

# Boscawen Elementary School



*The 2024-2025 Student Action Committee*

## Student/Family Handbook 2025-2026

### Boscawen Elementary School Mission Statement

Our mission is to build positive relationships and prepare students for success by supporting them in doing their best, demonstrating BES core values, and taking responsibility for their learning.

Everyone at BES will...  
Try their best every day.  
Be kind and respectful to all.  
Care for themselves and others.

One Best Avenue  
Boscawen, NH 03303  
603-753-6512  
Fax 603-753-8140

BES Homepage: <https://bes.mvsdpride.org/>  
MVSD Homepage: <https://sites.google.com/a/mvsdpride.org/district/>

Dear Parents and Students,

Welcome back and greetings to our new students and families! I hope you enjoyed a restful and relaxing summer. We are excited to meet all of you and to begin a great school year.

This handbook contains information about Boscawen Elementary School as well as the MVSD policies and procedures. We hope you will find this information helpful and informative. Use it as a handy reference throughout the year. **After reading and reviewing the handbook with your child, please make sure to complete the [FIRST DAY FORMS & AGREEMENTS GOOGLE FORM](#) [Linked here](#).** All forms included in your child's school to home folder should be signed and returned to your child's teacher as soon as possible.

As the demands and complexities of teaching children increase, it becomes more evident that we all need to work together to ensure that our children reach their potential. We believe that all of us - the school and the community - must work together in an extended family environment to ensure success for all our students.

With that in mind, you are invited to be an active participant at your child's school. We encourage you to become involved in the school's **Parent Teacher Association (PTA)** and to work with us to make our elementary school the kind of school that will provide your child with a quality education. Research on schools demonstrates that parent participation in their child's school coincides with a greater likelihood of academic success for their child.

We look forward to having a long and rewarding relationship with you and your family.

Jeff Drouin  
Principal

**Boscawen Elementary School  
2025-2026 Staff Directory**

|  |   |
|--|---|
| <b>Principal</b>   | Jeff Drouin   |
| <b>Director of Student Services</b>                              | Julie Gaudette  |
| <b>Associate Director of Student Services</b>                    | Becky Tillotson   |
| <b>Administrative Assistant</b>                                  | Allison Eiserman  |
| <b>School Counselor</b>  | Mikala Ash  |
| <b>Student &amp; Family Outreach Counselor</b>                   | Emma Gagnon   |
| <b>Nurse</b>   | Colleen Galinat   |
| <b>Behavioral Health</b>   | Kristen Boutin (Psychologist) , Kate Branham (BCBA), Abigail Gustafson (Behavior Specialist)              |
| <b>ELA Specialist, M.V.S.D.</b>                                  | Melissa Lear  |
| <b>Math Specialist, M.V.S.D.</b>                                 | Jessica Jacques   |
| <b>Teacher of the Deaf</b>                                       | Janet Matteucci   |
| <b>Grade 5 Teachers</b>  | Claire Natusch, Millie Pike   |
| <b>Grade 4 Teachers</b>  | Catherine Martel, Jennifer Toscano, Sarah Zarakotas   |
| <b>Grade 3 Teachers</b>  | Mike LaClair, Julie Pellerin  |
| <b>Grade 2 Teachers</b>  | Heidi Ohlson, Anna Peterson   |
| <b>Grade 1 Teachers</b>  | Becky Davis, Christine Vaillancourt   |
| <b>Kindergarten Teachers</b>                                     | Joanna Garland, Allison Murphy  |
| <b>Pre-Kindergarten Staff</b>                                    | Grace Allen, Sam Bowman, Laurie Burton, Sierra Daniels, Kristine Mulligan, Kristine Nailor, Heather Olsen |
| <b>Special Education Teachers</b>                                | Elizabeth Dalton-Jandreau, Jill Orndorff  |
| <b>What I Need Room (W.I.N.)</b>                                 | Melissa Cormier, Jen Kusnarowis, Barbara Randall  |
| <b>Speech/Language Pathologist<br/>Speech/Language Assistant</b> | Rebecca Ellis<br>Jeanie Reynolds  |
| <b>Occupational Therapist</b>                                    | Danielle Bell   |
| <b>Physical Therapist</b>  | Katie Domenici  |
| <b>Media Center Assistant</b>                                    | William Leathers  |
| <b>Music Teacher</b>   | Matthew Noeth   |
| <b>P.E. Teacher</b>  | Joey Ellis  |
| <b>Art Teacher</b>   | Robin Asbury  |

|                                     |  |
|-------------------------------------|--|
| <b>F.A.C.T. Staff</b>               | Brooke Boulton, Lori Cronan, Jennifer Donovan, Jodi Dube, April Eastman, Hannah Gallagher, Hannah Girardin, Joan Joseph, Sarah Kellermann, Samantha Lane, Kaila LeClair, Wanda Robinson, Jennifer Vorrone-Smith, |
| <b>Building Assistant</b>           | Diane Ross   |
| <b>Special Education Assistants</b> | Chanda Dinger, Talia Dinger, Katy Kostigen Kristy Milligan, Gretchen Mishkit, Maranda Pratt, Tasee Welcome, Jessica Whitney  |
| <b>Custodial Staff</b>              | John Chin (night), Mark Clay (night), Steve John (day)   |
| <b>Kitchen Staff</b>                | Robin Flood, Janet 'Carol' Munson, Sonya Stevens   |

**THE SCHOOL RELATED SECTION CONTAINS INFORMATION ABOUT:**

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 BOOK BAGS/BACKPACKS  
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 CAFETERIA ESSENTIAL AGREEMENT  
 CARBONATED BEVERAGES  
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 MVSD MISSION STATEMENT  
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SCHOOL TO HOME FOLDER  
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SNACK  
STUDENT ATTENDANCE  
STUDENT DAY  
TOYS  
VISITORS  
VOLUNTEERS  
WALKING

### **ARRIVAL and DISMISSAL**

Students should **not** arrive at school before 8:45AM - if this is a problem, please call the school. **There is no supervision** until that time and no help is available should a problem arise. However, it is important that students are here by 8:55AM to start their academic day at 9:00AM.

