

2023-2024 MVS Manual



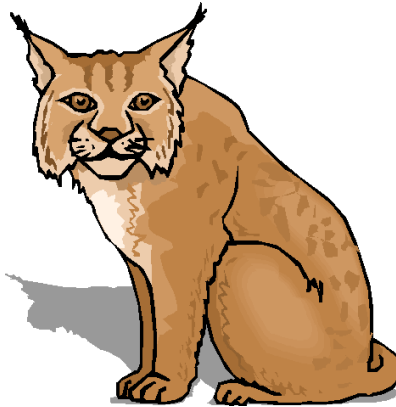
Building a Community
where
Everyone Can Succeed
and learn
Safety, Respect, and Responsibility

Milan Village School
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Milan, New Hampshire 03588
Tel: (603) 449-3306 Fax: (603) 449-2509
www.mvsnh.org

School Colors:

Blue and Gold

School Mascot:



“Rufus” the Bobcat

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 their individual needs through trust, consistency, academic challenges, educational opportunities, consequences, collaboration and compassion.

Vision Statement

EVERYONE can succeed.

Milan Village School Song

Composed by: Denise Doucette

(verse) We are...the school of excellence...We are...the school of excellence...MVS is the best; we will always pass the test because...

(chorus) We're a community...We work in unity...We're a community...MVS

(bridge) Safety and respect...are signs of quality...how we treat each other shows responsibility...(to chorus)

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Directory

Milan Board of Education

Dummer Board of Education

Superintendent of Schools
Business Administrator
Director of Special Services
Principal
Kindergarten
Grade 1
Grade 2
Grade 3
Grade 4
Grade 5
Grade 6
Special Education
Title I
Technology
Music/PE/Art
Librarian
School Counselor
Secretary
School Nurse
Paraprofessional
Paraprofessional
Paraprofessional
Paraprofessional
Paraprofessional
Paraprofessional
Preschool & PreK Teacher
Speech Pathologist
Occupational Therapist
Cafeteria Services
Custodian
Custodian

Andrew Mullins, Chairperson
Peter Donovan
Nathan Corrigan
Tammi Dube, Chairperson
Ashley Devost
Ramona Dube
Dave Backler
Cassandra Micucci
Jennifer Katz-Borrin
Amy Huter
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Molly Young
Karen Parker
Mike Giroux
Sydney Amato
Kari Goulet
Megan Guay
Michele Pribbernow
Sandra Fitzmorris
Ruthie Lund
Heather Canning
Lauren Frenette
Jill Stephenson
Sara Herriott
Kloey Cooney
Dallis Lacasse
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Shannon St.Onge
Lisa Wheeler
Terry Brown
Jessica Vien
Mandy Roberge
Nancy Gordon
D'Ann York & Jen Schatz
Brian Lavoie
Madison Letarte

Foreword

Welcome to the Milan Village School Student/Parent 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 the office. When you have completed this, we ask that you sign the last page of acknowledgement (one per family) and return it to school.

Please feel free at any time throughout the school year to ask questions or arrange for a meeting with teachers and/or the principal. 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 (www.mvsnh.org) to learn more about our great school.

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 the 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 multi-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:

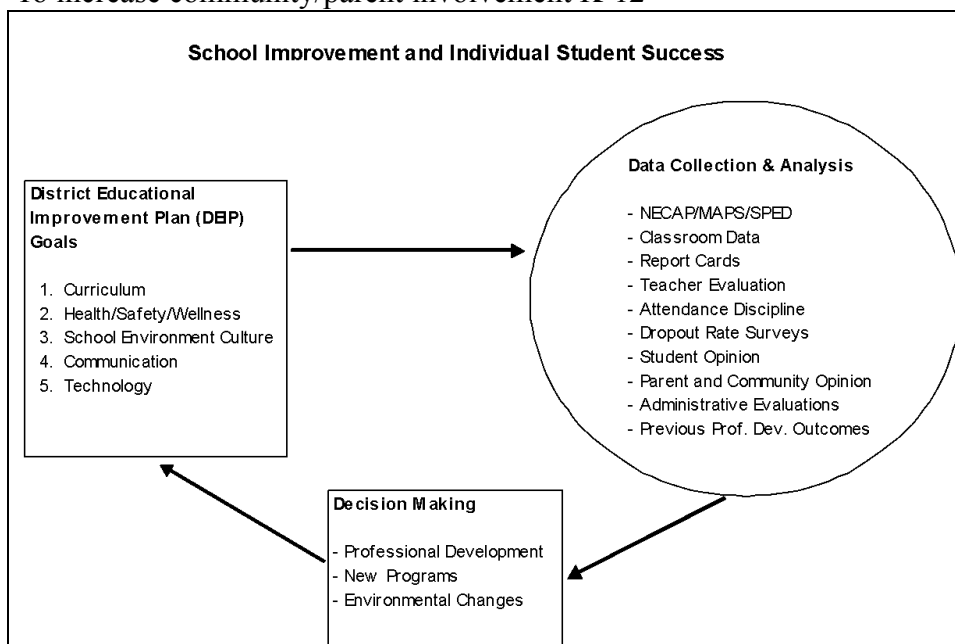
- To provide students and staff with a healthy and safe school environment

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



Accidents

The Milan Village School has a nurse's office and the services of a registered nurse. 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 the nature of the accident.
- Inform parent.
- Fill out an accident report if a student needs to see a health care provider.

