Waterville Valley Elementary School
Parent / Student Handbook



2024-2025

(603) 236-4700
wves.pemibaker.org

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SCHOOL BOARD / ADMINISTRATIVE PERSONNEL

Waterville Valley Elementary School Board

Mike Furgal, (Chair)	(603) 236-4108
Mike Koppel	(617) 775-2129
Tim Smith	(970) 390-0786

Superintendent of Schools

Kyla Welch	(603) 536-1254

Assistant Superintendents of Schools

Pam Martin	(603) 536-1254
Dana Andrews	(603) 536-1254

Director of Special Education

Kim DiSalvo	(603) 536-1254

Principal

Lindsay Costello	(603) 236-4700

SCHOOL BOARD MEETINGS 4:00 p.m., 3rd Thursday/Month

Dates subject to change. Agenda will be posted.

SAU #48 PHILOSOPHY OF EDUCATION

SAU #48 is committed to education that fosters complete, productive individuals who are challenged by their school environment and to education that recognizes student differences. Embodied in this commitment is the responsibility to provide an educational environment that nurtures student's particular strengths, stimulates their personal growth, and encourages their contributions to the community.

Any programming designed to meet individual needs, recognizes differences in learning style, rate, and level of interest. Programming should include flexible, but comprehensive curricula of within-discipline and cross-discipline studies. These studies should allow for both vertical and horizontal in-depth study and research. Programming may require innovative scheduling; grouping that reflects varied ages, sizes, skills, and interest; and multiple teaching strategies implemented by regular staff, mentors and resource people.

We believe:

- All students should be nurtured.
- Nurtured students exhibit strengths in many areas, including visual art, music, dance, drama, math, social studies, science, language, athletics, social interaction, leadership, creativity, interpersonal skills, communication, and technology education.
- Identification and assessment of student strengths should be documented.
- Identification and assessment of student strengths direct instruction.
- Strengths are dynamic not static.
- Nurturing strengths is more important than labeling.
- A variety of learning options are required to meet programming needs.
- All students need to be able to analyze, research, and solve problems.

The Program Should:

- Foster problem solving and creativity thinking skills.
- Develop self-directed learning (student-based research).
- Encourage development of self-awareness, personal strengths, and social responsibility.
- Promote students' self-esteem and realistic assessments of individual strengths and weaknesses.
- Prescribe particular curriculum for individual needs.
- Allow for peer-grouping interaction both in homogeneous and heterogeneous settings.
- Help develop future career expectations and skills.
- Provide opportunities for students to discover their interests and strengths.
- Broker learning opportunities from a variety of sources and areas.

SCHOOL PHILOSOPHY – MISSION

Our philosophy of education emphasizes learning as a lifelong process of which schooling is an essential, though not exclusive part. We aim to develop each student to his/her fullest potential, not only intellectually, but also physically, socially, and emotionally as well.

Each student's learning program will focus on activities, which maximize his/her success, taking into consideration individual abilities, needs and interests, learning styles, and learning rates. Top priority will be given to mastering the basic skills in language arts and mathematics, fostering continuous sequential progress uninterrupted by grade level or time. In addition, the curriculum will include the arts, humanities, and sciences.

The goal of our school is to provide relevant experiences that focus on problem solving and the learning process. A further aim is to foster positive self-concept, student independence, and responsibility. Finally, we encourage interpersonal relationships, which promote respect for others and acceptance of their points of view.

MISSION STATEMENT – Adopted March 17, 1992

Waterville Valley Elementary School is dedicated to meeting the individual needs of each student:

- To nurture self-confidence.
- To gear teaching to different learning styles.
- To provide hands-on experience as a vehicle of learning.
- To embrace diversity.
- To foster a humanitarian community.
- To promote school pride.
- To foster an environment of curiosity, excitement, respect, and care.

SCHOOL HOURS AND ATTENDANCE

SCHOOL HOURS

School starts at 8:00 a.m. and ends at 2:40 p.m. (k-5), 2:45p.m. (6-8). Except in pre-arranged circumstances, students should not arrive at school before 7:50 a.m. and they should proceed home, or to their designated activity, as soon as they are dismissed at 2:45 p.m.

Office Hours	7:30 am -3:30 p.m.
Grades K-8	8:00 am - 2:40 p.m. (k-5), 2:45 p.m.

ATTENDANCE

WVES JH-Attendance, Absenteeism and Truancy Policy can be found on our school website under School Board - WVES Policies, *Category: Students*

ABSENCES

The Board requires that school-aged children enrolled in the District attend school in accordance with all applicable state laws and Board policies. The educational program offered by the District is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress.

Attendance shall be required of all students enrolled in the District during the days and hours that school is in session, except that the Principal may excuse a student for temporary absences when receiving satisfactory evidence of conditions or reasons that may reasonably cause the student's absence.

The Board considers the following to be excused absences:

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

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

In the event of an illness, parents/guardians must call or email the school office and inform the District of the student's illness and absence. For other absences, parents must provide written notice or a written excuse that states one of these reasons for non-attendance. The Principal may require parents to provide additional documentation in support of their written notice, including but not limited to doctor's notes, court documents, obituaries, or other documents supporting the claimed reason for non-attendance.

If parents/guardians wish for their child to be absent for a reason not listed above, the parent/guardian must provide a written explanation of the reason for such absence, including why the student will be absent and for how long the student will be absent. The Principal will make a determination as to whether the stated reason for the student's absence constitutes good cause and will notify the parents via telephone and writing of his/her decision. If the Principal determines that good cause does not exist, the parents/guardians may request a conference with the Principal to again explain the reasons for non-attendance. The Principal may then reconsider his initial determination. However, at this juncture, the Principal's decision shall be final.

ATTENDANCE & EXTRA-CURRICULAR ACTIVITIES

Students must be in to school by 11:45 am and remain in school until dismissal in order to participate in after school extra-curricular activities.

FAMILY VACATIONS/EDUCATIONAL OPPORTUNITIES

Generally, absences other than for illness during the school year are discouraged. The school principal or his/her designee may, however, grant special approval of absence for family vacations, provided written approval is given in advance. Once approval has been granted, parents/guardians are asked to write a note to their child's teacher at least two weeks before the trip. This advance planning will allow the teacher enough time to work with parents/guardians and the student regarding homework completion.

TRUANCY

Truancy is defined as any unexcused absence from class or school. Any absence that has not been excused for any of the reasons listed above will be considered an unexcused absence.

Ten half-days of unexcused absence during a school year constitutes habitual truancy.

A half-day absence is defined as a student missing more than two hours of instructional time and less than three and one-half hours of instructional time.

Any absence of more than three and one-half hours of instructional time shall be considered a full-day absence.

The Principal or Truant Officer is hereby designated as the District employee responsible for overseeing truancy issues.

Intervention Process to Address Truancy

The Principal shall ensure that the administrative guidelines on attendance properly address the matter of truancy by including a process that identifies students who are habitually truant, as defined above.

When the Principal identifies a student who is habitually truant or who is in danger of becoming habitually truant, he/she shall commence an intervention with the student, the student's parents, and other staff members as may be deemed necessary. The intervention shall include processes including, but not limited to:

1. Investigates the cause(s) of the student's truant behavior;

2. Considers, when appropriate, modification of his/her educational program to meet particular needs that may be causing the truancy;

3. Involves the parents in the development of a plan designed to reduce the truancy;

4. Seeks alternative disciplinary measures, but still retains the right to impose discipline in accordance with the District's policies and administrative guidelines on student discipline; and

5. Determination as to whether school record keeping practices and parental notification of the student's absences have an effect on the child's attendance.

Parental Involvement in Truancy Intervention

When a student reaches habitual truancy status or is in danger of reaching habitual truancy status, the Principal will send the student's parent a letter which includes:

1. A statement that the student has become or is in danger of becoming habitually truant;

2. A statement of the parent's responsibility to ensure that the student attends school; and

3. A request for a meeting between the parents and the Principal to discuss the student's truancy and to develop a plan for reducing the student's truancy.

Developing and Coordinating Strategies for Truancy Reduction

The Board encourages the administration to seek truancy-prevention and truancy-reduction strategies along the recommendations listed below. However, these guidelines shall be advisory only. The Superintendent is authorized to develop and utilize other means, guidelines and programs aimed at preventing and reducing truancy.

1. Coordinate truancy-prevention strategies based on the early identification of truancy, such as prompt notification of absences to parents.

2. Assist school staff to develop site attendance plans by providing development strategies, resources, and referral procedures.

3. Encourage and coordinate the adoption of attendance-incentive programs at school sites and in individual classrooms that reward and celebrate good attendance and significant improvements in attendance.