Students who arrive at school after 9:00AM or leave before 3:25PM need to be signed in or out at the front office in the Sign IN/OUT sheet by an adult. **When plans change a written note is necessary from a parent or guardian** so that school staff knows exactly what the child is doing. **BES uses PickUp Patrol to streamline changes to dismissal plans, so please make sure to carefully review all of the literature we send home associated with this online application.**

### **BICYCLES**

All students riding their bikes to school must have a Bicycle Rider Contract signed by their parent/guardian on file at BES. Children are required to wear helmets. Contracts can be obtained from the main office.

### **BOOK BAGS/BACKPACKS**

Book bags/Backpacks can be very useful items. They help to keep things organized. They can, however, hurt people if they are not used properly. NEVER throw or swing a book bag/backpack. Book bags/Backpacks will be taken away from your child if they don't use them properly.

### **BUSES**

Bus routes and times can be found by visiting [www.mvsdpride.org](http://www.mvsdpride.org) or by using Traversa/My Ride K-12, which can be accessed on the web or through the mobile app. Traversa/My Ride K-12 provides quick and secure access to your student's bus schedule/routing information, which can include the bus stop, route, and bus number. Click [HERE](#) for instructions on how to access Traversa/My Ride K-12. If additional information is required call the Transportation Department at (603) 931-3811.

Most of the students depend on buses to get to and from school. Riding the bus is a very important privilege. However, students can lose the right to ride the bus. Remember that being on a bus is like being in a classroom. There are rules established to protect students' safety.

**Students are assigned to ride on a bus and that is the bus they need to be on unless permission is given to ride another bus.** The following rules have been established for everyone who rides on a school bus. Please have your child read the following:

1. Pupil shall arrive at the bus stop at least five (5) minutes before the bus is scheduled to arrive.
2. Pupil shall wait in a safe place, clear of traffic until the bus stops, door is open, red flashing lights are on, and the driver has directed you to proceed.
3. Pupil shall wait in an orderly line. Horseplay is not acceptable.
4. Pupil shall cross the road or street in front of the bus only after the bus has come to a complete stop and upon direction of the driver (10-foot minimum crossing distance).
5. Pupil shall go directly to an available or assigned seat when entering the bus and move in toward the window.
6. Pupil shall remain seated until they have reached their designated stop and the bus has come to a complete stop. Aisles and exits must be kept clear at all times and emergency doors will be used for emergencies only.
7. Everyone shall observe classroom conduct and obey the driver promptly and respectfully. The driver is in complete charge of the bus and their decisions and requests must be followed.
8. Pupil is permitted to carry only objects that can be held on their lap.
9. Pupil shall not throw or pass objects on, from or into buses.
10. Pupil shall not eat or drink on the bus.
11. Pupil shall respect the rights and safety of others.
12. Pupil shall obtain permission before leaving or boarding the bus at locations other than assigned stops at home or school. Students may ride only the bus that they have been assigned. (Exceptions will only be made with a note from a principal.)
13. Pupil is prohibited from extending head, arms or objects out of the bus windows. Students will not be allowed to lower windows without permission of the driver.
14. Only authorized riders will be permitted on the bus.
15. When necessary, students will be expected to sit three passengers to a seat.
16. Pupil is prohibited from using tobacco, alcohol, drugs, or any controlled substance. The police will be notified whenever a student is involved with the possession and/or use of alcohol, drugs, or any illegal substances.

17. Pupil shall not make use of profane language, obscene gestures, excessive noise, fighting, wrestling or acts of physical aggression on the bus.
18. Pupil shall not carry hazardous material, nuisance items or animals onto the bus.
19. Pupil is prohibited from hitching rides via bumper or other parts of the bus.
20. Bullying or harassment will not be tolerated.
21. Students/parents will be held responsible for any and all damages to the bus perpetrated by the student.

*There may be circumstances that could result in immediate suspension from the bus -- such disciplinary action to be at the discretion of the appropriate school administrator.*

**The following procedures will be used whenever rules 1 through 15 have been violated:**

**FIRST OFFENSE** will result in a letter of warning from the bus driver to the student's parents/guardians, and a copy kept on file in the School Administrator's, the District Safety Officer's, and the Transportation Coordinator's office.

**SECOND OFFENSE** will result in a letter from the Safety Officer to the student's parents/guardians with a 1-3 day suspension of bus riding privileges.

**THIRD OFFENSE** will result in an immediate five (5) day suspension from ANY bus. (This includes field trips, sports events or any activities.)

**All suspensions represent school days, not calendar days.**

**For infractions 16 through 21 the following procedures will be followed:**

**FIRST OFFENSE** will be an immediate five (5) day suspension from ALL buses.

**SECOND OFFENSE** will be an immediate ten (10) day suspension from ALL buses.

**THIRD OFFENSE** will result in the immediate suspension from ANY bus.

"RSA 189:9 -- Pupils prohibited for Disciplinary Reasons. Notwithstanding the provisions of RSA 189:6-8, the Superintendent, or his representative as designated in writing, is authorized to suspend the right of pupils from riding in a school bus when said pupils fail to conform to the reasonable rules and regulations as may be promulgated by the school board. Any suspension to continue beyond twenty (20) school days must be approved by the school board. Said suspension shall not begin until the next school day following the day notification of suspension is sent to the pupil's parent or legal guardian.

I. If a pupil has been denied the right to ride a school bus for disciplinary reasons, the parent or guardian of that pupil has the right of appeal within ten (10) days of suspension to the authority that suspended this pupil's right.

II. Until the appeal is heard, or if the suspension of pupil's right to ride the school bus is upheld, it shall be the parents' or guardians' responsibility to provide transportation to and from school for that pupil for the period of the suspension.

**See Policies EEA, EEACC & JICC**

## **CAFETERIA ESSENTIAL AGREEMENT**

### **Ways to be Safe**

- Travel safely at all times
- Carry your tray carefully
- Sit correctly at the table
- Use utensils properly
- Make sure your lunch is peanut free if you're sitting at the peanut free table

### **Ways to be Respectful**

- Follow directions
- Use inside voices
- Use kind words
- Wait patiently & quietly in line
- Use good table manners
- Be silent when hands are raised
- Eat your own lunch

### **Ways to be Responsible**

- Come prepared for lunch
- Keep recess toys in pocket or lunchbox
- Ask permission to leave
- Clean your table area and underneath table
- Place utensils, trash and recycling in appropriate containers
- Stay in your own seat

## **CARBONATED BEVERAGES**

Carbonated beverages or drinks in glass containers are not allowed at school. Milk and orange juice may be purchased at school.

