

2009-2010
Parent/Student Manual



**Building Community at
Milan Village School**

Safety, Respect, Responsibility

Milan Village School
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Mr. Kevin Evans
Mrs. Sandy Pouliot

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Mrs. Julie Glover

Administration
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Business Administrator – Mrs. Pauline Plourde
Director of Special Services – Mr. Steve Gordon
Principal – Mr. David Backler

Table of Contents

2009-2010 Calendar.....	5
Directory	6
Foreword.....	7
Mission Statement.....	7
Philosophy of the Milan School District.....	8
School District Goals and Objectives	10
Daily Schedule.....	11
Accidents.....	11
Art	12
Athletics	12
Attendance/Absence/Tardiness	12
Awards Assembly	14
Building Use	14
Bullying, Harassment and Violence	14
Care of Books and School Property	17
Change of Address/Phone	17
Child Abuse and Neglect.....	17
Course Descriptions.....	17
Grade 1-Grade 6 Minimum Time Standards.....	17
Detention	20
Discipline Policy.....	20
Dismissals.....	26
Dress Code	26
Electronic Devices.....	27
Emergency Closing/Delayed Entry.....	27
Family Educational Rights and Privacy Act (FERPA).....	27
Field Trips.....	28
Fire/Emergency Drills.....	28
Fundraising.....	29

Grade Reporting.....	29
Grievance Procedures.....	29
Guidance Services and School Counseling.....	29
Health Policies.....	29
Homework Guidelines.....	33
Hot Lunch/Breakfast Program	35
Insurance.....	35
Learn To Ski Program	35
Lockers	36
Lost & Found.....	36
Media/Library	36
Music.....	36
Newsletter.....	36
Notice of Nondiscrimination.....	36
Nurse.....	37
Parent - Teacher Organization	37
Physical Education	37
Playground.....	37
Privacy.....	37
Recess Policies	37
Recreation Department	37
SAFE SCHOOL ZONE	38
School Cancellation Procedure.....	39
School Folders.....	39
Section 504 Grievance Procedure.....	39
Security	40
Sexual Harassment Policy	40
Snack	43
Telephone	43
Testing.....	43
Title I	44
Toy Policy	44

Transportation/Student Conduct on School Buses.....	44
Visitors	45
Volunteer Program	45
Appendix A.....	47
Milan Village School Medication Permission Form	47
Appendix B.....	48
Internet Access.....	48
Appendix C.....	48
NOTICE OF RIGHTS PURSUANT TO RSA 186-C:16-B. THE STATUTE OF.....	49
LIMITATIONS FOR SPECIAL EDUCATION CASES	49
Appendix D.....	51
TOBACCO PRODUCTS BAN.....	51
Appendix E	53
REGULATIONS AND PROCEDURES FOR USE OF SEXUAL PREDATOR NOTIFICATION INFORMATION.....	53

2009-2010 Calendar

**Milan Village School
2009-2010 SCHOOL CALENDAR**

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
August							1
		2	3	4	5	6	7
		9	10	11	12	13	14
		16	17	18	19	20	21
		23	24	25	26	27	28
		30	31				

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
September							
20			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30			

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
October					1	2	3
20					8	9	10
Progress Reports: October 19th	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
November							
18		1	2	3	4	5	6
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30					

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
December							
17			1	2	3	4	5
Report Cards: December 7th	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31		

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
January						1	2
19		3	4	5	6	7	8
Progress Reports: January 25th	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31						

8/25-8/27 Staff Inservice Days
 Tues., Sept 1 First day of School
 Fri., Sept 4 Students and Staff Off
 Mon., Sept 7 Labor Day
 Fri., Oct. 9 NC Inservice Day
 Mon., Oct. 12 Columbus Day
 Wed. Nov. 11 Veteran's Day Break
 Thu/Fri. 11/26-27 Thanksgiving Recess

November 25 and December 23 will be 1/2 Day for both Students and Staff

 1/2 Day Students/1/2 Staff Inservice Day

Adopted 1/6/09

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
February							
15			1	2	3	4	5
		7	8	9	10	11	12
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28						

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
March							
23		1	2	3	4	5	6
Report Cards: March 15th	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31			

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
April						1	2
17		4	5	6	7	8	9
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
May							1
20		2	3	4	5	6	7
Progress Reports: May 3rd	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
June							
11			1	2	3	4	5
Report Cards: June 15th	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
Total School Days: 180	27	28	29	30			

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
July						1	2
		4	5	6	7	8	9
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	31	

12/24 - 01/01 Christmas Vacation
 Mon., Jan 18 Civil Rights Day
 M-F-2/22-2/26 Winter Vacation
 M-F-4/19-4/23 Spring Vacation
 Mon., May 31 Memorial Day Celebrated
 Fri., June 11 BHS GRADUATION
 Tue., June 15 Last Day of School Students 1/2 day
 Tue/Wed June 15-16 Teacher Check-Out and inservice

(T) Tentative Snow days - June 17-June 30, 2010

Directory

Secretary	Natalie Caron
Kindergarten/Library	Gerri St. Gelais
Grade 1	Claudia Daniels
Grade 2	Lisa Morse
Grade 3	Karen Parker
Grade 4	Mike Giroux
Grade 5	Norman Roberge
Grade 6	Kari Goulet
Special Education	Paula LaBrecque
Title I	Isabel Neal
Art	Amy St. Cyr
Technology	Faith Kimball
Guidance	Dede Aube
Physical Education/Music	Denise Doucette
School Nurse	Judith Collins
Paraprofessionals	Rita Berthiaume
	Kelly Gleason
Paraprofessional/Preschool	Tonya Leveille
Student Support Center	Mike Fortier
Speech Pathologist	Todd Butler
Occupational Therapist	Lynn Chauvette
Cafe Services	Louise Sanschagrin
Custodians	Dennis Rossignol
	Elaine Perreault

Foreword

Dear Parents & Students,

Welcome to the Milan Village School Parent-Student Manual. This handbook is provided to help you understand the guidelines and operations of the school. At the Milan Village School we work together as a team to assure everyone's safety and well being, and to provide a rigorous academic challenge for every student.

We would like to ensure that students and parents and/or guardians have received, read, and understood this very important Milan Village School handbook. Please take the time to read and discuss this with your family members and explain any concerns they may have. If you have any questions, please do not hesitate to call my office. When you have completed this, we ask that you sign the following acknowledgement (one per family) and return it to school.

Please feel free at anytime throughout the school year to ask questions or arrange for a meeting with teachers and/or me. We welcome you to come and view our great learning community and we would enjoy and appreciate your input in helping our community continue to grow. Also visit our website (<http://schools.ncia.net/milanvs/>) to learn more about our great school.

Cut and Return

As the parent of _____ I notify the Milan
Student name(s)
School district that I have read and reviewed the Milan Village School Parent/Student
Manual and I understand the rules and regulations contained in this manual.

(Parent/Guardian Signature)

Date

Suggestions & Comments:

Mission Statement

The Milan Village School is guided by the vision that all of our students will become proud, successful and contributing members of their community. We will meet the needs of every child through trust, consistency, academic challenges, consequences and compassion.

Philosophy of the Milan School District

We believe that our School District is an agency of democracy. Its sole function is to serve the best interests of the people. It is obliged to recognize the rights of each student and the school's responsibility to student, community, and humankind.

Students Rights

Each student has the right to:

1. Equal educational opportunities
2. The type and style of education that best meets his/her individual needs
3. The skills, information, and training that will enable him/her to compete successfully with his/her contemporaries.
4. The encouragement and atmosphere that will allow him/her to realize his/her fullest potential

School Responsibility

The school is obliged to:

1. Develop a child's social awareness, physical well being, creativity, and reasoning abilities to the fullest extent possible.
2. Promote awareness of democratic ideals, pride in heritage and civic responsibility.
3. Develop a child's respect for his/her fellow people so that in adulthood he/she may live in peace with his/her fellow people.
4. Work amicably with local, state, and federal educational agencies.

To realize this philosophy in practice, the school must be subject to the alterations that the changing world demands. As a staff we believe that in addition to reading, writing, and arithmetic, we must foster curiosity and arouse a thirst for knowledge so that a child will be self-motivated to progress through his/her school years. We must provide for social interaction; set an example of honesty, integrity, and fair play; provide for intellectual and cultural enrichment and an opportunity for creative expression; and strive to teach basic thought processes and logical thinking.

Changes in the Learner

The world of today presents a very different learning environment to our students, one that is constantly evolving. Radio, television, the motion picture industry, and telecommunications have had a profound influence in shaping the ideas and attitudes of today's youth. Students reflect independence in thought and a global approach to issues and ideas. All of these influences make it imperative that the Milan Village School make every effort to cooperate with other agencies to bring whatever cultural advantages are possible to our area. We must encourage each student to strive for self-fulfillment so that he/she will have a healthy image of himself/herself and will be satisfied with what he/she is doing.

Changes in the School's Perception of the Learner

Research in child development indicates that children must learn certain basic skills and understandings in order to function properly in adulthood. Some of these skills and understandings are as follows:

1. Intellectual - Students must learn to follow directions; comprehend symbols; learn the rudiments of logic; develop some level of abstract thinking; master certain motor skills, manual dexterity and coordination; and acquire tolerance of apparent contradictions.
2. Social - Students should relinquish egocentrism; be able to see themselves from another's view-point; should learn that social interaction is a chain of action - reaction; should learn to respect others and consider their feelings as well as their own; should attain social acceptance by peer group; and acquire a communication give and take.
3. Emotional - Students must learn self-control (discipline); develop conscience; internalize values; and learn to deal constructively with frustration.
4. Creative - Students need to realize that they can create new ideas themselves; should feel that there is more value in originality and spontaneity than in mere reproduction; and that goals should become their own goals not their parents', or their teacher's.

It is also understood that students need well balanced diets and sufficient rest to exert the energy required to learn. A child is not mentally alert if s/he is undernourished or overtired.

Every individual learns best when challenged to discover solutions to problems that are appropriate to his/her own level of functioning.

The Role of the Teacher

The role of the teacher is many faceted. The teacher must provide a structure that gives relevance and direction to the learning process. The teacher must be a resource center, a guiding hand, a fair arbitrator, and an adult role model. The teacher must offer challenges, providing for a proper balance of successes and failures so that students may learn from their mistakes without losing heart entirely. Realistic goals must be set for each student as an individual. A teacher must always enjoy children, love teaching, and value the job being done. They must recognize and value the individuality of each student and structure their approach to the child's education accordingly.

Cordial relations among townspeople, school board, administration, fellow teachers and students should provide the basis for responses in both directions that are founded in mutual respect.

Education must play a dynamic, not static, role in the community, and education must ever be aware of changing needs. Teachers must keep abreast of new methods and materials, and endeavor to bring this information to their students and programs.

The current philosophy must undergo revision when present needs dictate.

School District Goals and Objectives

School Administrative Unit No. 20 EDUCATIONAL GOALS

Curriculum

- To improve the depth and breadth of the curriculum, assessments and evaluation procedures, K-12, in order to enhance learning opportunities for all students.
- To strengthen the staff commitment to and improvement of a process for the review, evaluation and revision of the curriculum based on the District's expectations for students and student learning.