Parental Notification of Truancy Policy

Prior to adopting this policy, the Board will place the item on the agenda of a public school board meeting and will allow two weeks for public input as to the policy's provisions. Any public input shall be advisory

only and final adoption as to the policy's provisions will remain solely with the Board.

Additionally, the Superintendent shall also ensure that this policy is included in or referenced in the student handbook and is mailed to parents annually at the beginning of each school year.

School Board First Reading and Approval: May 19, 2022

STUDENT ARRIVAL AND DISMISSAL

Students who are driven to school should be dropped off at the front entrance or escorted through the parking lot. At no time should students be walking through the parking lot without supervision.

Do not drop students off on Noon Peak Road or Route 49.

At no time, should a car be kept running unattended in the parking lot. And, at no time should a car be left or parked in the Fire lane.

At dismissal, students walking home or to the WV Recreation Department may leave the building and go directly home or to recreation.

The Administrative Assistant/Secretary communicates any changes in after school pick up to the students. If students are confused for any reason they can check in with the Secretary. At no time are students allowed to wander and wait outside unsupervised.

DISMISSAL
Dismissal for grades K-5 is at 2:40 p.m.
Dismissal for grades 6-8 is at 2:45 p.m.

EARLY DISMISSAL
Parents wishing to have their student/students dismissed at a time other than 2:45 p.m. are requested to present a written note, email or phone call specifying the time and reason for dismissal to the school secretary.

Students in Grades 5-8 who are participating in middle school co-curricular sports are to leave the season schedule with the school Secretary.

When picking up a student during school hours, parents/guardians are to report to the school secretary who will notify the child.

We request that appointments for outside activities and doctor's appointments be avoided during school hours when-ever possible.

DESTINATION OTHER THAN HOME
The safety of your children is of great importance to WVES. It is extremely helpful for us to know where your child/children will be headed after the school day has ended. While we never leave students unsupervised, it is unreasonable to expect staff to provide open-ended supervision except in emergencies. Students not going home must have a note signed by the parent or guardian to that effect. This includes play dates and recreation programs.

We respect that after school plans are made between children and their parents/guardians prior to the school day. Use of the school telephone by students is reserved for emergencies only. We ask that students respect this and do not use the school telephone to make non-school related plans.

ADMINISTRATIVE PROCEDURES

Waterville Valley Elementary School is a kindergarten through grade eight (8) public school. The Waterville Valley Elementary School District is responsible for the tuition of students residing in Waterville Valley who attend Plymouth Regional High School. In addition, the Waterville Valley Elementary School District is responsible for the education of Special Education students from age three (3) until students are awarded their high school diploma or turn age twenty-one (21).

RESIDENCY POLICY

In order to be admitted to the Waterville Valley School District, a pupil must reside in Waterville Valley. New Hampshire state law is quite specific in that no person who lives outside of the District may attend school without consent of the School Board. The fact that an individual pays taxes to a District, but has an established residence elsewhere, does not extend the privilege of attending local schools.

Parents who intend to move into the community during the school year may request, through the Superintendent's Office, enrollment of their children prior to the establishment of residence, giving written notice as to the anticipated date of residence. The local School Board can either grant or deny the request.

REGISTRATION

Parents are required to complete WVES registration forms including general information, medication information, and Request for Record Authorization and the Waterville Valley District Residency Statement. Transferring students may start school one day following the receipt of the registration packet.

KINDERGARTEN ADMISSION – GRADE ONE ADMISSION

- Students who are five years old as of September 30th each year are entitled and encouraged to attend kindergarten.
- Students who reach their fifth birthday after September 30th are entitled to attend kindergarten the following year.
- Students must be six years of age by September 30th for grade one admission.

TUITION

Revised September 19. 2019

A Student is classified as a tuition student if the parents or legal guardian are not legally domiciled in the Town of Waterville Valley, if not classified as a Town resident by the Town residency list.

Waterville Valley Elementary School will accept tuition students who are not domiciled in the Waterville Valley School District only under the following circumstances:

1. Total enrollment in grades K-8 does not exceed 45 students;
2. Enrollment in the room (the combined classroom, not the grade) in which the student seeks placement does not exceed 15 students;
3. Enrollment in the grade in which the student seeks placement does not exceed five (5) students; and
4. The student's needs can be well served by the budgeted Waterville Valley Elementary School staff and programs.
5. Individuals who are accepted as tuition students must have an annual tuition contract signed by their parents and/or guardians.

Tuition for 2024-2025
$2,000.00 – K-8 per year

This policy will be reviewed as needed.

Final decisions on accepting tuition students will be made by the Waterville Valley Elementary School Board upon recommendation from the Principal and renewed annually.

Parents interested in tuitioning students to WVES are to contact the school office for an application. References and an interview are also part of the process.

Winter Students and full time students' requests are considered equally.

The Waterville Valley Elementary School Board reviews this policy and tuition schedule on an annual basis during the budget process.

PARENT GUARDIANSHIP

If there is a question concerning guardianship of a child, the school should be notified in writing from the court with specific instructions. Students cannot be permitted to attend school without legal guardianship being specified. In cases of contested custody, the school must have a copy of any court order limiting contact with the child while in school. The school should be provided with photographs of both the parent who may pick a child up and of the parent who may not.

EMERGENCY INFORMATION

All emergency contact information is submitted by the student's parent or guardian through the school's Student Information System, PowerSchool. Parents/Guardians will receive a link in August where the forms can be filled out online. These provide data such as home address, telephone number, parents/guardians' business and cell phone number, physician phone number, and who is to be contacted in the event parents cannot be located in an emergency. If any of this information changes during the year, it is of the utmost importance that the school be notified immediately. THIS IS EXTREMELY IMPORTANT FOR YOUR CHILD'S WELFARE.

TRANSFERS

When moving out of the Waterville Valley School District, please inform the office at WVES in person. Transfer of all records will be forwarded by mail upon written request from your child's new school.

STATUTORILY MANDATED REPORT – ALL PERSONS

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

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

The report should contain:

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

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

NOTIFICATION OF DISCLOSURE OF INFORMATION

Directory information is defined as: name, address, and telephone number, date of birth, subject areas taken, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, awards, and most recent educational institution attended.

The school will release such directory information to any external agency or institution deemed appropriate by the administration upon receipt of a request for such information.

Parents and students may refuse to have released any or all of the above categories of personally identifiable information as directory information for specific students, provided that a written request to that effect is received by the Principal of the school on or before October 1 of the current school year.

SCHOOL DAY

DAILY SCHEDULE

K-5

7:50-8:00 Drop off
8:00-8:30 Morning Meeting
8:30-10:00 Classes
10:00-10:30 Snack and Recess
10:30-12:00 Classes
12:00-12:30 Recess and Lunch
12:40-2:40 Classes/Specials
2:40 Dismissal

6-8

7:50-8:00 Drop off
8:00-9:00 Advisory/Flex Block/Specials
9:00-12:30 Classes/Snack/Specials
12:30-1:10 Recess and Lunch
1:10-2:30 Classes
2:40 Dismissal

Specials

Monday: Library Media and Health
Tuesday: Art
Wednesday: Physical Education
Thursday: Spanish
Friday: Music and Guidance

STUDENT RESPONSIBILITY FOR CLASS

Classes begin promptly. Students are expected to be in place, with the necessary books, paper, pencil/pen, homework and a notebook. In addition, students in grades 2 through 8 must have their school-issued assignment book for each class.

STUDENT DRESS

At Waterville Valley Elementary School, we strive to cultivate a positive impression through our conduct, communication, and appearance. We hold our students to a standard of dressing responsibly and appropriately. Outer garments such as jackets, winter hats, and boots are not allowed to be worn all day in the classrooms. Attire that might disrupt the learning environment or the unity of our student body is considered unsuitable. This includes but is not limited to the showing of undergarments and/or midriff region.

We uphold a policy against clothing featuring symbols, imagery, or language that could be deemed inappropriate, including representations of alcohol, tobacco, or drugs. Parents/guardians and students are expected to select attire that suits the various school activities they partake in, prioritizing the health, safety, and well-being of all individuals ensuring uninterrupted education for all. In the spirit of inclusivity and support, we extend a helping hand to students who need clean clothing but might not have easy access to it. It is our goal to ensure that all students can fully participate in school activities with confidence.

Students who do not adhere to these guidelines will be asked to change into suitable attire. In such cases, parents/guardians are responsible for arranging transportation. These expectations are applicable to any event organized by the school, including dances and field trips. Should a student be asked to change on a particular day and decide to persistently disregard these guidelines in the future, appropriate disciplinary measures will be taken.

