

NEWFOUND AREA SCHOOL DISTRICT



155 North Main St., Bristol, NH 03222
(603) 744-8162 Fax# (603) 744-8037
[www.sau4.org /nmms](http://www.sau4.org/nmms)

Student/Parent Handbook 2026-2027

The policies, rules, and regulations in this handbook are subject to change at any time. This may be necessitated by changes in legislation, School Board policy, NH Department of Education rules, or District administrative regulations. In the event such changes become operative, students and parents shall be notified in writing and by electronic means including posting of the corrected handbook on our website.

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WELCOME TO NEWFOUND MEMORIAL MIDDLE SCHOOL

Dear Students, Parents, and Guardians,

Welcome to the 2026–2027 school year at Newfound Memorial Middle School! We extend a warm and special welcome to our incoming fifth-grade students, our rising sixth graders, students from Hill, and all families and teachers who are joining the NMMS community for the first time. We are thrilled to have you with us as you begin this exciting new chapter.

Our core priority is to provide every student with rich, varied educational experiences that foster academic, physical, emotional, and social growth. To help ensure a smooth and productive year, this handbook outlines our school's programs, policies, and daily procedures. Please take time to review it together and keep it as a helpful reference throughout the year.

Open communication between home and school is vital to student success. If you ever have questions or concerns, please do not hesitate to contact our main office at 603-744-8162.

We look forward to partnering with you to make this a wonderful and successful school year for everyone.

Sincerely,

Chris Ulrich
Principal

Susan Gualtieri
Assistant Principal

NEWFOUND MEMORIAL MIDDLE SCHOOL VISION

Newfound Memorial Middle School guides students to become positive contributors to the community. Together, we provide a safe and supportive environment that fosters the Core Values and promotes critical thinking and problem solving skills, empowering every student to achieve their goals.

Notice of Non-Discrimination/Equal Opportunity (NASD Policy AC)

NON-DISCRIMINATION/EQUAL OPPORTUNITY

The school district does not discriminate on the basis of sex or other protected categories in its education programs and activities, as required by federal and state laws/regulations.

Discrimination against and harassment of school employees because of age, sex, gender identity, sexual orientation, race, creed, color, ancestry or national origin, marital status, familial status, physical or mental disability, religion, or genetic information are prohibited.

Discrimination against and harassment of students because of age, sex, gender identity, sexual orientation, race, creed, color, ancestry or national origin, marital status, familial status, physical or mental disability, religion or economic status are prohibited.

The Board directs the school administration to create and implement a continuing program designed to prevent, assess the presence of, intervene in, and respond to incidents of discrimination against all applicants, employees, students and other individuals having access rights to school premises and activities.

The school district has designated and authorized a Human Rights Officer/Title IX Coordinator who is responsible for ensuring compliance with all federal and state requirements relating to nondiscrimination, including sexual harassment. The Human Rights Officer/Title IX Coordinator is a person with direct access to the Superintendent.

The school district has implemented complaint procedures for resolving complaints of discrimination/harassment and sexual harassment under this policy. The school district provides required notices of these complaint procedures and how they can be accessed, as well as the school district's compliance with federal and state civil rights laws and regulations to all applicants for employment, employees, students, parents and other interested parties.

Sally Manseau
Human Rights Officer, Title IX, and 504 Coordinator
Newfound Area School District
20 North Main St.
Bristol, NH 03222
(603) 744-5555
(see School Board Policy AC)

Newfound Area School District 2026-2027 School Calendar

July-26 <table> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>25</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </table>	S	M	T	W	T	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	25	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		January-27 <table> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>X</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>E</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>X</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table> Jan 1 New Year's Day Jan 13 Early Release Jan 18 Martin Luther King - Civil Rights Day 19 Days	S	M	T	W	T	F	S						X	2	3	4	5	6	7	8	9	10	11	12	E	14	15	16	17	X	19	20	21	22	23	24	25	26	27	28	29	30	31						
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X = No School () = Teacher Workday-No School for Students E = Early Release Day



NEWFOUND MEMORIAL MIDDLE SCHOOL DAILY SCHEDULE



GRADE 5		
8:00 - 8:05 (5)	HOMEROOM	
8:08 - 9:07 (59)	1st BLOCK <i>Allied Arts</i>	
9:10 - 10:09 (59)	2nd BLOCK <i>Math / Literacy</i>	
10:09 - 10:24 (15)	SNACK	
10:24 - 11:23 (59)	3rd BLOCK <i>Literacy / Math</i>	
11:26 - 12:47 (81)	4th BLOCK	
	POD 1 RECESS 11:26-11:56 (30)	POD 2 RTI 11:26-12:13 (47)
	RTI 12-12:47 (47)	RECESS 12:17-12:47 (30)
12:50 - 1:15 (25)	LUNCH	
1:18 - 1:57 (39)	5th BLOCK <i>Science / Social Studies</i>	
2:00 - 2:40 (40)	6th BLOCK <i>Social Studies / Science</i>	

GRADES 6-8	
8:00 - 8:05 (5)	HOMEROOM
8:08 - 9:07 (59)	1st BLOCK
9:10 - 10:09 (59)	2nd BLOCK
10:12 - 11:11 (59)	3rd BLOCK
4th BLOCK 11:14 - 12:37 (83)	
11:14 - 11:38 (24)	LUNCH - 6th
11:44-12:08 (24)	LUNCH - 7th
12:13 - 12:37 (24)	LUNCH - 8th
12:40 - 1:39 (59)	5th BLOCK
1:42 - 2:40 (59)	6th BLOCK



NEWFOUND MEMORIAL MIDDLE SCHOOL

SUPPORT BLOCK SCHEDULE

TUESDAYS & THURSDAYS

GRADES 6-8	
8:00 - 8:05 (5)	HOMEROOM
8:08 - 9:02 (54)	1st BLOCK
9:02 - 9:32 (30)	SUPPORT BLOCK
9:35 - 10:29 (54)	2nd BLOCK
10:32 - 11:26 (54)	3rd BLOCK
4th BLOCK 11:29 - 12:47 (78)	
11:29 - 11:53 (24)	LUNCH - 8th
11:56-12:20 (24)	LUNCH - 6th
12:23 - 12:47 (24)	LUNCH - 7th
12:50 - 1:44 (59)	5th BLOCK
1:47 - 2:40 (59)	6th BLOCK



NEWFOUND MEMORIAL MIDDLE SCHOOL EXTENDED HOMEROOM SCHEDULE

GRADE 5		
8:00 – 8:35 (35)	EXTENDED HOMEROOM	
8:38 – 9:32 (54)	1st BLOCK <i>Allied Arts</i>	
9:35 – 10:29 (54)	2nd BLOCK <i>Literacy / Math</i>	
10:32 – 11:26 (54)	3rd BLOCK <i>Literacy / Math</i>	
11:29 – 12:47 (78)	4th BLOCK	
	POD 1	POD 2
	RECESS 11:29-11:59 (30)	RTI 11:29-12:14 (45)
	RTI 12:02-12:47 (45)	RECESS 12:17-12:47 (30)
12:50 – 1:14 (24)	LUNCH	
1:17 – 1:57 (40)	5th BLOCK <i>Science / Social Studies</i>	
2:00 – 2:40 (40)	6th BLOCK <i>Science / Social Studies</i>	

GRADES 6-8	
8:00 – 8:35 (35)	EXTENDED HOMEROOM
8:38 – 9:32 (54)	1st BLOCK
9:35 – 10:29 (54)	2nd BLOCK
10:32 – 11:26 (54)	3rd BLOCK
4th BLOCK 11:29 – 12:47 (78)	
11:29 – 11:53 (24)	LUNCH - 6th
11:56-12:20 (24)	LUNCH - 7th
12:23 – 12:47 (24)	LUNCH - 8th
12:50 – 1:44 (54)	5th BLOCK
1:47 – 2:40 (53)	6th BLOCK



NEWFOUND MEMORIAL MIDDLE SCHOOL EARLY RELEASE SCHEDULE

12:40pm dismissal

GRADE 5		
8:00 - 8:05 (5)	HOMEROOM	
8:08 - 8:43 (35)	1st BLOCK <i>Allied Arts</i>	
8:46 - 9:21 (35)	2nd BLOCK <i>Literacy / Math</i>	
9:24 - 10:00 (36)	3rd BLOCK <i>Literacy / Math</i>	
10:03 - 10:38 (36)	5th BLOCK <i>Science / Social Studies</i>	
10:41 - 11:17 (36)	6th BLOCK <i>Science / Social Studies</i>	
11:20 - 12:13 (53)	4th BLOCK	
	POD 1	POD 2
	RECESS 11:20-11:40 (20)	RTI 11:20 - 11:50 (30)
	RTI 11:43 - 12:13 (30)	RECESS 11:53-12:13 (20)
12:16 - 12:40 (24)	LUNCH	

GRADES 6-8	
8:00 - 8:05 (5)	HOMEROOM
8:08 - 8:43 (35)	1st BLOCK
8:46 - 9:21 (59)	2nd BLOCK
9:24 - 10:00 (36)	3rd BLOCK
10:03 - 10:38 (36)	5th BLOCK
4th BLOCK 10:41 - 12:02 (83)	
10:41 - 11:05 (24)	LUNCH - 6th
11:10 - 11:34 (24)	LUNCH - 7th
11:38 - 12:02 (24)	LUNCH - 8th
12:05 - 12:40 (35)	6th BLOCK



NEWFOUND MEMORIAL MIDDLE SCHOOL DELAYED OPENING SCHEDULE

10am start time

GRADE 5		
10:00 - 10:05 (5)	HOMEROOM	
10:08 - 10:43 (35)	1st BLOCK <i>Allied Arts</i>	
10:46 - 11:39 (53)	4th BLOCK	
	POD 1 RECESS 10:46-11:06 (20)	POD 2 RTI 10:46-11:16 (20)
	RTI 11:09-11:39 (30)	RECESS 11:19 - 11:39 (20)
11:42 - 12:17 (35)	2nd BLOCK <i>Literacy / Math</i>	
12:20 - 12:44 (24)	LUNCH	
12:47 - 1:23 (36)	3rd BLOCK <i>Literacy / Math</i>	
1:26 - 2:01 (35)	5th BLOCK <i>Science / Social Studies</i>	
2:04 - 2:40 (36)	6th BLOCK <i>Science / Social Studies</i>	

GRADES 6-8	
10:00 - 10:05 (5)	HOMEROOM
10:08 - 10:43 (35)	1st BLOCK
4th BLOCK 10:46 - 12:05 (79)	
10:46 - 11:10 (24)	LUNCH - 6th
11:13 - 11:37 (24)	LUNCH - 7th
11:41 - 12:05 (24)	LUNCH - 8th
12:08 - 12:43 (35)	2nd BLOCK
12:46 - 1:21 (35)	3rd BLOCK
1:24 - 2:00 (36)	5th BLOCK
2:03 - 2:40 (37)	6th BLOCK

COMMUNICATION

Communication between the home and school assures the success of all students. We offer a number of methods to encourage open communication:

- Telephone and voice mail system: 603-744-8162
- Email (*preferred*)
- Teachers and/or parents/guardians requests for conferences
- Infinite Campus automated messaging system for important messages and school closings

Students will be allowed to use the office and classroom telephones, only in appropriate situations, with permission from a staff member. Students should make plans for after-school activities, prior to arriving at school.