School Environment/Culture

- To encourage and improve positive and respectful relationships between and among staff, students, administration and parents.
- To encourage and improve the relationship between the school and the community.
- To foster a positive behavioral culture within the schools.
- To foster a nurturing atmosphere within the schools

Health/Safety/Wellness

- To provide students and staff with a healthy and safe school environment

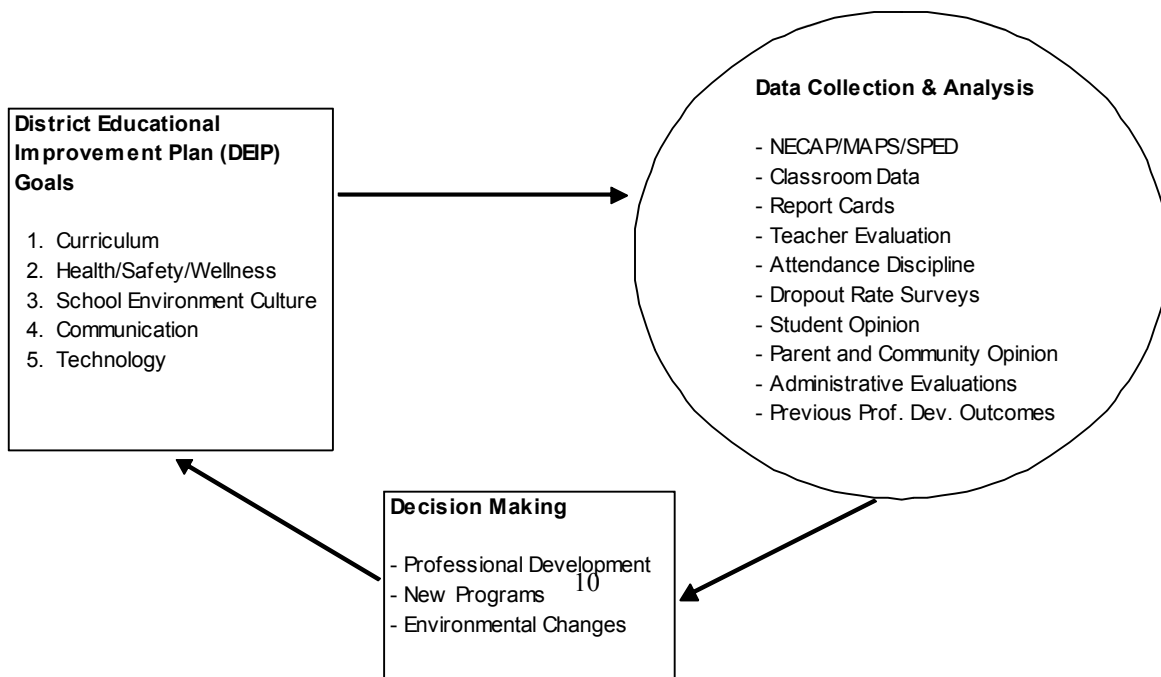
Technology

- To embed into the curricula technologically-enhanced learning and provide training to all staff in the use of technologically-enhanced learning techniques.

Communication

- To establish a structure to improve communications throughout the district
- To increase community/parent involvement K-12

School Improvement and Individual Student Success



Daily Schedule

Students are allowed to enter the school building at 8:00 a.m. Students entering school between the hours of 8:00 a.m. and 8:30 a.m. must report to the cafeteria where they may eat breakfast or be dismissed to the playground. Once a student arrives at school, he/she is not allowed to leave school grounds without permission from the school administration.

8:00 a.m.	First Bell Rings – Building and Playground open
8:25 a.m.	Second Bell Rings
8:30 a.m.	School Begins
8:30a.m.-10:30a.m.	Preschool
11:00 – 11:30	First Recess– Grades 1 – 4
11:30 – 12:00	Lunch All Students
12:00	Kindergarten Session Ends
12:00 – 12:30	Recess – Grades 5 – 6
2:45	Dismissal

Accidents

The Milan Village School has a nurse's office and the services of a registered nurse on a part-time basis. Procedures for handling accidents that occur on school grounds are as follows:

Minor Accident

- * Administer first aid utilizing school nurse or trained staff.
- * Follow emergency procedures as indicated by nature of accident.
- * Inform parent.
- * Fill out accident report if student needs to see a health care provider.

Major Accident

- * Apply first aid utilizing school nurse or other trained staff.
- * If life threatening, call 911. Notify the Superintendent, counselor, nurse and principal as needed.
- * Call parent/guardian or individual identified on the student's emergency card immediately.
- * Fill out accident report.

Off Campus Accidents

- * If life threatening, call 911. Notify the Superintendent, counselor, principal and nurse as needed.
- * Call central administration, transportation as needed.
- * Notify parents, spouses, closest relative, individual on emergency card.
- * Send a trusted employee to observe the situation.
- * Fill out accident report.

Art

Students attend art class once a week. In kindergarten, students will master the use of a pencil, scissors and glue and experiment in the use of color. In the primary grades (1,2,3), students will continue to work in drawing, painting and mixing of colors and learn observation skills. They will be exposed to alternative design techniques such as collages, papier mache, etc. and they will be introduced to art history. In the intermediate grades (4,5,6), the techniques of observation and drawing expand and the use of charcoal, chalks, and ink are introduced. Painting introduces graduation of tones, tints, and shades. Sculpting takes on greater detail with function and form through use of papier mache. Students will begin to analyze art and art history and how our world is affected by it and art by the ages, politically, socially and religiously. All students will work art into classroom thematic units. Students will also explore the field of art as a possible career.

Athletics

Students at the Milan Village School take part in an athletic program that is under the direction of the Milan Recreation Department. Students are encouraged to participate in the various athletic offerings.

Fall	Winter	Spring
Soccer	Basketball	Softball

Attendance/Absence/Tardiness

Regular and punctual patterns of attendance will be required of each student enrolled in the district. Parents should call when their child is going to be absent. Calls will be taken beginning at 7:45 a.m. If a call from the parent has not been received, a telephone check of the absent students will be made to insure that a child who is not in attendance is safely at home and the parent is aware of his/her absence.

A written excuse is requested from the parent/guardian each time the student is absent, tardy, or dismissed from school. This written note is to be turned in to the school's office to be placed in the student's health file.

Parents must make prior arrangements when requesting extended vacations. The principal must be notified in writing a minimum of two (2) weeks in advance of the vacation.

Absences are of two types: excused and unexcused. An excused absence is an absence due to illness, participation in school activities, or a necessary absence with the approval of parents or guardians. An absence other than "excused" is considered truancy.

Any student who skips or leaves a class without permission after reporting to school is truant. Any student who is absent without the knowledge and permission of his/her parents/guardian or school authorities is truant. Absences, even with the approval of

parents/guardians, which are excessive and/or interfere with the student's educational program will be interpreted as truancy and follow-up procedures in accordance with RSA 193:1,7 and 16 will be instituted.

The following communication timetable will be utilized:

10 Absences during the school year - A letter of notification will be mailed to the student's parents/guardians.

20 Absences during the school year- A certified letter may be mailed to the student's parents/guardians with a copy of the student's attendance report including dates of absence. A copy will also be sent to the Superintendent of Schools. A conference with the student, parents/guardians, and school personnel will be held.

Extended Voluntary Absences

Parents/guardians who choose to remove their children from school for an extended period of time while school is in session are responsible for supervising the completion of assigned work. They are also responsible to teach new concepts.

Teachers will provide a packet of work encompassing the approximate amount of work to be covered during the period of absence. It is understood that the student may be ahead in some areas and behind in others. Adjustments will be made upon the student's return to school.

Students will receive a grade of 'incomplete' for any tests and quizzes that are given during their absence, pending completion of make-up work. All work is to be completed and turned in within two (2) days after the student has returned to school. All assignments given in advance are expected the day the student returns to school. Any additional time granted for completion of assignments will be at the discretion of the teacher.

Unauthorized Class Absence and Truancy

The Milan Village School follows a truancy policy that adheres to RSA 189:35-a, in which truancy is defined as an unexcused absence without parental or administrative permission.

Twenty half days of unexcused absence during a school year shall constitute habitual truancy.

A half day of absence is considered 3 or fewer hours of missed school time.

A student who "skips" class or is truant will be required to make up the time after school. The student will be required to complete the missed work at that time. Parents will be notified of the absence/truancy and the detention timetable by the building principal.

Due Process

It is the intention of the School Board that all students are assured of a responsible due process procedure in the event that disciplinary action is required because of excessive absenteeism, unauthorized class absence, or truancy.

Tardiness

Students who arrive after the morning late bell (8:30 a.m.) must report to the school office for a "Class Admit" slip. Parents of students who are tardy a total of three times in a trimester will be notified. Chronic tardiness will be referred to the Superintendent of Schools and the

School Board. Students who arrive late because of medical appointments, school activities, or bus delays will receive a “Class Admit” slip, which notes the tardiness as excused.

Awards Assembly

There will be at least one Academic Awards Assembly for grades 1 through 6 at the end of the school year. Awards are based on criteria which is cumulative throughout the year.

Building Use

The Milan School Board encourages and welcomes the use of the Milan Village School by responsible local groups and organizations for non-commercial purposes at a listed fee schedule. Local youth and educationally oriented groups may use the school facilities at no charge. School facilities will not be rented for personal or private use.

Groups or organizations shall be required to file an application for the use of the facility with the building principal and agree to adhere to the guidelines contained therein. Applications are available in the Milan Village School office.

Bullying, Harassment and Violence

I. General Statement of Policy

It is the policy of the Milan School District to maintain a learning and working environment that is free from discrimination based on race, creed, color, gender, religion, or national origin. The District prohibits any form of harassment and violence.

It shall be a violation of this policy for any student or employee to harass a student or employee through conduct or communication of any nature as defined by this policy.

It shall be a violation of this policy for any student or employee to be violent to a student or employee.

The District will act to investigate all complaints, either formal or informal, written or verbal, of harassment or violence and to discipline any student or employee who harasses or is violent to a student or employee of the District as required by **RSA 193-F:3**.

In the event the administration has information of increasing concern about a student report of bullying, harassment, threats, violence or other incident deemed inappropriate, he/she may refer these matters to the PBIS Target Team for investigation, review or recommendation. The Target Team will be comprised of Administration, SPED Director, regular and special education teacher(s), a school psychologist, and a guidance counselor. Trained inquiry team members besides the core group may be brought in as needed or requested by the student, parent or administration.

II. Definitions:

The Milan School Board's goal of providing a safe learning environment requires the prohibition of acts of bullying, sexual harassment and violence on school property, buses, in any district facility, as well as at functions which are affiliated with the Milan Village School.

A. Bullying may include, but is not limited to:

1. Physical Bullying- includes punching, poking, pushing, strangling, hair pulling, biting, excessive tickling, kicking, or stopping someone from passing through a location.

2. Emotional Bullying- includes rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics, such as race, disability, or ethnicity, manipulating friendships, isolating, ostracizing, and peer or group pressure, and verbally inappropriate or demeaning language.

3. Sexual Bullying- includes many of the above actions listed as well as sexual harassment and abuse involving actual physical contact, sexual assault, unwanted touching, obscene verbal language, and threats.

B. Sexual Harassment is a form of sex discrimination which violates Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000e, et seq., and Title IX. Sexual violence is a physical act of aggression that includes a sexual act or sexual purpose.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

1. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or

2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or

3. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or education environment.

Any sexual harassment as defined when perpetrated on any student or employee by any student or employee will be treated as sexual harassment under this policy.

Sexual harassment may include but is not limited to:

1. Verbal harassment and/or abuse of a sexual nature;
2. Inappropriate patting or pinching;
3. Intentional brushing against a student's or an employee's body;
4. Any sexually motivated unwelcome touching; or

5. Sexual violence which is a physical act of aggression that includes a sexual act or sexual purpose.

C. Violence

1. Physical violence includes behaviors intended to do harm to another person or as deliberate attempts to deface property. Such behaviors may include but are not limited to fighting, destruction of property, hitting, biting, and throwing objects.

2. Verbal and emotional violence includes behaviors that intentionally are aimed at affronting either an individual or the school. Such behaviors may include but are not limited to swearing, name calling, teasing and bullying.

III. Reporting Procedures

Any person who believes he or she has been the victim of any bullying, harassment or violence by a student or an employee of the School District or any third party with the knowledge or belief of conduct which may constitute bullying, harassment or violence should report the alleged acts immediately to an appropriate School District official as designated by this policy.

A. In Each School Building- The building Principal is the person responsible for receiving oral or written reports of bullying, harassment or violence at the building level. Upon receipt of a report, the Principal must notify the Superintendent of Schools immediately without screening or investigating the report. A written report will be forwarded simultaneously to the Superintendent. If the report was given verbally, the Principal shall reduce it to written form within 24 hours and forward it to the Superintendent. Failure to forward any bullying, harassment or violence report or complaint as provided herein will result in disciplinary action. If the complaint involves the building Principal, the complaint shall be filed directly with the Superintendent of Schools. The principal, or designee, shall by telephone and in writing by first-class mail, report the occurrence of any incident described in this paragraph to the parent or legal guardian of all pupils involved within 48 hours of the occurrence of such incident.

