

Mont Vernon Village School
Parent-Student Handbook 2019-2020



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. Mont Vernon School District Policy JH- Attendance, Absenteeism and Truancy can be found on the SAU 39 website at:

<http://www.sau39.org/uploadedFiles/SAU/SchoolBoard/MV/Policy/JH.pdf>

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 8:00 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 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 access media outlets for information about school closings and delayed openings (i.e. www.wmur.com, a phone call will be made from NIXEL, our computerized messaging system.

SCHOOL LUNCH PROGRAM

A school lunch, which includes milk, is available every school day. Milk may also be purchased separately. Students eat their lunches in the multipurpose room.

To establish an account for your child's lunch program, please access the SAU web page <https://www.sau39.org/Page/120> and use the My School Bucks link. This website allows you to track your child's account balance. Please keep your child's account current. If you have any questions, please contact Sharon Colburn at scolburn@sprise.com, our Kitchen Lead.

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

The current price for hot lunch is \$2.85. Free and reduced lunches are available for those who qualify. Please contact Sharon Colburn for an application.

We also serve breakfast each morning. The cost for a student breakfast is \$1.50. Free and reduced breakfast is available for those who qualify. Please contact Sharon Colburn for an application.

SCHOOL ARRIVAL/DISMISSAL

School hours are 8:35 AM – 3:15 PM.

Students should arrive after 8:25AM to assure staff supervision.

Students arriving after the 8:35 AM start bell 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 2:00pm-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 8:25 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 school web page and SAU39.ORG web page 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

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.

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 and inappropriate language/ hand gestures.

Major: Bullying/ harassment, inappropriate 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.

Staff will communicate with parents as appropriate. Thank you for your support reinforcing the core concepts of safety, respect and responsibility.

STUDENT BEHAVIOR & DISCIPLINE (Grades 4, 5 & 6)

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: MVVS School Rules

- 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, then your parents will be informed of the misbehavior and consequences. A teacher will 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

Detention: This is an after-school detention assigned by a School Staff member. It is held from 3:15 PM until 4:00 PM. Parents will be informed by email and 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 will be assigned to the original detention. The family is required to arrange for transportation after a detention.

Corrective Action Plan for Students (CAPS): For more serious infractions, or when a student repeatedly violates reasonable classroom/school rules, it may be necessary to remove a student from the general population. In this case the student will be assigned to a separate room with supervision. Students will be expected to complete all assigned school work for the day(s) missed. Should work not be completed or if CAPS rules are not followed, the student will be required to spend additional days in CAPS. A student who proves to be unable or unwilling to cooperate with the CAPS 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 mediation, write an apology, 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 the CAPS program until return to regular classes.

External Suspension: Suspension is issued when a student violates rules set in place for the safety and well-being of themselves and others.

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.

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. Contact the school if you have any questions.

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 severity of the action and will be at the discretion of the Administration. In addition to detention, CAPS placement, external school suspension or other disciplinary action, the Administration may involve law enforcement officials as necessary.

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

- ✓ Minimum of one (1) detention

Repeated disciplinary referral to the office

- ✓ Cumulative detentions to possible CAPS placement or external suspension

Failure to attend assigned detentions

- ✓ One (1) additional detention for each failure to attend: repeated failure will result in CAPS placement. (*see page 7 for CAPS explanation)

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

- ✓ Minimum of one (1) additional day detention; CAPS placement may be warranted

Insubordination/lying or disrespect

- ✓ Minimum of one (1) detention; CAPS placement may be issued depending on the circumstances, severity, or frequency

Cafeteria/recess misbehavior (minor)

- ✓ 1—2 weeks cafeteria clean-up during recess

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, Amherst Police Department and detention(s) or CAPS placement.

Throwing of any object(s)

- ✓ One (1) day detention or CAPS placement (*see page 7 for CAPS explanation)

Throwing objects with intent to injure

- ✓ Minimum one to three (1 - 3) days CAPS placement or external suspension (*see page 7 for CAPS explanation)

Altercation, either verbal or physical, requiring administrative intervention

- ✓ Detention, CAPS placement, or external suspension depending upon severity (*see page 7 for CAPS explanation)

Fighting

- ✓ Minimum one to three (1-3) days CAPS placement 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 CAPS placement or external suspension

Assault with injury

- ✓ Minimum one to three (1-3) days CAPS placement or external suspension; notification of Mont Vernon Police and Superintendent of Schools

Student striking a teacher

- ✓ Minimum two (2) weeks external suspension and police notification

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

- ✓ Restitution, police notification and one to three days CAPS placement 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) CAPS placement or external suspension.