FACULTY AND STAFF DIRECTORY

Newfound Memorial Middle School
(603) 744-8162

ADMINISTRATION

Chris Ulrich	Principal	ext. 2000	culrich@sau4.org
Susan Gualtieri	Assistant Principal	ext. 2501	sgualtieri@sau4.org

MAIN OFFICE STAFF

Mali Khounkhamtan	Administrative Assistant	ext. 2000	mkhounkhamtan@sau4.org
Carla Lyle	Guidance/Admin. Asst.	ext. 2502	clyle@sau4.org

STUDENT SUPPORT & COMMUNITY RESOURCES

Kellie Jenkins	Guidance Counselor/ 504 Coordinator	ext. 2506	kjenkins@sau4.org
Melissa Shadden-Cyr	Social Worker	ext. 2544	mshadden-cyr@sau4.org
Jennifer MacDonald	NCFY Coordinator	ext. 2811	jmacdonald@sau4.org
Alisha Langill	Project Promise/HW Club		alangill@sau4.org

HEALTH OFFICE

Maddy Converse	School Nurse	ext. 2510	603-744-5134 mconverse@sau4.org
Bonita Pike	School Nurse (<i>Th & Fr</i>)	ext. 2510	bpike@sau4.org

GRADE SIX TEAM

Jay Peringer	Social Studies/Team Leader	ext. 2106	jperinger@sau4.org
Jason Hill	Science	ext. 2110	jhill@sau4.org
Chris Misavage	Math	ext. 2104	cmisavage@sau4.org
Jason Frekot	Literacy	ext. 2103	jfrekot@sau4.org

GRADE SEVEN TEAM

Christina Cronin	Social Studies/Team Leader	ext. 2111	ccronin@sau4.org
Stephen Foss	Science	ext. 2112	sfoss@sau4.org
Chelsea McGee	Literacy	ext. 2107	cmcgee@sau4.org
Glen Fuller	Math	ext. 2109	gfuller@sau4.org

GRADE EIGHT TEAM

Donna Ritchie	Literacy/Team Leader	ext. 2211	dritchie@sau4.org
Jessica Rominger	Science	ext. 2210	jrominger@sau4.org
Jessica Lievens	Math	ext. 2201	jlievens@sau4.org
Jason Jenkins	Social Studies	ext. 2214	jjenkins@sau4.org

ALLIED ARTS TEAM

Jared Prince	Wellness	ext. 2008	ebagley@sau4.org
Sarah Farver-Staub	Music	ext. 2013	sfarver-staub@sau4.org
Logan Cormier	Music	ext. 2013	lcormier1@sau4.org
Kammi Williams	Physical Education	ext. 2004	kwilliams1@sau4.org
Hannah Carr	Computer Education	ext. 2208	hcarr@sau4.org
Ramona Joyce	Art	ext. 2003	rjoyce@sau4.org
Don White	Technology Education	ext. 2001	dwhite@sau4.org

SPECIAL EDUCATION

TBD	Case Manager/Team Leader	ext. 2570	
Barbara Cook	Case Manager	ext. 2570	bcook@sau4.org
Brett Billings	School Psychologist	ext. 2521	bbillings@sau4.org
Kristine Roberts	Speech Assistant	ext. 2012	kroberts@sau4.org
Anne Rohan	Speech Pathologist		
Kathy Lewis	Speech Pathologist		
Erin Ingemundson	Math interventionist	ext. 2203	eingemundsen@sau4.org
Tim La Vallee	District Behavior Specialist		tlavallee@sau4.org

SPECIAL EDUCATION PARAPROFESSIONALS

Gayle Battersby	Paraprofessional	gbattersby@sau4.org
Mike LePlume	Paraprofessional	mlaplume@sau4.org
Brianna DiBassio	Paraprofessional	bdebassio@sau4.org
Alice Mickewicz	Paraprofessional	amickewicz@sau4.org
Tammy Parent	Paraprofessional	tparent@sau4.org
Hayley Stanton	Paraprofessional	hstanton@sau4.org
Amber Thibodeau	Paraprofessional	athibodeau@sau4.org
Shane Tucker	Athletic Coordinator / IT / Paraprofessional	stucker2@sau4.org
Angela Woodward	1:1 Nurse	awoodward@sau4.org
Linda Copping	Paraprofessional	lcopping@sau4.org
Judy Vallari	Paraprofessional	jvallari@sau4.org
Frascesca Derby	Paraprofessional	fderby@sau4.org
Martha Kimball	LMC Assistant / Paraprofessional	mkimball@sau4.org
Angel Bray	Paraprofessional	abray@sau4.org
Emily Huckins	Paraprofessional	ehuckins@sau4.org
Emily Garand (<i>Franklin</i>)	Paraprofessional	
Valerie Redman	Paraprofessional	vredman@sau4.org
Aria Peringer	Paraprofessional	aperinger@sau4.org
Andrea Woolsey	Paraprofessional	awoolsey@sau4.org
Jess Covey	Autism Coordinator	jcovey@sau4.org
Kristine Roberts	Speech Language Assistant	kroberts@sau4.org
Deb Yelle-Kelloway	Academic Tutor	dyelle-kelloway@sau4.org

CUSTODIAL STAFF

John Groves	Lead Custodian	ext. 2530
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AND FOOD SERVICE STAFF

Dawn Haskell	NMMS Food Services Director	ext. 2540
Betty Masse	Food Services	
Cindy Robie	Food Services	

TRANSPORTATION

Tina Fullerton	First Student Bus Coordinator	Tina.Fullerton@firststudentinc.com	603-744-3278
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ACADEMIC PROGRAMMING

PROGRAM OF STUDIES

CORE SUBJECTS

Literacy
Science
Math
Social Studies
Algebra 1 (8th Grade)

ALLIED ARTS

Art
Music
Wellness
Computers
Physical Education
Technology Education

ELECTIVES

Band
Chorus

INTERVENTIONS

Math
Literacy

ALGEBRA 1 - GRADE 8

[**NASD policy IMBD**](#) (click to open link)

NMMS offers Algebra I to 8th grade students. The selection criteria are the student's SAS and NWEA test scores, effort and performance in 7th grade math and mastery of the competencies in the 7th grade math class. Students completing the Algebra I class, and who are able to meet the high school proficiency requirements including mastery of the high school competencies, are eligible for one elective credit towards high school graduation. To be eligible for the elective credit and to be eligible to move to the next level of math class the student must earn grades/marks of at least "Proficient" in all competency areas.

COURSE ADD/DROP

Student and parent/guardian requests are considered for specific classes or sections but are not guaranteed. The administration retains the right to place students into, or remove them from, any class. Parents will be notified in the case of a change of program or teacher prior to the change. Please note that students will not be able to withdraw from a class after the first two weeks of each quarter.

CURRICULUM

[**NASD Policy IE, IFE, IGA**](#) (click to open links)

The Newfound Area School District has developed curriculum in all disciplines that is under constant revision to address the educational needs of our students. This information is available to parent/guardian(s) upon request.

TEXTBOOKS, LIBRARY BOOKS, AND MATERIALS

[**NASD policy JFCB, JN**](#) (click to open links)

Students shall be held responsible for the proper care and return of books, school-owned technology, or other school property issued to them. Students must pay for all books or other school property damaged or lost. Failure to do so may result in social probation which prohibits a student from taking part in any school-sponsored activities outside of the normal school day at the discretion of school administration. This includes co-curricular activities and attendance or participation in after-school events.

COMPETENCIES - GRADES AND GRADING

[NASD policy IC, IK, IKA-E, IKAB, ILBA](#) (click to open links)

There are two parts to a competency. The first part is the statement of competency describing what the students need to be able to do. This is broken down into “Indicator Statements” that describe the skills that students will be expected to learn. Assessments will be based on the individual indicator statements.

NMMS COMPETENCY GRADES
4 - ADVANCED – The student consistently and independently demonstrates the ability to analyze, synthesize, and/or extend essential content knowledge and skills.
3 - PROFICIENT – The student consistently and independently demonstrates the ability to apply and transfer essential content, knowledge and skills.
2 - BASIC – The student demonstrates the ability to comprehend and apply essential content, knowledge and skills in a familiar task. This is the minimum passing grade.
1 - DEVELOPING – The student is beginning to demonstrate the application and transfer of essential content, knowledge and skills.
INSUFFICIENT EVIDENCE – The student has provided insufficient evidence to formally assess proficiency of essential content, knowledge and skills.
NOT YET ASSESSED – The essential content, knowledge, and skills have not yet been formally assessed at this point in the school year.