Major Accident:

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

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:
Soccer

Winter:
Basketball and Cheerleading

Spring:
T-Ball and Softball

Attendance/Absenteeism/Truancy (see MSD Policy - JH)

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 ensure 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 half days of absences during the school year - A letter of notification will be mailed to the student's parents/guardians.
- 20 half days of 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 may 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 for teaching 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.

The following communication timetable will be utilized:

- 10 half days of unexcused absences during a school year shall constitute habitual truancy - A letter of notification will be mailed to the student's parents/guardians.
- 20 half days of unexcused 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 may be held.

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 late bell (8:30 a.m.) must report to the school office for a "Class Admit" slip and be signed in by a parent/guardian. Students who arrive late because of

medical appointments will receive a “Class Admit” slip, which notes the tardiness as excused. Students who are late (unexcused) 2 times in one trimester will receive a warning and the third time a consequence will occur. Chronic tardiness will be referred to the Superintendent of Schools and the School Board.

Automated Phone Calling System

We use an automated phone calling system (OneCallNow) that allows us to alert families about school closing, delayed entries and any other important information.

Bell Schedule

Students arriving at school between the hours of 8:00 a.m. and 8:30 a.m. should go directly to the playground or report to the cafeteria for breakfast. When it’s inside recess, all students should enter the school through the cafeteria doors. 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.	Opening Bell Rings – Cafeteria and Playground open
8:00a.m.-10:30a.m.	Preschool (T & Th)/Prekindergarten (M-W-F)
8:25 a.m.	Warning Bell Rings
8:30 a.m.	Late Bell Rings/School Begins
10:55 – 11:25	K-3 Recess/ 4-6 Lunch
11:25 – 11:55	K-3 Lunch/ 4-6 Recess
2:45	Dismissal

Bicycles

Bicycles may be ridden to school but may not be ridden on school grounds during school hours. Students are reminded that bicycles are brought to school at their own risk.

When a student arrives on the playground in the morning, he/she must park his/her bicycle and will not be permitted to leave the grounds until the close of school. Helmets should always be worn when riding a bicycle.

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 when a custodian is available 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 **(see MSD Policy - JICK)**

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 consist 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.

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.

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 the policy.

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.

Bussing **(see MSD Policy JICC)**

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 and through our automated phone system..

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 may be 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 destructive 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.
6. Keep your seat area clean.
7. Use inside voices.

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.

If you ever have any questions about Bussing, please contact Dana Brouillette, Bus Supervisor and owner of the Milan Bus Company, at 449-2165.

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 catalog 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) and their central intake number in Concord is: 1-800-894-5533.

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 implementing the Common Core State Standards (CCSS). The CCSS are a set of college and career ready standards for Grades K-12. For more information, see www.corestandards.org 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 K-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

Art - minimum of 40 minutes per week

Music - minimum of 40 minutes per week

Guidance- minimum of 30 minutes every other week

Library Skills- minimum of 40 minutes per week

Physical Education/Health - minimum of 40 minutes per week

Technology- minimum of 40 minutes per week

Kindergarten:

Social Skills - Morning Meeting

Reading/Spelling/Comprehension - Guided Reading
Phonics Instruction

- Writing - Students will be introduced to writing through teacher modeling, shared writing and independent writing.
- Mathematics - Introduces early concepts
Additional enhancement and enrichment lessons will be provided in order to cover the CCSS and meet individual student's needs
- Science - Our curriculum is directly tied to the New Hampshire Frameworks. It incorporates reading non-fiction, hands-on experiments and the Scientific Method.

Grade 1:

- Social Skills - Morning Meeting
- Language Arts - Spelling-Seeing Stars Words and grade level spelling words
Grammar- Basic grammar including nouns, verbs and adjectives
Phonics - Tied to Reading Foundational Skills in the CCSS
Guided Reading
- Math - Math lessons, activities and assessments that align with the Common Core State Standards and meet individual needs.
- Social Studies - The curriculum is directly aligned to New Hampshire frameworks and CCSS.
- Science - Our curriculum is directly tied to the Next Generation Science Standards. It incorporates reading non-fiction, hands-on experiments and the Scientific Method.
- Health - Healthy choices

Grade 2:

- Social Skills - Morning Meeting
- Math - Math lessons, activities and assessments that align with the Common Core State Standards and meet individual needs.
- Social Studies - The curriculum is directly aligned to New Hampshire frameworks and CCSS.
- Science - Our curriculum is directly tied to the Next Generation Science Standards. It incorporates reading non-fiction, hands-on experiments and the Scientific Method.
- Health - Healthy choices
- Language Arts - Spelling-Seeing Stars Words and grade level spelling words
Grammar- Basic grammar including nouns, verbs and adjectives
Phonics - Tied to Reading Foundational Skills in the CCSS
Junior Great Books
Guided Reading

Grade 3:

- Social Skills - Morning Meeting
- Mathematics - Go Math: aligned with the CCSS
- Social Studies - Geography, History and Global concepts
- Science - Physical, Earth and Life Sciences directly tied to the Next Generation Science Standards. (NGSS)
- Language Arts - Grammar, Spelling and Writing aligned to the CCSS
- Reading - Comprehension (Junior Great Books), Guided Reading and Phonics (Foundations program)

Grade 4:

- Social Skills - Morning Meeting

Mathematics - Saxon/Go Math

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 - Social Studies of New Hampshire, Weekly Readers, Credit Union Unit, and Europe Studies are curriculum components.

Science - Our curriculum is directly tied to the Next Generation Science Standards. It incorporates reading non-fiction, hands-on experiments and the Scientific Method.

Language Arts - Spelling-Seeing Stars Words
Junior Great Books
Guided Reading
Grammar
Writing

Grade 5:

Social Studies - The curriculum is directly aligned to New Hampshire frameworks and CCSS. It incorporates reading non-fiction on concepts including U.S. history, the 50 states and capitals, and Ancient history.

Mathematics - Series – Go Math! curriculum in addition to web based lessons, resources, and practice.

The year is divided into three units: Fluency with whole numbers and decimals, Operations with fractions, and Geometry and Measurement.

Science - Our curriculum is directly tied to the Next Generation Science Standards. It incorporates reading non-fiction, hands-on experiments and the Scientific Method.

Language Arts - Spelling-Seeing Stars Words and grade level spelling words
Junior Great Books
Guided Reading
Writing - Opinion/argument, Informational, and Narrative.
Grammar

Grade 6:

Social Studies - The curriculum is directly aligned to New Hampshire frameworks and CCSS. It incorporates reading non-fiction on concepts including U.S. history, the 50 states and capitals, and Ancient history.

Mathematics - Series – Go Math! curriculum in addition to web based lessons, resources, and practice.

The year is divided into four units: The number system, Ratios and rates, Expressions and equations, and Geometry and statistics..

Science - Our curriculum is directly tied to the Next Generation Science Standards. It incorporates reading non-fiction, hands-on experiments and the Scientific Method.

Language Arts - Spelling-Seeing Stars Words and grade level spelling words
Junior Great Books
Guided Reading
Writing - Opinion/argument, Informational, and Narrative
Grammar

Discipline Policy
(see MSD Policy JICD)

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 Supports). 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:

1. Immediate intervention by a 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 "Referral Form".

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

Step 1	Step 2	Step 3
Verbal reprimands	Withdrawal of privileges Suspended part or all of recess periods Change of seating arrangement Classroom detention Time-out area Special assignments	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)