## **CELL PHONES & SMART WATCHES**

We realize parents provide their children with cell phones/Smart Watches as a safety device and as a way to check in with children when school is out of session.

Students may bring a cell phone/Smart Watch to school; however, we require the child to turn off cell phones during school hours and keep them in their backpacks.

Students will contact home, if necessary, through the use of the school phones.

Parents are asked not to call or text their child's device during school hours. After receiving a warning, if students are using their device without permission the device will be passed into the office. The school is not responsible for lost, damaged, or stolen electronic devices.

**The state of New Hampshire recently passed HB 206 which prohibits student use of mobile phones, airpods / bluetooth headphones, smart watches, and other electronic devices during school hours, unless explicitly authorized by school administration. [JICJ](#)**

**[Communication and Recording Devices.pdf](#)**

## **CHILD FIND**

**MVSD** has a duty to locate, evaluate and identify any child residing in the District who qualifies for Special Education services or any child attending the public schools who may require Section 504 accommodations or services.

Children eligible for special education include those children with disabilities who have autism, deaf-blindness, emotional disturbance, hearing impairment, multiple disabilities, orthopedic impairment, other health impairment, intellectual delay, specific learning disability, speech or language impairment, traumatic brain injury, acquired brain injury, visual impairment, or developmental delay and who, because of such an impairment, need special education services.

Children eligible for Section 504 accommodations or services include those children who have a physical or mental impairment that substantially limits a major life activity.

If you suspect your child has a disability and may need special education services or 504 accommodations, or if you would like additional information, please contact your child's teacher, or one of our District Associate Director of Student Services: Becky Tillotson (preschool/elementary level) at 753-4891, Andrew Perkins (middle school level) at 753-6336 or Joanne Allen (high school level) at 753-1411.

### **CHROMEBOOKS**

All students at BES are provided a 1:1 device (Chromebook). 1:1 devices are integral instructional tools to assist with student learning, engagement, and personalization. During the course of the school year we understand that accidents happen, but intentional damage is not acceptable. The [Chromebook Guidelines and Student Expectations](#) document (that is given out at the beginning of the year) outlines the proper care and use of the Chromebook as well as the following statement, "damage which is the result of intentional abuse (or neglect) by the student may result in a charge to the parent and/or student; the student may also be subject to school discipline." Intentional damage will be determined by School Administration. Students who intentionally damage their Chromebooks will be responsible for paying for this damage. Students will also be responsible for paying for lost Chromebooks.

The following prices (subject to change) will be in place for the 2025-2026 school year:

- Student Chromebook replacement cost:
  - Year 1- \$280.00 (\$249.00 Chromebook/\$31.00 license)
  - Year 2- \$224.00 (\$193.00 Chromebook/\$31.00 license)
  - Year 3- \$168.00 (\$137.00 Chromebook/\$31.00 license)
- Chromebook screen replacement cost: \$20.00
- Chromebook keyboard replacement cost: \$45.00
- Chromebook touchpad replacement cost: \$10.00
- Chromebook touchpad cable replacement: \$10.00
- Chromebook camera replacement cost: \$20.00
- Chromebook video cable replacement: \$20.00
- Chromebook charger replacement: \$20.00

Upon payment, every attempt will be made to replace the Chromebook with a similar make, model, and year. If a student has been determined to have intentionally damaged their device, they will not receive a loaner until the repairs/replacement has been paid for.

## **CLASSROOM ASSIGNMENTS**

Grade and classroom placement is a complex process. It is based on academic achievement, with consideration given to the physical, emotional, and social development of the child. A team of professional staff members makes classroom placement decisions. The student's instructional levels (reading and math) are strongly considered in the placement process. Other factors considered include classroom size, teacher recommendation, boy/girl ratios, social dynamics, and special-need issues.

## **CLOTHING (Dress Code JICA)**

Your child must always be sure to wear clothing that fits properly and is appropriate for school. Please dress comfortably and be sure to have him/her dress for the weather. Living in New Hampshire, the temperature and weather can vary during the course of a day!

- Clothing with rude, insulting statements, those that promote drugs, alcohol, or tobacco are not allowed to be worn during the school day.
- Clothing that allows undergarments, stomachs, or chest to be exposed is not allowed.
- No spaghetti straps.
- Hats and bandanas may not be worn in the school building.
- Shoes should have a back for support and be appropriate for playground use.
- Shorts, dresses, and skirts should be of appropriate length. If you use your arms as a measurement, shorts should measure to the bottom of your fingertips or longer.
- Wallets or clothing that has chains are not allowed.
- Sneakers are necessary for physical education class.

## **DISCIPLINE**

### **Boscawen Elementary Schools Discipline Procedures**

When your child comes to school, we want students to be safe and in a positive learning environment. Treating others respectfully is expected of everyone. When a child hurts others or breaks rules, there will be consequences for their actions. Inappropriate behavior most often interferes with the learning of all students. A classroom where students follow the rules and respect others is a classroom where great learning occurs.

The seriousness of behavior problems varies. For example, talking in class when it is designated as a quiet time is disruptive, but it is not as severe as hitting another student in anger. Consequences will be dealt with as an appropriate response to the behavior. The more the behavior continues the greater the consequence.

### **BES Behavioral Documenting Process**

- ✓ **Verbal Warning** – These may be given as a reminder of appropriate behavior as related to the BES Essential Agreements (this is dependent on the severity and frequency of the behavior).