Students will be considered at grade level if they are consistently demonstrating understanding of competencies at the “Basic” level or above. To be at the “Advanced” level will require the student to consistently demonstrate the ability to apply and synthesize learning in a given content area. Anything below a Basic understanding will require remediation as it is not yet a passing grade.

All grading decisions shall be made at the building level and the decision shall be final.

Final mastery of competency grades for year-long classes will be reported at the end of the school year, with quarterly progress reporting. Allied Arts classes (except for Chorus and Band) are nine weeks in duration (quarter long classes); academic achievement for these classes will be reported at the end of each quarter. Parents/guardians are encouraged to check their students’ grades at any time to keep up to date with their progress. Parents/guardians who do not have electronic access can be provided a paper copy.

PROGRESS REPORTS AND REPORT CARDS

[NASD policy IKAB](#) (click to open links)

Progress will be reported formally via a mailed report card quarterly (every nine weeks). This progress will be reported using the rating scale on each competency assessed. A course grade will be assigned upon the completion of a course. Ratings on Habits of Learning will also be reported at this time.

Intermittent progress ratings on all assessed competencies will be available to parents online at halfway points between quarters when the student Gradebook in the Student Information System will be required to be up to date.

Teachers should make frequent use of Student Progress Reports. Teachers shall call parents or have personal conferences as needed to inform parents when students are in danger of failing or experiencing problems academically, socially or behaviorally.

At a minimum, teachers will contact all parents of students who are not demonstrating basic competency at the close of quarterly Progress Reports.

A weekly or bi-weekly progress report may be issued, at the request of the parents/guardians, for a student with a demonstrated need. This request should be directed to the Guidance Office.

Obtaining and circulating progress reports for teacher comments is the responsibility of the student.

ELECTRONIC GRADEBOOK ACCESS

Parents are able to access their student's grades through the district's Infinite Campus Student Information System utilizing a district-supplied username and password. Teachers are expected to have assignments posted in their grade books no more than one week following the assignment's due date. Please visit www.sau4.org and click the [Parent Resources](#) tab for information about Infinite Campus and grade book access.

HOMEWORK PROCEDURES AND GUIDELINES

[NASD policy IKB](#) (*click to open link*)

Homework is valued at the middle school and assigned to be a meaningful reinforcement of the daily classroom curriculum. Homework may not always be assigned, however when it is, please know that it is an essential component of successful school performance.

1. Homework may include but will not be limited to:

- Outside of school pleasure reading.
- Practice Homework- assignments that assist students in mastering skills and reinforce in-class learning.
- Extension Homework - assignments that assist students in translating what they have learned in class and connecting it to real life situations.
- Preparation Homework - assignments that prepare students for upcoming lessons or units.
- Creative Homework - assignments that assist students in integrating multiple concepts often presented in long term projects.
- Research projects
- Remedial work
- Make-up work for time lost to illness or absence

Students may be assigned homework daily. This can be as simple as reviewing notes, vocabulary, or spelling and practicing reading and math. Team members need to plan cooperatively so that student expectations are balanced and reasonable. Homework is intended to be practice or preparation. Therefore, in the event that it is taking far longer than the times outlined above for the student to complete a homework assignment, please contact the teacher.

2. In most cases homework will be considered as a formative assessment and will not be counted towards a student's final grades relative to mastery of a competency.
3. Students are expected to record daily assignments in the assignment book provided. Teachers will train students to record assignments and reinforce this practice. Parents are encouraged to use assignment books as a reference. **Weekly homework is also posted on the school website:** www.nmms.sau4.org.
4. Teachers will notify parents if problems arise with homework completion.
5. Students who are absent are responsible for obtaining missed homework and classroom assignments.

MAKE UP AND ADVANCE WORK

- Advance work may be provided (if available and at the discretion of the teacher), but it is not required. It is important to keep in mind that while a teacher can provide homework “in advance”, lesson plans can and do change. Therefore, students working on homework in advance need to be aware that additional work and assignments may have been assigned during the student’s absence.
- Students will be eligible to make up work upon their return to school.
- Students have at least two school days for each day absent to complete work missed during any absence, commencing on the day of the student’s return. Additional time may be granted at the discretion of the teacher or administration.
- Work given to the student in advance of the absence is due on the day of their return.
- Make-up and advance work includes absences due to:
 - a. Family vacation
 - b. Illness
 - c. School sponsored extracurricular activities
 - d. Teacher and/or Administrative approval

LATE OR UNSATISFACTORY WORK

Students may resubmit a homework assignment to change an unsatisfactory competency grade to a satisfactory grade.

ACADEMIC HONESTY AND INTEGRITY / PLAGIARISM

[NASD policy IKL](#) (click to open link)

At NMMS students will be taught how to give appropriate credit through MLA (*Modern Language Association*) citation or in accordance with SAS standards and will then be responsible for using that knowledge in their work. All plagiarized work will receive a zero for that assignment and students will be subject to the discipline continuum for unethical behavior.

REMEDATION OF STUDENTS

[NASD policy IKE](#) (click to open link)

The Superintendent and building principals, in consultation with the teaching staff, shall determine whether a student is proficient at grade-level curriculum as described by the guidelines in [Policy IKA-E](#) Grading System. If students require additional instruction or other supports to achieve proficiencies at grade-level curriculum, a plan for remediation shall be developed and implemented to address all needs.

GRADE LEVEL RECOVERY

In accordance with the Student Intervention Plan, the principal may have students recover an entire grade if:

1. The Student Intervention Plan has not been successful and,
2. In the principal’s judgment, the student lacks the grade-level competency knowledge and skills to succeed in the next grade.

Students who are failing any of the core subjects may be required to successfully complete summer school to be promoted to the next grade. Attendance and behavior alone are not grounds for Grade-Level Recovery. The principal will notify parents of possible retentions via letter by May 15 with a final decision made in the first week of June; the principal’s decision to retain a student may be appealed to the superintendent of schools. NMMS will only utilize Grade-Level Recovery once in a student’s time at NMMS.

The Student Intervention Plan described below may vary in implementation start time but will be initiated no later than December 1st.

STUDENT INTERVENTION PLAN

Quarter 1: Identification and Initial Setup

- **Concern Raised:** Parent or teacher identifies academic concerns.
- **Student Review:** Team Lead meets with the student to review initial interventions.
- **End-of-Quarter Meeting:** Team schedules a parent meeting to review performance data (academic, attendance, behavior, NWEA/standardized scores, and effort) and establish appropriate interventions.

Quarter 2: Implementation and Follow-Up

- **Intervention Period:** Teachers implement agreed-upon interventions in the classroom.
- **Failing Status Notice:** Teachers notify parents if the student continues to fail.
- **6-Week Review Meeting:** If concerns persist after at least 6 weeks of interventions, the Team Lead schedules a second parent meeting to:
 - Re-evaluate documented performance data.
 - Discuss advanced options (Class Recovery, Grade Level Recovery, Summer School, or VLACS).
 - Initiate a referral for 504 or IEP evaluation if a specialized need is suspected.

Quarter 3: Ongoing Support and Assessment

- **Continued Interventions:** Teachers continue implementing and tracking intervention strategies.
- **Failing Status Notice:** Teachers notify parents if progress remains insufficient and review updated performance and behavior data.

Quarter 4: Final Decisions and Recovery

- Beginning of Q4: Mandatory parent meeting letters are sent home to review Fall/Winter NWEA data, current interventions, and recovery pathways.
- **Intervention Period:** Classroom interventions continue.
- **May 15 Notice:** Team Lead sends formal notification if the student is still not meeting competency and risks Summer School or grade/class recovery.
- **June 1 Final Meeting:** Final team meeting with parents/student to confirm recovery plans. Written notification of the decision and Superintendent appeal procedures are provided.

CLASS RECOVERY

- A student who fails to meet more than 50% of the competencies in literacy, math, science, or social studies (hereinafter “core courses”) and who fail to complete a Competency Recovery Plan in Summer School will be required to repeat the course.
- Meeting competency is defined as a grade of “2-Basic” or better. Students who repeat a course may either complete their Competency Recovery Plan or retake the course as if taking the course for the first time. This choice will be made by mutual agreement between the teacher and the parent/guardian.
- Students may only retake one course at a time, unless a candidate for full retention.
- Students who fail multiple core classes, but are not candidates for full Grade-level Retention, will retake a course in the following order: literacy, math, science, and finally social studies.

SUMMER SCHOOL

Students receiving a competency score of “0” or “1” in Literacy, Math, Science, or Social Studies are eligible and required to participate in summer school.

COMPETENCY RECOVERY PLAN

- Teachers create individualized plans containing targeted coursework and required learning resources.
- Teachers and administration meet with the parent and student to review and sign the plan.
- The team will determine during the review meeting whether the plan will be completed on-site at summer school or independently off-site.

SUMMER SCHOOL OPERATIONS

- Summer school runs during summer break. On-site staff provide check-ins, scheduled office hours, and remote support via email or video chat.
- Students may work on their plans before, during, or outside of scheduled hours. Once all assigned plans are completed, attendance is no longer required.

COMPLETION AND ASSESSMENT

- All work must be completed by the end of summer. Work finished outside of the summer session must be turned in on the first day of school.
- Summer school staff assess and determine competency for work submitted during the session.
- Students who do not complete their recovery plans by the end of summer will be placed in Class Recovery at the start of the school year.

ATTENDANCE

ATTENDANCE, ABSENTEEISM, AND TRUANCY

[NASD policy JED](#) (click to open link)

Consistent attendance at school is essential for academic progress and promotion. When a child is absent, the parent/guardian should call the NMMS office at 603-744-8162 by 8:30 a.m.

- Students who are absent from school must work with their teachers to make up work within a reasonable amount of time.
- Parents and/or students may request work for the day of their absence, and every effort will be made to have it available in the office at day's end.

