom may range from after-school detention to suspension, depending on the seriousness of the issue.

### **Consequences for Misbehavior**

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

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

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

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

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

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

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

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

### **Discipline Guidelines**

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

Any Action, which impacts the safety or well-being of others:

- One (1) detention

Repeated disciplinary referral to the office

- Cumulative detentions to possible in-school suspension or external suspension

Failure to attend assigned detentions

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

Being referred to the administration from an after-school office detention for misbehavior

- Minimum of one (1) additional day detention; in-school suspension placement may be warranted

Insubordination/lying or disrespect

- one (1) detention; in-school suspension may be issued depending on the circumstances, severity, or frequency

Bullying and harassment, which include but is not limited to insults, taunts, challenges, name calling, sexual comments or innuendo, hate language, racial slurs and/or epithets (see RSA 193:F)

- Meeting with an Administrator upon any complaint
- If applicable, the student will be issued a warning or detention(s) based on the severity of the allegations;
- If the action continues, notification of the Superintendent of Schools, Mont Vernon Police Department and detention(s) or in-school suspension.

Throwing of any object(s)

- One (1) day detention or in-school suspension

Throwing objects with intent to injure

- Minimum one to three (1 - 3) days in-school suspension or external suspension

Altercation, either verbal or physical, requiring administrative intervention

- Detention, in-school suspension \or external suspension depending upon severity

Fighting

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

Assault, defined as unprivileged physical contact of any type (RSA 631:2-a)

- Minimum one to three (1-3) days in-school suspension or external suspension

Assault with injury

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

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

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

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

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

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

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

## **BULLYING**

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

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

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

- [RSA 193:13, 193-D](#)
- Board policy [II](#) – Student Rights and Responsibilities
- Board policy [IIC](#) – Student Conduct
- Board policy [IICD](#) – Student Discipline and Due Process
- Board policy [IICDD](#) – Student Discipline / Out of School Activities
- Board policy [IICFA](#) - Hazing
- Board policy [IICH](#) – Drugs and Alcohol Use by Students
- Board policy [IICI](#) – Weapons on School Property
- Board policy [IICG](#) – Tobacco Products Ban
- Board policy [IICK](#) – Pupil Safety and Violence Prevention Policy
- Board policy [IIH](#) – Student Searches and Their Property

## **LUNCH and RECESS**

Lunch and Recess in grades K-6 consists of a 50-minute period each day. Students have time to eat their meal and play outside. Students should come to school prepared for outside play. Winter gear includes hats, mittens, boots and snow pants. We discourage children from bringing items from home as we supply appropriate playground items (balls, jump rope, etc....). If you allow your child to bring a personal item to school for recess, please understand that the school will not be responsible for lost or broken items. Please no trading cards, electronic items (cell phones, video games), knives, water pistols or any items that may be considered dangerous. These items should be kept at home or in the student's backpack for afterschool activities.

## **WINTER CLOTHING GUIDELINES**

### **K-3**

Boots, gloves, snow pants a MUST to play in the snow.

### **4-6**

Boots and snow pants recommended for play in snow. Children playing in snow without boots, etc. at own risk. Children will not to be sent to the nurse because of wet clothes/body. **ALL** Skin **MUST** be covered by shirt, sweatshirt, etc. in 40 degrees or below weather.

## **PLAYGROUND SAFETY**

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

### **1) Be Safe:**

- Use equipment properly/safely - Seek adult help as needed.
- Seek adult permission before leaving the playground. - Engage in safe play.

### **2) Be Responsible:**

- Care for and return equipment
- Be a problem solver

### **3) Be Respectful:**

- Be a good sport
- Be kind
- Everyone plays

## **Teacher Conferences, Report Cards, and Grading and Reporting**

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

Our [Grading and Reporting Policy](#) can be found on our website. In addition, the follow details outline our grading and reporting system:

The primary purpose of our grading system is to fairly, clearly, accurately, and consistently communicate learning progress and achievement to students, families, and other relevant audiences.

*In SAU 39 the purpose of grades are as follows:*

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

## **Competencies**

To support all students in meeting our [portrait of a graduate](#), academic competencies have been developed for each content area as well as for our Work Study Practices (or habits of work). Across K-12, each content area shares a set of common, established core competencies that describe what students are expected to know and be able to do to demonstrate mastery.

### **Academic Competencies**

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

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

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

### **Work Study Practices (habits of work)**

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

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

Rubrics for each of the above Work Study Practices can be found on our website with this [link](#).

### Assignments and Scores

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

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

### Reassessment and Revision Cycles

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

### Late Work

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

### Missing Work

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

### Homework

Research and experience indicates that many children complete homework most successfully with clear time frames and guidelines for completion. At home, this may mean having a designated homework time and area. Our general rule is that each grade level is an equivalent to the amount of time spent in totality on homework. (i.e. Grade 3=30 minutes, Grade 4=40 minutes, etc.)