RECESS

- Recess occurs daily
- Students must bring seasonally appropriated outdoor clothing with them and be prepared each day to go outside
- Students in K-8 go outside for recess unless the weather does not permit (i.e. extreme temperatures, rain, etc.)
- Team play is encouraged. Roughhousing or play, which might injure another person, is not allowed.
- At times, recess may be held across the street at the Packard's Field Playground.

For some toys, the school sets said policy: In general, it may be assumed that anything that shoots, fires, or flings is not to be brought to school. No bats or hard balls (such as baseballs, lacrosse balls or softballs) are allowed because of the potential for injury. Children are encouraged to bring rubber balls and plastic bats to school to use on the playground. They may be allowed on field trips or special activities. Laser pointers are considered inappropriate for school and are not allowed in school under any circumstances.

EQUIPMENT BROUGHT TO SCHOOL

Bicycles and scooters may be ridden to school and parked at the bike racks provided. Students may use plastic toboggans for sledding at recess under adult supervision.

Parents leaving materials, lunches, books, homework, sports equipment, etc., will leave them with the school secretary in the office. Alpine and Nordic skis and poles, snowboards, hockey sticks, are to be left outside on the appropriate rack. These items will be delivered at a time that is the least disruptive to instruction.

MIDDLE SCHOOL CO-CURRICULAR ACTIVITIES

Students in grades 5-8 may participate in co-curricular activities at the other SAU schools. Please see the principal if your son/daughter is interested. A courtesy call will be made to Campton, Thornton, Holderness,

and Plymouth to assure there is room on the team and medical records are in order. Generally, an updated physical and a tetanus shot in grade 7 is a requirement.

SCHOOL FACILITIES

USE OF SCHOOL FACILITIES AND MATERIALS

Having a fine building and excellent equipment is a privilege extended to us by the taxpayers of Waterville Valley. The best way to show our appreciation is to exercise care in the use of facilities and equipment.

Damage to any equipment or to the building should be reported to the office immediately. Writing on or marking the walls, furniture, or other equipment is unacceptable and will not be condoned.

Textbooks, Chromebooks/iPads are furnished free of charge and must be kept in good condition at all times. Chromebooks/iPads are to be treated with care. No stickers should be affixed to devices. Students or their parents will be held financially responsible for books, Chromebooks/iPads that are lost, destroyed, or damaged.

LOCKERS

Students in grades 6-8 will be assigned lockers where they may keep their clothes. Students are expected to keep their lockers neat and orderly and free from any food and to take gym clothes home regularly to be laundered. All lockers will be cleaned out before each school vacation. Students should realize that these lockers are the property of the school and will be routinely checked to ensure neatness.

CAFETERIA

- Students are to eat their own lunch or snack. There will be no trading or sharing of snacks/lunches. We are making every effort to make lunch and snack time a pleasant experience. We have found that students eating their own lunch and snack is imperative to achieve this goal.
- Please pack a well balanced snack and lunch
- Use proper manners.
- Keep voices at a reasonable level.
- Clean up your area before leaving.
- Use proper language
- Raise hand to be excused (grades K-5).
- Students are expected to help wipe off tables and chairs, during snack and lunch.

VISITORS/VOLUNTEERS

VISITORS -Parents, Students, Alumni

School visitors, including parents, must use the school entrance, check in with the school secretary and sign-in when visiting during school hours.

Parents leaving materials, lunches, books, homework, sports equipment, etc. will leave them with the school secretary in the office. Alpine and Nordic skis and poles, snowboards, hockey sticks, etc. are to be left outside on the appropriate rack. These items will be delivered at a time that is the least disruptive to instruction.

When picking up a student during school hours, parents/guardians are to report to the secretary who will notify the child. Parents are to wait in the lobby (yellow room) until the student is dismissed. This procedure will allow classes to proceed with as little interruption as possible.

Students are not encouraged to bring friends to school. However, if a student requests permission from the Principal, possible exceptions may be made on an individual basis.

Former students are welcome to visit WVES. Please call the school and let us know when you plan to come. We certainly welcome community service and can make arrangements that are mutually agreeable.

VOLUNTEERS AND CHAPERONES

Parent and community volunteers/chaperones are welcome and are a valuable dimension to our school program. Volunteers make our PE program and many field trips possible. Please tell the school secretary or your child's teacher if you would like to volunteer your time.

Please check in at the office with the school secretary and sign in when you arrive for your volunteer work.

CRIMINAL RECORDS CHECK

According to state law RSA189:13-a, all parent and community members volunteering MUST be fingerprinted and have a criminal history check. Please see the school secretary for the proper forms.Student teachers, methods students and substitute teachers should obtain forms and pay the applicable fee at the SAU office. Volunteers can pick up forms at the SAU office; the district will pay the fees. Please contact the SAU Office at 603-536-1254 for hours.

EMERGENCY PROCEDURES

NO SCHOOL - SCHOOL DELAY

The School Board and Town Representative are responsible for school cancellations or delays.

SNOW DAY CALL PROCEDURE (approved: December 5, 2019)

1. Assistant Superintendent or Superintendent will call the School Board member when SAU48 has a school delay and or school closure.
2. School Board members will consult with various town personnel within Waterville Valley to make the decision about delaying or closing school.
3. Once the decision is made, the School Board Designee will contact the Principal of Waterville Valley Elementary School to notify them of the decision and to activate the communication to the community, and school personnel. Modes of communication can include WMUR, Social Media, and or School Messenger call.
4. Should WVES determine to not have a snow day when SAU48 determines they are having a snow day, any staff member will not be penalized if they cannot make it into WVES for any reason.

Days lost by school closings will be made up at the end of the school year. When considering placement of summer vacations and camps, factor in 10 snow days.

At times it may become necessary to shorten school days because of an impending storm, loss of heat, etc. In such cases, we will make every attempt to notify parents. If we are unable to reach you, we will refer to the Emergency Information Card for your child's emergency caregiver.

STANDARDS OF BEHAVIOR

Please refer to Policy JICD under Section J: Students on the School Website's School Board tab for a more in-depth explanation of procedures and definitions.

The school provides each student with the opportunity to develop his/her talents, capacities, and independence. This must be done in a climate that promotes the respect and good citizenship expected of members of our society.

The responsibility for basic behavior belongs with each student. Parents are expected to cooperate with and assist the school in promoting and maintaining acceptable social and moral standards of behavior.

CONSEQUENCES FOR MISBEHAVIOR

There are 3 levels of unacceptable behavior ranging from minor infractions to more severe.

LEVEL I: Minor misbehavior on the part of the student which disrupts orderly classroom procedures, student learning or interferes with the operation of the school.

Examples include (but are not limited to):

- Minor disruption of school activity, including distracting clothing
- Tardiness to class
- Cell phone usage during the day

CONSEQUENCES FOR LEVEL I

- Student/Teacher discussion/conference
- Temporary removal from class
- Cell phone is kept in the office during the school day
- Parent/teacher conference
- After-school detention

Level I misbehaviors are recorded. When a student reaches five (5) infractions a parent/guardian meeting will be set up with the principal.

LEVEL II: Frequent and/or serious misbehavior, which disrupts the learning environment or behavior, which threatens people or property.

Examples include (but are not limited to):

- Continued offenses from Level I
- Inappropriate language
- Disrespect
- Fighting
- Threats
- Intimidation
- Inappropriate use of technology
- Theft

CONSEQUENCES FOR LEVEL II:

- Referral to Principal
- Student/Principal/parent conference
- Series of after-school detentions
- In-school suspension
- Out of School Suspension

LEVEL III: Behavior that poses a direct threat to the safety of others and/or violates law
Examples include (but are not limited to):

Continued offenses from Level II
Possession/sale of alcohol or drugs
Possession of weapons
Assault
Arson
Possession or use of fireworks

CONSEQUENCES FOR LEVEL III:

Referral to Principal
Parent conference
Referral to law enforcement agency
Out of School Suspension
Possible expulsion

AFTER SCHOOL DETENTION

After school detention assignments range in time according to the **principal's** discretion. Students and parents will be notified as to the time and day of the detention. If transportation cannot be arranged the day of the infraction, the detention will be postponed until the following day. It is the responsibility of the parents/guardians to make arrangements for transportation at the end of the detention period.

ASSEMBLY BEHAVIOR

When we host an assembly, students are expected to be courteous and polite to all guests of Waterville Valley Elementary School. When we travel to an assembly, remember, our behavior reflects not only upon you, but also upon the entire student body.

Talking, whistling, and booing are considered inappropriate. Polite applause is expected as proper assembly behavior.

PASSING BETWEEN CLASSES

- Walk.
- Maintain adequate personal space.
- Respect others' work space by not talking.
- Stay in line.
- Use appropriate language.