ABSENCES

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

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

The Board considers the following to be excused absences:

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

Any absence which has not been excused for any of these reasons will be considered an unexcused absence. In the event of an illness, parents/legal guardians must call the school the day it occurs and inform a school district employee of the student's illness and absence. For other absences, parents/legal guardians must provide written notice or a written excuse that states one of the reasons for non-attendance. The Principal may require parents/legal guardians to provide additional documentation in support of their written notice, including but not limited to doctor's notes, court documents, obituaries, or other documents supporting the claimed reason for non-attendance. In the event of excessive absences due to illness, a doctor's note indicating the student has been seen will be required to excuse absences for this reason.

Principal's Additional Documentation:

Reason for Absence Required Documentation

#3 Court attendance Court documentation

#4 Medical and Dental Appointments Doctor/Dentist note

#7 Cause acceptable for Principal Review Written explanation of unforeseen or extenuating circumstances

Review Process

If parents/legal guardians wish for their child to be absent for a reason not listed in # 1-6, the parent/legal guardians must provide a written explanation of the reason for such absence. The Principal will make a determination as to whether the stated reason for the child's absence constitutes good cause. The Principal's decision will be communicated in a timely manner. If the Principal determines that good cause does not exist, the parents/legal guardians can meet with the Principal for further consideration. At this juncture the Principal's decision shall be final.

TARDIES

- Students are considered tardy if they are not in their assigned homeroom by 8:00 am.
- Should a student report to class after the second bell without a pass, the receiving teacher will indicate the time of arrival in Infinite Campus and mark them Tardy.
- The Assistant Principal will administer consequences for repeat offenders.

DISMISSAL POLICY AND PROCEDURES

[**NASD policy JEDB**](#) *(click to open link)*

- Dismissal notes should be delivered directly to the main office.
- After receiving permission, any student leaving the school grounds before the end of the school day must sign out at the office.
- Students must be picked up at the office by a parent/guardian.
- Upon returning, the student must sign in at the office indicating the time of return.

Students shall be released only when legally authorized by the parent or legal guardian. Students traveling on school buses to school-sponsored activities shall return from the activity on the bus, unless released to a legally authorized adult (custodial parent or other adult with written permission).

FAMILY VACATIONS

Generally, absences other than for illness during the school year are discouraged. Parents/Legal guardians are requested to schedule family vacations during school vacations. The School District calendar is published so that students and parents/legal guardians can plan accordingly. The school Principal or designee may grant special approval of absence for family vacations providing approval is solicited a minimum of two weeks in advance and in writing. Ordinarily there must be unforeseen and/or extenuating circumstances to gain such approval.

TRUANCY

[**NASD policy JED**](#) (click to open link)

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

1. Ten half-days of unexcused absence during a school year constitute habitual truancy.
2. A half-day absence is defined missing more than 1.5 hours of instructional time and less than 3.5 hours of instructional time. Any absence of 3.5 hours or more will be considered a full day's absence.
3. The Principal or designee is hereby designated as the District employee responsible for overseeing truancy issues. The services of a Truant Officer may be included in the process.

Intervention Process to Address Truancy

The Principal shall ensure that the administrative guidelines on attendance properly address the matter of truancy by including a process that identifies students who are habitually truant, as defined above. When the Principal identifies a student who is habitually truant or who is in danger of becoming habitually truant, the Principal shall commence an intervention with the student, the student's parents/legal guardians, and other staff members as may be deemed necessary.

The intervention process shall include but not be limited to:

1. investigating the cause(s) of the student's truant behavior;
2. considering, when appropriate, modification of the student's educational program to meet particular needs that may be causing the truancy;
3. involving the parents/legal guardians in the development of a plan designed to reduce the truancy;
4. seeking alternative disciplinary measures, but still retaining the right to impose discipline in accordance with the District's policies and administrative guidelines on student discipline.
5. Determination as to whether school record keeping practices and parental notification of the student's absences have an effect on the child's attendance.

Parental Involvement in Truancy Intervention

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

1. A statement that the student has become or is in danger of becoming habitually truant;
2. A statement of the parent's responsibility to ensure that the student attends school; and
3. A request for a meeting between the parents and the Principal to discuss the student's truancy and to develop a plan for reducing the student's truancy.

STUDENT ATTENDANCE AT SCHOOL FUNCTIONS / SOCIAL PROBATION

- Students who are absent, tardy or dismissed early from school are not be allowed to attend school-sponsored events after school, on the day of their absence, tardiness or dismissal.
- A student assigned to in-school suspension (ISS) or out-of-school suspension (OSS) is not allowed to attend functions on the day(s) or evening(s) of their suspension.

CONDUCT AND DISCIPLINE

[NASD policy JF](#), [JGB](#), [JICD](#), [JICDD](#), [JIC](#), [JLDBA](#) (click to open links)

The climate and success of Newfound Memorial Middle School depends upon the willingness of each individual to make good choices and to live with the consequences of each choice made. The theme of these choices can be found within the NMMS Core Values of Respect, Responsibility, Pride, and Integrity.

In general, teachers will maintain order in their classrooms and the hallways. They will carry out the school's disciplinary code in the spirit in which it was intended and in as private a manner as circumstances will allow. Discipline is most effective when imposed by those closest to the student. Students who refuse to conform to reasonable standards will be sent to the office of the Principal or Assistant Principal with a **referral** for disciplinary action entered into the Infinite Campus system. Students will be given the opportunity to respond both verbally and/or in writing before the Principal or Assistant Principal determines an appropriate consequence.

RESTORATIVE PRACTICES

Restorative practices are alternatives to discipline but used in conjunction with the traditional discipline continuum. Restorative practices aim to repair the harm caused by a violation through reflection and reparative action. Students will be given the option to engage in restorative practices via a referral from an administrator. Students are offered this option if they demonstrate self-accountability, empathy, and the willingness to repair the outcomes of their choices.

DISCIPLINARY PROCEDURES

[NASD Policies JGB](#), [JIC](#), [JICD](#); [RSA 193:13](#) (click to open links)

- Minor offenses include misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school. These misbehaviors can usually be handled by an individual staff member but sometimes require the intervention of other school support personnel. Parents will be given a twenty-four hour notice prior to a student being held after school.
- Offenses of a more serious nature are addressed by the principal or assistant principal. Consequences for these behaviors can range from lunch detentions to suspension.
- In the event of an after school detention, the parents/guardians shall be expected to provide or arrange transportation from the school to home.
- Student athletes, or students participating in other school activities, must serve the detention on the required date and are prohibited from attending a game, practice, event or performance until the detention has been served.

POSSIBLE ADMINISTRATIVE DISCIPLINARY SANCTIONS

[NASD Policy JICD](#), [RSA 193:13](#) (click to open links)

EXCLUSION FROM AN ACTIVITY

Student will be ineligible to participate in an upcoming school sponsored activity (i.e., school dance, field trip)

FINANCIAL RESTITUTION

Student will pay for or replace damaged property.

SOCIAL PROBATION

Students may be put on Social Probation by an administrator. Students on Social Probation may not participate in any co-curricular activity, dances or other after-school activities for the period assigned by the administrator.

IN-SCHOOL SUSPENSION (ISS)

- Students assigned to ISS for disciplinary reasons will be provided due process and required to complete a behavioral processing form or to write about their behavior.
- An administrator may assign students for an entire day to ISS, and will contact parents/guardians.
- Students are expected to participate in the school curriculum during an in-school suspension.
- If a student refuses to participate in the assigned ISS program, an out-of-school suspension will occur.
- Students are prohibited from participating in all school activities on the day of an ISS assignment for a disciplinary infraction.

OUT-OF-SCHOOL SUSPENSION (OSS)

- Any student who refuses to conform to the standards of orderly conduct or is guilty of gross misconduct shall be suspended or expelled.
- Suspensions of not more than 10 days may be made by the Superintendent.
- The Superintendent may impose additional days of suspension in addition to what was issued by the building administration) Principal, Assistant Principal or other designee of the Superintendent.

EXPULSION FROM SCHOOL

[NASD Policy JICD](#) (click to open link)

The School Board may expel a student, which permanently denies a student's attendance at school. An expulsion may be imposed for an act that poses an ongoing threat to the safety of students or school personnel and that constitutes:

- A repeated act that would permit a long term suspension;
- Any act of physical or sexual assault that would be a felony if committed by an adult; Any act of violence that constitutes a "violent crime" pursuant to RSA 651:5, XII or RSA 193:13I; or
- Criminal threatening that constitutes a class B felony pursuant to RSA 631:4, II(a).

STUDENT COMPLAINT PROCEDURES

[NASD Policy JFH](#) (click to open link)

Students who feel subject to discrimination or believe they have been unfairly disciplined have the right to file a formal complaint. The filing of a complaint does not automatically stop disciplinary action from being administered. A complaint must be submitted within five school days of the incident. Students who have a complaint shall discuss it first with the involved staff member and present to the staff member a written statement in an attempt to resolve the matter informally at that level. The building administrator may allow a student to petition the building administrator directly.

STUDENT DRESS CODE

[NASD Policy JFCA](#) (click to open link)

"The School Board recognizes that student individual dress is primarily a parental responsibility which should reflect concern for health and safety of students, staff, and others. When the dress of an individual student constitutes a health problem, seems to be unsuitable for school wear, is a danger to any person, or causes a disruption or disturbance, the Principal shall take appropriate action to correct the situation. Parents and students have the right to determine such a student's dress providing that such attire is not destructive to school property, complies with the health code of the State of New Hampshire, is appropriate, and does not interfere with the educational process."

NEWFOUND MEMORIAL MIDDLE SCHOOL'S DRESS CODE EXPECTATIONS ARE AS FOLLOWS:

- Appropriate, safe footwear that one can get out of the building quickly in an emergency must be worn at all times.
- Transparent clothing must have a shirt or shorts underneath them to be considered acceptable.
- All clothing must fully cover the buttock and breasts.
- Clothing or accessories promoting or visualizing the use of tobacco, drugs, alcohol, weapons, violence, swearing, or obscenities cannot be worn.
- Hoods and dark or reflective lenses may not be worn in the building but can be outside.
- No mask will be allowed unless for medical or religious purposes.
- If any articles of clothing impede student learning then they should be removed.