- ✓ **Minor** (Yellow Slips) – These may be issued if verbal warnings are ignored, and may result in a logical consequence. These slips are monitored by the school through the utilization of Educatorshandbook and will be sent home.
- ✓ **Major** (Pink Slips) – These may be issued for repeated behaviors or behaviors that are more severe in nature and will be communicated to the principal. Pink slips will also be given if a child has multiple yellow slips. **Teacher or principal will contact the parent/guardian** to discuss the incident. These slips are generated through Educatorshandbook and will be **brought home** by the student to be signed by the parent/guardian. **Students receiving a pink slip will lose a recess** and spend the time processing the incident. Depending on the severity and frequency of the behavior, the following actions may also occur:
  - Writing an improvement plan
  - Loss of privilege to participate in school activities (ex. special activity, field trips, etc)
  - Parent conference with principal and guidance counselor
  - Behavior contract
  - Special assignments
  - Repair/replacement of school or student property
  - Before/after school detention
  - In-school suspension
  - Out-of-school suspension
  - Consequence determined by the principal

\*Ultimately it is the decision of the teacher or administrator as to what consequences are appropriate.

### **Bullying**

Our goal is to foster a safe learning environment for all students. All staff at Boscawen Elementary School are trained to systemically report concerning behaviors to the school administration in a timely manner. Parents are encouraged to report concerning behaviors to the classroom teacher, school counselor, or principal. When the administrator receives a report of alleged bullying, it is dealt with in accordance with **Merrimack Valley Policy: JICK - PUPIL SAFETY AND VIOLENCE PREVENTION POLICY.**

[JICK Pupil Safety & Violence Prevention Policy - Bullying.pdf](#)

### **Overt Violence, Weapons, or any other Dangerous Items, Alcohol and Drugs**

The Merrimack Valley School District has policies on dealing with these issues. These policies will be enforced should any child bring to school a weapon (i.e. knife, box cutter, bullet, guns, etc.). This would also include the use of items not intended to be used as a weapon, but are used in a manner that threatens the safety of others. Violent acts, illegal drugs and alcohol and other actions that threaten the well-being of students and staff will be dealt with accordingly.

The possession of a dangerous object in the school building, on school property and school buses, or at school functions, is not allowed and will result in suspension and possibly expulsion from school. Dangerous objects include, but are not limited to guns, knives, slingshots, pepper spray, and other similar chemicals and/or sprays. In addition to these dangerous objects, almost any object can be potentially dangerous, depending upon its usage. Any object used in an aggressive or reckless manner shall fall under the consequences of this section.

All students are permitted to turn in “dangerous objects/other weapons” which were “accidentally” brought to school as soon as they are discovered, thus averting the serious consequences described by the regulations. Look-a-like and/or toy weapons will be included in the category of “other weapons” providing a means of harsh consequences for students who intend to use them to frighten, harass, or intimidate others and then use the disclaimer “it was only a toy”.

Please note that at the elementary level; often children do not bring in an item intentionally. We use our best judgment to determine the intent of the incident and react accordingly.

### **Suspension**

Suspensions from school happen infrequently, but unfortunately, they are necessary on rare occasions. They may occur after repeated in-school restrictions, or for offenses such as fighting or causing physical injury to others. Suspension usually ranges from one to five days. Students will be expected to complete all schoolwork during the time out of school.

**Immediate removal from the school environment may be necessary should a child have repeated offenses at any level in the same day. At times, the severity of the behavior may also be the reason for immediate removal of the child. In that case, parents will be contacted to come and pick up their child.**

### **EMERGENCY INFORMATION**

During the year contact information may change (i.e. telephone numbers, addresses, emergency contact information, etc.). If we need to contact parents/guardians, we must know your current and correct information. For example, when children are ill or an emergency early dismissal is called, we must know who to contact and how to contact you. As soon as there is a change in your contact information, inform the school secretary and the classroom teacher. It is very important that we always have current information.

### **EMERGENCY PLAN**

The safety of our students is our highest priority. A school safety team, composed of school and district staff, meets monthly to review building safety issues and plan practice fire drills, or other drills outlined in our Emergency Plan.

### **NOTIFICATION OF RIGHTS UNDER FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days after the day the Boscawen Elementary School receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the [School] to amend their child's or their education record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Student Privacy Policy Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

[NOTE: In addition, a school may want to include its directory information public notice, as required by § 99.37 of the regulations, with its annual notification of rights under FERPA.]

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for

the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))

- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

### **FIELD TRIPS**

Field trips are often a part of our student's educational experience. Students may not participate in field trip activities without all parent permission forms complete. Students must travel to and from a field trip destination on the school transportation unless special permission has been granted by the school principal. Throughout the school year some field trips will require volunteer chaperones. If chaperones are requested, they will need to have completed the district fingerprint/background check process.

### **FOOTWEAR**

Open-back footwear; including clogs, sandals, flip-flops and high heels are highly discouraged in school for several reasons. The greatest of those is safety. Improper footwear can potentially increase the likelihood of injury. In the winter months, boots should be worn to school and at recess. Shoes or sneakers need to be brought to wear inside during the day. Sneakers are needed in order to participate in physical education class.

### **GOOGLE APPS FOR EDUCATION (G.A.F.E)**

Google Chromebooks provide daily access to "Google Apps for Education" and the internet to be used for students to complete some assignments in the classroom. This technology can enhance core instruction by providing a valuable resource to support our inquiry-based learning. Chromebooks also enhance student creativity and the ability to think critically and problem solve in all content areas.

Students may use the Chromebooks to access the internet and "Google Apps for Education." The level of access will vary depending upon the age of the students. It is our hope that students in grades K-5 will be assigned a Google email account that will provide access to approved Google Apps for Education. The accounts will be created and managed by the district.

Our site will allow students to create, share, collaborate, and store schoolwork in one location. It will act as the student's digital "locker" where students will create or upload work done at home or at school. This allows easy access to work without the need to transport it via a USB flash drive or email attachment. We will also be able to view all revisions and collaborative efforts made to a document, spreadsheet, or presentation through the revision history that allows us to track progress over time as well as identify who contributed to a collaborative project.

In order to create and use the accounts for students in grades K-5, a Google email account will be created for your student. This email address will be used **only** if needed for correspondence within the [mvsdpride.org](http://mvsdpride.org) domain. This means that students cannot send or receive any email or communications from anyone other than students and staff who have a Merrimack Valley School District Google account. Students will be made aware that this is not for general use and that all

teachers and administrators have complete access to their accounts in order to track correspondence and proper use. The passwords for each user will be unique, and a copy of the password will be sent home to all parents/caregivers. Students are expected to abide by the MVSD technology policy in using this site.

Please review [Technology Responsible Use Agreement for Students](#). If you have any questions, please reach out to the Principal.