B. District Level- The School Board hereby designates Steve Gordon and Becky Hebert Sweeny as the School District Human Rights Officers to receive reports or complaints of harassment and violence from any individual, employee, or victim of harassment or violence and also from the building principal as outlined above. If a complaint involves a School District Human Rights Officer, the complaint shall be filed directly with the other Human Rights Officer. If both officers are involved, the report shall be filed to the Superintendent and then the School Board.

Students may be subject to discipline, up to and including suspension and expulsion, for misconduct which is disruptive of the educational process, interferes with the work of the school, impinges on the rights of other students or school employees, or has a direct or immediate effect on the discipline or general welfare of the school.

The Milan School District will respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the School District's legal obligations and the necessity to investigate allegations of harassment and violence and take disciplinary action when the conduct has occurred.

Care of Books and School Property

Students will be held responsible for proper care and return of books and other school property issued to them. Textbooks must be covered. Books that are damaged and/or lost and school property deliberately damaged must be paid for prior to the issuance of another book. The full book price as listed in the most recent catalogue will be charged for any lost book. A repair fee of \$10.00 will be charged for all damaged books.

Library books are signed out on a weekly basis. Any lost book will be billed at the most current listed full price. Students who were last to sign out a book are responsible for that book's care and proper return. Any student who has not paid for a lost or damaged book will not be allowed to take out additional books from the library. Overdue library books must be returned or paid for by the last day of school.

Change of Address/Phone

The Milan Village School makes every effort to maintain current emergency and administrative records for the safety of our students and the efficient operation of our school. Please notify the office of any change in address, telephone number or emergency contact.

Child Abuse and Neglect

It is the policy of Milan Village School to comply with the requirements of RSA 169-C in reporting suspected child abuse and neglect. Further, it is our policy to cooperate with New Hampshire Division for Children, Youth and Families (DCYF) and law enforcement agencies in the course of investigations into alleged child abuse or neglect as outlined in RSA 169-C.

School staff members in all states are mandated to report suspected child abuse to the proper authority. In New Hampshire, that authority is the New Hampshire Division for Child, Youth and Families (DCYF).

The building administrator will be notified of all reports made to the New Hampshire Division for Child, Youth and Families (DCYF).

Course Descriptions

Kindergarten – Grade 6

As a school we are following the State's initiative to bring all students in line with Grade Level Expectations (GLE'S). The curriculum outline section of the handbook has changed in order to reflect this movement. The Reading and Writing, Math and Science GLE's will come home in a separate handout tailored for each grade. Please feel free to ask your student's teacher any question you might have about this.

Kindergarten – Grade 4

Morning Meeting – Morning Meeting is a powerful teaching tool for building community, increasing student investment, and improving academic and social skills such as active listening, self-control, and cooperation. Morning Meeting consists of four (4) components: Greeting, Sharing, Group Activity, and News and Announcements.

Grade 1-Grade 6 Minimum Time Standards

Language Arts- minimum of 500 minutes per week
Math- minimum of 300 minutes per week
Social Studies- minimum of 130 minutes per week
Science- minimum of 130 minutes per week
Music- minimum of 40 minutes per week
Technology- minimum of 40 minutes per week
Health/Guidance- minimum of 20 minutes per week
Art- minimum of 40 minutes per week
Physical Education- minimum of 40 minutes per week
Library Skills- minimum of 40 minutes per week

Kindergarten

Social Skills

Morning Meeting

Reading/Spelling/Comprehension

Guided Reading

Junior Great Books

Wilson Foundations

Writing

Students will be introduced to writing through teacher modeling, shared writing and independent writing.

Mathematics

Saxon Math – Introduces early concepts

Additional enhancement and enrichment lessons will be provided in order to cover the GLEs and meet individual student's needs

Science

We have a new curriculum that is directly tied to the New Hampshire Frameworks. It incorporates reading non-fiction, hands on experiments and the Scientific Method. There will be a separate handout coming home with each student that describes the state's framework for their grade.

Grade 1

Morning Meeting

Mathematics Series –

Saxon

Math program uses manipulatives to review concepts in numeration, calculation, measurement, time & money, geometry, and graphing.

Social Studies Series

MacMillan/McGraw Hill

Focus on the individual, family, community, selected holidays & famous women

Science

We have a new curriculum that is directly tied to the New Hampshire Frameworks. It incorporates reading non-fiction, hands on experiments and the Scientific Method. There will be a separate handout coming home with each student that describes the state's framework for their grade.

Health

Selected materials covering the five senses, "health helpers", dental care, and germs.

Language Arts

Spelling-Seeing Stars Words

Grammar- Basic grammar including nouns, verbs and adjectives

Junior Great Books

Guided Reading

Grade 2

Morning Meeting

Mathematics Series **Saxon**

Numeration, calculation, measurement, time, money, geometry & graphing using Saxon Math & a variety of materials & manipulatives

Social Studies

Timelines, mapping, selected holidays, current events, U.S. government & landmarks, geography, country study using a variety of materials

Science

We have a new curriculum that is directly tied to the New Hampshire Frameworks. It incorporates reading non-fiction, hands on experiments and the Scientific Method. There will be a separate handout coming home with each student that describes the state's framework for their grade.

Language Arts

Spelling-Seeing Stars Words 1- 300

Grammar- Basic grammar including nouns, verbs and adjectives

Junior Great Books

Guided Reading

Grade 3:

Morning Meeting

Mathematics Series - Saxon

Math program uses manipulatives to review concepts in numeration, calculation, measurement, time & money, geometry, graphing.

Social Studies Series - MacMillan/McGraw- Hill

Communities Near and Far. Themes of communities past and present.

Science

We have a new curriculum that is directly tied to the New Hampshire Frameworks. It incorporates reading non-fiction, hands on experiments and the Scientific Method. There will be a separate handout coming home with each student that describes the state's framework for their grade.

Language Arts

Spelling-Seeing Stars Words

Junior Great Books

Guided Reading

Grade 4:

Morning Meeting

Mathematics Series – Saxon

Review addition and subtraction with one and two digit numbers and estimating. Continue skills in number sense, Roman numerals, metric, measurement, and word problems. Continue working in division, multiplication, learning facts and multiplying by one and two digits. Reading and writing numbers into the millions, adding and subtracting up to four digit numbers.

Social Studies Series – MacMillan/McGraw Hill

New Hampshire history studies the original foundations of early government, development of industry, cities, town & state government. Social Studies of New England, Weekly Readers and Banking Unit are curriculum components.

Science

We have a new curriculum that is directly tied to the New Hampshire Frameworks. It incorporates reading non-fiction, hands on experiments and the Scientific Method. There will be a separate handout coming home with each student that describes the state's framework for their grade.

Language Arts

Spelling-Seeing Stars Words

Junior Great Books

Guided Reading

Grade 5

Social Studies - "United States and Its Neighbors"- MacMillan/McGraw Hill

Topics studied include the 50 states, capitals, Native Americans, the 13 colonies, the Revolutionary War, government, and the Civil War.

Mathematics Series – McDougal Littell Course 1

This program was introduced to better align our curriculum with the New Hampshire GLE's.

Science

We have a new curriculum that is directly tied to the New Hampshire Frameworks. It incorporates reading non-fiction, hands on experiments and the Scientific Method. There will be a separate handout coming home with each student that describes the state's framework for their grade.

Language Arts

Spelling-Seeing Stars Words

Junior Great Books

Guided Reading

Grade 6

Social Studies Series – “The Worlds Past & Present” – MacMillan/McGraw Hill

Topics include culture, Old and New Stone Age, Ancient Egypt, The Fertile Crescent, Ancient India, Ancient China, Ancient Greece, Ancient Rome, and Medieval Europe.

Mathematics Series – McDougal-Littell Course 2

This program was introduced to better align our curriculum with the New Hampshire GLE's.

Science

We have a new curriculum that is directly tied to the New Hampshire Frameworks. It incorporates reading non-fiction, hands on experiments and the Scientific Method. There will be a separate handout coming home with each student that describes the state's framework for their grade.

Language Arts

Spelling-Seeing Stars Words

Junior Great Books

Guided Reading

Detention

Students will be kept after school for a reasonable length of time, at the request of the teachers and/or principal, if they have a major offense (according to our discipline policy) during the day. Students and parents will be notified the day before so that arrangements can be made to bring the child home on the day he/she stays after school. The one-day notice may be waived upon mutual agreement of all parties concerned.

Discipline Policy

Discipline is a learning process to encourage behaviors that insure the safety of all students and create a positive learning environment. The Milan Village School will take a proactive approach to discipline by teaching and modeling appropriate behaviors in all settings. Good discipline is imperative for the establishment and development of success for a school and for the individual student. The discipline program at the Milan Village School seeks to involve students, teachers, parents, and administration in a cooperative effort to achieve acceptable behaviors. This process begins with student/teacher interaction and is followed, when necessary, by administration and parent involvement.

The Milan Village School, in order to improve our school community, has implemented PBIS (Positive Behavioral Interventions and Strategies). PBIS is an organized, data-driven system of interventions, strategies and supports that positively impact school-wide and individualized behavior planning. Utilizing school-based data, along with a commitment to maintaining up-to-date best practice strategies, the PBIS process guides our school through the development of strategic teams that are trained to positively impact behavior at three key behavioral tiers: Universal (whole-school); Targeted (individual or groups of at-risk students); Intensive (students with complex needs and behaviors that severely impact the student's school, home and/or community functioning). A school-wide matrix has been created to provide our guidelines of student behavior throughout the school, on the bus, and throughout the community.

STUDENTS' RIGHTS

1. Students, in matters of discipline, are entitled to a treatment that is fair, consistent, and appropriate to the infraction or offense.
2. Students have the right to be informed of the school rules and procedures by which the school is governed and by which discipline may be exercised.
3. Students have the right to due process in disciplinary matters, including the right of grievance, a fair hearing, and the right to appeal.

STUDENTS' RESPONSIBILITIES

1. Students have the responsibility to be aware of all rules and regulations for student behavior and to conduct themselves in accordance with them.
2. Students have the responsibility to assume that until a rule is waived, altered, or repealed it is in full effect.
3. Students are responsible to exercise their rights of due process and to pursue their grievances according to the orderly process established by the school for these purposes. (see Grievances)

The following types of conduct make the student liable for disciplinary action.

1. Disruption of school
2. Damage to or theft of school property
3. Damage to or theft of private property, either on school grounds or during a school activity or event.
4. Threats or assault on school staff, another student, or other persons, on the school grounds or off the school grounds at a school activity or event
5. Possession of a weapon and/or dangerous instruments on school grounds or off school grounds at a school activity or event.
6. Possession or sale of narcotics, alcoholic beverages or drugs on school grounds or at a school activity or event.
7. Smoking or use of chewing tobacco or smokeless tobacco in school, on school grounds or at a school activity or event.
8. Repeated failure to comply with directions of school staff during any period of time when that student is under the authority of the school.

9. Disrespect, fighting, willful disobedience, truancy, repeated tardiness, cheating, causing a false alarm, use of profane or obscene language or gestures, failure to observe the dress code and gum chewing are all reasons for disciplinary action.

Minor Problem Behavior

Misbehavior at this level interferes with an orderly classroom and the orderly operation of the school. Misbehavior is traditionally handled by the classroom teacher or staff member responsible for the program.

Procedure for dealing with minor problem behaviors

Immediate intervention by teacher/staff member who is supervising the student or observed the misbehavior.

2. A record of the offense is maintained by the staff using a “discipline log”.

The following consequences may be imposed as a result of misbehavior that falls under the primary level:

Step 1

Verbal reprimands

Step 2

Withdrawal of privileges
Suspended part or all of recess periods
Change of seating arrangement
Classroom detention
Time-out area
Special assignments

Step 3

Contact parent

Staff members will have employed one strategy from each of the above groups before sending a student to the office.

Major Problem Behavior

Misbehaviors at this level inhibit the orderly operation of the classroom and/or the school but are of a more serious nature than minor level misbehaviors.

Procedure for dealing with Major Problem Behavior Level Offenses

1. The student is referred to the office for appropriate disciplinary action.
2. The administration meets with the student and/or teacher and selects the appropriate action/response.
3. A referral and disciplinary action form is maintained.
4. The parent is informed of the action by telephone.
5. The teacher is informed of the action by the administration.