Students who do not comply with this dress code will be referred to administration.

- The student will remain in the office until the problem is corrected.
- Students will be offered an alternative clothing option, wear the clothing inside-out, or they may call home for appropriate clothing to be brought in.
- Staff members may take accessories that violate the dress code for the class period or full school day, and then be returned to the student.
- Refusal to comply is considered insubordination and protocols for that behavior will then be followed.
- Per the NASD Policy JFCA, "Students who repeatedly violate this policy may face more severe punishment, including detention, in-school suspension, or out-of-school suspension."

Students who purposefully expose themselves or cause others to be exposed in an inappropriate fashion will be suspended for up to 10 days.

Students may be required to follow a specific dress code for certain classes due to safety concerns, set by the teacher. Teachers will review any dress code specifications for their own class in their syllabi.

PHYSICAL EDUCATION DRESS CODE

Students are recommended to "dress out" for physical education class. This may consist of an appropriate length t-shirt or sweatshirt, a pair of shorts and appropriate closed-toed shoes.

OBJECTS NOT APPROPRIATE AT SCHOOL

[*NASD policy JFCA, JFCJ, JICJ*](#) (click to open link)

Inappropriate objects, or objects being used at inappropriate times, may be taken from students by staff and will be turned over to the administration. Additionally, any object that is used in a dangerous manner will also be taken.

- Students cannot use two-way communication devices, cameras, video recorders, or video games during the school day. These items must be stored away in the students' assigned locker during the school day.
- Headphones and earbuds are not allowed to be worn on the head or around the neck and must be kept in the student's locker.
- Lighters, CO2 cartridges, laser lights/pointers, balloons, squirt guns or other "toys" are not permitted.
- Toy knives, toy guns (including squirt guns), "blank" bullets, bullet shells, and similar articles are not allowed in school.
- The school is not responsible for the loss/damage of personal items.

The selling or trading of any property at school is prohibited.

Purses, drawstring bags and backpacks shall be secured in lockers during the day so they do not become a distraction to the learning process.

CELL PHONES / COMMUNICATION DEVICES

[NASD policy JICJ](#) (click to open link)

Student use of personal communication devices which include laptops, cell phones, camera phones, pagers, beepers, Smart watches, tablets, and other similar electronic communication devices is strictly prohibited during the school day.

- **Cell phones must be kept in the student's locker during the school day, including the lunch period.**
- Students in possession of a cell phone during the day will have the phone taken away.
- Refusal to turn over a cell phone when requested by a staff member or administrator will result in, at minimum, a parent phone call home and may include a single day of in-school suspension. This consequence results from the student's refusal to follow a reasonable request.
- The contents of an electronic communication device may be searched to determine ownership or to identify emergency contacts. Upon reasonable suspicion that a school rule or the law has been violated, an administrator may also search for evidence of suspected wrongdoing. Any refusal on the part of a student to comply with a request to surrender the device may result in disciplinary actions.
- The School District will not be responsible for loss, damage or theft of any electronic communication device brought to the school.

CONSEQUENCES FOR VIOLATING THIS POLICY

- **FIRST OFFENSE**
 - Warning
 - Confiscation of the electronic communication device for the remainder of the school day.
- **SECOND OFFENSE**
 - The electronic communication device will be confiscated.
 - A disciplinary referral will be written.
 - The student's parent/guardian must pick up the device from the principal or Superintendent's office.
- **THIRD OFFENSE**
 - The electronic communication device will be confiscated.
 - A disciplinary referral will be written.
 - The student's parent/guardian must pick up the device from the principal or Superintendent's office.
 - At the principal's discretion, the student may receive detention or in-school suspension.

STUDENT ACCEPTABLE USE OF INFORMATION AND COMMUNICATION TECHNOLOGIES

[NASD policy JFCM](#) (click to open link)

MONITORING / DATA RETENTION POLICY

1. During school, teachers and staff will supervise students while accessing appropriate materials. Outside of school, families bear responsibility to guide their children as they access the Internet just as parents do with other information sources such as television, telephones, movies and other potentially offensive media.
2. Network administrators will review files and communications periodically to maintain system integrity and ensure that users are using the systems responsibly.
3. All log files used by the District for monitoring purposes generally will be purged from the system 90 days after the file creation date. These will include all logs currently generated by District firewalls in all schools and the SAU office.
4. All logs and files created on the servers are considered District property. Any right of privacy the user may otherwise have to material that the user has accessed through or stored on District information networks is hereby waived. Students have no rights of privacy with regard to the use of the District's information networks.

5. Log file information may be disclosed to persons to the extent provided by law. Any person seeking to view the log file must submit a written request with the Superintendent. An Information Technology Services (ITS) designee for the District will then assist the person viewing the files to prevent the disclosure of personally identifiable student information and other information exempt from disclosure under the law. In other words, a person will not be given log files containing exempt information on disks to take home and filter on his/her own. A person who wishes to review a large number of log entries may be charged an appropriate fee.

USER RESPONSIBILITIES

1. Successful operation of the computer information systems requires that all users conduct themselves in a responsible, decent, ethical and polite manner while using the computer information systems. The user is ultimately responsible for his/her actions while accessing the computer information systems.
2. Users will not respond to any illicit or suspicious activities. Immediately report such activities to an administrator, teacher or staff member, or a District technology administrator.

USAGE GUIDELINES

ACCEPTABLE USE

1. Access to the computer information systems within the District is a privilege and must be treated as such by all users.
2. Computer information systems will be used only for the purposes of academic search, education, and school-related business and operations. User electronic collaboration activities, such as assigned sau4.org accounts, should conform to the purpose, goals, and mission of the District and to each user's role and responsibilities. Users shall have no right to privacy while using the District's Internet or electronic collaboration tools. These tools may not be used for personal purposes during school hours.
3. Improper Use of AI Tools. Improper use of artificial intelligence ("AI") tools (e.g., ChatGPT, Google Bard, Harvey.AI, etc.) is use which is inconsistent with the purpose, spirit, or specific instructions for assigned school work or homework. Students may only use AI tools in accordance with the teacher's specific instructions or pre-existing class, school or District guidelines. When use is permitted, students must state their use of the AI tools and, where applicable, find a legitimate, independent source to cite information. Teachers will provide general instructions related to the acceptable use of AI tools, but students are expected to obtain clarification from the teacher if they are uncertain of whether and how AI tools may be used on any given assignment.
4. Any system which requires password access or for which the District requires an account will only be used by the authorized account user. Account owners are ultimately responsible for all activity under their accounts.
5. The resources of the District are limited. All users must exercise prudence in the shared use of these resources. Downloading large files is permitted only if authorized by a District administrator. Sending, receiving or failing to delete excessive amounts of e-mail is prohibited.
6. All communications and information accessible via any District computer information system shall be treated as District property.
7. All software installation will be done by personnel authorized by ITS.
8. All software used on District equipment must be licensed to the District.
9. The use of personal computers in school is allowed for academic purposes, but such usage must comply with all guidelines set forth in this Agreement. The personal computer may not be used
10. on the District network. The School District shall not be liable for damage, theft or loss.

UNACCEPTABLE USE

The District has the right to take disciplinary action, remove computer and networking privileges and/or take legal action, for any activity characterized as unethical and unacceptable.

Unacceptable activities constitute, but are not limited to, any activity through which any user:

1. Violates such matters as institutional or third-party copyright, license agreements or other contracts. The unauthorized use of and/or copying of software is illegal.
2. Interferes with or disrupts other network users, services or equipment. Disruptions include, but are not limited to: distribution of unsolicited advertising, propagation of computer worms or viruses, distributing quantities of information that overwhelm the system, and/or using a District network to make unauthorized entry into any other resource accessible via the network.
3. Seeks to gain or gains unauthorized access to information resources.
4. Uses or knowingly allows another to use any computer or computer information system to devise or execute a scheme to defraud or to obtain money, property, services, or other things of value by false pretenses, promises or representations.
5. Destroys, alters, dismantles or otherwise interferes with the integrity of computer-based information and/or information resources.
6. Invades the privacy of individuals or entities.
7. Uses the computer information systems for commercial or political activity.
8. Destroys, modifies or abuses the hardware or software in any way.
9. Installs unauthorized software for use on District computers.
10. Modifies computer configuration settings including but not limited to file sharing configurations and network settings without prior authorization of ITS.
11. Uses the computer information systems to access inappropriate materials.
12. Acquires, communicates, creates, submits, publishes, displays or participates in any defamatory, inaccurate, racially-oriented, offensive, abusive, obscene, pornographic, profane, sexually-oriented, illegal, harassing, vandalizing, violent, inappropriate or threatening materials, messages or activities on District computer information systems.

RESTRICTED MATERIALS AND ACTIONS

To keep users and our information systems secure, the following is NOT allowed:

1. Use of personal email accounts. Users may not access these accounts from the school network.
2. Use of peer-to-peer file sharing programs.
3. Use of Instant Messaging unless for use authorized by ITS.
4. Use of online games, unless for educational purposes.
5. Use of chat rooms unless with prior approval of ITS.
6. Use of social networking sites, unless for educational purposes and with prior approval of ITS.
7. Downloading to and/or storage of illegal or copyrighted files on District equipment.
8. Disclosure of personal contact information such as name, address, or phone number. Do not give out any personal information and never arrange to get together with someone you meet online.
9. The use of student's full name, address or email address in conjunction with a photograph.
10. Opening unknown e-mail attachments or introducing computer worms or viruses.
11. Attempting to subvert network security, impair functionality of the network, or bypass restrictions set by the network administrators. Assisting others in violating these rules by sharing information or passwords.
12. Distributing "junk" mail, such as chain letters, advertisements, or unauthorized solicitations.
13. Users should ask their instructor about questionable e-mail usage.