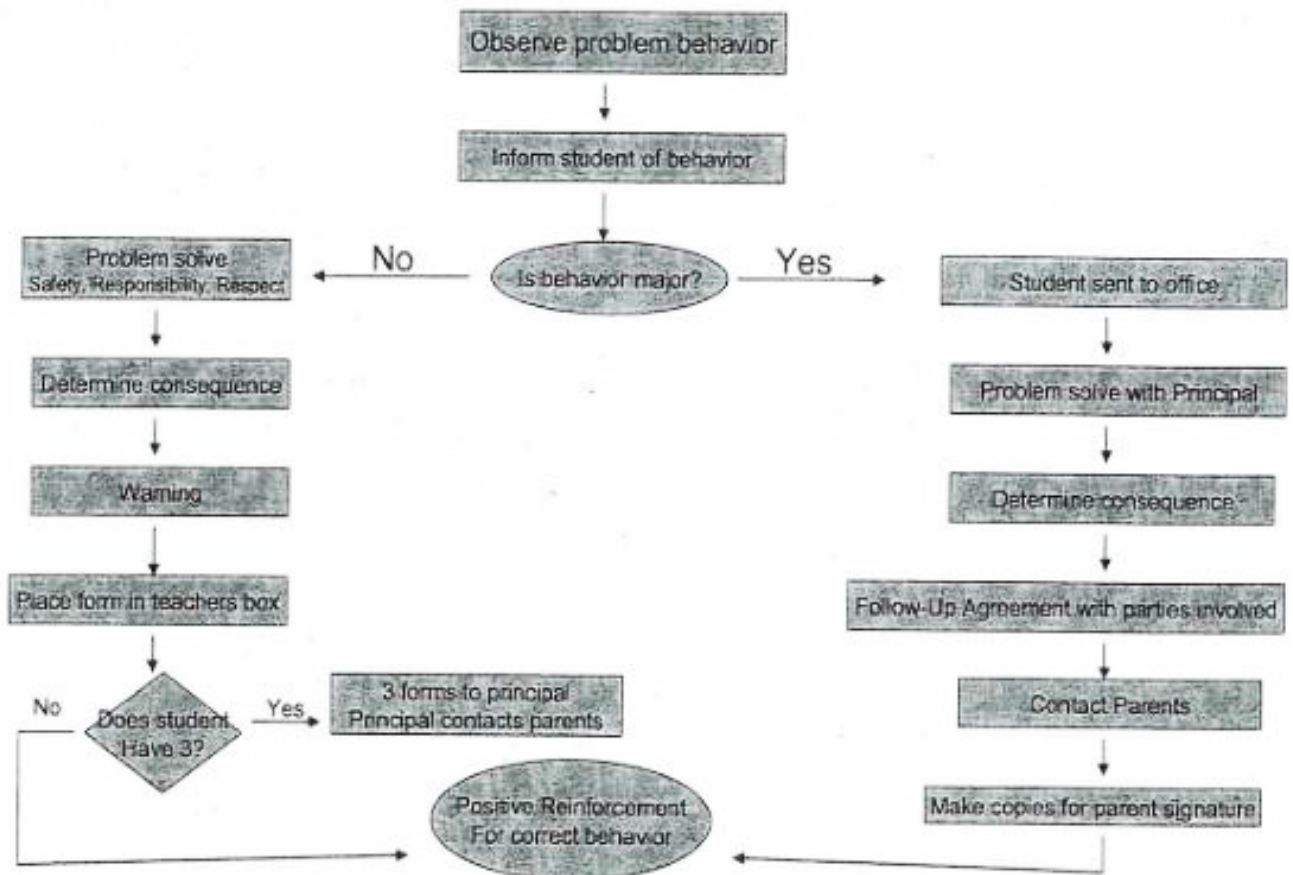
Misbehavior in the major problem behavior area can involve acts which result in violence to another person, property, or which pose a direct threat to the safety of others in the school. These acts are clearly criminal and are so serious that they require actions, which result in the removal of the student 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 - Minor Problem

Name: _____

Location

Date: _____ Time: _____

Arrival Classroom Recess Gym

Referring Staff: _____

Cafeteria Playground Hallway Bus

Grade: K 1 2 3 4 5 6

Bathroom Field Trip Lining Up

Minor 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 Principal's box and another in the classroom teacher's.</p> <ul style="list-style-type: none"> • Inappropriate language • Disruption • Property Misuse • Incomplete Assignment • Failure to follow directions • Late to class • Disrespect • Unprepared for class • Inappropriate physical contact • Other _____ 	<ul style="list-style-type: none"> • Loss of privilege _____ • Time in office _____ • Conference with student • Parent contact • Detention • Restitution • Referred to Guidance Counselor • Referred to Student Support Center • Home work Club • Verbally corrected • Assigned relevant consequence • Other _____

I was being: Unsafe Disrespectful Irresponsible

Is the student a member of the STUDENT COUNCIL? Yes No

If yes: 1st Referral: Verbal warning & written note to parent. 2nd Referral: 1 month probation from Student Council. 3rd Referral: Removal from student council. 1 Major Referral = automatically off.

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])

Staff signature: _____

Student signature: _____

Parent signature: _____

Discipline Referral Form - Major Problem

Name: _____
 Date: _____ Time: _____
 Referring Staff: _____
 Grade: K 1 2 3 4 5 6

Location

Arrival	Classroom	Recess	Gym
Cafeteria	Playground	Hallway	Bus
Bathroom	Field Trip	Lining Up	

Major Problem Behavior	Action Taken
Handled by the office • Stealing • Cheating • Vandalism/ property damage • Leaving school grounds • Fighting • Inappropriate physical contact • Abusive language • Overt defiance/non compliance • Harassment/taunt/tease • Possession of weapons or dangerous instruments • Violence to another person, property or that which poses a direct threat to the safety of others in school • Swearing • Other _____	• Loss of privilege _____ • Time in office _____ • Conference with student • Parent contact • Detention • Restitution • Referred to Guidance Counselor • Referred to Student Support Center • Home work Club • Verbally corrected • Assigned relevant consequence • In-school suspension • (____ hours/____ days) • Out of school suspension • (____ days) • Other _____

I was being: Unsafe Disrespectful Irresponsible

Is the student a member of the STUDENT COUNCIL? Yes No

If yes: 1st Referral: Verbal warning & written note to parent. 2nd Referral: 1 month probation from Student Council 3rd Referral: Removal from student council. 1 Major Referral = automatically off.