RECESS AND PLAYGROUND GUIDELINES

Recess is part of the K-5 elementary school program. It is a time set aside for children to socialize, expend energy through physical activity, and enjoy some fresh air. Whenever possible, the children go outside for recess. Factors, such as the outside temperature, wind chill, and the condition of the play area, are considered before a decision for outside recess is made. Children must be appropriately dressed for the weather and outside conditions.

RULES FOR SPECIFIC AREAS:

- Stay within boundaries.
- No throwing rocks, sticks, snowballs, or hard objects.
- No rough play, wrestling, tackling, or whitewashing (winter).
- Take turns with the equipment.

- Use appropriate language.

ACADEMICS AND INFORMATION

Waterville Valley Elementary School follows the SAU #48 Curriculum Guides for all subjects. Because of our unique multi-grade structure, the curriculum is cycled every three (3) years.

Social Studies/Science are cycled in each multi-age class and repeated every three years.

FIELD TRIPS

Field trips are planned educational experiences correlating closely with grade-level curricula. Since these lessons occur away from the school grounds, a permission slip signed by a parent or guardian is a prerequisite for a student's participation. Parent volunteers acting as chaperones need to comply with RSA 189:13-a.

FIELD TRIP TRANSPORTATION

All students are required to ride the bus to field trips, the ice arena and the Waterville Valley Ski Area when the class is riding the bus.

If parents are dismissing students from a field trip, they are requested to sign the student out with the teacher.

All K-8 students will walk to the White Mountain Athletic Club with school personnel to participate in certain Physical Education programs.

An annual permission slip is sent home in the fall for students to be able to walk around Waterville Valley (i.e Packard's Field, Town Square, and other close proximity areas).

PHYSICAL EDUCATION

The Physical Education Program at WVES takes advantage of the resort area facilities when possible. This extensive P.E. program may include skiing, swimming, skating, hiking, biking and tennis.

Each student is required to participate in the Physical Education Program on a regular basis unless the school receives a written excuse from the student's parent or guardian stating the reason(s) why she/he should be excused. Physical Education grades are not a reflection of the student's physical ability. Grades are determined by a combination of:

1. Attitude and cooperation
2. Attempt and/or effort made
3. Growth in skill development

Appropriate gym dress is required which shall include sneakers, socks, shorts/sweats, and a T-Shirt or sweatshirt. *Students are **required** to wear helmets for the ski program: downhill, nordic & snowboarding. Helmets are also required for biking & skating.* Swimming is scheduled in the Spring. There is no additional charge for the swim programs, and certified instructors are provided by the school. A bathing suit is required. Students who do not bring the proper clothing for P.E. will not be able to participate. If a student is excused due to injury or illness, they will be given an alternate assignment.

PLAGIARISM AT WVES

American Heritage New Dictionary of Cultural Literacy, Third Edition defines plagiarism as: Literary theft. Plagiarism occurs when a writer duplicates another writer's language or ideas and then calls the work his or

her own.

In the event that a student plagiarizes the work of another, this may occur copying homework, making test corrections, or answering homework questions, both students will automatically receive a zero on that assignment and will meet with teacher(s) and administration to determine whether further consequences are necessary.

We have become aware of students too liberally copying phrases from the internet. This is plagiarism. Students who plagiarize from the internet or other print source will receive an automatic zero on that assignment and will meet with teacher(s) and administration to determine whether further consequences are necessary.

HOMEWORK POLICY

PURPOSE OF HOMEWORK

Research tells us that homework supports and improves student achievement and builds responsibility and independence. Homework at WVES is assigned to practice and reinforce skills and concepts taught at school. Homework may take the form of: worksheets, projects, reading and written assignments. In addition, students should be regularly practicing their addition, subtraction, multiplication and division math facts in grades K-4 to achieve mastery. Lessons are done at school, practice at home.

TIME GUIDELINES

It is important to note that the following guidelines for the amount of homework are based on expected duration of assignments for a typical student. If the amount of uninterrupted time that a child engages in homework is significantly more than what is listed below, parents and students are asked to contact their teacher(s) to discuss and address the disparity. The guidelines are for regular, routinely assigned homework to serve as a common denominator within the SAU.

District Guidelines for total homework for a typical student in the following grades:

Grades 1-2	10-20 minutes per night	1-2 times/week
Grades 3-5	30-50 minutes per night	4-5 times/week
Grade 6-8	70 minutes per night	4-6 times/week

*Students enrolled in electives and upper level courses in the middle years, such as band or advanced math courses, can expect homework amounts higher than the guidelines provided above.

**The district expects that all students at all grade levels engage in daily leisure reading above and beyond homework expectations above (K-2: 15 minutes, 3-8: 30 minutes, 5 nights/week).
All students in grades 3 through 8 will be provided with daily planners in which students are to record nightly and long-term assignments.

MISSING OR LATE ASSIGNMENTS

To foster the value and importance of homework, both as a means for personal achievement and as an integral component to academic progress and grading structures, the Waterville Valley Elementary School has set the following graduated guidelines for grades 1 through 8 relative to missing or late assignments to encourage positive transitions from middle school to the regional high school.

Grades 6 through 8: Students will have the next day to complete missing assignments for credit. 10% of the homework value may be deducted from points possible. After one day, no credit will be given unless extenuating circumstances are discussed with the teacher who assigned the work. For long term projects or assessments, there will be benchmarks to support student success. Consequences for late or missing work will be at the discretion of the individual teacher.

Grades K through 8: For assignments missing due to absence from school, students will have one day for each consecutive day absent to complete homework assigned during the absence.

In Grades K through 8, the value of homework will not exceed 20% in the calculation of grades for the end of a marking period.

Parents and students are expected to communicate any and all questions or concerns they may have to the staff at their school to ensure student success and preparation for educational progress and achievement.

ASSESSMENT

Academic testing is an opportunity to measure what students are learning and for the school to look at trends over time. We take assessment very seriously, as it is how we are measured as a school. We also use the data along with anecdotal data and observations to make decisions regarding instruction. Your cooperation regarding your child's attendance on days of assessment, coming to school well rested and fed will support their best work.

NH-SAS, New Hampshire Statewide Assessment System, is given to grades 3-8 in the Spring in the subject areas of Math and English Language Arts. Grades 5 and 8 also take the Science Assessment.

Test results are shared with parents through a mailing and a parent/teacher conference. The Principal arranges testing and questions can be directed to her. Parents, please make every effort to avoid appointments during this time.

REPORT CARDS AND PROGRESS REPORTS

REPORT CARDS

Report cards are issued three times a year, November, March and June. This year reports cards are not being sent home. You can access report cards directly from the PowerSchool Portal. If you would like a paper copy, please let your child's teacher know. Parent/teacher conferences are scheduled for each student in **December and March** and by parent request. If you would like to meet with your child's teacher outside of parent/teacher conferences, please call the school to make an appointment.

PROGRESS REPORTS

For grades K-2 you will receive a progress report 3 times during the school year. The progress reports will be sent home half way through each trimester.

For grades 3-8 You can access your child's progress in class on the PowerSchool Portal throughout the year. This year a paper progress report will not be sent home. Grades will be updated weekly.

Parents are encouraged to frequently check grades and discuss progress, missing assignments and low test grades. Missing assignments may be passed in for a lower grade and low test grades may be redone for a higher grade.

The 3-8 teachers will provide parents with directions to access grades the first week of school.

Any questions, direct them to the teacher. Any further concerns, please direct them to the Principal. Timeliness of concerns makes all the difference. Please act promptly on <u>any</u> concerns.

STUDENT SERVICES

SCHOOL COUNSELOR

Waterville Valley Elementary has a School Counselor one (1) day per week. It is the responsibility of the school counselor to try to help the child function better in school. The counseling program is primarily preventive and directed to develop better self-esteem, strengthen his/her success. The counselor works with the whole class, group, and individuals, which help students to develop a sense of personal worth and an increased understanding of themselves. The counselor is an integral part of the child study team and works cooperatively with all classroom teachers and specialists.

ENRICHMENT

Waterville Valley Elementary School is committed to education that recognizes student differences. We wish to provide students with an education environment that encourages maximum development by stimulating their interests and abilities and nurturing their gifts and talents, while providing for their social, educational, and career needs. Our curriculum is flexible to allow each student to go as far as she/he is able under teacher direction and guidance. We also offer the following extra-curricular programs to challenge the students to reach their maximum potential.

ROBOTICS

Students in grades 5-8 work with the Robotics program to learn to design computer programs for their individually designed robots.

PSYCHOLOGICAL SERVICES

Psychological services at the Waterville Valley Elementary School are used to promote student learning when a student(s) is experiencing academic difficulties. The Waterville School District employs psychological services to students for:

- Testing and evaluation.
- Students whose Individual Educational Plans (I.E.P.) reflects the need for therapy.
- Students referred by the guidance counselor, teacher, and Principal for further support.
- Consultation to the staff.