DISTRICT RIGHTS

The District reserves the right to:

1. Monitor all activity.
2. Make determinations on whether specific uses of a network are consistent with network usage guidelines.
3. Log network and monitor disk space utilization by users.
4. Determine what is appropriate use.
5. Remove a user's access to the network at any time it is determined that the user engaged in unauthorized activity or violated acceptable use procedures.
6. Cooperate fully with any investigation concerning or relating to the District's network activity. District administrators and staff have the right to review any material stored on District computers and to edit or remove any material, which they, in their sole discretion, believe, may be unlawful, obscene, abusive, or otherwise objectionable. Students have no right to privacy with regard to the use of the District's computer information systems. The District reserves the right to record all electronic addresses to which students send or receive information through the District's computer information systems. The District retains ownership and possessory control of the District's computer information systems and all information sent, received, created, accessed or stored therein. District computer information system administrators may review computer files and communications at any time, without advance notice to students, in order to maintain system integrity and ensure that users use the system responsibly.

The District does not warrant that the functions of any District network, or any network accessible through District resources, will meet any specific requirements the student may have, or that the network resources will be error-free or uninterrupted. The District shall not be liable for any direct or indirect, incidental, or consequential damages (including lost data or information) sustained or incurred in connection with the use, operation, or inability to use District networks and resources.

The use of the District network(s), including access to public networks, is a privilege which may be revoked by network administrators at any time for any reason, including, but not limited to, for violation of the Newfound Area School District Student Acceptable Use of Information and Communication Technologies policy. The Newfound Area School District will be the sole arbiter(s) of what constitutes a violation of the Newfound Area School District Computer Student Acceptable Use of Information and Communication Technologies policy.

COMMUNICATION TECHNOLOGIES POLICY CONSEQUENCES OF VIOLATIONS

The Newfound Area School District values the appropriate and responsible use of its computer information systems. Any system user identified as a security risk or violating District computer guidelines will be denied access to the District's system. Violations will be tracked from year to year, but for the purposes of assigning consequences violations will be absolved each year. A violation of any of the rules and guidelines outlined in this Agreement will result in the following consequences:

FIRST INFRACTION

Removal from the computer information systems for one week (five school days).

SECOND INFRACTION

Removal from the computer information systems for up to 25 school days.

THIRD INFRACTION

Removal from the computer information systems for up to 90 school days.

Infraction of this policy may result in further disciplinary action based on the rules outlined in the Student Code of Conduct. Infractions of an illegal nature will be reported to local legal authorities. Loss of privileges to use computer information systems may also result in a grade reduction or loss of credit for any classes in which computer information systems are used. School administrators of Newfound Area School District reserve the right to modify the consequences outlined above if deemed appropriate based on specific circumstances.

DISCLAIMER

The Newfound Area School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Newfound Area School District specifically disclaims any responsibility for the accuracy of information obtained through the network and Internet and use of any information obtained is at the user's risk.

AUTHORIZED AREAS

1. Students are to enter and exit the building by the designated doors only. Students waiting to enter the building or waiting to be picked up must be in the "bus yard" area between the parking lot and the building entrance (they are not to be in the parking lot, Kelley Park, or the playground areas).
2. After students arrive on school grounds, they are not to leave until they are dismissed from school. This includes going to Kelley Park, the playground or going across the street to the store. Bus students may not leave school grounds for any reason between drop-off and pick-up. Leaving school grounds after arrival will be considered truancy. **Leaving school grounds without permission is a serious offense and local law enforcement will be contacted.**
3. **Kelley Park** is leased from the town for use during the school day and is also used for after school athletic events. Issues that arise outside of these times should be addressed to the police or the Town of Bristol. **The playground area is school property, but is monitored only during the school day.** It is not monitored before or after school, and students who are still at NMMS during these times are not allowed to use the playground area.
4. **No students should be in the building before 7:30 AM** unless requested by a teacher or participating in a supervised activity. Between 7:30 and 7:50, students must report to either the cafeteria or gymnasium. Students entering the cafeteria may choose to then get breakfast. Students entering the gym will go to and remain on the bleachers. Once a student has entered the gymnasium or cafeteria, they are to remain there until 7:50. **No wandering of the halls is permitted.** In inclement weather school staff may have students enter prior to 7:30 AM, as long as students are supervised.
5. **No student should be in the building after 2:45 PM** unless requested by a teacher or participating in a supervised activity.
6. Groups using the building in the evening must use only the section of the building reserved for them and leave all rooms and equipment in proper condition.
7. Students may not use the elevator unless they have permission from a staff member.
8. Bicycles, Rollerblades, Scooters and Skateboards: Students are not to ride bicycles, roller blades, scooters or skateboards on school grounds during school hours except for the purpose of getting to and from school. Students must have appropriate safety equipment including a helmet to use these items at any time. Students must dismount and walk while in the bus yard and parking lot areas. Equipment must be stored during the school day. Students who violate this policy may have their items taken and returned only to parents /guardians and may lose the privilege of bringing the item on the school campus for a period of time.

LEAVING SCHOOL GROUNDS / TRUANCY

[NASD policy JED](#) (click to open link)

A student who skips class or leaves the building during the school day without permission will be considered truant. A student who leaves a class without the teacher's permission will be assigned a consequence by administration. Leaving school grounds without permission is a serious offense and consequences may range from detention to external suspension depending on the student's place on the discipline continuum. Police and parents/guardians will be notified immediately if a student leaves school grounds without permission.

BEHAVIOR AT SCHOOL FUNCTIONS

[NASD policy JIC, JFCC-R](#) (click to open link)

Any student identified as engaging in behavior that is disruptive, dangerous or detrimental to NMMS at any athletic, social or cultural event, or on any bus, may forfeit participation in or admittance to such events by the administration. It shall be within the discretion of the administration to place a student on probation for the first offense. Consequences similar to those given for inappropriate behavior within the school day will also be applied. Guests of NMMS students must adhere to all school rules including dress code.

VIOLENT AND AGGRESSIVE BEHAVIOR

[NASD Policy JFCL, JICD](#) (click to open links)

This includes striking/punching, spitting at, or touching another in a way that could cause hurt or harm that occurs at school, the school bus, at school sponsored events, or at the school's bus stops either before or after school. Disciplinary consequences may include out-of-school suspension or expulsion, per NH RSA 193:13. In addition, any student who incites, encourages, promotes, electronically records, photographs, or supports a fight or assault will be subject to disciplinary consequences including Office Detention, ISS, or OSS.

RESTRAINT AND SECLUSION

[NASD policy JKAA, JKAA-R; RSA 126-U](#) (click to open links)

Newfound Area School District authorizes school officials to use restraint to ensure the immediate physical safety of persons when there is a substantial and imminent risk of serious bodily harm to the child or others, and then only when other interventions have failed or have been deemed inappropriate, and in a manner consistent with state law and regulations.

BULLYING

[NASD Policy JICK, JICL; RSA 193-F](#) (click to open links)

Newfound Memorial Middle School supports a safe, secure and peaceful environment that is free from harassment, bullying, and cyberbullying.

NMMS recognizes and supports the NH RSA 193-F Pupil Safety and Violence Prevention. Any school employee or employee of a company under contract with the school district, who has witnessed or has reliable information that bullying or harassing conduct has occurred, shall report such conduct to the principal, or designee, for further investigation.

If it is determined, after investigation, that a student has engaged in written, verbal, physical or cyber-bullying conduct, the student shall be subject to appropriate disciplinary action that is consistent with (NASD Policy JICK) and the NH RSA 193-F Pupil Safety and Violence Prevention.

Staff and students at NMMS are expected to speak with one another in a respectful manner at all times. Inappropriate physical contact of any kind (i.e. horseplay, fighting, etc.) is not acceptable and will not be tolerated. Incidences deemed as an assault will be processed in collaboration with the Bristol Police Department. Students involved in fights will be suspended from school.

TOBACCO / VAPE PRODUCTS

[NASD policy GBK, JFCH, JFCI](#) (click to open links)

Any student in the possession of or caught using tobacco products of any kind (includes vape and Juul devices) on school grounds will be immediately subject to a minimum of three days out-of-school suspension. In addition, the police department will be notified, as this is a violation of the criminal code. However, the out-of-school suspension will be converted to an in-school suspension if the student is referred to and successfully completes a Restorative Justice or Juvenile Diversion program.

Upon the student's second or any subsequent violation, s/he will immediately be referred to the superintendent and subject to out-of-school suspension.

SEARCHES OF STUDENTS, THEIR LOCKER AND OTHER SCHOOL PROPERTY SEARCHES

[**NASD policy JFG**](#) (*click to open link*)

A student is subject to search by District staff if reasonable grounds exist to suspect that evidence of a violation of the law or school rules will be uncovered. Except for emergency or unique situations, searches will be conducted by school administrators.

ESTABLISHING REASONABLE GROUNDS

The following review of the basis for search should occur before conducting a search:

1. Identify a) the student's suspicious conduct, behavior, or activity; b) the source of the information; and c) the reliability of the source of the information;
2. If suspicion could be confirmed, would such conduct be a violation of the law or school rules?

CONDUCTING SEARCHES OF INDIVIDUALS

If the principal/designee determines that reasonable grounds exist to search a student's clothing, personal effects, desk, locker, a search may be conducted.

- All searches will be conducted in as private a manner as possible by authorized school officials, and when appropriate in the presence of the accused students.
- All searches will be conducted by at least two school officials, one of which must be the same sex as the person to be searched.
- School officials may search a student by asking the student to remove all items from his/her pocket(s), handbag, backpack, gym bag, and the like.
- Strip searches are prohibited per NASD policy. No clothing except cold weather outer garments will be removed before or during a search.
- If a student refuses to cooperate in a search, the student will be detained until the student's parents or guardians consent to a search. If the parent or guardian cannot be reached in a reasonable time, or if the parent/guardian refuses consent, the principal may contact the police department for assistance with the search.
- If school officials suspect that a search or investigation will result in a serious criminal offense, then the school official will contact the police department for assistance.

LOCKER AND OTHER SCHOOL PROPERTY SEARCHES

Lockers, desks, and storage areas are the property of the school district, not the student. The users of lockers, desks, and other storage and compartment areas have no reasonable expectation of privacy from school employees as to the contents of those areas.