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)

Staff signature: _____

Student signature: _____

Parent signature: _____

Dismissals

When it is necessary for a student to leave school early, he/she must bring a note from their parents. Students will not be allowed to leave the building until their parents arrive and have signed them out.

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. Students will wait in the office until you arrive.

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 a 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 apparel such as tank tops, muscle shirts and summer dresses must be at least 3 fingers in width at the shoulder.
- 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. During winter conditions, 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 and are encouraged to wear ski pants since they are required for all playground activities during winter conditions. Boots are required throughout winter conditions and 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 distracting mode of clothing or appearance that adversely impacts the educational process is not acceptable.

Electronic Devices

All such devices are allowed if the principal has given prior permission and the use is directly tied to curriculum, safety or bus travel.

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. All parents/guardians will be contacted through our automated phone calling system. 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 canceled. Parents/guardians will be contacted through the automated phone calling system. 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. Preschool and PreKindergarten will not have class on a delayed entry day. 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 to 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. Student participation is dependent on safe behavior.

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 13, 2023

January 26, 2024

May 3, 2024

Report Cards Issued

December 8, 2023

March 15, 2024

June 14, 2024

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

Guidance Services and School Counseling

Milan Village School provides School Guidance and Counseling Services to all students Kindergarten to 6 as part of our regular curriculum and services. Guidance lessons and programs are developed by teachers and the school counselor and are implemented within the curriculum in the classroom and through occasional pull out guidance lessons. Topics range from assertiveness and leadership, friendship and social skills, self care, healthy choices and mental health, community involvement and academic and career success.

It is our policy here at MVS that School Counseling and Guidance are a part of our curriculum. If a student warrants more than two individual sessions with the School Counselor, the parent will be contacted and parental permission to continue individual guidance and counseling will be sought. Our school counselor will explain confidentiality, and the limits of, to students during the first session. If there is information that our school counselor feels is important to share with a parent or another professional, he/she will first seek the student's permission unless there is a risk of harm to the student or another. All School Personnel have a Duty to warn if child abuse or neglect is disclosed or suspected. We are "Mandated Reporters" in NH meaning we have a duty to report, but never investigate. (Please see the next section on Mandated Reporting for more information.)

As needed or requested by school personnel or parents, the school counselor will also conduct skill-specific small group and individual counseling sessions. Sessions can be short or long term and skill focused or nondirective and play based, depending on the needs of the student. If the School Counselor is working regularly with your child, he/she will make contact with you to gain permission and to discuss areas of need your child may have.

The school counselor works closely with parents and teachers so all are informed as to student strengths, weaknesses and needs. At times, progress for a student necessitates family work outside of school. The school counselor and team will work closely with the family to refer to appropriate outside agencies when this is the case. Please do keep the school counselor informed of any difficulties the family may be having that could have an effect on our children and students.

Part of having an effective School Guidance and Counseling Program is gaining feedback and recommendations from parents, students, community members and school staff. If you see needs that could be addressed through Guidance and Counseling services here at MVS, please feel free to contact the School Principal or School Counselor. We would appreciate your recommendations and input.

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. RSA 200:32. 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. RSA 200:32.

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

Milan Village School has an Authorization to Release Physical and Immunization Records Form that can be filled out so that we can get information directly from your Primary Care Physician.

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 was ill during the night, or is complaining of a sore throat, earache, etc. Children with a fever of 100 degrees or greater within the last 24 hours must stay home 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 the original container from the pharmacy with the above information.

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. 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 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.

MVS has an Over the Counter permission form that can be filled out for each school year. This form lets you decide what medications the school nurse can administer to your child as needed.

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 chickenpox 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 healthcare provider will prescribe antibiotic eye drops. Pay strict attention to handwashing 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 the mouth, nose and fingers but may appear anywhere 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.

Pediculosis (Head Lice): The school nurse will periodically provide information to families of all children on the diagnosis, treatment, and prevention of head lice. Parents are encouraged to check their children's heads for lice if the child is symptomatic. The school nurse may check a student's head if the student is demonstrating symptoms. The school nurse will supervise checks of students for head lice as needed. Parents/guardians of any student found to have live head lice will be notified by the school nurse/staff and the student will be dismissed from school. Students will be allowed to return to school after proper treatment and no live head lice found. Students will need to be checked by the school nurse prior to returning 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 3 or more students in the same class are found to have head lice. Please refer to MSD Policy JLCC.

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

<u>Student</u>	<u>Parent</u>
1. Responsibility	
_____ Record assignment in assignment book	_____ Check assignment book
_____ Have necessary materials	_____ 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.
5. 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 exceed this.