### **GRADING / REPORT CARDS**

Grades K-5 have a standards based report card. The report cards are issued according to the schedule below, but may change due to unforeseen circumstances. The purpose of this grading system is to show your child's performance as it relates to the standards expected at every grade level. Curriculum areas in language arts and math will be divided into the strands taught per grading period. Instead of students receiving an average based on tests scores, homework, and participation, students are marked on what they know regarding each strand of the curriculum in each content area. This reporting system gives parents and students more specific feedback on student understanding. Opportunities for two parent/teacher conferences are included in the schedule, as a means of informing parents of student performance. Parents are encouraged to request a conference with the teacher at any time during the year if there are questions or concerns.

- **First Term Report Card Issued: December 5th**
- **Second Term Report Card Issued: March 20th**
- **Third Term Report Card Issued: June 12th (tentative)**

### **HEALTH**

The school nurse assists students, staff, and families in the management of first aid, communicable conditions, accident prevention and chronic health conditions in the school setting. School health records are maintained with immunization audits and annual screenings (height, weight, vision and hearing). The nurse also assists the classroom teacher in providing wellness promotion education. Parents/guardians are encouraged to communicate with the school nurse about their child's health issues.

In the interest of your child's health and the health of the other children, we are sure you will want to cooperate with the following regulations:

#### **CASTS AND CRUTCHES**

Every year several students become injured and arrive at school with a cast or crutches. It is important that your child has a note from home or the doctor letting us know what special arrangements need to be made. Can they still ride the bus? What about recess? How long will it be before the injury is healed? If we receive this kind of information, we can help your child be more comfortable.

#### **ILLNESS**

1. If your child feels ill in the morning or seems to show signs of becoming sick, please keep them at home. A sick child should never be sent to school.

General guidelines for keeping your child home from school are:

- fever, diarrhea or vomiting within the past 24 hours
- extreme fatigue
- persistent cough unresponsive to cough medicine and/or cough drops

- antibiotic treatment for at least 24 hours after beginning course of medication
2. If you are notified that your child is ill and needs to be picked up from school, please be prepared to provide transportation as soon as possible
  3. School staff will call home if a child is absent and we have not heard from a parent or guardian. Help us by being proactive and calling the school if your child is ill or absent. A message can be left on the answering machine if a call is made outside the regular school hours.
  4. If your child has a contagious disease or is likely to be absent from school three or more days, please notify the nurse or the school administrator.
  5. If your child is diagnosed with a bacterial infection, and is started on antibiotics, they must be on the antibiotics for 24 hours prior to returning to school.

### **MEDICINE**

Students may not keep medicine in the classroom or in their possession at any time or for any reason. This is the law. **A PARENT/GUARDIAN MUST BRING ALL MEDICINE TO THE NURSE.** The nurse's office is the safest place for it. Throat lozenges and cough drops should be kept in the nurse's office too.

### **PRESCRIPTION MEDICATION**

Merrimack Valley School District Policy requires written permission from a physician and the parent before a child may receive medication at school. Copies of appropriate forms can be obtained in the nurse's office or from your child's doctor's office. If your child's health care provider determines that your child must receive medication during the school day, the following steps must be completed and submitted to the school nurse:

1. A written doctor's order, which includes the name of the prescribing physician, name of the medication, the dosage, the time the medication is to be taken and the length of time the student is to be on the medication.
2. The form entitled "Administration of Medication in School" (obtained from the nurse's office) or a similar form from the doctor's office with the signature of the health care provider who prescribed the medication, must be submitted to the nurse.
3. Written parental permission for the nurse to administer medication to your child.
4. The medication, in the original prescription bottle.
5. All medications, either prescription or nonprescription, must be brought to the nurse or office in the absence of the nurse by a parent or guardian
6. A second prescription bottle should be provided for use during field trips.

The school nurse or a trained designee will dispense all medication. No student may take their own medication. Special exceptions apply to inhalers and Epipens. A student may possess and use these medications themselves if certain requirements are met, including written approval of the student's doctor and written verification from the doctor and parents that the student knows how to administer the medication themselves. Policy also requires an adult to deliver all prescription medications to the school. Please call the school nurse if you have questions regarding this issue.

### **NON PRESCRIPTION MEDICATION**

Any type of nonprescription medication (including cough drops) must be brought to the office by a parent with the appropriate form (obtained from the nurse's office) stating the time and reasons it should be given. The medication must be in the container in which it was purchased.

### **BUG REPELLENTS AND SUNSCREENS**

Bug spray and sunscreen are not permitted at school, so please remember to apply them to your child prior to coming.

### **OUTDOOR ACTIVITIES**

If a student is in school they are **expected to be able to** participate in outdoor activities and to go outdoors for recess when scheduled, unless for medical reasons a doctor indicates the child should remain inside. Parents should provide written documentation from a doctor stating criteria that needs to be followed for the child.

### **IMMUNIZATIONS**

All children shall be immunized and have a complete physical exam prior to school entrance into kindergarten. Any student transferring into Boscawen Elementary School from another public or private school must provide a written copy of their immunizations, signed by a physician, upon registration in order to conform to the provisions of the New Hampshire Health/Immunizations Law. Children will be allowed entry into classrooms only upon receipt of this information.

### **COMMUNICABLE DISEASE**

With all of the news regarding the varieties of influenza and viruses that have been going around, we want to assure parents and guardians that the school and district always work closely with the Office of Communicable Diseases. They advise us on the best way to handle whatever the issues are.

### **SNACKS, BEVERAGES AND HEALTHY EATING**

We encourage students to bring a healthy snack to school to eat during snack time in their classroom. Eating a nutritious breakfast and snack, such as low-fat and fat free dairy, fruits, vegetables and whole grains can help improve behavior and academic performance. Children love fresh fruits and veggies, popcorn, crackers and cheese and bite sized portions of high fiber low calorie sweets.

We are promoting healthy food choices throughout our school, including the food choices available for special celebrations. Please check with the teacher before any food is sent into the classroom, and please respect the teachers' decisions as to when and what is appropriate. Carbonated beverages and drinks in glass containers are not allowed at school. Milk and orange juice may be purchased at school. Students are encouraged to bring refillable water bottles to school.