- Such areas may be subjected to searches at any time with or without reasonable suspicion.
- Students are not to use any school area or property to contain anything that should not be at school.
- When assigned a locker, desk, or storage area, a student shall be responsible for its proper care.
- Administrative inspections may be conducted at any time for the purpose of locating misplaced library books, textbooks or other school property or to ensure that all lockers, desks, or storage areas are being kept clean and free from potential health or safety hazards.
- School staff shall report a student's suspicious activity to the principal prior to initiating a search, except in emergency situations when the risk of harm to students or staff demands immediate action.
- During a search of student lockers, desks, etc., if the school official conducting the search discovers any container within the locker which may conceal contraband, the container may be searched according to the District's procedure governing searches of students and their property. A "container" for the purpose of this policy may include, but is not limited to, an article of clothing, a handbag, backpack, gym bag, or any other item within which contraband material may be concealed.
- The District may determine reasonable grounds for a search by using appropriately placed cameras that are duly noted to the public, and by the use of trained canines in cooperation with appropriate law enforcement agencies.

SCHOOL SERVICES

SPECIAL EDUCATION

[NASD policy IGBAA, ACB, IGBAB, KB](#) (click to open links)

Students who meet certain requirements identified within the Individuals with Disabilities Education Act (IDEA) may be eligible to receive special education services which may include an Individualized Education Program (IEP) or an accommodation plan. There is a process for identifying students that starts with the school's Intervention Team. For more information on this process, please contact the Principal at extension 2000.

GUIDANCE SERVICES

[NASD policy JLD, ACB](#) (click to open link)

Newfound Memorial Middle School has 1 counselor. Guidance services are provided by the Newfound Area School District for the expressed purpose of providing direct and indirect assistance to our students. General services include: high school course selection, maintenance of pupil records, individual and group testing, individual and group counseling, and transition programming.

SECTION 504

[NASD policy IHBA](#) (click to open link)

The Newfound School District complies with the Rehabilitation Act of 1973 (See appendix.) Any concerns or questions regarding the need for an individual 504 plan for a student should be directed to Kellie Jenkins, School Counselor who also serves as the building 504 Coordinator.

SUICIDE PREVENTION AND RESPONSE

[NASD policy JLDDB](#) (click to open link)

The School Board is committed to protecting the health, safety and welfare of its students and school community. This policy supports federal, state and local efforts to provide education on youth suicide awareness and prevention; to establish methods of prevention, intervention, and response to suicide or suicide attempt ("postvention"); and to promote access to suicide awareness, prevention and postvention resources.

Building Mental Health Team will include: School Counselors, Psychologists, Administrators, Nurses, and any other mental health professionals, such as: Student Services Administrator, District-Wide Social Worker, District-Wide Behavioral Specialist.

SUICIDE PREVENTION AND RESPONSE RESOURCES

District Suicide Prevention Coordinator - Superintendent (744-5555)

Building Suicide Prevention Liaisons - School Counselor/Student Assistance Program Coordinator

National Suicide Prevention and Crisis Lifeline phone number - 988

National Suicide Prevention and Crisis Text Line - 741741

NH Rapid Response Mental Health Emergency - 1-833-710-6477

NH Addiction Crisis Line - 1-844-711-HELP (4357)

NAMI NH Mental Health Info and Resource Line - 1-800-242-6264

Lakes Region Mental Health Center - (603) 524-1100, 40 Beacon St E, Laconia, NH 03246

Riverbend Community Mental Health Center - (603) 934-3400, 53 Kendall St. Franklin, NH 03235

Hospital at Franklin (Formally Franklin Hospital) - (603) 934-2060, 15 Aiken Ave, Franklin, NH 03235

Concord Hospital at Laconia (Formally Lakes Region General Hospital) - (603) 524-3211, 80 Highland St., Laconia, NH 03246

Speare Memorial Hospital - (603)-536-1120, 16 Hospital Rd Plymouth, NH 03264

Concord Hospital, Concord Campus - (603) 225-2711, 250 Pleasant St. Concord, NH 03301

HealthFirst - (603) 934-1464 841 Central Street #101 Franklin, NH 03235

HEALTH OFFICE

[NASD policy EBBC](#), [JHCE](#) (click to open link)

The Health Office is available for student use on referral by the student's teacher. First aid will be provided as needed and assessments for other complaints will be done with every effort to avoid the student missing classes. Parents/guardians will be notified of health concerns and when students need to be dismissed home and/or to see a health care provider. Current emergency contact numbers and permission to treat are very important. This form is given to EMS or ambulance personnel in case of acute situations.

HEALTH OFFICE REFERRALS AND PROCEDURES

Students who become ill, or have an accident, will be sent or brought to the Health Office. The school nurse will respond to each individual as the need demands.

After evaluation, the following may occur:

1. If there is no evidence of sickness, the student will return to class, and possibly be monitored for the rest of the day.
2. The student may be given permission to contact the parent/guardian to obtain permission for and to arrange a school dismissal.
3. If the nurse decides that the student should be excluded for health reasons, the parent/guardian will be notified to make arrangements for dismissal. **This absence will be considered excused.**
4. In emergency situations, 911 will be activated and parents/guardians will be notified as soon as possible. The student will be evaluated by the responding Emergency Medical Technicians and may be transported to a medical facility.

ADMINISTERING MEDICATION TO STUDENTS

[NASD policy JLCD](#) (click to open link)

The Superintendent shall be responsible for establishing specific procedures to protect and control medications administered in schools. Medication should not be taken during school hours if it is possible to achieve the medical regimen at home.

In the case where medication must be taken during school hours, medication is to be administered by the School Nurse. In the absence of the School Nurse, the building Principal or designee may assist the student in taking prescribed medication. All medications will be administered in accordance with N.H. Code of Administrative Rules Section Ed. 311.02.

Students may possess and self-administer an epinephrine auto-injector if the student suffers from potentially life threatening allergies. Both the student's parent/guardian and physician must authorize such self-possession and self administration. If a student finds it necessary to use his/her auto-injector, s/he shall immediately report to the nearest supervising adult and the school nurse.

Prescription medication administered at school shall be in a pharmacy labeled container. If a parent/guardian supplies an over-the-counter medication specifically for their child, to be administered by the school nurse, that medication must be provided in the manufacturers' container. Students are not allowed to carry their own medication at school, unless it falls under the emergency epi-pen/inhaler policy. Medications to be given at school need to be delivered to the school by the parent/guardian. Students shall not provide any prescription or over-the-counter medication to another student.

COMMUNICABLE DISEASES

[NASD policy JLCG](#) (click to open link)

- **Students should remain home when ill, particularly when there is:**
 - nausea, diarrhea, and vomiting, temperature of 100 or higher, persistent cough, rash of unknown cause, sore throat with redness and swollen glands, evidence of head lice, body lice, or scabies.
- **Students will be excluded from school for the following diseases:**
 - Measles, Infectious Bacterial Conjunctivitis (Pink eye), Mumps, Impetigo Rubella (German Measles), Infectious Hepatitis, Chicken Pox, Strep Throat and/or Scarlet Fever, Diphtheria, Whooping Cough, Polio, Salmonellosis and Shigellosis, RingWorm, Scabies.

All students returning to school after exclusion for health reasons must report to the Health Office prior to reporting to class.

IMMUNIZATION

[NASD policy JLCB](#) (click to open link)

New Hampshire State law requires all children to be immunized (RSA 141-C:20-a). Students who cannot demonstrate proof of immunization may not attend school. All students before entering seventh grade, need a current tetanus booster (Tdap). Parents/guardians may appeal to the School Board for a religious exemption from immunization requirements.

PHYSICAL EXAMINATIONS

[NASD policy JLCA](#) (click to open link)

Current physical examinations shall be required for all students upon entry into the following: preschool, grade K/1, grade 6, grade 9 and transfer students from outside the State of New Hampshire. Students transferring from within the State of NH shall be required to have a physical examination that is grade appropriate. A current physical exam is defined as being less than one-year-old and is acceptable if completed by a Medical Doctor, Doctor of Osteopathy, Advanced Registered Nurse Practitioner or Physician Assistant. A written copy of the current exam must be on file upon entrance into the above grades. It must indicate whether or not the student is eligible for sports/physical education and any restrictions as they may apply to the student. Students without a current physical examination as stated above shall be excluded from school until an acceptable report of the exam has been received.

LIBRARY MEDIA CENTER SERVICES

[NASD policy IJ, IIAc, IIAc-E, IIAc-R, IJK](#) (click to open links)

- The Media Center is open for student use 7:45-3:15.
- Students may borrow books for two weeks with the option to renew.
- Magazines, other than the current issue, may be checked out overnight.
- Periodically, homeroom teachers will receive a list of students with overdue books.
- Parents/ guardians will be notified if a book is two months overdue.
- Any book or material that is lost or damaged must be paid for by the student who checked it out of the Library Media Center.
- Charges will be dealt with as student obligations.

FOOD SERVICE

[NASD policy EFB, EFC, JLCF, JLCF-P](#) (click to open links)

Abbey Group: <https://abbeygroup.net/>

BREAKFAST PROGRAM

The breakfast program includes eggs, English muffins, cold cereal, fruit, and juice. The program operates from 7:30 a.m. to 7:50 a.m. each day. Student breakfast prices can be found on the school and district website.

LUNCH PROGRAM

The school lunch program includes a daily lunch or soup and salad bar. Snacks and ice cream may also be sold during meal time. Student lunch prices can be found on the school and district website.

CHARGING

All snacks must be paid for at the time of purchase.

FREE AND REDUCED LUNCH

[NASD policy EFB, EFC, JLCF](#) (click to open link)

On the first day of school, all students are issued federal guidelines relative to eligibility for free and reduced meals under a Federal Program. Parents/Guardians who are eligible should complete and return this information during the first week of school so this program can be initiated for their student. This information will remain confidential.