Homework should typically focus on reading, writing, spelling or mathematics in the primary grades, with an increased focus on social studies and science in the upper elementary grades. Homework may include tasks such as reading with or to your child, reviewing basic math facts using flash cards, visiting a designated web site, or reviewing material in preparation for an upcoming assessment. For homework to be most effective teachers and parents must collaborate and communicate on this valuable, but often misused and misunderstood instructional strategy.

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

### **Promotion and Retention of Students**

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

[See Policy IKE](#)

### **Child Abuse and Neglect - [Mont Vernon Policy JLF](#)**

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

### **EMERGENCY NOTIFICATIONS**

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

### **BIRTHDAYS and Classroom Celebrations**

Only nutritional snacks are welcome. Please refer to the MV School District [Wellness Policy JLCF](#).

All nutritional snacks must be dropped off in the main office. In consideration of the feelings of all of our children, birthday invitations may not be sent to school.

### **Non-Academic Student Surveys**

Students can only participate in a non-educational survey or questionnaire that asks about information not directly related to a student's academics if there is prior written consent obtained from a parent or guardian. Please see policy [ILD](#) for more information.

### **EMERGENCY DRILLS**

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

### **RTI: Response-To-Intervention**

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

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

### **ELECTRONICS/CELL PHONES**

- We strongly discourage the use of any **electronic games, Fitbit, Apple Watch** or similar electronic devices and cannot be held responsible for their security. Students sometimes bring them to use on the bus rides to/from school. During the school day, such items must remain in the student's backpack and are not to be used at recess.
- We recognize that more and more students may carry **cell phones** to communicate with families in the event of an emergency or change of before/after school plans. We cannot be held responsible for these items and ask that they be **turned off throughout the school day**.
- **Cell phones can be distracting and should not be visible.** Teachers will confiscate any visible cell phones and bring them to the office where a parent or guardian will need to retrieve them.
- Students are **prohibited from taking pictures via cell phone** whether it is on the bus or during the school day.
- Staff members will use proper judgment and discretion with regards to the use of cell phones.

## **PARENT CONCERNS**

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

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

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

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

Step 4—Contact the School Board to discuss your concern.

[See Board Policy KE/KEB](#)

## **MONT VERNON VILLAGE SCHOOL VISITOR AND SIGN-IN POLICY**

Visitors and volunteers are welcome! For the safety and security of the children and staff, to avoid disruptions in the classroom, and to maintain maximum educational benefits for the children, we ask that you follow these procedures which apply to anyone entering the building (parents, workers, school district staff, volunteers, etc.):

- Enter through the **Main Door**, ring the buzzer for admittance, and go directly to the office.
- Sign in, let the office staff know why you’re there, and you will be given a visitor or volunteer pass.
- Office staff will confirm your appointment.

## **PARENT CLASSROOM VISITATIONS (MVS POLICY KIA)**

On occasion, parents/guardians may be interested in observing their child(ren) at school. In an effort to minimize disruptions for students, teachers, and related service providers, and to protect instructional or planning time, parents/guardians wishing to observe their child(ren) in school are to follow the following guidelines:

1. In order to observe during school hours, parents/guardians should submit a written request to the building Principal at least 48 hours prior to a planned visitation. Visiting parents/guardians must wear visitor badges.
2. The Principal will contact teacher (or the individual who is providing instruction or supervising the student) as a courtesy and for coordination/scheduling purposes. The principal or designee will respond to the parent making the request and confirm the scheduled visitation.

3. Visits to classrooms or other instructional areas are limited to 60 minutes.
4. Parents/guardians are reminded that classroom visits during instructional time should not interfere with the teaching/learning process.
5. Classroom visitations are not to be used for parent-teacher conferences or conversations.
6. Food and drink are prohibited during classroom visits, as is smoking (and all other consumption/uses of tobacco products), controlled substances, drugs, alcohol and weapons. (See RSA's 126-K-7;159;193 B2).
7. Personal telecommunication devices are to be silent while in the school.

#### **OTHER**

- We ask that students **refrain from wearing hats and hoods** within the school buildings. Please communicate any special circumstances to the building Principal.
- We ask that students **not share, or trade food** given the number of children with food allergies that can be life-threatening.
- Please review our Family Education Rights and Privacy Act, [FERPA](#) policy to understand your rights related to student records and access to student information.
- For security purposes we utilize video / audio surveillance on school grounds and on buses. See [policy EEAA](#).

#### **SPECIAL INSTRUCTIONAL SERVICES**

Our [website](#) will provide you with access to information about Special Education, Child Find, and Parent's Rights under Section 504/Title II.

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

#### **MONT VERNON SCHOOL DISTRICT POLICIES**

The following link provides access to all district policies: <https://www.sau39.org/Page/786>

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