### **HOMEWORK**

Homework is an important part of your child's learning. It reinforces skills that they are learning in the classroom. Your child is responsible for:

- Making sure they understand the homework assignment
- Taking home all materials needed to complete the assignment
- Using a homework folder or notebook to organize materials
- Completing homework carefully and neatly
- Returning completed homework on time

[IKB Homework .pdf](#)

### **INSTRUMENTAL MUSIC**

Fifth grade students are offered the opportunity to study woodwind, brass and percussion instruments. Students may use an instrument that is in the family or

choose to rent an instrument. The rental option is a rent-to-own program. Students receive small group instruction during the school day. Lessons are held for thirty minutes. Currently, fifth grade is the only opportunity for students to begin the study of an instrument. Successful completion of fifth grade instrumental studies assures a spot in the middle school instrumental program. If you have questions, please talk with our music teacher early in September.

### **INVITATIONS TO PERSONAL EVENTS/THANK YOU NOTES**

Party invitations and thank you notes may not be passed out in school at any time. This will help eliminate hurt feelings. We cannot provide addresses or phone numbers of other students; however, we do have a voluntary student directory (form for this in the first day of school packet). All forms returned to school are compiled, and distributed amongst the appropriate grade levels.

### **LIBRARY**

Your child may borrow materials from the school library when their class visits each week. These materials will be due back on the next library class day. If your child does not return a book on that day, they will not be allowed to check out other material until the overdue item is returned. Your child will be given an oral and written reminder. After that, a letter will be sent through the mail asking parents for assistance in returning the overdue materials or paying for the lost item. Your child is responsible for returning the book in the same condition in which it was signed out. Lost or damaged books must be paid for.

### **LOST AND FOUND**

Every year many articles of clothing are given away because students lose them and do not check the lost and found. If your child loses something, be sure to check the lost and found area. The lost and found articles will be cleaned out each month and things that are left will be given away. A name on the label in clothes and on personal belongings helps us to return them.

### **LUNCH AND BREAKFAST PROGRAM**

**If you have any questions, please contact the school or Wendy Laclair, Food Service Director at [wlaclair@mvsdpride.org](mailto:wlaclair@mvsdpride.org).** Breakfast is served each day from 8:45 AM until 9:00 AM starting the first day of school. Please remember that instruction begins at 9:00AM and students are due in class as soon as they are finished with breakfast. Your child has a choice of buying the school's hot lunch or bringing a cold lunch. Milk is available for those who bring a cold lunch.

Price are:

|             |        |                   |        |
|-------------|--------|-------------------|--------|
| Breakfast   | \$1.75 | Reduced Breakfast | Free   |
| Lunch       | \$2.65 | Reduced Lunch     | \$. 40 |
| Milk /Juice | \$.65  |                   |        |

A menu will be sent home each month and can also be found on the food service web page at <https://www.mvsdpride.org/departments/food-services>. Please be aware that there are occasions when substitutions will need to be made.

Parents may apply for free or reduced lunch/breakfast based on federally mandated income and family size guidelines. You may apply at any time during the school year if family circumstances change. The free and reduced lunch/breakfast form, as well

as instructions and other supporting documents, can be downloaded at the following site: [HTTPS://WWW.MVSDPRIDE.ORG/DEPARTMENTS/FOOD-SERVICES](https://www.mvsdpride.org/departments/food-services). You may also request a form from the school secretary. Please call Wendy LaClair at 603-753-1420, if you would like additional information. All inquiries and applications are confidential. Please remember that our school receives grant money based on the number of free and reduced lunch students we have.

There is no credit available for any student.

There are two methods to pay for meals and milk.

- Using the **MVSD School Lunch** envelope your child brings home, include a payment for a full week or prepay for an extended period of time. Please fill in the information requested on the envelope and return it with the payment to the teacher. If you run out of lunch envelopes, write the information on a regular envelope.
- Merrimack Valley links with [www.myschoolbucks.com](http://www.myschoolbucks.com). From this site you can:
  - Put money on your child's account through paypal for a \$2.75 service charge. You must know your child's student ID number. Call 603-753-1420 for the ID #.
  - Check on your child's lunch account (money on account as well as history of purchases)

### **MVSD MISSION STATEMENT**

ENSURING THAT ALL STUDENTS ARE PROVIDED WITH THE KNOWLEDGE, SKILLS, AND VALUES NECESSARY TO PREPARE THEM FOR COLLEGE, CAREER, AND CITIZENSHIP

### **PARENT TEACHER ASSOCIATION (PTA)**

Boscawen Elementary School has a PTA. We welcome anyone interested in participating. The PTA raises funds and sponsors programs that help our school be a great place for learning and serves as a "connective link between the school, the families of our students and the overall community". Watch for notices that tell you about informative monthly meetings, fundraisers that support cultural events, programs and supplemental educational materials and programs that extend learning. If you would like to connect with the PTA their email address is: [thebestpta@gmail.com](mailto:thebestpta@gmail.com).

### **PICK UP PATROL**

BES utilizes PickUp Patrol. This automated program allows parents to notify the school of late arrivals, early dismissals and changes in the end of day routines. At the beginning of each school year parents will be asked to create a child's default plan for getting home.

### **PLAYGROUND**

The playground is a place where your child can have fun. As with all other times, safety comes first and your child must remember that everyone has the right to play and have fun. If a problem arises, the duty teacher may stop the activity. Games that hurt people or where students do not follow the Playground Essential Agreement will not be allowed. Only approved balls are allowed for recess use.

The following Playground Essential Agreements are in place to keep your child safe. If your child chooses not to follow the Playground Essential Agreement, the playground duty teacher will determine appropriate consequences.