TRANSPORTATION

BUS TRANSPORTATION AND REGULATIONS

[NASD policy EEA, EEAC, EEACC, JFCC-R, EEAB](#) (click to open links)

Students traveling on buses are not allowed to leave school grounds (this includes going to Kelley Park or to the local stores) and must wait in the bus yard area between the parking lot and the school entrance.

Students requesting a bus pass must submit a written request signed by a parent/guardian. The office will issue a bus pass to the student only after receiving a request from the parent. (No phone requests for bus passes will be taken except for emergencies as approved by the administration.) Forging a bus note is a serious issue and will result in an ISS assignment or out-of-school suspension. **AUDIO AND VIDEO**

SURVEILLANCE ON SCHOOL BUSES

[NASD Policy ECAF](#) (click to open link)

Video cameras may be used on school buses to monitor student behavior. Audio recordings in conjunction with video recordings may also be captured on school buses, in accordance with the provisions of RSA 570-A:2.

PROJECT PROMISE

The student may utilize time after school in Project Promise to get caught up. If the student incorporates one or both of these options into the recovery plan it is not intended to be punitive; it is merely an opportunity for the student to make-up the work. Should the student not take advantage of these opportunities he/she is still expected to complete the missing work.

The procedure is as follows:

1. Any time a student has a missing summative assignment in any class, he or she may opt to include in the recovery plan the utilization of the after school work room (this is dependent on staffing) or Project Promise.
2. The after school work room will be available most Tuesday and Thursday afternoons for 1 hour after dismissal.
3. Project Promise will be available Monday through Thursday. This is one mechanism through which NMMS can support students' learning. Utilization of these options is not the only method by which a student can complete missing assignments.
4. In the event that the student would like to use the after school work room (dependent on staffing) as part of the recovery plan the student must indicate this in the written plan.
5. The parent will be notified that the student would like to use this option through email or telephone call. The email will come from the teacher.
6. If the student would like to utilize Project Promise as part of the recovery plan the student will be directed to the main office to fill out the forms for registering as a student with Project Promise.
7. There is a one-time fee associated with attending Project Promise, the fee is \$20.00 for the school year.
8. Project Promise is available to NMMS students Monday through Thursday.

ADDITIONAL PROCEDURES

SAFETY

SAFETY AND EMERGENCY MANAGEMENT PLAN

[NASD policy EBCA](#), [EBCB](#), [EEAA](#) (click to open links)

NMMS has developed a safety and emergency plan that covers actions to be taken in the event of emergency situations. Copies of this plan are available in the main office. Staff and students will be made aware of the components of this plan and drills will be conducted periodically to practice emergency responses.

Components of the plan include:

1. Injuries in school
2. Evacuation and reverse evacuation
3. Intruder
4. Fire
5. Lockdown and shelter in place
6. Extreme weather or natural disaster

SCHOOL CLOSING

[NASD policy EBCD](#) (click to open link)

In the case of severely inclement weather or mechanical breakdown, school may be closed or the starting time delayed. The same conditions may also necessitate early dismissal.

COMMUNICATION OF SCHOOL CLOSINGS

- Parents/ guardians will be contacted directly through the District's automated telephone system through Infinite Campus.
- School closings, delayed openings, or early dismissals will also be announced over TV and radio stations: WMUR - Channel 9, NECN, 94.1 (Mix 94.1).
- Reports in the morning will be heard between 6:00-6:30 A.M. If no report is heard, it can be assumed that school will be in session.
- Please do not call the school, as telephone lines must be kept open for emergencies.

VISITORS

[NASD policy KK](#) (click to open link)

All persons entering the building must report to the main office and sign in. Parents/guardians wishing to meet with a teacher to discuss a particular problem shall be set up in advance at a mutually agreed upon time/day. Students may not bring visitors to the school while school is in session.

FIELD TRIPS

[NASD policy IICA](#) (click to open links)

Teachers take groups of students on educational experiences that take them outside the classroom. These experiences, which include community service and service-learning projects that may relate to interdisciplinary units of study that engage the community, are approved in advance by the administration and have an educational purpose.

Students going on field trips must have a written field trip permission slip signed by a parent or guardian before leaving the school grounds. The field trip permission form includes medical information and a permission to treat. Parents/guardians are responsible for transportation home on trips that return to school later than the school day and must be on time to pick up students.

STUDENT RECORDS

[NASD policy JO, JO-R](#) (click to open links)

The Newfound School District complies with the Family Educational Rights and Privacy Act (FERPA).

FERPA is a federal law that protects the privacy of a student's education records. (See appendix, *The Family Educational Rights and Privacy Act (FERPA): Notice of Rights, Directory Information*)

TRANSFER OF STUDENT RECORDS

The School District will release student records to authorized representatives of the Comptroller General of the United States, the Secretary, or an administrative head of an education agency or state educational authority. Student information will be furnished in compliance with judicial order or pursuant to any lawfully issued subpoenas.

FUND RAISING

[NASD policy IGDE, JL](#) (click to open links)

The Principal and the Superintendent should approve all fund raising projects in advance. Projects, which involve selling merchandise to residents of our community, should be limited in number in an effort to avoid overburdening both the students and the citizens of our communities. Tickets or articles of any kind, other than those associated with school-sponsored activities are not to be sold on school property by students or outside organizations. Students are strongly discouraged from selling door-to-door without a parent/guardian present.

LOCKERS

[**NASD policy JFG**](#) *(click to open link)*

- All students will be assigned hallway lockers for storage. Lockers are the property of the school and are provided to students as a convenience.
- The users of lockers, desks and other storage areas or compartments have no reasonable expectation of privacy from school employees as to the contents of those areas.
- The administration may search lockers at any time without student consent or with reasonable suspicion.
- Students shall not exchange lockers or use any lockers other than those assigned them by the Principal. A shared locker implies shared responsibility.
- Lockers are not totally secure; valuables such as money, jewelry or electronics should not be stored in them; the school is not responsible for lost or stolen articles.
- Students must obtain and use a lock for their locker from the school.
- Students are responsible for these locks and will be charged for replacement if the lock is not returned.
- The inside of lockers may be decorated in a temporary and appropriate fashion.
- No stickers should be used in decorating the outside of the lockers.

APPENDIX

ASBESTOS STATEMENT

All buildings in School Administrative Unit #4 have been inspected for the presence of asbestos-containing materials. A written plan for the management of these materials has been developed. This plan is available for inspection at the central office of the local education agency at SAU #4, 20 North Main St, Bristol, NH 03222, during regular office hours.

THE PROTECTION OF PUPIL RIGHTS AMENDMENT

[**NASD Policy ILD**](#) *(click to open link)*

The Protection of Pupil Rights Amendment requires the Newfound Area School District to notify parent/guardian(s) and obtain their consent or allow them to opt their child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that contains one or more of the following eight areas ("protected information surveys"):

- Political affiliations or beliefs of the student or student's parent;
- Mental and psychological problems of the student or student's family;
- Sex behavior and attitudes;
- Illegal, anti-social, self-incriminating and demeaning behavior;
- Critical appraisals of others with whom respondents have close family relationships;
- Legally recognized privileged relationships, such as those of lawyers, physicians, or ministers;
- Religious practices, affiliations, or beliefs of the student or student's parent: or,
- Income (other than that required by law to determine program eligibility)

This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings.

Parents or students who believe their rights under PPRA may have been violated may file a complaint with ED by writing to the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.

Family Policy Compliance Office

U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

NOTICE OF NONDISCRIMINATION

[NASD policy AC](#), [ACA](#), [ACAA-R](#), [GBAM](#) (click to open links)

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the Newfound Area School District are hereby notified that this District does not discriminate on the basis of age, sex, race, color, national origin, marital status, physical or mental disability, or religious creed in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the Newfound Area School District's compliance with the regulations implementing Title VII, Title IX, or Section 504 is directed to contact the Superintendent of Schools or the District Affirmative Action Coordinator, at 20 North Main Street, Bristol, NH 03222, telephone (603) 744-5555.

Title IX Coordinator: Student Services Administrator

NAME Melissa Muzzy

ADDRESS 20 North Main St. Bristol, NH 03222

TELEPHONE (603) 744-5555

EMAIL mmuzzy@sau4.org

REHABILITATION ACT OF 1973 - SECTION 504 COMPLIANCE STATEMENT

[NASD Policy ACB](#) (click to open link)

In compliance with the implementation of Section 504 of the Rehabilitation Act of 1973 prohibiting discrimination on the basis of a handicap:

504 Coordinator: Student Services Administrator

NAME Melissa Muzzy

ADDRESS 20 North Main St. Bristol, NH 03222

TELEPHONE (603) 744-5555

EMAIL mmuzzy@sau4.org

All provisions of Section 504 of the United States Rehabilitation Act of 1973 apply to all school districts receiving federal funds. These provisions, as amplified by regulations promulgated by the United States Department of Health, Education and Welfare (HEW)

1. Prohibit discrimination against qualified handicapped persons in all aspects of school district employment solely on the basis of a handicap.
2. Require that a facilities program or activities of a school district be accessible, usable, and open to qualified handicapped persons.
3. Require that free appropriate public education at the elementary and secondary level is provided to each qualified handicapped person, including nonacademic and extracurricular services and activities.
4. Prohibit exclusion of any qualified handicapped person solely on the basis of handicap from participation in any pre-school education, day care program or activity, adult education, or vocational program or activity offered by a school district.
5. Require that each qualified handicapped person be provided the same health, welfare or social services as a school district provides other persons.

The Newfound Area School District and School Administrative Unit #4 receive federal financial assistance. In order to continue receiving such federal financial assistance, they must comply with Section 504 of the US Rehabilitation Act of 1973 and the regulations implementing Section 504 promulgated through the US Department of Health, Education and Welfare. If any program or activity of the district and administrative unit fails to comply with Section 504, public hearings would be held by the federal government, which could result in the termination of federal funds to these school districts and administrative unit.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

[NASD policy JO, JO-R](#) (click to open links)

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.

These rights are:

- The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write to the Superintendent of Schools, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and 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.
- 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, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School 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 School 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. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA are:

Family Policy Compliance Office

U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605