SPECIAL EDUCATION SERVICES

It is the policy of SAU #48 to provide appropriate educational services for students with special needs. SAU #48 recognizes two categories of special needs students: disabled and non-disabled.

Special education services for disabled special needs students are provided in accordance with federal and state laws which address the educational needs of such students. The State of New Hampshire recognizes three general types of disabilities: physical, intellectual, and emotional. Within these broad categories are breakdowns of specific disabling conditions, with criteria specified for each.

Special educational services for non-disabled special needs students are provided at the discretion of the school district. Although such services are not required by law, SAU #48 makes every attempt to provide appropriate special services for these students. A non-disabled special needs student generally has problems that are not severe enough to meet the criteria for inclusion in the disabled category, but problems that are of an identifiable nature, and directly interfere with the student's ability to learn at a normal or predicted rate or in a normal manner.

Referral: Any student suspected of having an educational disability will be referred to the Special Education Evaluation Placement Team (SEEPT). Parents, teachers, or any person who bears a responsibility for the

student, may make a referral by completing the form called "Special Education Referral." Diagnostic testing may also be requested by filling out this form. The school principal will make referral forms available to any parent who asks for one, or who feels that his or her child is not being provided with appropriate educational services.

Diagnosis and Prescription: The purpose of SEEPT is to determine the nature (diagnosis) of any problems that interfere with the academic growth of the student referred, and to make recommendations (prescription) regarding an appropriate educational program for students with special needs. The team, composed of educational professionals (teachers, specialists, consultants) is the body that determines if a student does indeed have special educational needs, and if she or he is disabled according to the State Department of Special Education criteria. The team will make these determinations after appropriate investigative measures. These could include a review of existing records, diagnostic testing, observation, student or parent interviews, and consultations. Diagnostic testing will be done only if deemed necessary and first using the resources of the local school. When local resources are exhausted, further testing may be sought by the team utilizing private consultants. Individual diagnostic testing will be undertaken only after written permission is obtained from the parent or guardian. The school district will be responsible for any costs incurred from educational testing recommended and arranged by the team. Parents who disagree with the results of a diagnostic evaluation done by the school have the right to obtain their own evaluation of the student and have the results of such evaluation considered by the team. The school district is not responsible for costs related to diagnostic evaluations which have not been recommended by and arranged for by the team.

Students with disabilities who have special educational needs that cannot be met locally will be provided with appropriate out-of-district programs. The team makes its recommendations based on the principle of meeting student's needs in the least restrictive environment. Any recommendations made will include the most conservative, closest-to-normal educational environment that will still meet the student's needs. Any recommendations made for these students must have written parental agreement before they can take effect. In case of disagreement between the team and the parent as to appropriate programming for the student, the school board will hear the case and make a decision. Decisions may be appealed to the State Board of Education. Costs of out-of-district placements recommended by the team and accepted by the parent will be paid for by the school district at least to the minimum extent determined by law. Costs of special programs not recommended and arranged by the team are not assumed by the school district.

PARENTAL RIGHTS TO PARTICIPATE

NOTICE OF RIGHTS PURSUANT TO RSA 186-C:16-b, THE STATUTE OF LIMITATIONS FOR SPECIAL EDUCATION CASES

The state and federal special education laws (New Hampshire Revised Statutes Annotated, Chapter 186-c and Title 20, United States Code, Sections 1400-1415) require that the school district offer a "free, appropriate public education" to all educationally disabled children. These statutes define educationally disabled children as children suffering from certain enumerated disabilities who are between the ages of 3 and 21 and who have not yet obtained a high school diploma.

A free appropriate public education consists of specially designed instruction and educationally related services in accordance with an individualized education program developed by the school district in consultation with the student's parents and/or the student.

If you suspect that your child is educationally disabled and qualifies for such special services, you may make a written referral requesting that the school district determine your child's eligibility. Such referrals should be addressed to The Principal, Waterville Valley Elementary School, 11A Noon Peak Road, Waterville Valley, NH 03215.

The special education laws confer many rights and obligations upon parents and school districts regarding educationally disabled children. These include, but are not limited to, the following which are listed in Title 20, United States Code, Section 1415(b):

1. Parents may examine all relevant records with respect to the identification, evaluation, and educational placement of the child, and the provision of a free appropriate public education.

2. Parents may obtain an independent educational evaluation.

3. The school district must adopt procedures to protect the rights of the child.

4. Whenever the parents of the child are unknown or unavailable or whenever the child is a ward of the state, procedures may include the assignment of an individual who is not an employee of the school district or the state department of education to act as a surrogate for the child's parents or guardian.

5. The school district must give the child's parents or guardian prior written notice whenever the district proposes to initiate or change, or refuses to initiate or change, the identification, evaluation, or educational placement of the child or the provision of a free appropriate public education. The school district must adopt procedures designed to ensure that this notice fully informs the parents or legal guardian in their native language of all procedures available under Section 1415, unless it is clearly not feasible to do so.

6. The school district must adopt procedures which include the opportunity to present complaints with respect to any matter in relation to the identification, evaluation, or educational placement of the child, or the provision of free appropriate public education to such child.

7. Whenever a school district receives such a complaint, the child's parents and guardian shall have the opportunity for an impartial due process hearing which shall be conducted by an administrative hearing officer appointed by the state department of education. The hearing officer shall not be an employee of any agency involved with the education or care of the child. The administrative hearing officer's decision may be appealed to the US District Court or the New Hampshire Superior Court.

State law establishes short deadlines for requesting an administrative hearing and for appealing the hearing officer's decision to the courts. According to New Hampshire Revised Statutes Annotated, Section 186-c:16-b, which became effective on May 1, 1992:

1. Any action seeking to enforce special education rights under state or federal law shall be commenced by requesting an administrative hearing from the state department of education within 2 years of the date on which the alleged violation was or reasonably should have been discovered. However, any action against a school district to recover the costs of a unilateral special placement shall be commenced by requesting an administrative hearing from the state department of education within 90 days of the unilateral placement.

2. Where the parent, legal guardian, or surrogate parent has not been given proper notice of special education rights pursuant to Title 20, United States Code, Section 1415(b), including notice of the time limitations in New Hampshire Revised Statutes Annotated Section 186-C:16-b, such limitations shall run from the time notice of those rights is properly given. The state department of education shall make available a model notice of rights which school districts may use as one means of complying with this notice.

3. An appeal from the state department of education administrative hearing officer's decision to a court of competent jurisdiction shall be commenced within days from receipt of the decision. All such decisions shall be sent certified mail, return receipt requested.

4. Any action under Title 20, United States Code, Section 1415(e) seeking reimbursement from the school district for attorneys fees related to a request for an administrative hearing, shall be commenced within 120 days from receipt of the state department of education administrative hearing officer's decision.

5. Where a unilateral placement has been made without the school district of residence being offered a reasonable opportunity to evaluate the child and to develop an individualized education plan,

reimbursement may not be sought from the school district for any costs incurred until the school district is given an opportunity to evaluate the child and to develop an individualized education plan.

ALTERNATIVE EDUCATION PLANS

Students not eligible for special education but in need of special programs will be reviewed by the Child Study Team and recommendations for a program will be made. Parents will be asked to give their written consent before any special services or individual arrangements are provided. Parents have the right to refuse permission for any portion of a non-disabled special needs program. In such cases the service will not be provided.

504 PLAN

Students identified as disabled who need accommodations to access education but who do not require Special Education may be placed on a 504 Plan. SAU #48's non-discrimination policies and procedures are followed in developing the plan and determining eligibility.

SAU #48 ASSISTIVE TECHNOLOGY LENDING POLICY

SAU #48 encourages the use of assistive technology for students with disabilities. However, due to the high cost and fragile construction of technology such as an AlphaSmart, tape recorder, QuickPad, laptop, etc., the following policy addresses the lending of such equipment.

All state and federal laws relating to the use of equipment will be followed.

- The equipment will be used for school-related work only.
- No food or drink is permitted in the vicinity of the equipment.
- Any malfunction will be reported immediately to the student's case manager.
- Any repair of replacement costs that are determined to be due to student misuse will be the responsibility of the student/family.
- All software will be installed by district technology personnel only.
- Remote game playing is prohibited including Internet game access, IRC Internet Relay Chat, MUPS (Multi-User Dungeons) and other games and chats.
- Laptops will be replaced with an AlphaSmart or similar word processor while repair needs are addressed and implemented.
- No student will be given a second piece of equipment for lending if damage is determined to be due to student/family misuse beyond normal wear and tear.
- If a second piece of equipment is issued and subsequently damaged beyond SAU #48 repair, whether it is the fault of the borrower/family or not, it will not be replaced, but the student will be issued an AlphaSmart or similar word processor.
- Waterville Valley technology personnel have access to all files and may review the contents of the files when investigating problems.