The following consequences may be imposed as a result of misbehavior that falls under the intermediate level:

Office detention	Exclusion from certain privileges
In school time-out or suspension	
Suspension from school (1 -3 days)	

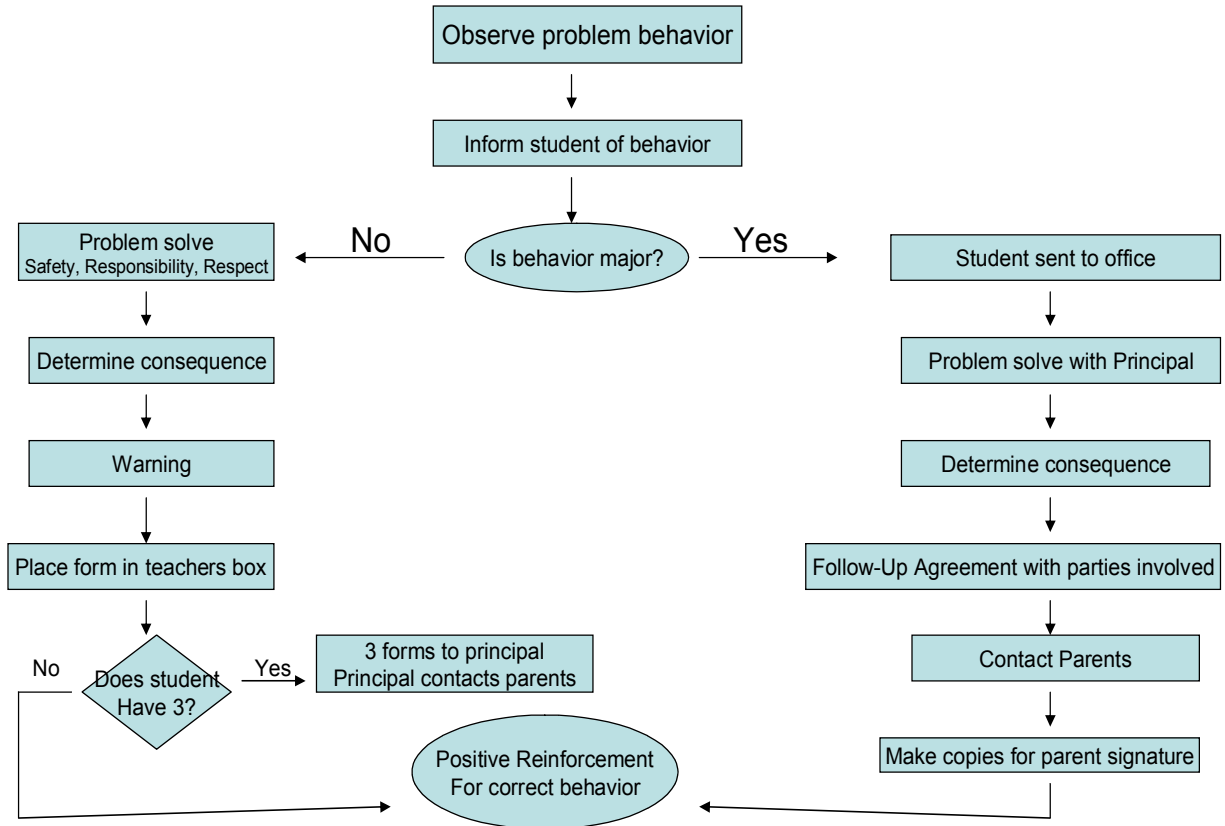
Misbehavior in the major problem behavior area can involve acts which result in violence to another person, property, or which pose a direct threat to the safety of others in the school. These acts are clearly criminal and are so serious that they require actions, which result in the removal of the student from school, the intervention of law authorities, and possible action of the School Board.

DUE PROCESS/SUSPENSION

Students who fail to abide by the rules and regulations of the school and whose actions interfere with the education process may be reprimanded, given detention, suspended, or dismissed. If it becomes necessary to consider suspending a student for five consecutive days or less, the following actions will be taken:

1. The student will be told the reasons why he/she has been referred to the office.
2. The student will have the opportunity to speak on his/her behalf.
3. Following the student's explanation, a decision will be made relative to the necessary action to be taken.
4. The parent or legal guardian will be notified as soon as possible, regarding the suspension.
5. The completed written referral will be mailed to the parent.

Milan Village School Procedure for Dealing with Problem Behaviors



Discipline Referral Form

Name: _____

Date: _____

Referring Staff: _____

Grade: K 1 2 3 4 5 6

Time of Incident _____

	Location	
Arrival	Classroom	Bus
Cafeteria	Field Trip	Hallway
Bathroom	Recess	Lining Up

Minor Problem Behavior	Major Problem Behavior	Action Taken
<p>Attending adult should complete the entire process with student. Once the form is completed please put 1 copy in the PBIS box and another in the teachers.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Inappropriate language <input type="checkbox"/> Disruption <input type="checkbox"/> Property Misuse <input type="checkbox"/> Incomplete Assignment <input type="checkbox"/> Failure to follow directions <input type="checkbox"/> Late to class <input type="checkbox"/> Disrespect <input type="checkbox"/> Unprepared for class <input type="checkbox"/> Innapropriate physical contact <input type="checkbox"/> Other _____ 	<p>Handled by the office</p> <ul style="list-style-type: none"> <input type="checkbox"/> Stealing <input type="checkbox"/> Cheating <input type="checkbox"/> Vandalism/ property damage <input type="checkbox"/> Leaving school grounds <input type="checkbox"/> Fighting <input type="checkbox"/> Innapropriate physical contact <input type="checkbox"/> Abusive language <input type="checkbox"/> Overt defiance/non compliance <input type="checkbox"/> Harassment/taunt/tease <input type="checkbox"/> Possession of weapons or dangerous instruments <input type="checkbox"/> Violence to another person, property or that which poses a direct threat to the safety of others in school <input type="checkbox"/> Swearing <input type="checkbox"/> Other _____ 	<ul style="list-style-type: none"> <input type="checkbox"/> Loss of privilege _____ <input type="checkbox"/> Time in office _____ <input type="checkbox"/> Conference with student <input type="checkbox"/> Parent contact <input type="checkbox"/> Detention <input type="checkbox"/> Restitution <input type="checkbox"/> Referred to Guidance Counselor <input type="checkbox"/> Referred to Student Support Center <input type="checkbox"/> Home work Club <input type="checkbox"/> Verbally corrected <input type="checkbox"/> Assigned relevant consequence <input type="checkbox"/> In-school suspension <input type="checkbox"/> (____ hours/____ days) <input type="checkbox"/> Out of school suspension <input type="checkbox"/> (____ days) <input type="checkbox"/> Other _____

I was not being:

Safe Respectful Responsible

Incident Narrative (Filled out by student or staff):

Please describe the discussion about the incident(Why was it done and what will happen differently next time?[Filled out by student or staff])

Staff signature : _____

Student signature : _____

Parent signature(If Major Referral): _____

Dismissals

When it is necessary for a student to leave school early, he/she must bring a note from their parents. Parents are asked to stop in the office if they wish to pick up a student before dismissal. Students will not be allowed to leave the building until their parents arrive.

If a parent or someone designated by the parent is to pick up the student, he/she should be at school no later than 2:45 p.m. If you will be later than 2:45 p.m., please call the school to inform us. Otherwise, students will be asked to board their regular bus.

When a student is to leave school in a way other than the usual manner, a written notice must be sent to the school. A scheduled bus student who is not taking the bus at dismissal must have a note from a parent/guardian. Bus drivers must have a note from the parent/guardian if a student is to take a different bus or get off at a different stop. Written permission is required to allow a student to be released to someone other than a parent.

If a student will be staying for an after school activity, a note signed by the parent must be sent to the school.

The school day ends at 2:45. Early dismissal for extra-curricular activities will not be allowed except with permission from the building principal.

A student will not be dismissed to a parent/guardian or individual designated by parent/guardian who, in the estimation of a staff member, is not able to safeguard the child.

Dress Code

The following represents the dress code for Milan Village School. The final decision in determining appropriate dress and appearance shall rest with the teacher and the principal. Students not adhering to the dress code will be allowed to call home to have appropriate clothing brought to them. There will be t-shirts in the nurse's office for the same purpose.

- Shorts, skirts and dresses must extend below the fingertips when a student's arms are placed by their side in a fully extended position.
- Extremely sloppy or badly torn clothing will not be permitted.
- Sleeveless shirts such as tank tops, spaghetti straps and muscle shirts are not allowed.
- Extremes in modes of dress such as see-through clothing, exposed midriffs, or clothing normally considered as undergarments are not acceptable.
- Apparel that promotes any drug, alcohol or tobacco product, contains any lewd or suggestive vocabulary, or is offensive to the community and cultural standards will be prohibited.
- Hats, caps, bandanas or sunglasses should not be worn in the school building.
- Inappropriate or dangerous jewelry, such as dog chains around the neck, is not allowed.
- Tattoos may be required to be covered (principal or his/her designee's discretion).
- Students may wear sandals in class provided they have sneakers to change into for recess and physical education class. No platform shoes will be allowed because of safety concerns.
- Students go out for recess except when the principal and/or teachers determine that conditions are extreme. Students should dress accordingly. In the winter, students in grades K-4 must wear a jacket, ski pants, hat, mittens/gloves and boots. Students in grades 5 & 6 must wear a jacket, hat, mittens/gloves and boots. Students in Gr. 5 & 6 are encouraged to wear ski pants since they are required for all playground activities during the winter. Boots are required throughout the winter months and during mud conditions and must be removed

when in the building. The principal and/or teachers will determine when outside conditions are dry enough for shoes.

- Any disruptive or distractive mode of clothing or appearance that adversely impacts the educational process is not acceptable.

Electronic Devices

Students are not allowed to bring cell phones, CD players, electronic games/toys or other electronic devices to school.

Emergency Closing/Delayed Entry

In the event of an early school closing, radio stations WMOU, WOKQ, WHOM and TV stations WMUR and WCSH will be alerted to advise parents in advance of their children arriving home. The school will activate the list created for each classroom through the emergency phone tree. All parents/guardians will be contacted through our emergency phone tree of dismissal time. Parents are requested to make provisions for the proper care and welfare of their children in the event they are not home. Children will be kept at school until an adult on the emergency card has been contacted.

During inclement weather, school officials may utilize a 2 hour delay for a school opening. Please use local radio stations and WMUR-TV to view if school has been delayed or cancelled. All parents/guardians will be contacted through our emergency phone tree for a delayed entry. All buses will pick students up at their regular bus stop 2 hours later than their regular pick-up time. The school building will open at 10:00 A.M. with the official start time of 10:30 A.M. Parents/guardians are requested to make provisions for the proper care and welfare of their children.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal 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 to be inaccurate or misleading. Parents or eligible students may ask the Milan School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them 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 consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

[Optional] Upon request, the District discloses education records without consent to officials of another school district in which the student seeks to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request].

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA:
Family Policy Compliance Office
U. S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

Field Trips

Field trips are scheduled throughout the school year and the school will provide transportation for all authorized field trips. The use of private vehicles is not allowed. Parents will receive notices of field trips in advance and will be asked to sign field trip permission forms. It is the responsibility of the child and parent to return the permission slip on time. Students participating in the field trip are required to ride the bus to the destination and to return to school on the bus. Parents who are asked to chaperone should refrain from bringing other children on the field trip. In accordance with our "Safe Schools" philosophy, souvenir purchases of any weapon-like toy or article is prohibited.

Fire/Emergency Drills

Fire & Emergency drills are carried out several times during the school year. Students are expected to follow drill procedures in a quiet and orderly fashion.

Fundraising

Fundraising activities are coordinated through the Milan Village School PTO. The proceeds from the various fund raising activities go toward school field trips, assembly programs and school equipment.

Grade Reporting

Student accomplishment is recognized throughout the school year. Trimester honor rolls are posted and an annual Awards Assembly is held at the end of the school year.