## **PLAYGROUND ESSENTIAL AGREEMENT**

### **Ways to be SAFE**

- Stay in play area
- Leave objects that belong on the ground (rocks, snow, etc.) on the ground
- Wear weather appropriate clothing
- Use safe hands and body
- Ask permission to leave playground
- Follow game and equipment guidelines
  - **Glider**
    - Sit on seats
    - Move glider with legs only while sitting
  - **Swings**
    - Sit on seats
    - Hold on to chains
    - Swing forward and backward only
    - One person to a swing
    - Slow down to a stop before getting off
    - Maintain a safe distance from swings when they are in use
    - Take Turns
  - **Slides**
    - Sit with your feet first
    - Go down only
    - One person going down slide on bottom at a time
  - **Tower Structures**
    - One person going up and down ladders at a time
    - One person going down slide on bottom at a time
    - One person going feet first down fire pole at a time
    - Make sure your head remains higher than your feet at all times
  - **Zip Lines**
    - One person at a time
    - Make sure to slide on your own
  - **Sports Goals**
    - Use goals appropriately
  - **Monkey Bars**
    - One person at a time
    - All climbers move in the same direction
    - Hands must stay on bars at all times
    - Take turns
  - **Sledding Hill**
    - One person on sled at a time
    - Sit on bottom facing forward on sled
    - Be respectful and share sleds
    - Wait until sledding path is clear before going down
    - Get to sledding starting point by going up walking section of hill
  - **All areas**
    - Use school approved balls (soft balls are used to ensure safety)
    - Leave mulch, sand, rocks, sticks, snow, ice, etc on the ground
    - Take turns
    - Do not climb on any posts

- Do not jump off any platforms
- Report unsafe behavior to the adult on duty

### **Ways to be Respectful**

- Share equipment
- Be kind with words/actions
- Use appropriate language
- Follow directions
- Give each other space
- Display good sportsmanship and be open minded

### **Ways to be Responsible**

- Notify teacher of danger
- Keep outside area clean
- Line up quickly and quietly when whistle blows
- Return borrowed property
- Use good problem solving
- Walk on sidewalks and be sure to stay in line

### **POLICIES**

A complete copy of all MVSD School Board Policies can be found [here](#).

### **PROMOTION**

Promotion to the next grade is always our expectation. However, promotion or retention of a student is always made in the best interest of the child and only after careful consideration of the child's overall academic progress, social and emotional development, and other relevant information has been considered, such as chronological age, social adjustment, physical well-being and school attendance. Retention will be made only after the student's parents have been notified. The final decision of retention rests with the school administration.

### **REMOTE LEARNING DAYS**

During the course of a typical New England winter, inclement weather occasionally necessitates the cancellation of school. When this happens the Merrimack Valley School District may cancel school altogether, or require students to access their education remotely. Families will be notified of a Remote Learning Day via the District's Rapid Alert Notification system in the same manner that we have previously been notified of a Snow Day. Teachers will be available to instruct students from home on this day via Google Classroom and Google Meets. All assigned work will be submitted to teachers through Google Classroom.

### **SCHOOL CANCELLATION:**

If it becomes necessary to delay the opening of school, dismiss early, or to cancel school because of snow, ice or other reasons, the information will be shared through the following:

When watching WMUR please look for Merrimack Valley School District. It will not read Boscawen Elementary School.

The Merrimack Valley School District also utilizes the recorded message system available through our student information system Alma. In the situation that it does become necessary to delay the opening of school, dismiss early, or to cancel school

because of snow, ice or other reasons, you will receive a recorded message from the Superintendent of Schools.

### **SCHOOL TO HOME FOLDER**

Students will receive a School to Home Folder on the first day of school. It is important that this folder is brought to school every morning and home every afternoon. Teachers will collect and check folders every day (as is grade level appropriate) and use it to pass information along to families. We ask that parents check the folder each night and use it to return homework, notes, lunch money and other important information.

### **SMOKING**

Boscawen Elementary School and all of its property is a No smoking/electronic smoking devices zone. All staff members, visitors, and students must refrain from smoking anywhere on the school grounds. This includes the fields and playground areas.

### **SNACK**

Students should bring a snack to school. We are encouraging students to bring a healthy snack that will be eaten at a teacher designated time in the classroom.

### **STUDENT ATTENDANCE**

#### **Absence Procedures:**

- If your child will be absent, please call the school at 603-753-6512 before 8:45 AM.
- To ensure the safety of our students, the school must call all families of absent children if a note or call is not received in the office by 9:15 AM. Please help the office staff and call in each absence in a timely manner.
- Returning from absences: When your child returns after an absence, please submit a note to your child's teacher. Students are responsible to check in with their teacher regarding work that has been missed, and complete the missed assignments as soon as possible.
- NH Truancy Law RSA 189:34 II (a) defines truancy as 10 half days (5 full days). Truancy means an unexcused absence from school or class. After 5 days of unexcused absences the school will require documentation (notes, doctor appointment verification, etc.) for each absence.

#### **Dismissal Procedures:**

- If it is necessary for your child to be dismissed during the school day, submit a note to your child's teacher upon arrival at school in the morning (please make sure to add this information to Pick Up Patrol, as well).
- If you must unexpectedly dismiss your child during the day, please contact the office as soon as possible.
- Students will not be dismissed from class until you arrive at school. Plan to pick your child up in the office, and plan your arrival time to allow ample time for your child to travel to the office from the classroom.
- We will require picture identification when a parent/guardian is unknown to school personnel, or if a parent/guardian has authorized pick-up by a person unknown to the school staff.

**For documentation purposes, please submit notes to the office for late arrivals and early dismissals, even if you have exchanged the information in a telephone or personal conversations with the teacher. Written communication is required of all changes in dismissal arrangements. Without written permission from parents or notification from Pick Up Patrol students will not be dismissed differently than usual.**

The District has created a procedure and put in place a series of interventions to assist students and families in maintaining positive school attendance. These interventions start with guidance counselor, administrator and/or Truancy Officer contact and support. From there, a plan of action is developed by school personnel and parents.

### **STUDENT DAY**

Our instructional day begins at 9:00AM. It is important that your child arrives at school on time and is ready to begin instruction at that time. Timeliness is an important habit. Car pick-up students will be dismissed to the teacher on duty at 3:25PM. They will be dismissed at the side door closest to the circular driveway. Students riding the bus will be dismissed from the gymnasium when their bus arrives at school.

### **TOYS**

Sometimes students bring toys to school for use on the bus or at recess time. There are certain rules that need to be clearly stated and understood so that everyone is safe and happy. First, please limit toys to two toys that fit in your child's pockets. Second, understand that any toy that is brought to school is the responsibility of the owner. This means that if they become lost or broken, the school will not replace the toy. Also, toys may be taken away from your child if they are played with during school or if they are not used properly. For hygiene reasons stuffed toys are discouraged. The school is not responsible for lost, damaged, or stolen items.