For additional information regarding special education and the special education laws, please contact: Director of Special Services, SAU #48, 47 Old Ward Bridge Road, Plymouth, NH 03264, (603-536-1254)

CONFIDENTIAL RECORDS

The following educational records may be collected, maintained and used by our school. Parents may review these records and are asked to send a letter to the Principal listing which records you wish to review. We will establish a time and date to accommodate your request. You may be charged a fee per page to copy these records.

- Cumulative Records are located in the Library.
- Health Records are located in the Library.
- Special Education Records are located in the Library.
- 504 Records are located in the Main Office.

- Students' grades are located on the main **server**, in the teacher's grade book, and the **PowerSchool portal**.
- Portfolios of student work and logs of student specific progress are kept in the teacher's classroom.

LIBRARY

Library Standards

- Use quiet voices.
- Check books out at the front desk.
- Book loan period is 30 days.
- Books can be renewed if not requested by a teacher or another student.
- Take good care of the books.
- Put books in the book return when finished with them.
- Return books on time.
- Borrowing privileges may be restricted due to lost or overdue books.
- Students are responsible for payment or replacement of lost books.
- Use bookmarks! Do not bend or fold book pages.
- Search the online catalog when looking for books.
- Please see library staff for special requests.
- The WVES Library may borrow and loan materials from other libraries.

Library Organization

Each book is marked with a spine label and then shelved by category:

- **P** Picture Book, filed by author
- **ER** Early Reader, filed by author
- **F** Fiction, filed by author
- **B** Biography, filed by subject's last name
- **DDN** Dewey Decimal notation for Non-fiction

USE OF ELECTRONIC DEVICES

Students in Kindergarten through grade 8 will have access to electronic devices as part of the curriculum and to be used under the supervision of the classroom teacher.

At no time are students allowed to text message, make phone calls or use social media during the instructional day. In the event of an emergency, students will be sent to the office to make calls.

At no time are students allowed to use cell phones, iPads, or other devices to take pictures or movies of another student or teacher without the permission of the teacher.

At no time are students allowed to use cell phones, Kindles, iPads, or other devices to assist them on exams unless approved by the instructor.

At no time are students allowed to use any electronic device to post and/or share school information regarding school activities, students, teachers, or any activities that identify WVES Elementary School.

No person shall be recorded by an electronic device without his/her knowledge and consent.

Any violation of this policy will result in loss of electronic device use during school and disciplinary action as outlined in the discipline procedures/policies.

COMPUTER USAGE & INTERNET POLICY

Computer usage at Waterville Valley Elementary School is essential to the students' success in our multi-age school. Students in grades K-8 are assigned the use of a school computer. It is not their personal computer, but the property of the WVES District. Therefore, students are to treat their assigned computer with care and appreciate it for the learning tool that it is. With this assignment comes the responsibility to use the computer as it is intended for school assignments only. There will be no abuse of this tolerated.

Internet access at WVES is a privilege. With internet availability at WVES, comes the parameters to use the computer for school assignments only. Students are not allowed to explore the internet at will. The school makes every effort to teach students how and when to use the internet properly. Gaming, emailing classmates, friends, altering other students' work, deleting student material, accessing the server or any other unauthorized area of the server or network are all violations of computer use and are subject to discipline.

BASIC RULES

- A staff member must be present any time a student is accessing the Internet.
- No student may copy, download or upload files without permission.
- E-mail should be approved by a staff member before transmittal and upon receipt.
- Do not post or transmit private information about yourself or another person.
- Do not reveal passwords to others.
- Access to the Internet must be related to school projects.
- Impersonation, anonymity and false names are not allowed.
- No messages may be sent that may be pornographic, unethical, racist, sexist or that include inappropriate language.
- Do not post chain letters or engage in "spamming" (sending annoying or unnecessary messages to large numbers of people).
- A student who observes or is aware of any inappropriate information or activity regarding the Internet MUST bring it to the attention of a staff member immediately.

DISCIPLINE

First infraction: Parent conference with student and Principal. Depending on offense, access to the computers may be restricted.
Second infraction: Loss of computer privilege for 1 week.
Third infraction: Loss of computer privileges for 2 weeks.
Fourth infraction: Loss of computer privileges for 1 month.

The Principal reserves the right to take disciplinary action depending on the severity of the infraction.

WVES RESPONSIBILITY

The staff at WVES shall review the rules annually with all students regarding the proper use of the Internet. In addition, the school will provide an annual training session for parents providing information regarding the Internet and the changes occurring.

COMMUNICATION WITHIN THE SCHOOL COMMUNITY

We at Waterville Valley Elementary School recognize that the family is the single most significant influence in a child's development. We want you to feel positive about the school since your attitude will affect how your child views the school, how hard she/he works, how much she/he learns, etc. To this end, we encourage you to contact the school immediately should you have any concerns. We pledge to welcome your input (whatever its nature) graciously and to enter into a dialogue with you. The school and the home should be working partners in the educational process.

The staff of the Waterville Valley Elementary School strives to provide an atmosphere in which students, parents, and community members feel comfortable in stating their concerns, compliments, and suggestions regarding the school, its programs, and its personnel.

Positive suggestions and criticisms are always welcome. If each member of the school community exercises his/her right to positive dissent and uses appropriate channels of communication, there is no doubt that the school community as a whole will benefit.

CHANNELS OF COMMUNICATION

Students

When the situation involves a student:

1. The student speaks directly to the other student or students.
2. The student speaks to the person supervising if they need further support.
3. The student speaks to the classroom teacher.
4. The teacher reports to the Principal if there needs to be further action.
5. The student speaks directly to the Principal if they feel they need more help.

Parents/Guardians

It is very important that parents/guardians express concerns to the Classroom Teacher or Special Education Case Manager that involve other students and DO NOT TRY TO HANDLE it himself or herself. School issues, issues happening in school or that are affecting school dynamics, need to be handled by school personnel.

When a parent wishes to express a concern, complaint, or make a suggestion, they are asked to ***use this chain:***

1. Speak to the Classroom Teacher or Special Education Case Manager.
2. Speak to the Principal.
3. Speak to the Superintendent or Assistant Superintendent.
4. Speak to the School Board.

APPOINTMENTS

Please be sensitive and respectful of the teachers' time and responsibilities in the morning. Parents/guardians are welcome to request an appointment with a teacher or the Principal by leaving a message with the secretary and the teacher or Principal will call you that day to schedule.

CONFERENCES

Parent conferences after school need to be scheduled. This assures confidentiality and preserves the integrity of the student. Conversations between parent and teacher should not take place in front of other students. Making an appointment assures that the teacher is available and free from other responsibilities.

It is very important that parents express concerns to the classroom teacher that involve other students and do not try to handle it themselves. School issues, issues happening in school or that are affecting school dynamics, need to be handled by school personnel.

SCHOOL NEWSLETTER

The school newsletter, The Communication Line, is online at wves.pemibaker.org every week (on Fridays) and emailed to families. A hard copy will be hung in the school lobby and is emailed. Parents are encouraged to check the newsletter for messages about upcoming events, School Board meetings, PTO announcements, and current school news.

PTO

The Waterville Valley Parent Teacher Organization meets each month. All families are encouraged to join. The PTO functions as a support to the school in several ways. It supports and promotes academic and arts programs to enhance students' school experiences. Its annual events include fundraising to help finance the annual upper grade trip, provision of refreshments for the Holiday and Spring Concerts and Teacher Appreciation Week.

Meetings are held monthly. Minutes are available on the WVES website.

HEALTH

SCHOOL NURSE

The school nurse is contracted for an as needed basis. He/She checks immunization records, does annual vision and hearing checks, records yearly heights and weights, checks for scoliosis, and participates in kindergarten screenings. He/She is available for consultation with parents and staff as needed.

IMMUNIZATION REQUIREMENTS

Prior to or at the time of school entry, all children in the Waterville Valley Elementary School must be immunized according to New Hampshire State Lay, RSA: 141-C. All children entering kindergarten are required by the State of New Hampshire to have a physical exam before entering school. In accordance with the State of NH Department of Health & Human Services, the MMR#2 (Measles, Mumps, Rubella) immunization should be given prior to entry into 7th grade.

MEDICAL PROCEDURES

MEDICATION

All students needing medicine during the school day must have their parents report in person to the school nurse or designated person, in order to sign a medication disbursement form. All prescription medicine must be in medically labeled pharmaceutical containers with name, amount and times posted. Please do not send children to school with medication. All medicine must be delivered to the school nurse or principal by a parent or guardian. Medical release forms are required before medication can be given at school.