Recommended Length & Frequency of Homework Sessions:

Kindergarten

Four times per week - 15 minutes per session

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

Honor Roll

The Honor Roll Program is for students in grades 3-6. Final grades are averaged in Language Arts, Math, Reading, Science, Social Studies and Spelling and rounded to the nearest tenth of a point. Students receive Honors for averaging between 88.5-94.4, High Honors for averaging between 94.5-97.4 and Superior Honors for averaging above 97.5-100.

Hot Lunch/Breakfast Program

Breakfast, hot lunch and snacks 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 and there is a \$2.00 limit for outstanding reduced lunch accounts. Once the limit is reached students will not be allowed a hot lunch. If a student does not have lunch and their account is in arrears they will be given a sun butter sandwich.

Integrated Arts (Art/Music)

Students attend an Integrated Arts class once a week. In the primary grades (K,1,2,3), students will continue to work on drawing, painting and mixing of colors and learn observation skills. They will be exposed to alternative design techniques such as collages, papier-mâché, 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 a gradation of tones, tints, and shades. Sculpting takes on greater detail with function and form through use of papier-mâché. 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.

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 perform at least once a year.

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 email. 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.

Learn To Ski Program

Students in grades 3,4,5 & 6 may participate in the “Learn to Ski” downhill skiing/snowboarding program. There is a fee charged for these programs. Students in grades 2-6 may participate in the “Learn to Ski” cross-country skiing/snowshoeing 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.

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". It 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.

Movies

Currently, all movies and documentaries shown at Milan Village School are required to be previewed by the teacher, not just a portion of the movie, but in its entirety. Also, they are approved by the school Principal and are required to have a G or PG rating.

It is a digital age in which students are learning more and more of their educational content in a video form in addition to the traditional textbook and worksheet formats. As a school, we feel the ability to show G and PG movies and documentaries will provide more sophisticated content for our lessons and discussions. We also feel that these movies, embedded in a lesson, are a more effective way to engage students learning. If you would prefer an alternate content be provided for your child, please contact your child's teacher at 449-3306.

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. The newsletters are available at www.mvsnh.org

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.

The Special Education Director, telephone 466-3632, is designated to coordinate the district's efforts in compliance with Title IX and Section 504. He/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 seven 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 (PTO)

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.

PreSchool/PreKindergarten

The Milan Village School is fortunate to have a public PreSchool and PreKindergarten class. The PreSchool is for students who turn 3 years old before September 30 and is on Tuesdays and Thursdays from 8-10:30. The PreKindergarten is for students who turn 4 years old before September 30 and is on Mondays, Wednesdays and Fridays from 8-10:30. Please call the school office if you are interested in enrolling your child.

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.

Receipt and Use of Sexual Offender Registry Information **(MSD Policy EEAED)**

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 in the policy to maximize student protection.

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.

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 K-8 health curriculum addresses student awareness and protection from abuse, abduction and exploitation.

(Legal Reference: RSA 651-B:7, Registration of Criminal Offenders, RSA 169-C, Child Protection Act, RSA 169-C:29, Persons Required to Report)

Recess Policies

Students will remain in designated playground areas 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. Students have 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 a MRD activity.

The goals of the MRD programs are to teach activity skills and self-esteem. The MRD wants 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 to join us in helping to create a variety of programs through the MRD and welcome your support at all activities.

Retention/Promotion **(MSD Policy IKE)**

It is the policy of the Milan School District that criteria to be considered regarding promotion of students should include, but is not limited to, a student's mastery of course level competencies, grades, teacher recommendations, and the student's social growth and readiness.

It is our intent to offer a program of continuous progress designed to permit each child to progress at his/her own rate within the designs of the curriculum. Most children mature and acquire the basic skills of learning in a manner requiring a school year to a grade. In instances where a child has not shown sufficient maturity, social and emotional growth, and has failed to acquire sufficient mastery of basic skills, it may be best for the child to repeat the grade. This decision is made after:

- Careful consideration of the child's growth in all areas of school work;
- Careful study of test results;
- Conferences with teachers and parents.

If a child is to be retained, the following rules must be followed:

1. In March, a Comprehensive Promotion/Retention paper will be issued to Teachers who have a student that is being considered for retention.
2. On the second trimester report card, the Teacher will write, "There is a possibility that your child may be retained in this grade level next year."
3. The Light's Retention Scale will be completed by the Teacher as a piece of data to consider.
4. The teacher, the guidance counselor, the principal, and the parents will meet to discuss.
5. The building principal, after reviewing all the data, will make the final decision.
6. If the parents do not agree with the principals' decision, an appeal may be directed to the Superintendent of Schools.

Safe Schools **(MSD Policy ADD/EBB)**

The Board recognizes that effective learning and teaching takes place in a safe, secure and welcoming environment and that safe schools contribute to improved attendance, increased student achievement and community support. Each student has the right to attend the public school and its activities without fear or personal harm and violence. The 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).

Acts of theft, destruction, or violence 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.

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 canceled 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, WCSH6 and an automated phone call will be made.