Progress Reports Issued

October 19, 2009

January 25, 2010

May 3, 2010

Report Cards Issued

December 07, 2009

March 15, 2010

June 15, 2010

Grievance Procedures

It is the belief of the School Board that complaints are effectively and quickly resolved if they are directly dealt with between the individuals involved. Therefore, complaints should be discussed in a personal conference with the teacher or other staff member involved as soon as possible after the cause for the complaint.

If this doesn't lead to a satisfactory outcome please proceed through the following chain of command:

Grievant to Principal. If this doesn't solve the problem, Grievant to Superintendent. If this doesn't solve the problem, Grievant to the Milan School Board

Guidance Services and School Counseling

Milan Village School provides school Counseling Services to all students K- 6 through a standards-based, comprehensive, developmental program. The program is designed to meet the specific personal, social and academic needs of all students to best ensure their success in school and in the community.

All students will experience the school counseling curriculum in the classroom setting. The majority of in-class activities will relate to topics such as getting along with others, discovering personal potential and skills, study strategies, teamwork, emotions and feelings, community involvement, and career exploration.

As needed or requested by school personnel or parents, the school counselor will also conduct skill-specific small group and individual counseling sessions. Typically these individual or group sessions are short-term and focus on resolution or coping strategies to address individual or group issues presented. The school counselor works closely with the parents and the teachers of those students referred to individual counseling or group interactions and makes every effort to keep them informed of students' progress.

Health Policies

At the beginning of the school year, parents are asked to provide emergency information that will be kept on file in the office. The information you provide the school is very important

and is kept confidential. It should be kept up to date (see Change of Address/Telephone), especially telephone numbers where a parent/responsible adult can be reached should a child need to leave school because of an emergency. We ask that you provide several emergency numbers.

Children entering the Milan Village School for the first time (i.e. preschoolers, kindergartners and/or transfer students) must have the following information available upon registering:

1. Child's Immunization Record
2. Birth Certificate
3. Social Security Number
4. Report of Child's Current Physical

The law requires that all children have physical examinations. This requirement includes students who will be enrolled in preschool and/or kindergarten in the fall, those who will be enrolled in fourth grade, and all transfer students. A physical examination by a chiropractor is not acceptable.

For transfer students, verification that a physical has been done within the previous year must be presented to the school at the time of transfer. If a student has not received a physical within the previous year, a date for an appointment must be presented at the time of entry. All transfer students will have sixty (60) days to provide results of a physical to the school.

For preschool and/or kindergarten and fourth grade students, examinations must be completed prior to school entry in the fall.

Blood Sugar Monitoring

All monitoring of student blood sugars will be done in the nurse's office under the supervision of the school nurse. A log will be kept of the results.

Illnesses

Children should not be sent to school if they have symptoms of an illness. Children will recover sooner if they are kept at home resting. We recommend your child stay home if she/he has had a fever of 100 degrees or greater within the past 24 hours, was ill during the night, or is complaining of a sore throat, earache, etc. Even if a dose of acetaminophen (Tylenol) temporarily lowers the temperature, the student usually feels ill later in the day and the infection is spread to other students.

Parents of a student with a fever of 100 degrees or greater will be asked to come to pick up their child. Parents of a student who has vomited will be notified and, at the discretion of the nurse, may be asked to come to pick up their child.

If your child has had a major illness or any type of fracture over the summer, or received immunizations over the summer, please notify the school nurse so the information may be added to your child's health record.

Prescription Medication Policy

Should your child need to take any **prescription medication**, you must:

- Sign a parent's request for giving medication at school.
- Provide a written health care provider's order for medication, stating the child's name, name of medication, dosage, and time it is to be given.
- Provide medication in original container from the pharmacy with the above information. (See Appendix A -"Medication Permission Form")

- All medications are to be given to the school nurse upon entry. NO student is to keep medication on him/her or in his or her backpack or desk except students who have an inhaler for asthma. Due to a new bill that was passed, students are allowed to carry their inhaler with them provided that their health care provider has indicated they may do so and they have demonstrated that they have the skill necessary to self-medicate. The school nurse must still have parent and health care provider permission on file. Students are encouraged to inform the school nurse when they have used their inhaler. All inhalers must be properly labeled by a pharmacist. No prescription drug will be used if the name on the bottle is different from the student's name (i.e. using a sibling's medication).
- Eye drops will only be given by the school nurse. If she is not here they will not be given. Therefore, we discourage eye drops given at school.

Over the Counter Medication Policy

We would encourage you to bring in over-the-counter (OTC) medications only if your child is suffering from an acute illness or injury, or if your child has a chronic health condition. We discourage OTC medication being kept at school for an indefinite length of time.

If your child needs OTC medication, it must be in its original container with your child's name written on it. We also need a note or our OTC form completed with dose and times to be given, with parent signed permission. The nurse/staff can request a written health care provider's order for the non-prescription medication. After the acute illness or injury, we request that you pick up the remaining medication.

No student is to keep medication on him/her or in his/her backpack, locker or desk. This includes cough drops.

Parents should contact the school nurse, principal, or teacher if they plan to come in and give medicine to their child during school hours.

Field Trips: When students engaged in field trips require medications, an adult is designated to assist students in taking required medications. The adult must safeguard the medication in ORIGINAL bottles during trips and observe students as they take the medication. Information is documented and attached to students' medical records. Parents should send a second "original" pharmacy bottle with a smaller dose of medication so the amount of medication actually taken on the trip is minimized.

Teachers, nurses, or support personnel may not give any medication in a New Hampshire school without the above guidelines being met. No exceptions will be made.

Immunizations

N. H. State Law (RSA1 41 -C:20) requires that all children residing in this state be immunized against certain diseases and that they not be admitted/enrolled in any school unless these requirements are met. Specific guidelines are required for any child to be exempt from immunization. Chicken pox vaccine (varicella) is now required for students in Preschool, Kindergarten, Grades 1, 2, 3, & 6 if your child has not had the chicken pox disease. Any questions regarding immunizations should be directed to the school nurse.

Contagious Diseases

All contagious diseases must be reported to the school.

Chicken Pox: Is a very contagious disease which usually begins with fever and itchy rash. The rash is small red bumps (vesicles) which become blistered, oozy and then crust over. Students are excluded from school until one week after rash appears or until all vesicles (pox) have dried up. It is communicable from 5 days before until 6 days after onset. Students must bring in a note from the examining medical personnel indicating that a return to school is approved.

Conjunctivitis: (pink eye): Is highly contagious. The eye appears reddened and there may be tearing and discharge from the eyes. Eyes are usually itchy. The discharge may make the eyelids stick together when a child wakes up in the morning. Child must be excluded from school for full 24 hours after treatment begins. Your child's health care provider will prescribe antibiotic eye drops. Pay strict attention to hand washing and immediate disposal of tissues or other articles soiled with eye discharge.

Fifth Disease: Most children with this will develop a facial rash (ie "slapped cheek" appearance) and a lace-like rash on their trunk, arms and legs. There is no specific treatment for Fifth Disease. Children with the disease may attend school as they are not contagious after onset of rash. Please note if a pregnant woman is exposed to Fifth Disease she should contact her obstetric care provider.

Impetigo: Is a common contagious skin infection, appearing with honey colored blisters or crust. The area may also be itchy. Commonly found around mouth, nose and fingers but may appear any where on the body. Students are excluded from school for a full 24 hours after treatment has begun. Treatment usually consists of a combination of antibacterial soap, antibiotic ointment and at times oral antibiotics. The affected skin area should be covered with gauze or band-aid until healed.

Head Lice: Infested individuals excluded until after their first treatments have been received. The school nurse will supervise a check of all students for head lice at the beginning of the school year. If the school nurse or staff member is notified of an outbreak of lice, all students in their class will be checked the next school day. Parents/guardians of any student found to have head lice will be notified by the school nurse/staff and the student will be sent home immediately. Students who have been infected with head lice must be checked by the school nurse or Berlin Public Health and found to be nit/lice free before being allowed to return to school. If you discover your child has head lice over a weekend or vacation and you have treated them, the school still must be notified so the class, etc. can be checked. General notification to parents will be made if 50% or more of the school students are found to have head lice.

Ringworm: while under treatment, minimize contact by excluding from gym, swimming pools, and activities likely to lead to exposure to others.

Scabies: Is a common communicable skin infection caused by a microscopic parasite called a mite. The infestation is in the form of an intensely itchy rash, which consists of red bumps and burrows. Areas most commonly involved are the fingers, wrist, elbows,

underarms, belt lines, thighs, navel, genital areas and feet. Child needs to be excluded from school for 24 hours after child and their families have had treatment completed.

Scarlet Fever and Strep Throat:

Strep Throat: Sore throat that is very red and tends to be accompanied by fever, tender swollen neck glands, headache and stomachache, but can also occur with cough, runny nose or other cold symptoms.

Scarlet Fever: A form of strep infection which causes a rash. Rash is usually red with fine bumps that feel sandpaper and is most noticeable on the neck, chest, groin and inner surface of the knees, thighs and elbows. The rash may only last a few hours.

Rheumatic Fever is very rare in the U.S. but can develop 5-6 week after an untreated strep infection.

Children and staff who have a strep infection are excluded from school for 24 hours after treatment begins. If your child has a fever with the strep throat they are to be excluded from school for 48 hours after treatment begins.

The school nurse will follow Center for Disease Control guidelines for reporting contagious diseases.

Infectious Conditions

Children who have infectious conditions must be on antibiotics for 24 hours before returning to school. If the health care provider orders an antibiotic to be given three times daily, we recommend the medications be given as follows:

- 1 dose prior to school
- 1 dose after school
- 1 dose before bedtime

Homework Guidelines

Homework serves an important purpose in the student's life. It is a means of reviewing and reinforcing the lessons taught in school. Research indicates that oftentimes, we forget 50% of what we have learned within 24 hours unless we review and in some instances, this can be as high as **80%**. Homework is also a way for parents to help children to develop work and study habits that will assist them throughout the years spent in school and beyond. Concepts such as **responsibility, resourcefulness, perseverance, self-reliance, and time management** are important tools for our students.

Parental Involvement

Ask your child if he/she has homework that day. Be aware that homework is generally assigned every day during the week. By asking your child about homework, you are helping them to remember that there is an assignment to be completed. Become interested in your child's homework. Ask your child to show the homework to you and to explain what the work completed was about.

Becoming involved in your child's work reinforces the importance of homework and helps the child to understand that you are interested in his/her progress. Looking at your child's homework also keeps you informed about the progress of the child and the way in which your child is able to complete work assigned.

Remember that homework is your child's work - not yours. You should not do the work for them; rather, you should be concerned with whether or not your child did the work. If your child has trouble with a homework assignment and cannot complete it, write a note telling the teacher about the problem.

Provide your child with a quiet place to work and study where he or she is not disturbed by other children, pets, or distractions.

Student-Parent Checklist

Students and parents can effectively use homework time by focusing on the following five areas: Responsibility, Resourcefulness, Self-Reliance, Perseverance, Time Management

Student

Parent

1. Responsibility

- _____ Record assignment in assignment book
- _____ Have necessary materials

- _____ Check assignment book
- _____ Check for necessary materials

2. Resourcefulness

- _____ Have the additional resources needed to complete the assignment.

- _____ Check that student has access to the additional resources needed.

3. Self Reliance

- _____ Bring enough information from background research and classroom discussions to complete the assignment.

- _____ Have your child explain the information from class discussions.
- _____ Do one example jointly.

4. Perseverance

- _____ Go to a distraction free homework area at an established time.

- _____ Provide a distraction free area.

Time Management

- _____ Establish a regular start time

- _____ Monitor time spent on homework.
- _____ Homework should not exceed the following guidelines. Contact your child's teacher if they are consistently exceeding this range.

Recommended Length & Frequency of Homework Sessions

Kindergarten

A daily review of letters, numbers and guided reading books as applicable

Grade 1

Four times per week - 20 minutes per session

Grade 2

Four times per week - 30 minutes per session

Grade 3

Four times per week - 40 minutes per session

1 long range assignment (1 -2 weeks) per marking period.

Grade 4

Four times per week - 45 minutes per session

1 long range assignment (1 -2 weeks) per marking period.