IMMUNIZATIONS

All students must have current immunizations and documented records in the nurse's office before attendance at school.

PHYSICAL EXAMINATIONS

All students must have a doctor's physical examination prior to attending school. Middle school students playing sports require an annual physical. Sports physicals may be provided at the school prior to the start date of the sport.

INJURY

Minor injuries will be treated at school. Parents will be notified immediately if a major injury or illness occurs. Parents must have on record a SAFE form for each child, ways to contact them in case of emergency and a person to contact if they cannot be reached. In life threatening emergencies, 911 will be called and immediate attention will be given to the child while in the process of reaching the parents.

HEALTH SCREENINGS

The school nurse will routinely screen for vision, hearing and spinal health. A dental hygienist will screen all students.

ILLNESS REFERENCE CHART

The below Illness Reference Chart will help to determine if your child should stay home from school or if they are permitted to attend based on their illness and/or symptoms.

ILLNESS	SYMPTOMS	ATTEND SCHOOL	KEEP HOME
Chicken Pox	Mild fever, itchy rash; crops of small red bumps on the stomach or back and spreads to the face and limbs. The red bumps rapidly become blistered, oozy and then crust over.	May return to school once the rash becomes dry and crusted over. Vaccinated children who are exposed but have no symptoms may attend school.	Child should be kept home after the rash eruption first appears and until the rash become dry and crusted over. Unvaccinated children who are exposed should remain home.
Common Cold	Stuffy nose, runny nose, sore throat, cough, runny eyes, ear fluid and fever.	Temperature less than 100.4° **and** able to participate in general activities.	Temperature greater than 100.3° or unable to participate in general activities.
Conjunctivitis (Pink eye)	The conjunctiva – the clear layer over the whites of the eyes – becomes pink and there may be tearing and discharge from the eyes. Eyes may be itchy or even painful. In the morning, the discharge may make the eyelids stick together.	No discharge/pus present.	If discharge/pus is present, it is recommended that child be examined by a healthcare provider and approved for return to school, with or without treatment.
Covid-19	Fever, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell.	Temperature less than 100.4° for at least 24 hours (without fever-reducing medication) **and** symptoms are getting better.	Temperature greater than 100.3° or unable to participate in general activities.
Diarrhea	An unknown/unexplained increase in the number of stools over what is normal for that person, and stools which are not formed.	48 hours after last episode of diarrhea.	Currently experiencing unexplained episodes of diarrhea.
Fever	Temperature obtained with thermometer is greater than 100.3°	Temperature is less than 100.4°.	Temperature is greater than 100.3°.
Hand Foot and Mouth	Vesicular lesions (i.e., blisters) may appear in the mouth, on the sides of the tongue, inside the cheek and on the gums. Lesions may also occur on the palms, fingers, soles and buttocks. Most lesions persist for 7-10 days. A low-grade fever may accompany the illness for one to two days.	Able to participate in general activities, even if lesions are present.	No guidelines indicating a need to stay home.
Head Lice	Nits may be found throughout the hair, but are most often located at the back of the scalp, behind the ears and the top of the head. Persistent scratching of the head and back of the neck should be viewed with suspicion. Often red bite marks and scratch marks can be seen on the scalp and neck and a secondary bacterial infection causes discharge and crusting.	May attend school, but proper treatment is highly recommended.	No guidelines indicating a need to stay home.

Impetigo	It may start at an injured spot on the skin, such as an insect bite, cut or burn. Bacteria can easily be spread by the person's hands to other areas of the body. In children, the face is often involved. The rash appears red, is elevated and may secrete fluid. The rash may have a flat honey-colored crust. The area may be itchy.	24 hours after child has begun treatment.	Diagnosed and not yet treated.
Influenza	Stuffy nose, runny nose, sore throat, cough, runny eyes, ear fluid and fever.	Temperature less than 100.4° **and** able to participate in general activities.	Temperature greater than 100.3° or unable to participate in general activities.
Mononucleosis (Mono)	Fever, sore throat, swollen glands (especially behind the neck), headache, tiredness, and sometimes a rash. Jaundice (yellowing of the skin or eyes) and/or enlarged spleen or liver.	Able to participate in general activities if feeling well enough; consult provider regarding participation in physical activity.	No guidelines indicating a need to stay home.
Pinworm	Pinworms are tiny worms that live in the lower intestine of infected people. People may be without symptoms or they may have anal itching, feel irritable and/or have disturbed sleep.	After treatment is completed.	Diagnosed and not yet treated.
Ringworm	Ringworm affecting the skin causes a red, circular patch to form. The patch usually has a raised edge. Ringworm between the toes, or more commonly called athlete's foot, causes the skin between the toes to appear cracked and peeling. Ringworm of the scalp can cause redness of the scalp or loss of hair.	After treatment has begun.	Diagnosed and not yet treated.
RSV	Cough, sneezing, fever, runny nose, wheezing, and decrease in appetite.	Temperature less than 100.4° **and** no respiratory symptoms (cough, sneeze, wheezing, runny nose).	Temperature greater than 100.3° or presence of respiratory symptoms (cough, sneeze, wheezing, runny nose).
Strep Throat	Sore throat, fever, tender swollen neck glands, headache and stomach ache but can also occur with cough, runny nose, or other cold symptoms.	Temperature less than 100.4° **and** 24 hours after beginning antibiotic therapy.	Temperature is greater than 100.3° **or** child has yet to begin antibiotic therapy.
Vomiting	Forcible emptying of stomach contents through the mouth.	Temperature less than 100.4° for 24 hours **and** without vomiting for 24 hours and without nausea.	Currently experiencing episodes of vomiting.

Sources: Disease Handbook for Childcare Providers; New Hampshire Department of Health and Human Services, cdc.gov
Approved by Plymouth Pediatric and Adolescent Medicine & MedCheck Urgent Care of Plymouth; March 2024

SCHOOL DENTAL HEALTH PROGRAM

Services include:

1. Free dental screening: Once per school year. All students will participate unless parents request no participation. A dental screening consists of looking in the student's mouth with a flashlight and assessing the health of the teeth and gums. The screenings will be performed by a registered dental hygienist.
2. Free fluoride varnish application: Applied twice per school year (parental permission required).

3. Dental cleaning: Once per school year (parental permission required). *Eligibility requirements and sliding scale fees apply.

4. Sealants: Once per school year(parental permission required). *Eligibility requirements and sliding scale fees apply.

ADDITIONAL SCHOOL POLICIES

All school policies including the following can be found on our school website under the School Board drop down menu and then WVES Policies

POLICY OF NON-DISCRIMINATION

The School Administrative Unit #48 School Boards including, Campton, Ellsworth, Holderness, Pemi-Baker, Plymouth, Rumney, Thornton, Waterville Valley, and Wentworth have adopted a policy of nondiscrimination on the basis of sex, race, creed, color, country of national origin, handicapping condition, disability or age.

The School Boards of SAU #48, in accordance with the requirements of the Title IX of the Education Amendments of 1972; Public Law 92:318; Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975, Individuals with Disabilities Education Act, and amendments thereto in Public Laws, hereby declare formally that it is the policy of the Boards in their actions, and those of their employees, that there shall be no discrimination on the basis of sex, race, creed, color, country of national origin, disability or age for employment in, participation in, or operation and administration of any educational program or activity in the School Administrative Unit #48 schools.

Inquires, complaints and other communications relative to the compliance of this policy and other public laws and federal regulations concerned with nondiscrimination, shall be addressed to the Assistant Superintendent, 47 Old Ward Bridge Road, Plymouth, New Hampshire 03264, Telephone 536-1254, who is hereby designated as the Coordinator. Any complaints or alleged infractions of the policy, law, or applicable regulations, will be processed through the grievance procedures on pages 5 and 6 of this document.

The Boards acknowledge that their policy of nondiscrimination applies to employment practices in hiring and personnel management as well as to admissions and participation in, and operation and administration of programs and activities within School Administrative Unit #48, and is applicable to all persons employed or served by the districts.

Complaint to the Office for Civil Rights (OCR)

The right of a person to a prompt and equitable resolution of the filed complaint will not be impaired by the person's pursuit of other remedies, such as the filing of a nondiscrimination complaint with the responsible federal department or agency. Using the district's grievance procedure is not a prerequisite to the pursuit of other remedies.

Office for Civil Rights
Region I, U.S. Department of Education
33 Arch Street, Suite 900

Boston, Massachusetts 02110-1491

These rules will be construed to protect the substantive rights of interested persons, meet appropriate due process standards and assure that SAU #48 complies with all Nondiscrimination Policies and Procedures.
Revised 11/03/05
Policy Link

WEAPONS POLICY

STATEMENT:

Weapons are not permitted on school property. Visitors, faculty, staff, and students are not allowed to carry weapons in the school buildings, on school property, or at school sponsored events.