### **VISITORS**

With the permission of the principal, parents are welcome to visit the classroom. Please call ahead if you wish to make an appointment with a specific staff member.

All visitors are asked to **report to the office, sign in and receive a visitor's pass** upon arrival at the school. Prior permission from the principal must be obtained if a student wishes to bring a student visitor to any classroom. **Parents who are dropping off or picking up students should sign in and receive a visitor's pass if they are going beyond the office doorway.**

### **VOLUNTEERS**

At Boscawen Elementary School, we are delighted to have parents and community members volunteer their time. Many opportunities to assist in the educational process during the day are available. Volunteers will be fingerprinted to ensure our students safety. **You may volunteer by contacting Mr. Drouin.**

#### **Volunteer Qualifications**

- Dependability and promptness
- Ability to abide by the code of confidentiality
- Interest in children and ability to relate to them in a positive way
- Pleasant voice used with children

- Sense of humor and flexibility
- Willingness to try different tasks at school at the discretion of the staff

**WALKING**

Students will only walk to school or home after school when accompanied by a parent or guardian.

**MERRIMACK VALLEY SCHOOL DISTRICT CONTACTS**

|   |   |
|---|---|
| <p><b><u>Superintendent of Schools</u></b><br/> Randy Wormald<br/> 105 Community Drive<br/> Penacook, NH 03303<br/> 603-753-6561<br/> <a href="mailto:rwormald@mvsdpride.org">rwormald@mvsdpride.org</a></p>                              | <p><b><u>Assistant Superintendent of Schools</u></b><br/> Catherine Masterson<br/> 105 Community Drive<br/> Penacook, NH 03303<br/> 603-753-6561<br/> <a href="mailto:cmasterson@mvsdpride.org">cmasterson@mvsdpride.org</a></p>  |
| <p><b><u>Principal, MV High School</u></b><br/> Shaun St. Onge<br/> 106 Village Street<br/> Penacook, NH 03303<br/> 603-753-4311<br/> <a href="mailto:ssstonge@mvsdpride.org">sstonge@mvsdpride.org</a></p>                               | <p><b><u>Principal, MV Middle School</u></b><br/> Brian Lynch<br/> 14 Allen Street<br/> Penacook, NH 03303<br/> 603-753-6336<br/> <a href="mailto:blynch@mvsdpride.org">blynch@mvsdpride.org</a></p>  |
| <p><b><u>Principal, Boscawen Elementary</u></b><br/> Jeff Drouin<br/> 1 BEST Avenue<br/> Boscawen, NH 03303<br/> 603-753-6512<br/> <a href="mailto:jdrouin@mvsdpride.org">jdrouin@mvsdpride.org</a></p>                                   | <p><b><u>Principal, Penacook Elementary</u></b><br/> Jenn Moore<br/> 60 Village Street<br/> Penacook, NH 03303<br/> 603-753-4891<br/> <a href="mailto:jmoore@mvsdpride.org">jmoore@mvsdpride.org</a></p>  |
| <p><b><u>Principal, Loudon Elementary</u></b><br/> Dave Bartlett<br/> 7039 School Street<br/> Loudon, NH 03307<br/> 603-783-4400<br/> <a href="mailto:dbartlett@mvsdpride.org">dbartlett@mvsdpride.org</a></p>                            | <p><b><u>Principal, Webster/Salisbury Elementary</u></b><br/> Stephanie Wheeler<br/> 936 Battle Street<br/> Webster, NH 03303<br/> 603-648-2467<br/> <a href="mailto:stwheeler@mvsdpride.org">stwheeler@mvsdpride.org</a></p>   |
| <p><b><u>Associate Director of Student Services, Elementary</u></b><br/> Becky Tillotson<br/> 60 Village Street<br/> Penacook, NH 03303<br/> 603-753-4891<br/> <a href="mailto:btillotson@mvsdpride.org">btillotson@mvsdpride.org</a></p> | <p><b><u>Special Education, MS and HS</u></b><br/> Andrew Perkins<br/> Middle School (MS)<br/> 603-753-6336 or <a href="mailto:Aperkins@mvsdpride.org">Aperkins@mvsdpride.org</a><br/> Joanne Allen<br/> High School (HS)<br/> 603-753-4311 or <a href="mailto:jallen@mvsdpride.org">jallen@mvsdpride.org</a></p> |
| <p><b><u>Facilities Director</u></b><br/> Fred Reagan<br/> 105 Community Drive<br/> Penacook, NH 03303<br/> 603-753-6561<br/> <a href="mailto:freagan@mvsdpride.org">freagan@mvsdpride.org</a></p>  | <p><b><u>Transportation</u></b><br/> Noelle Panagopoulos<br/> 10 Beede Drive<br/> Penacook, NH 03303<br/> 603-931-3811<br/> <a href="mailto:npanagopoulos@mvsdpride.org">npanagopoulos@mvsdpride.org</a></p>  |

|   |  |
|---|--|
| <p><b><u>Food Service</u></b><br/>Wendy LaClair<br/>106 Village Street<br/>Penacook, NH 03303<br/>603-406-2328<br/><a href="mailto:wlaclair@mvsdpride.org">wlaclair@mvsdpride.org</a></p>                               | <p><b><u>Business Administrator</u></b><br/>Sam York<br/>105 Community Dr.<br/>Penacook, NH 03303<br/>603-753-6561<br/><a href="mailto:syorkt@mvsdpride.org">syorkt@mvsdpride.org</a></p>                                    |
| <p><b><u>Director of Student Services, Elementary</u></b><br/>Julie Gaudette<br/>105 Community Dr.<br/>Penacook, NH 03303<br/>603-753-6561<br/><a href="mailto:Jgaudette@mvsdpride.org">Jgaudette@mvsdpride.org</a></p> | <p><b><u>Human Resource Manager/Title IX Coordinator -</u></b><br/>Kathleen Boucher<br/>105 Community Dr.<br/>Penacook, NH 03303<br/>603-753-6561<br/><a href="mailto:kboucher@mvsdpride.org">kboucher@mvsdpride.org</a></p> |