Grade 5

Four times per week - 60 minutes per session

1 long range assignment (1 -2 weeks) per marking period

Grade 6

Four times per week - 60 minutes per session

2 long range (1 -2 weeks) assignments per marking period

Hot Lunch/Breakfast Program

Breakfast and hot lunch are available at the Milan Village School. Free and reduced breakfasts/lunches are available to those who meet federally established guidelines. Menus are published monthly and subject to change. **Note: A completed lunch form must be provided weekly by each student taking part in the hot lunch program, regardless of income eligibility requirements.**

There is a \$10.00 limit for outstanding accounts, once the limit is reached students will not be allowed a hot lunch. If a student does not have a lunch and their account is in arrears they will be given a sandwich and water to sustain them.

Insurance

School insurance is available to all children on a school time or twenty-four hour plan. Forms will be sent home early in the school year and parents will be given the choice of accepting or declining the insurance plan. The Milan Village School has no direct connection with the insurance company and all inquiries must be directed to the insurance company.

Learn To Ski Program

Students in grades 3,4,5 & 6 may participate in the "Learn to Ski" downhill skiing/snowboarding program. Students in grades 1-6 may participate in the "Learn to Ski" cross-country skiing program. It should be understood that a child's participation is permitted by the school as long as his/her behavior and academic standing in school are satisfactory. There is a fee charged for these programs. Children not participating in the ski programs are expected to be in school as usual.

Lockers

Lockers are issued to students in grades 5 & 6. The following guidelines should be observed: Storing valuables of any type is strongly discouraged and the school will not be held responsible for valuables left in lockers. Students can lock their locker but must provide a copy of the combination of a duplicate key to the main office. This will avoid the need to cut a lock.

Locker space is loaned to store necessary clothing and school items. Lockers remain the property of the school and are subject to inspection. Students will be responsible for keeping their lockers clean and damage free.

Anything affixed to the inside of the locker (pictures, posters, etc.) must be in accordance with school guidelines and be held in place with magnets. Nothing is allowed on the outside of the lockers.

Under no conditions should students change lockers or use someone else's locker.

Lost & Found

The school maintains a "Lost & Found" box. The box is emptied during each vacation period and at the end of the school year any unclaimed articles are donated to local charitable organizations. Small articles such as jewelry are kept in the office. Parents are encouraged to have their children check for missing items.

Media/Library

A librarian is available and students are expected to follow a formal library curriculum involving proper use of the library, research techniques, and story and genre analysis. There is no fine for overdue books but students must pay for lost or damaged books. Students may use the library when there is adult supervision.

Music

Students are involved in a music program one day a week. Singing, playing, reading & writing, listening & appreciation, moving and creating are the foundation pieces of the music program at all grade levels. Students begin with discrimination of loud and soft, fast and slow, and progress to two part rhythmic exercises, and compose lyrics and melodies. Students present a holiday concert once a year.

Newsletter

The Milan Village School publishes a newsletter that is sent home with each child. Classroom news, school events, general announcements, an activities calendar and principal's information are contained in this publication. Parents are encouraged to read the newsletter regularly.

Notice of Nondiscrimination

The Milan School District hereby notifies all applicants for admission and employment, all students and employees, all employee organizations or unions, and all referral agencies that the Milan School District does not discriminate in its educational programs, activities or employment practices on the basis of race, color, national origin, age, sex or handicap under the provisions of Title VI of the Civil Rights Act of 1967, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Education for all Handicapped Children Act of 1975.

This notice is required by Title IX of the Educational Amendments of 1972 and by sections 86.8 and 86.9 of Title IX.

Steve Gordon, Special Education Director, telephone 466-3632, is designated to coordinate the district's efforts in compliance with Title IX and Section 504. She will receive and investigate complaints with respect to compliance with Title IX and Section 504.

Nurse

The school nurse is available at Milan Village School five days per week for four and a half hours a day to serve your children's health needs. Please feel free to contact the school nurse if you have any questions.

Parent - Teacher Organization

The Milan Village School PTO is an organization of interested parents and teachers who take an active role in the educational programs at the Milan Village School. In addition to fund raising activities, the PTO regularly sponsors special educational programs and school socials. Parents are encouraged to join the organization. Call the school office for more information.

Physical Education

Physical education classes are held once a week. Please see that your child has appropriate clothing and footwear (comfortable pants – no dresses or skirts). **Non-marking sneakers are required.** A note from a health care provider is required if your child is to be excused from physical education for more than one week. Students are graded in three areas: sneakers, participation, and attitude. Ability is not part of their grade.

Playground

Playground rules are designed for the safety and enjoyment of all students at the Milan Village School.

Teacher supervision of the playground area is provided during regularly scheduled recess times only.

Privacy

Parents/guardians have the right to request that the name, photograph, or any recordings of their child not be released to anyone without their permission. Requests of this nature must be made in writing to the building principal with the restrictions clearly defined in the written request.

Recess Policies

Students will remain in designated playground area and use playground equipment appropriately. The use of any equipment not provided by the school will not be allowed on school grounds without the consent of the building principal.

Students will be required to go out for recess except as follows:

1. Student has not completed an assignment(s).
2. Student is returning after a long-term illness/injury.
3. Principal/teacher approval.

Recreation Department

The Milan Recreation Department (MRD) currently offers programs for the Milan Village School. The MRD is an all-volunteer program and is always in need of parents and

community members who would like to pass skills on to the students. There is also a need for scorekeepers, umpires, referees, and parents to help carry out a variety of programs. Information regarding programs will be distributed to parents throughout the year.

Children are required by the Town of Milan to have a signed permission slip with verification of accident insurance on file with the coach and/or MRD volunteer before attending an MRD activity.

The goals of the MRD programs are to teach activity skills and self-esteem. The MRD want children to understand the responsibilities of belonging to a team and to represent our school and community in an exemplary manner. Parents are asked to join in this venture. If your child joins a team, it is his/her responsibility to communicate with the coach. Your child must attend all practices and games, be on time, and inform coaches ahead of time if they cannot fulfill their responsibility. The purpose is to teach children what it means to be on a team and develop team spirit.

We welcome all parents and friends of the Milan Village School are welcome to join us in helping to create a variety of programs through the MRD and welcome your support at all activities.

SAFE SCHOOL ZONE

I. Policy Purpose:

Each student has the right to attend the public school and its activities without fear or personal harm and violence. This policy is adopted in compliance with the federal “Gun-Free Schools Act of 1994” and Chapter 193-D of the Statutes of the State of New Hampshire (revised).

II. Safe School Zone:

A. Acts of theft, destruction, or violence: Such acts are prohibited on school property (schools, playgrounds, buses) and at school activities and are punishable by suspension/expulsion from school as well as criminal penalties. Such acts are those defined by NHRSA 193-D:1 and include, but are not limited to, homicide, assault, criminal mischief, arson, burglary, robbery, theft, and illegal sale and possession of a controlled drug.

B. Weapons: Possession of weapons is prohibited on school property and at school activities and is punishable by suspension/expulsion from the school for one (1) year as well as criminal penalties. Weapons include but are not limited to firearms, BB and pellet guns, explosive, incendiary or gas devices, knives or pikes, martial arts sticks/clubs/sticks, and razors. Under NHRSA 193:13, III, “Any pupil who knowingly possesses a firearm in a safe school zone without written authorization from the Superintendent...shall be expelled from school...”

III. Procedures:

A. All school employees shall report to the principal any act of theft, destruction, or violence within twenty-four (24) hours of witnessing such an occurrence.

B. All school employees shall report, IMMEDIATELY, to the principal any student in possession of a weapon on school property or at a school activity.

C. Administration shall file all reports received of theft, destruction, violence, or of possession of a weapon to the local law enforcement.

D. All hearings regarding the suspension/expulsion of students under this policy will be held in accordance with the procedures adopted by the Milan School District "due-process" hearings.

E. As required by Title VIII of ESEA, an annual report detailing the description of the circumstances surrounding suspensions/expulsions under this policy will be filed with the New Hampshire State Department of Education.

F. As required by NHRSA 193-D:8, student records for pupils transferring to a new school "shall include...records relating to any incidents involving suspension or expulsion, or delinquent or criminal acts, or any incident reports in which the pupil was charged with any act of theft, destruction, or violence in a safe school zone." Please refer to the Milan School Board Policy Manual available in the principal's office for further clarification. Please also refer to RSA 193: D-4.

School Cancellation Procedure

School will be cancelled only when dangerous road conditions exist or when emergency situations arise in school buildings. In general, snow does not present a sufficiently dangerous road condition in northern New England unless the snowfall is in excess of 4" per hour or is accompanied by winds causing "white out" conditions. Icing conditions, including "black" ice, sleet and freezing rain will be evaluated by school officials with input from police, highway departments and bus drivers. In the event that school is canceled, announcements will be made on WMOU, WOKQ, WHOM, WMUR-TV and WCSH6.

School Folders

All students at the Milan Village School will be issued "School Folders". Students will be required to bring the folders to school on a daily basis and will receive instruction on how to use their folders as an effective learning tool. Parents are encouraged to review their child's folder nightly and use it as another means to communicate with your child's teacher.

Section 504 Grievance Procedure

Section 504 is an Act that prohibits discrimination against persons with a handicap in any program receiving Federal financial assistance. The Act defines a person with a handicap as anyone who:

1. Has a mental or physical impairment which substantially limits one or more major life activities (major life activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working).
2. Has a record of such an impairment; or
3. Is regarded as having such impairment.

In order to fulfill its obligation under Section 504, the Milan School District recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a handicap will knowingly be permitted in any of the programs and practices in the school system.

The school district has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services.

If the parent/guardian disagrees with the determination made by the professional staff of the school district, he/she has the right to a hearing with an impartial hearing officer.

Security

In order to provide a safe atmosphere for all students and staff, all doors to the school will be locked except for the front main entrance door. Parents, volunteers, and visitors are asked to report to the Main Office when entering the building to sign in and get a "Visitor Pass" or "Volunteer Pass".

Sexual Harassment Policy

POLICY PURPOSE - Sexual harassment is a form of sex discrimination that violates Section 703 of Title VII of the Civil Rights Act of 1964 and NHRSA 354-A. Sexual violence is a physical act of aggression that includes a sexual act or sexual purpose.

It is the policy of the Milan School District to maintain a learning and working environment that is free from sexual harassment and sexual violence. The Milan School District prohibits any form of sexual harassment and sexual violence.

It shall be a violation of this policy for any student or employee of the School District to harass a student or an employee through conduct or communication of a sexual nature as defined by this policy. It shall be a violation of this policy for any student or employee of the School District to be sexually violent to a student or employee.

The Milan School District will act to investigate all complaints, either formal or informal, verbal or written, of sexual harassment or sexual violence and to discipline any student or employee who sexually harasses or is sexually violent to a student or employee of the School District.

SEXUAL HARASSMENT/SEXUAL VIOLENCE DEFINED -

Sexual harassment consists of unwelcome sexual advances, request for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

1. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education, or
3. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or environment.

Any sexual harassment as defined when perpetrated on any student or employee by any student or employee will be treated as sexual harassment under this policy.

Sexual harassment or sexual violence may include but is not limited to:

1. Unwelcome verbal harassment or abuse, including teasing, joking, or making derogatory or dehumanizing remarks.
2. Subtle pressure for sexual activity.
3. Physical violence or abuse including leering, inappropriate patting or pinching, other forms of unwelcome touching, attempted rape, and rape.
4. Intentional brushing against a student's or employee's body.
5. Displaying of offensive pictures, posters, T-shirts, or other graphics.
6. Demanding sexual favors accompanied by implied or overt threats concerning person's educational or employment status.
7. Demanding sexual favors accompanied by implied or overt promises of preferential treatment concerning an individual's educational or employment status.

REPORTING SEXUAL HARASSMENT/SEXUAL VIOLENCE

Any student or employee who believes he/she has been a victim of sexual harassment or sexual violence by another student or employee or any third party with knowledge or belief of the occurrence of such conduct should report the alleged acts immediately to an appropriate District official as designated by this policy. The Milan School District encourages the reporting party or complainant to use the report form available from the Principal of each building or available from the Superintendent's office..