PENALTY:

The possession of firearms on school property will result in expulsion. Other weapon violations can result in suspension or expulsion.

REGULATIONS:

- Any violation of this policy may be reported to the police.
- In addition, students shall have weapons confiscated. Parents or guardians will be notified and appropriate disciplinary action shall be taken by the school administration.
- Weapons include, but are not limited to: firearms, knives, pellet and BB guns, firecrackers, brass knuckles, self-defense sprays (MACE, pepper or other sprays) or any object that cannot be used to inflict harm or injury.
- Law enforcement personnel are exempt.
- Courses or activities, such as hunter safety, require the specific written approval of a waiver and monitoring by the administration.
- The school district certifies it is in compliance with RSA 193:13 (Suspension and Expulsion of Students)

Policy Link

SELF HARM/SUICIDE PREVENTION PROTOCOL

The purpose of this protocol is to protect the health and well-being of all WVES students by having procedures in place to prevent, assess the risk of, intervene in, and respond to threats of self harm/suicide.

The Pemi Baker District/WVES:

(a) recognizes that physical, behavioral, and emotional health is an integral component of a student's educational outcome,

(b) further recognizes that suicide is a leading cause of death among young people,

(c) has an ethical responsibility to take a proactive approach in lowering risk of self harm and preventing deaths by suicide,

(d) acknowledges the school's role in providing an environment which is sensitive to individual and societal factors that place youth at greater risk and one which helps to foster positive youth development.

Toward this end, this protocol is meant to be paired with other policies supporting the emotional and behavioral health of students more broadly. Specifically, this policy is meant to be applied in accordance with the district's administrative and educational policies as outlined in the WVES Handbook.

The following will be overseen by the social worker, school counselors and/or school psychologist in cooperation with and under the supervision of WVES school administration.

Policy Link

BULLYING AND CYBERBULLYING

The Waterville Valley School Board believes that students are entitled to learn in a school environment that is safe and secure. Students are expected to conduct themselves with respect for others and in accordance with this policy and other Board policies and school rules governing student conduct. The Board will take reasonable steps to protect all students from the harmful effects of bullying and cyberbullying that occurs at school and/or that interferes with student learning and orderly school operations.

The Superintendent is responsible for implementing this policy, but may delegate specific responsibilities to administrators and others as he/she deems appropriate.

Policy Link

ANTI-HARASSMENT POLICY

The School Districts of SAU #48 have an obligation to provide an educational setting that is safe, secure, and free from all forms of unlawful harassment and discrimination for its students and employees. All students and adults in this educational community should work and learn in an atmosphere of mutual respect and understanding based on the individual differences and diversity among its members. The School Districts of SAU #48 will not tolerate unlawful harassment or discrimination of any type.

Policy Link

SAU 48 JRA - STUDENT RECORDS AND ACCESS - FERPA

A. General Statement. It is the policy of the School Board that all school district personnel will follow the procedures outlined herein as they pertain to the maintenance of student records. Furthermore, it is the policy of the School Board that all school district personnel will follow the provisions of the Family Educational Rights Privacy Act (FERPA) and its corresponding regulations.
eligible student being allowed to review or receive only a copy of the redacted record. Both the original and redacted copy should be retained by the District.

Policy Link

APPENDIX

WATERVILLE VALLEY ELEMENTARY SCHOOL FACULTY AND STAFF 2024-2025

Administration

Principal	Ms. Lindsay Costello	lcostello@pemibaker.org
Administrative Asst./Secretary	Ms. Sarah Sidor	ssidor@pemibaker.org

Classroom Teachers

Grades K-2	Ms. Karen Van De Moere	kvandemoere@pemibaker.org
Grades 3-5	Ms. Sarah Stoppe	sstoppe@pemibaker.og
Grades 6-8 Language Arts	Ms. Lindsay Costello	lcostello@pemibaker.org
Grades 6-8 Math/Science/SS	Ms. Kim Rawson	krawson@pemibaker.org

Special Education

Teacher	Ms. Tara Talamini	ttalamini@pemibaker.org
Occupational Therapist	Dunstan Occupational Therapy	
Speech & Language Consultant/ESOL	Ms. Catherine Nigro	cnigro@pemibaker.org

Specialists

Art	Ms. Carmelina Fauteux	cfauteux@pemibaker.org
Guidance	Ms. Beth Harrington	bharrington@pemibaker.org
Music	Ms. Trisha Craig	tcraig@pemibaker.org
Physical Education/Health	Mrs. Wendy Dropkin	wdropkin@pemibaker.org
Library / Technology	Ms. Ethel Gaides	egaides@pemibaker.org
Spanish	Ms. Audra Sullivan	asullivan@pemibaker.org
Nurse	Speare Hospital Contracted Service	
Maintenance/Custodian	Mr. Wiley McCauley	wmccauley@pemibaker.org

WVES CALENDAR

WATERVILLE VALLEY SCHOOL DISTRICT – 2024-2025 SCHOOL YEAR CALENDAR

Approved
3/28/2024

JULY '24

S	M	T	W	Th	F	S
X	1	2	3	4	5	X
X	8	9	10	11	12	X
X	15	16	17	18	19	X
X	22	23	24	25	26	X
X	29	30	31			X

AUGUST '24

S	M	T	W	Th	F	S
X				1	2	X
X	5	6	7	8	9	X
X	12	13	14	15	16	X
X	19	**20**	**21**	**22**	23	X
X	26*	27	28	29	**30**	X

August 20,21,22 – Teacher In-Service days

*August 26 – 1st day of school

(4 days)

August 30-September 2 – Labor Day Holiday

(20 days)

SEPTEMBER '24

S	M	T	W	Th	F	S
X	**2**	3	4	5	6	X
X	9	10	11	12	13	X
X	16	17	18	19	20	X
X	23	24	25	26	27	X
X	30					X

OCTOBER '24

S	M	T	W	Th	F	S
X		1	2	3	4	X
X	7	8	9	10	11	X
X	**14**	15	16	17	18	X
X	21	22	23	24	25	X
X	28	29	30	31		

October 14 – Columbus Day

(22 days)

November 5 – Teacher In-Service

November 11 – Veteran's Day

November 27 – ½ day

November 28-29 – Thanksgiving Recess

(17 days)

NOVEMBER '24

S	M	T	W	Th	F	S
X					1	X
X	4	**5**	6	7	8	X
X	**11**	12	13	14	15	X
X	18	19	20	21	22	X
X	25	26	**[27]**	**28**	**29**	X

DECEMBER '24

S	M	T	W	Th	F	S
X	2	3	4	**[5]**	6	X
X	9	10	11	12	13	X
X	16	17	18	19	20	X
X	**23**	**24**	**25**	**26**	**27**	X
X	**30**	**31**				X

December 5 – ½ day – Parent/Teacher Conferences

December 23 – January 1 – Holiday Season Break

(15 days)

January 20 – Martin Luther King Jr. Day

January 21 – Teacher In-Service

(20 days)

JANUARY '25

S	M	T	W	Th	F	S
X			**1**	2	3	X
X	6	7	8	9	10	X
X	13	14	15	16	17	X
X	**20**	**21**	22	23	24	X
X	27	28	29	30	31	X

FEBRUARY '25

S	M	T	W	Th	F	S
X	3	4	5	6	7	X
X	10	11	12	13	14	X
X	17	18	19	20	21	X
X	**24**	**25**	**26**	**27**	**28**	X

February 24-28– Winter Recess

(15 days)

March 13 – ½ day – Parent/Teacher Conferences

(21 days)

MARCH '25

S	M	T	W	Th	F	S
X	3	4	5	6	7	X
X	10	11	12	[13]	14	X
X	17	18	19	20	21	X
X	24	25	26	27	28	X
X	31					X

APRIL '25

S	M	T	W	Th	F	S
X		1	2	3	4	X
X	7	8	9	10	11	X
X	14	15	16	17	18	X
X	21	22	23	24	25	X
X	**28**	**29**	**30**			X

April 28-May 2– Spring Recess

(19 days)

Spring Recess Cont. May 1-2

May 26 – Memorial Day

(19 days)

MAY '25

S	M	T	W	Th	F	S
X				**1**	**2**	X
X	5	6	7	8	9	X
X	12	13	14	15	16	X
X	19	20	21	22	23	X
X	**26**	27	28	29	30	X

JUNE '25

S	M	T	W	Th	F	S
X	2	3	4	5	6	X
X	9	10	*11	12	13	X
X	16	17	18	19	20	X
X	23	24	25	26	27	X
X	30					X

June 11 – Last Day of School

(6 days)