Please do not hesitate to call us if you have any questions or concerns.

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 which can be accessed via the following link: <http://www.sau39.org/uploadedFiles/SAU/SchoolBoard/MV/Policy/JICK.pdf>

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

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 and REPORT CARDS

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.

CHILD ABUSE See Mont Vernon Policy JLF at www.sau39.org/policymv.aspx

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. Adopted: 2/28/91

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.

<https://www.sau39.org/site/handlers/filedownload.ashx?moduleinstanceid=4093&dataid=8342&FileName=JLCF.pdf>

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.

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.

HOMEWORK GUIDELINES

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.

ELECTRONICS/CELL PHONES

- We strongly discourage the use of any **electronic games, Fitbit, iWatch** 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.

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 (MVSb POLICY KIA)

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

1. In order to observe during school hours, parents/guardians should submit a written request to the building Principal at least 48 hours prior to a planned visitation. Visiting parents/guardians must wear visitor badges.
2. The Principal will contact 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.

Family Education Rights and Privacy Act (FERPA) information can be accessed at:

<http://www.sau39.org/uploadedFiles/SAU/Special/FERPA%20-%20Parents'%20Guide.pdf>

- For security purposes we utilize video / audio surveillance on school grounds and on buses.

SPECIAL INSTRUCTIONAL SERVICES

The following link provides access to information about Special Education, Child Find, and Parent's Rights under Section 504/Title II:

<http://www.sau39.org/special.aspx?id=794>

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

MONT VERNON SCHOOL DISTRICT POLICIES*

The following link provides access to all district policies:

<http://www.sau39.org/policyamherst.aspx> Please

reference these important policies: ACA-Sexual

Harassment and Sexual Violence Policy:

<http://www.sau39.org/uploadedFiles/SAU/SchoolBoard/MV/Policy/ACA-%20Sexual%20Harrassment%20and%20Sexual%20Violence%20Policy.pdf>

ACNon-Discrimination:

<http://www.sau39.org/uploadedFiles/SAU/SchoolBoard/MV/Policy/AC.pdf>

ACERights of Disabled/Handicapped:

<http://www.sau39.org/uploadedFiles/SAU/SchoolBoard/MV/Policy/ACE.pdf> KED-

Grievance Procedure for Alleged Discrimination:

<http://www.sau39.org/uploadedFiles/SAU/SchoolBoard/MV/Policy/KED.mvsd.p>

df JICK-Pupil Safety and Violence Prevention:

<http://www.sau39.org/uploadedFiles/SAU/SchoolBoard/MV/Policy/JICK.pdf>

A COPY OF ALL DISTRICT POLICIES ARE ALSO ON FILE AT MONT VERNON VILLAGE SCHOOL.

MONT VERNON VILLAGE SCHOOL
Staff List for 2019-2020

NAME	ASSIGNMENT
Lorin Philibotte	Kindergarten
Leslie Hall	Kindergarten
Amy Lavoie	First Grade
Alexandra Lawrence	First Grade
Shakeh Dagdigian	Second Grade
Kim Tighe	Second Grade
Laura Graham	Third Grade
Jan Mattie	Third Grade
Melanie Jones	Fourth Grade
Kiera Bell	Fourth Grade
Sara Millas	Fifth Grade
Mackenzie Lawrence	Fifth Grade
Dawn Garneau	Sixth Grade
Christina Anderson	Sixth Grade
Charline Brown	Math Interventionist
Valerie Robinson	School Counselor / School Social Worker
Kimberly Deppen	Nurse
Patricia Garrity	Media Specialist / Technology Integrator
Carol Hopfenspirger	Special Education Teacher
Zakery Blake	Special Education Teacher
Melanie Mondor	Special Education Teacher
Julie Sullivan	Music Teacher
Danielle Guarrera	Foreign Language Teacher
Magaret Holm	Reading Specialist
Jennifer Coletti	Art Teacher
Arthur Buckholz	Physical Education Teacher
Lori Meader	Speech Pathologist
Adele Desrosiers	Para Educator
Mary Hemenway	Para Educator
Robin Hoey	Para Educator
Rebecca Webster	Para Educator
Sharon Colburn	Kitchen Lead
Dawn Mallows	Café Assistant
Charlotte Jameson	Administrative Assistant
Sharon Soucy	Administrative Assistant
Eric Bouldin	Head Custodian

Bruce Wasson	Custodian
Steven Cooper	Custodian
Edmundo Martinez	IT Specialist
John Schuttinger	Principal