1. School building level - The building principal is the person responsible for receiving oral or written reports of sexual harassment or sexual violence at the building level. Upon receipt of such a report, the building principal will notify the Superintendent of Schools of both the receiving district and the sending district (in the case of a tuition student) immediately, without screening or investigating the report. If the report was given verbally, the Principal shall reduce it to written form within 24 hours and forward it to the Superintendent. Failure to forward any sexual harassment or sexual violence report or complaint as provided herein will result in disciplinary action. If the complaint at the school building level involves the school principal, the complaint should be filed directly with one of the Human Rights Officers at the district level.
2. District level - The School Board hereby designates Becky Hebert-Sweeny and Steve Gordon as the School District Human Rights Officers to receive reports or complaints of sexual harassment and sexual violence from any individual, employee, or victim of sexual harassment or sexual violence and also from the building principals as outlined above. If a complaint involves a School District Human Rights Officer, the complaint shall be filed directly with the other Human Rights Officer. If both officers are involved, the report shall be filed to the Superintendent and then the School Board.
3. Confidentiality - The School District will respect the confidentiality of the complaint and the individual(s) against whom the complaint is filed as much as possible, consistent with the School District's legal obligations and the necessity to investigate allegations of and to take disciplinary action when the conduct has occurred.

4. Submission of a complaint or report of sexual harassment or sexual violence will not affect the individual's employment, grades, or work assignments.
5. Allegations of sexual harassment or sexual violence will not be presumed to be proof of guilt. Being accused of such conduct will not affect the individual's employment or assignments except as a temporary precaution during the investigation of the allegations.

SEXUAL HARASSMENT OR SEXUAL VIOLENCE AS CHILD ABUSE

Under NHRSA 169-C, any suspicion of sexual abuse or sexual exploitation of a child under the age of 18 by such a person in a "position of authority" must be reported immediately to NHDCYF. Such reports will be investigated by DCYF independently of local investigations.

INVESTIGATION AND RECOMMENDATION

By authority of the School Board, the Human Rights Officers, upon receipt of a report or complaint alleging sexual harassment or sexual violence shall immediately authorize an investigation. This investigation may be conducted by School District professional staff or by a third party designated by the Superintendent or School Board. The investigating party shall provide a written report of the status of the investigation within 10 working days to the Human Rights Officers.

In determining whether alleged conduct constitutes sexual harassment or sexual violence, the District should consider the surrounding circumstances, the nature of the sexual advances, relationships between parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes sexual harassment or sexual violence requires a determination based on all the facts and surrounding circumstances.

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any methods and documents deemed pertinent by the investigator.

In addition, The Milan School District may take immediate steps, at its discretion, to protect the complainant, students, and employees pending completion of an investigation of alleged sexual harassment or sexual violence.

SCHOOL DISTRICT ACTION

1. Based upon the written report of the investigation, the School District (Superintendent or School Board) shall determine whether the complaint is substantiated and will take such action as appropriate based upon the investigation.
2. The complainant may appeal the investigation's recommendations to the Superintendent (presuming the superintendent is not the investigation) or to the School Board.
3. The School District (Superintendent or School Board) will report the result of the investigation of each complaint filed under these procedures in writing to the complainant. The report will document any disciplinary action taken as a result of the complaint.

DISCIPLINE

Any School District action taken pursuant to this policy will be consistent with New Hampshire statutes and School District policies. The School District will take action, as it deems necessary and appropriate to end sexual harassment and sexual violence and prevent its

reoccurrence. Necessary and appropriate action may include warning, suspension, or immediate dismissal for staff and warning, suspension or expulsion for students.

REPRISAL

The School District will discipline any individual who retaliates against any person who reports alleged sexual harassment or sexual violence or who retaliates against any person who testifies, assists or participates in the investigation proceeding or hearing relating to a sexual harassment or sexual violence complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse initiating civil action or seeking redress under state criminal statutes and/or federal law.

SEXUAL HARASSMENT OR SEXUAL VIOLENCE AS SEXUAL ABUSE

Under certain circumstances, sexual harassment or sexual violence may constitute sexual abuse under New Hampshire Law. In such situations, the Milan School District shall comply with said law.

Nothing in this policy will prohibit the Milan School District from taking immediate action to protect victims of alleged sexual abuse.

BYPASS OF POLICY

Any individual with a sexual harassment complaint may choose to bypass this policy and accompanying regulation and proceed directly to:

NH Commission on Human Rights
2 Chenelle Drive
Concord, NH
Telephone(603) 271-2767

or

Office of Civil Rights
Health & Human Services
Region #1 – Room 2403
JFK Federal Building – Gov't Center
Boston, MA 02203 Tel: (617) 565-1340

Snack

Children are encouraged to bring a snack to school for morning and/or afternoon snack time. We strongly encourage healthy snacks such as fruits, cheeses, vegetables, or other healthy & nutritious alternatives. Candy, soda, and gum are not allowed.

Telephone

The office telephone is a business telephone and not to be used by students, except in case of an emergency. Students may not use the telephone for personal reasons such as asking permission to go to another child's home. Telephone calls may be made by the teacher, secretary, or principal on behalf of the students. Children are not allowed to receive phone calls during the day except in an emergency. Messages are given to the student when received.

Testing

Students in Grades 3 – 6 take part in the New Hampshire Common Assessment program administered in October. Test results for NECAP are reported to schools and parents/guardians by December. Students in Grades Kindergarten – 6 will be assessed at least two (2) times a year

(fall and spring) through the NWEA (Northwest Education Association) MAPS (Measures of Academic Progress) software in the areas of Reading and Mathematics. Staff will review the results to improve areas of instruction and accommodate student needs. Parents will receive results after each assessment has been scored. Appointments can be made with the classroom teacher and/or principal to review test results.

Title I

The Milan Village School Title 1 Program is a federally funded program that provides supplementary services to students in grades K – 6. Students receive services in the Title 1 room. Services are provided either on an individual basis or in small group settings. The Title 1 program at MVS has one full time certified instructor who works with students who are performing below grade level in the areas of reading and language arts. Referral to the Title 1 Program can be made by parents or classroom teachers when there is a concern about a child's progress.

Toy Policy

Students shall refrain from bringing toys to school except on those occasions when there is "share time" in the classroom. On those days, teachers will keep the toys secure in the classroom to guard against loss or damage. Items that may be brought to school for use on the playground during recess should be limited to softballs and baseball gloves.

Transportation/Student Conduct on School Buses

In order to limit the length of bus routes, it is necessary to adhere to the following rules:

1. Students should get an early start and be waiting at their assigned bus stop. The bus driver will not stop unless someone is waiting.
2. If the bus is late, please wait at the assigned stop. If bad weather or road hazards cause a long delay, school bus personnel will notify the Dummer School Board designee and the Milan Village School principal. Parents are encouraged to call the school in the event of a delay.
3. If a student is going to need a pick up or drop off at an assigned bus stop other than at his/her home, the bus driver must be notified by a parent/guardian and given a note to that effect.
4. School is rarely canceled because of inclement weather; however, if there is a cancellation it will be announced on WMOU, WOKQ, WHOM, WMUR-TV and WCSH6.

The Milan School District views the safety and welfare of its students to be the most important aspect of its transportation program. To assist us in providing this service, audio/video equipment is installed on our buses to promote desired behavior and aid in the safe operation of the bus.

All footage is considered confidential and may be viewed by the bus drivers, administration, School Board members, SAU personnel, the individual involved in the incident and their parents/guardians. Only that part of the tape pertinent to the issue at hand will be viewed.

Because the safety of the passengers and bus driver is at risk when distracting and disruptive behavior occurs:

1. Younger students should sit in the front seats.
2. Remain seated at all times except when entering or leaving the bus.
3. Keep arms, legs, hands, and feet out of the aisle when seated.
4. Keep arms, hands, feet, and heads inside the windows.
5. Keep all personal belongings out of the aisle.

The following is not allowed:

1. Throwing anything inside the bus or out of the window.
2. Shouting or screaming on the bus.
3. Possession of dangerous objects including knives, guns, lighters, aerosol cans.
4. Possession of controlled substances, alcohol, drugs, and tobacco.
5. Physical or verbal abuse of anyone.
6. Standing, kneeling or moving within the bus while it is in motion.
7. Leaving the bus at a stop other than the assigned stop without written permission from a parent/guardian or from the school office.
8. Transporting large items such as skis, sleds, hockey sticks, balloons, or school projects, which obstruct seating, visibility, and aisles.

Consequences

1. The bus driver is responsible for correcting behavior that poses an immediate danger to passenger safety.
2. At the driver's discretion, students may be assigned to a specific seat in the bus.
3. After the second violation of the above rules, the driver will notify the school principal of the nature of the problems and a written warning will be sent by the school administration to the parents.
4. The third violation of these rules will result in suspension from the bus for two days by the school administration.
5. Further violations of these rules will result in longer suspensions and/or referral to the School Board for suspension for the balance of the school year.

Visitors

Adult visitors to the school are welcome and parents are welcome to visit their child's classroom. Please contact the child's teacher in advance so a convenient time to visit can be arranged. All visitors must report to the main office to sign in and must use a visitor pass.

Volunteer Program

The Milan Village School has an award winning volunteer program. Parents are invited to become volunteers at the school. The purpose of the volunteer program is to provide more opportunity for individual attention and enrichment of students; increase student motivation and appreciation both in and outside of school; provide an opportunity for the community to become

involved through direct and positive interaction with the educational process; provide unique learning experiences for our students.

Anyone interested in becoming a volunteer at the Milan Village School should contact the school or the volunteer coordinator.

Weapons Policy

Weapons are not permitted on school property at any time. **(See Safe School Zone)**

Appendix A

Milan Village School Medication Permission Form

Student: _____ D.O.B. _____

Name of Medication: _____

Form of Medication: ___ Tab/Cap ___ Susp. ___ Inhaler ___ Injection ___ Nebulizer

Instructions (Schedule & dose while at school): _____

Start Date: _____ Stop Date: _____

For episodic/emergency use only: _____

Restrictions and/or important side effects: ___ None anticipated ___ Yes, the following:

Special storage: ___ None ___ Refrigerate ___ Other: _____

This student is both capable and responsible for self-administering this medication:

___ No ___ Yes – Supervised

This student may carry this medication: ___ Yes, to school ___ No

Health Provider's Signature: _____

Health Provider's Phone #: _____ Date: _____

We, the parent/legal guardian, authorize the school to assist our child in taking medication and agree that we will not hold liable any member of the school staff or an individual of official capacity who is directed by us (the parents) and the School Administrator to assist our child in taking said medication.

Signature of Parent/Guardian _____ Date: _____

We, the parent/legal guardian, give permission to the school nurse to release this medical information to the necessary school personnel on a need to know basis. ___ Yes ___ No

Signature of Parent/Guardian _____ Date: _____

Appendix B

Internet Access

The use of Internet access through the Milan School District is a privilege, not a right, and inappropriate use will result in the cancellation of this privilege. The Milan School District reserves the right to terminate, suspend, or otherwise limit, network access at any time and to inspect or review accounts, files, and use of the District's Internet access.

The use of the Internet account must be consistent with the educational goals and policies of the Milan School District. The use of the networks or computing resources of other organizations is subject to the rules and regulations of those organizations. Transmission of any material in violation of the laws and regulations of local, state, or federal government is forbidden. This includes but is not limited to: copyrighted or trade secret material, threatening or obscene material, and criminal activity. The use of the network for commercial activities, product solicitations, or political lobbying is also prohibited. Inappropriate use will be reported to the responsible authorities.

You are expected to comply with the generally accepted rules of network etiquette. These include, but are not limited to the following:

- Comply with all school rules regarding behavior and personal conduct. Be polite
- Use appropriate language. Do not swear, use vulgarities, or other inappropriate language.
- Do not use the system for frivolous, harassing, or inconsiderate purposes, or to disrupt another person's use of the system.
- Do not reveal personal addresses or phone numbers.
- Electronic (e-mail) mail is not guaranteed to be private. System administrators have access to all mail and reserve the right to monitor the use of the district's network including all e-mail. In addition, skilled computer users can access e-mail regardless of passwords being used.

The Milan School District cannot be held responsible for any lost resources or damages incurred through the use of its network. Users of the network agree not to violate or attempt to violate system security or intentionally interfere with system performance, or access to another person's account, files, or password. Individuals will be denied access to the network for violations of security protocols.