School Folders/Planners

All students at the Milan Village School will be issued "school folders/planners". Students will be required to bring the folders/planners to school on a daily basis and will receive instruction on how to use them as an effective learning tool. Parents are encouraged to review their child's folder/planner 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 during school hours.. 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”. The school has a video surveillance/recording system that is used continuously to enhance school safety.

Sexual Harassment **(MSD Policy JBAA)**

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.

Please refer to the actual policy for: definition, reporting, investigating, discipline and recommendations.

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. Snacks are available for purchase from Café Services. Candy, soda, and gum are not allowed.

Special Education

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:

Special Education Teacher/Case Manager
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 and are listed in Title 20, United States Code, Section 1415(b)

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

Technology

Students at MVS will be provided access to technology in classrooms for educational purposes. Students must follow the established guidelines for acceptable use of technology in order to maintain the privilege of access to technology. The following expectations have been established for all students at MVS. For a complete list, see all the policies related to technology and mobile devices.

Citizenship is expected whether student activity is in person or online. The following rules of citizenship should guide all use of technology for students: Safety, Respect and Responsibility.

Students will be expected to be careful when using their devices and follow the directions for proper use. Any student who does not use the computer equipment properly will receive consequences for misuse.

Use of the Internet must be consistent with the educational objectives of MVS.

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 will take part in the New Hampshire State Assessment System (NHSAS). For more information, visit <https://nh.portal.airast.org/>. Test results are reported to schools and parents/guardians.

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 Title 1 Program at Milan Village School is a federally funded Targeted Assistance program that provides supplementary services in Reading/Language Arts to students in Grades K-6. The Title 1 program at Milan Village School has one certified teacher who works with students in the regular classroom or in the Title 1 room. Title 1 services may be given on an individual basis or in small groups.

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 are 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. (Statutory References: RSA.1 5-1; -64-7-7, RSA 78-12b, 12c, RSA 126-1:7, 1:8)

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 recesses be limited to softballs and baseball gloves.

Tuition Agreement

For students entering Grade 7, it is the duty of **every** parent to complete a "7th Grade Student Registration Form" by **September 30** of the year prior to the student's enrollment in their next school. The form can be found under the "Resources" tab on the school website and

will also be sent home with all 6th graders at the beginning of each year. These forms can be sent directly to the SAU 20 office, at 123 Main Street, Gorham, NH, 03581.

It is then the duty of the Milan School Board to inform the next school of all placements in grade 7 by **October 1** of the year prior to the date of enrollment for the upcoming 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. All designated volunteers must be fingerprinted and have clean background results.

Weapons Policy

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

Wellness

(MSD Policy JLCF)

The Board recognizes the importance of proper nutrition and developmentally appropriate physical activity as ways of promoting healthy lifestyles, minimizing childhood obesity, and preventing other diet-related chronic diseases. The Board also recognizes that health and student success are interrelated. It is, therefore, the goal of the Board that the learning environment positively influences a student's understanding, beliefs, and habits as they relate to good nutrition and physical activity.

Please refer to the actual policy for: goals, nutrition guidelines, and community involvement.

Clear Hallways

Activated when it is necessary for staff to keep the hallways clear and restrict movement of students and staff around the inside of the school. Normally used for medical type events or de-escalation type events that are not considered immediate threats but require limited movement internally such as a disruptive person or stray animal inside the building. Upon notice of an event that requires the hallways to be clear, notify the office (if action was not initiated by the office). When notified, staff should:

- Lock classroom doors if needed
- Continue normal academic functions within the classroom or secured area unless informed to take another action
- Do not move between classes or discuss classes until instructed by school administration.
- Stay calm and await instructions.
- Call 9-1-1 if required.

Evacuation

Activated when it is necessary for staff and students to exit the school building. When the school Fire Alarm system activates students and staff should:

- Exit school by nearest all-outer exit
- Gather at designated meeting area
- Staff will take attendance
- Staff will observe students for signs of heat/cold exposure
- Await further instructions

In some cases it may be necessary to evacuate a school one room at a time for an internal hazardous material spill or a hostage situation.

Staff and students should:

- Evacuate the immediate area of danger
- Call 911
- Staff should notify office of situation
- Evacuate adjacent rooms away from danger area
- If Fire or Police are on site, follow their instructions
- Gather at designated meeting area, if safe
- Use secondary meeting area if primary is not safe
- Staff will take attendance
- Staff will observe students for signs of heat, cold exposure or signs that they were exposed to the hazardous material; report any issues to the Command Post
- Await further instructions.

Scan

Activated when it is necessary for staff to look around their area for any item which doesn't belong there. Scan will be activated primary in the case of a Bomb Threat, but could be utilized for any situation that required the staff to look for an item which may cause harm. Scan starts High, Middle and then Low. When notified, staff should:

- Look around your room for anything you are unable to identify
- If something is found, evacuate to a safer area
- Do not use radios or cell phones if incident is a Bomb Threat
- Do not move, open or touch a suspicious object; EVACUATE the area or room
- Notify office of location and description of suspicious item or that your area is clear
- Remain quiet and await instructions
- Call 9-1-1 if required

Lockdown

Activated when it is necessary to protect staff and students from a violent intruder or any other situation that would entail securing staff and students in their classrooms or other areas that are able to be locked.

- Report to nearest room or securable area
- Staff should move students so they cannot be seen
- Close and lock doors and windows
- Barricade doors and windows if necessary
- Cover door windows if necessary
- Shut off lights
- Remain quiet
- Evacuate to an outside rally point if a securable area cannot be safely reached
- If Fire Alarm sounds do NOT evacuate, but stay aware of situation
- Wait for further instructions
- Be prepared to institute other Response Actions, as necessary

When outdoors staff and students should not reenter the school building, go immediately to an outside Rally Point.

Reverse Evacuation

Activated when it is necessary for staff and students to enter the school quickly in order to avoid a dangerous or potentially dangerous situation outside the school. If directed by school administration Reverse Evacuation immediately:

- First person aware of a situation directs students and staff to enter the building
- Walk quickly into nearest entrance
- Notify principal office as soon as possible (if action was not initiated by the office)
- Report to a designated meeting area
- Check for injuries
- Staff will take attendance
- Remain quiet for further instructions

Secure Campus

Activated when it is necessary to protect staff and students from a threat from outside the school building.

When indoors, students and staff should:

- Staff should close all windows and curtains (particularly ground-level)
- Check that all exterior doors are closed and locked
- If necessary assigned staff to monitor all exits
- Continue normal academic functions unless informed to take another action
- Depending on the situation all entry and dismissals should only be allowed through one point of entry which is monitored

When outdoors staff and students should:

- Activate Reverse Evacuation (See Reverse Evacuation procedure)
- Cancel all outdoor activities
- Portable or temporary classrooms should be Reverse Evacuated into the primary school building, if they cannot be properly secured another communications cannot be maintained with the primary building.

Shelter-In-Place

Activated when it is necessary to protect staff and students from airborne hazardous materials, toxic smoke or nuclear material.

- Staff should close all windows
- Check that all exterior doors are closed and locked
- Shut off heating/air-conditioning fans and equipment
- Close all vents that can potentially carry outside air into a building
- Vents that cannot be secured may be covered by utilizing duct-tape and plastic
- Lock all students to secure rooms
- Depending on situation, all entry and dismissals should only be allowed through one point of entry which is monitored
- Await further information
- Prepare for evacuation or other response action

Drop, Cover and Hold

Activated to protect students and staff from falling objects or items that may become "projectiles".

- Face away from windows
- Drop to the floor
- Cover by getting under a sturdy table, desk or other piece of furniture. If there is not suitable furniture available, cover head with arms, and face an interior wall.
- Hold on to furniture until directed to stop or when it is safe to do so.
- Staff may have to evacuate or implement another Response Action as the situation dictates.
- When outdoors staff and students should:
 - Move away from trees, powerlines, and buildings
 - Drop to the ground
 - Cover head with arms
 - Stay until directed to stop or when it is safe to do so
 - Call 9-1-1 if required.

Milan Village School Calendar 2023-2024

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
August 1			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	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 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	31				

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
November 19				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
December 14						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
	31						

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
January 21		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	31			

Aug 28-30
Thu, Aug 31
Mon, Sep 4
Fri, Oct 6
Mon, Oct 9
Fri, Nov 10
Wed, Nov 22
11/23-11/24
Fri, Dec 8

Staff Inservice Days
First Day of school
Labor Day
PD Day - No School
Columbus Day
Veteran's Day
1/2 Day Staff & Students
Thanksgiving Recess
Parent Conferences

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
February 17					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		

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
March 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
	31						

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
April 16		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
May 22				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	31	

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

Progress Reports:	10/13, 1/26, 5/3
Grades Close:	11/22, 3/8, 6/7
Report Cards:	12/8, 3/15, 6/14

12/22 - 01/01
Mon, Jan 15
M-F 2/26-3/1
Mon, Apr 8
M-F, 4/22-4/26
Mon, May 27
Fri, June 7
Fri, June 14
Fri, June 14

Christmas Vacation
Martin Luther King Jr Day
Winter Vacation
No School -- Solar Ecllipse
Spring Vacation
Memorial Day
GHS/BHS GRADUATION (T)
Last Day of School (T)1/2 day
Teacher Check-Out(T)full

 1/2 Day Students/1/2 Staff Inservice Day (T) Tentative Make-Up Days - **June 17 - 28, 2023**
November 22, 2022 1/2 Day Staff and Students
December 21, 2022 1/2 Day Staff and Students