Without written permission of the principal, the network may not be used to access any database, service, or download data or software which charges a fee for such a service or access. Any charges incurred without written permission will be the responsibility of the user.

Appendix C

**NOTICE OF RIGHTS PURSUANT TO RSA 186-C:16-B. THE STATUTE OF
LIMITATIONS FOR SPECIAL EDUCATION CASES**

In accordance with the state and federal education laws (New Hampshire Revised Statutes Annotated Chapter 186-C and Title 20, United States Code, Sections 1400-1415), the Milan School District offers a "free and appropriate 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 three and twenty-one and who have not yet obtained a high school diploma.

A "free and appropriate 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.

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 Special Education Contact Person.

Mrs. Paula LaBrecque
Milan Village School
11 Bridge Street
Milan, New Hampshire 03588

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 an appropriate public education.
2. Parents may obtain an independent educational evaluation.
3. The school district may adopt procedures to protect the rights of the child whenever the parents of the child are unknown or unavailable or whenever the child is a ward of the state. Such 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.
4. The school district must give the child's parent 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 a child or the provision of a free appropriate public education. The school district must adopt procedures designed to assure 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.
5. The school district must adopt procedures that include the opportunity to present complaints with respect to any matter relating to the identification, evaluation, or educational placement of the child, or the provision of free and appropriate public education to such child.

6. Whenever a school district receives such a complaint, the child's parents or 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 U.S. District Court or to the New Hampshire Supreme 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 (two) 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 cost of a unilateral special placement shall be commenced by requesting an administrative hearing from the state department of education within 90 (ninety) 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 NH 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 an available model of notice of rights which school districts may use as one means of complying with this notice requirement.
3. An appeal from the state department of education administrative hearing officer's decision to a court of competent jurisdiction shall be commenced within 120 (one hundred twenty) days from the 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 (one hundred twenty) days from the receipt of the state department of education administrative hearing officer's decision.
5. When 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 plan, reimbursement may not be sought from the school district for any costs incurred until the school district is given the opportunity to evaluate the child and to develop an individualized education plan.

For additional information regarding special education and the special education laws, please contact Becky Hebert-Sweeny, Director of Special Services, School Administrative Unit #20, 123 Main Street, Gorham, NH 03581 (603) 466-3632.

Appendix D

TOBACCO PRODUCTS BAN

THE USE OF TOBACCO PRODUCTS IS STRICTLY PROHIBITED IN ALL SCHOOLS, IN SCHOOL VEHICLES, AND ON ALL SCHOOL GROUNDS

No person shall at any time use any tobacco product in any facility or vehicle maintained by the school district, or on any grounds of the district.

Tobacco products mean cigarettes, cigars, snuff, smokeless tobacco, products containing tobacco and tobacco in any form.

Facility is any place that is supported by public funds and which is used for the instruction of students enrolled in preschool programs and in all grades maintained by the district. This definition shall include all administrative buildings and offices and areas within facilities supportive of instruction and subject to educational administration including but not limited to lounge areas, passageways, rest rooms, laboratories, classrooms, study areas, cafeterias, gymnasiums, maintenance rooms and storage areas.

Signs will be placed by the district in all buildings, facilities, and school vehicles stating that the use of tobacco is prohibited.

It is the responsibility of the building principal, or designee, to initially enforce this policy by requesting that any person violating this policy immediately cease the use of tobacco products. After this request is made, if any person refuses to refrain from using tobacco products in violation of this policy, the principal or designee may call the local police who shall then be responsible for all enforcement proceedings and applicable fines and penalties.

STUDENTS

No student shall purchase, attempt to purchase, possess, or use any tobacco product in any facility, in any school vehicle, or anywhere on school grounds maintained by the district.

Enforcement of this prohibition shall initially rest with the building principal, or designees, who may report any violation to the local police department. In accordance with state law, the police department shall then be responsible for all proceedings and applicable fines and penalties.

The principal will develop regulations that cover the disciplinary actions to be taken for violations of this policy. These regulations will be communicated to students by means deemed appropriate by the principal. In addition to disciplinary actions taken by the school, criminal penalties or fines may result from violations of this policy.

EMPLOYEES

No employee shall at any time use tobacco products in any facility, in any school vehicle, or anywhere on the school grounds maintained by the district.

Initial responsibility for enforcement of this prohibition shall rest with the building principal or designees. The principal may report violations to the local police department. In accordance with state law, the police department shall then be responsible for all enforcement proceedings and applicable fines and penalties.

The principal will develop and implement the appropriate means of notifying employees of the possible disciplinary consequences of violating this policy. Any employee who violates this policy is subject to disciplinary action, which may include warning, suspension or dismissal. In addition, fines, or other penalties may result from enforcement of these prohibitions by other law enforcement officials.

ALL OTHER PERSONS

No visitor shall at any time use tobacco products in any facility, in any school vehicle, or anywhere on school grounds maintained by the district.

Responsibility for enforcement of this prohibition shall rest with all school district employees who may report violations to the local police department. In accordance with state law, the local police department shall then be responsible for all enforcement proceedings and applicable fines and penalties.

Statutory References:

RSA.1 5-1; -64-7-7

RSA 78-12b, 12c

RSA 126-1:7, 1:8

Appendix E

REGULATIONS AND PROCEDURES FOR USE OF SEXUAL PREDATOR NOTIFICATION INFORMATION

REGULATIONS

It is the intent of the Board to protect students from harm from Registered Sex Offenders while students are under care of the school district. To achieve this purpose, the Superintendent will:

1. Provide a standing written request to the local police department pursuant to RSA 651-B:7 IV that the list of Registered Sex Offenders residing or relocating in the same or contiguous zip codes as any school within the District be made available to the Superintendent as soon as it is received by the police department.
2. As soon as possible after notification that a Registered Sex Offender has moved to a residence near school grounds, meet with the police chief to determine what steps, in addition to the ones required by Policy **EEAED** are advisable to protect the District's students, or specific students, under the particular circumstances presented.
3. To take, without further action of the Board, any measures which do not require Board approval identified through the process in the previous paragraph or deemed advisable by the Superintendent.
4. As soon as possible after notification that a Registered Sex Offender has moved to a residence near school grounds, send a "no trespass" letter to such offender stating that he / she may no longer enter the school grounds or building without the written consent of the superintendent except to attend meetings which are required to be open public meetings under the New Hampshire Right-To-Know-Law.
5. Establish a confidential file in the central office containing any information which has been provided by the police chief, information from the New Hampshire Registered Sex Offenders website, plus a photograph, if available, of any such offender who is residing near school grounds. Access to this file shall be limited to the principal of the school, the superintendent and other individuals determined by the principal and/or Superintendent to have a need to know.
6. Post a notice in the teacher's staff room at each school when a Registered Sex Offender has moved into a residence near school grounds and the New Hampshire Registered Sex Offenders web site has been updated to reflect this information. This notice will provide the New Hampshire Registered Sex Offenders website address, and request that school district employees familiarize themselves with Registered Sex Offenders residing within the district.

7. Notify the bus company when a Registered Sex Offender has moved into a residence near a designated bus stop and the New Hampshire Registered Sex Offenders web site has been updated to reflect this information. This notice will provide the New Hampshire Registered Sex Offenders website address, and request that school district bus drivers familiarize themselves with Registered Sex Offenders residing near designated bus stops. The dispatcher will be required to provide verification that information was disseminated.

8. As necessary, staff will be notified of known sex offenders that are moving into a residence near school grounds so that they may monitor school premises for the safety of the school, its students and employees.

The Superintendent shall notify the Principals of those schools closest to the offender and determine which central office and other school employees should be provided the registry information. Sex offender registry information may be provided to employees who are most likely to observe unauthorized persons on or near school property, including but not limited to:

PROCEDURES TO MINIMIZE THE RISK OF STUDENT CONTACT WITH REGISTERED SEX OFFENDERS

1. Registered Sex Offender Sighted. If a notified employee sees a registered sex offender on or near school property, around any school district student, or attending any school activity, the Superintendent or his designee will be notified immediately. The Superintendent or his designee may, in his or her discretion, notify local law-enforcement.

2. School Volunteers and Student Teachers. The Principal will screen the name and address of each student teacher and volunteer against registry information at the state's website: <http://www.egov.nh.gov/nsor>. If a match is found, the Principal will notify the Superintendent, who will confirm the match. If the match is confirmed, the Superintendent will inform the individual, by mail, that he or she may not be on school property without permission of the Superintendent. The notice will provide the reason with reference to this policy. The Superintendent will also inform the Principal and employees that the individual may not be used as a volunteer.

3. Contractors' Employees. The Superintendent will include the following language in all contracts that may involve an employee of the contractor having any contact with a student:

The contractor will not send any employee or agent who is a registered sex offender to any school building or school property. The contractor will check the registry to determine if any applicant for employment is registered and at least quarterly will check the registry for names added since the previous such check.

4. School District Employees. Each time sex offender registry information is received, the Superintendent

will review it to determine if a school district employee is registered. If a match is found, the Superintendent will confirm or disprove the match with local law enforcement. If the match is confirmed, the Superintendent will notify the School Board. The School Board will take the appropriate action to comply with state law that may include termination of employment.

5. Applicants for Employment. Before hiring any person, the Superintendent will determine whether the prospective employee is a registered sex offender. If the prospective employee is a registered sex offender, he or she will not be hired.

6. Students and Parents of Students. A sex offender registrant who is the parent or guardian of a student, may participate in educational conferences, unless prohibited by court order, but will not otherwise enter school grounds or attend school events without prior, express permission of the Superintendent. Students who are registered sex offenders may not be precluded from attending school on that basis. All notification procedures will apply.

EEAED - RECEIPT AND USE OF SEX OFFENDER REGISTRY INFORMATION

The Board recognizes that sex offenders pose a threat and danger to student safety. Therefore, it is the policy of the Board to obtain notification of registered sex offenders residing near school grounds or buildings, and to use such information as defined below to maximize student protection.

The Board directs the Superintendent to work with the state and local police to obtain this information on an on-going basis, to develop regulations for dissemination of this information, and to establish procedures in compliance with this policy.

Such procedures should define steps for the identification and remedy of potential student contact with registered sex offenders, including but not limited to the following types of situations: the sighting of a sex offender, volunteer or student-teacher background checks, use of outside contractors, employees, applications for employment, and parents or students who are sex offenders.

Requests for Registry Information

The Board recognizes that, under RSA 651-B:7, it is the responsibility of local law enforcement to notify the community of potential public danger. Therefore, the school district will not disseminate sex offender registry information to parents.

Anyone requesting registry information from the school district will be referred to local law enforcement authorities or the State of New Hampshire's Registered Sex Offender Registry website: <http://www.egov.nh.gov/nsor>.

Use of Sex Offender Registry Information

Registry information will be used for the administration of law-enforcement, screening current or prospective school district employees or volunteers, and for the protection of the district's students and employees.

After receiving notification that a registered sex offender is residing near school buildings or grounds, the Superintendent will notify the offender in writing that he/she may not enter the school grounds or building without the written consent of the Superintendent, except to attend public, open meetings under the Right-to-Know-Law, RSA 91-A.

Sex offender registry information may be provided to employees who are likely to observe unauthorized persons on or near school property. When registry information is disseminated to staff, it will include a notice that such information should not be shared with others and may only be used for the purposes discussed below. Employees who share registry information with others without authorization may be disciplined. If a school employee has reason to believe that a registered sex offender is on school premises, the employee will immediately contact either the building Principal or local law enforcement agency.

Precautions to Protect Students

At the discretion of the superintendent, alternative arrangements may be made for bus and walking routes to and from school, recess and physical education periods, or any other activity in order to protect district students.

Education

The Superintendent will ensure that the K-8 health curriculum addresses student awareness and protection from abuse, abduction and exploitation.

The board encourages the Superintendent to work closely with local law enforcement officials to increase awareness among the entire community about the danger of sexual predators to children.

Legal Reference:

RSA 651-B:7, Registration of Criminal Offenders

RSA 169-C, Child Protection Act

RSA 169-C:29, Persons Required to Report

Appendix EEAED-R, Regulations and Procedures for Use of Sexual Predator Information