

CHARLESTOWN MIDDLE SCHOOL STUDENT HANDBOOK

2025-2026



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NOTICE OF NON-DISCRIMINATION

The School Board, in accordance with the requirements of the federal and state laws, and the regulations which implement those laws, hereby declares formally that it is the policy of the Board, in its actions and those of its employees, that there shall be no discrimination on the basis of race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, creed, ethnic origin, economic status or status as a covered veteran - for employment in, participation in, admission or access to, or operation and administration of any educational program or activity in the School District or who is the victim of domestic violence, harassment, sexual assault or stalking. (See School Board Policy [AC](#)).

Inquiries, complaints, and other communications relative to this policy and to the applicable laws and regulations concerned with non-discrimination shall be received by the Superintendent or their designee.

This policy of nondiscrimination is applicable to all persons employed or served by the district. Any complaints or alleged infractions of the policy, law or applicable regulations will be processed through the grievance procedure. This policy implements PL 94-142, Section 504 of the Rehabilitation Act of 1973, Title II of the American with Disabilities Act of 1990, The Americans with Disabilities Amendments Act of 2008, Title VI or VII of the Civil Rights act of 1964, Title IX of the Education Amendments of 1972, the Genetic Nondiscrimination Act of 2008, and the laws of New Hampshire pertaining to nondiscrimination.

The following person has been designated to handle inquiries regarding the nondiscrimination policies.

Sarah Edmunds Title IX Coordinator Fall Mountain Regional School District PO 720, 122 NH RT 12A Langdon, NH 03602	Cory LeClair Section 504 Coordinator Fall Mountain Regional School District PO 720, 122 NH RT 12A Langdon, NH 03602
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PREFACE

This handbook is intended to serve as a general guide for students and families. While it outlines key policies, procedures, and expectations, it does not address every possible situation that may arise. The school reserves the right to make decisions and take actions that are in the best interest of students and the educational program, even if those decisions are not specifically addressed within this handbook. Administration retains the authority to interpret and apply school rules and policies as necessary to maintain a safe, respectful, and effective learning environment.

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Charlestown Middle School Community Expectations

All staff and students at Charlestown Middle School will be:

Engaged:

- Contribute to the classroom community.
- Communicate with each other.
- Be willing to make mistakes and try new things.

Respectful:

- Be accountable for tone, words, and actions while honoring the feelings, boundaries, and abilities of all.
- Maintain an environment where everyone is safe to express their opinions and ideas in a way that is not harmful to others.
- Be considerate of others' space and belongings.

Safe:

- Act in a way that ensures physical safety for all.
- Act in a way that does not intentionally contribute to the emotional harm of others.
- Advocate for the safety of yourself and others.

Accountable:

- Be honest members of the Charlestown school and community.
- Be aware of how your behaviors impact others' abilities to learn.
- Own your actions, accept the outcome(s), reflect and learn.

Responsible:

- Do your job.
- Understand expectations or ask questions.
- Be prepared for the expectations of the setting you are in.

Chain of Command

To ensure effective communication, accountability, and problem resolution, all concerns, questions, and requests should follow the appropriate chain of command. Staff, students, and families are encouraged to address concerns at the lowest appropriate level before advancing them further.

Student

Responsible for personal behavior, academic effort, and communication.

Classroom Teacher / Special Education Teacher

First point of contact for academic performance, classroom behavior, or learning needs.

School Counselor

Assists with social-emotional concerns, peer issues, scheduling, 504 plans, and general support.

Principal

Oversees all school operations and programs and is responsible for school-wide discipline, curriculum implementation, and staff supervision.

Superintendent

Manages district-wide operations, supports school leadership, and enforces school policies.

School Board

Establishes policies, approves budgets, and serves as the governing body of the school district. Contacted only after all other steps have been followed.

General Information

Main Office

- Phone: 603-826-7711
- Fax: 603-826-3102
- Address: 307 Main Street, Charlestown, NH 03603

School Hours 8:20-3:10	Daily Schedule
Enter Building	8:10
Homeroom	8:20 - 8:30
Period 1	8:30 - 9:20
Period 2	9:20 - 10:10
Period 3	10:10 - 11:00
Period 4A	11:00 - 11:22
Period 4B	11:23 - 11:45
Period 5A	11:45 - 12:08
Period 5B	12:08 - 12:30
Period 6	12:30 - 1:20
Period 7	1:20 - 2:10
Period 8	2:10 - 3:00
Homeroom	3:00 -3:10

Fall Mountain Regional School District 2025-2026 School Year Calendar

[School Calendar](#) (Holidays, Vacations, Teacher Workdays)

Emergency Contact Procedures

It is very important that we have up-to-date information for each student. Be sure that we have **at least two** numbers (in addition to the parents/guardians) where we can reach a responsible adult in an emergency. **They must be able to pick up the student within 30 minutes.**

Registration and emergency contact information must be reviewed and updated at least annually or at any point during the year when there is a change in family information (e.g. adding/subtracting defined emergency contacts, change of address or phone number, change in medical status, etc.).

Snow Days/Delayed Opening Procedures/Early Release

If schools will not be in session or will be delayed in opening or released early due to inclement weather or other unexpected events, a call will be made from the

Superintendent's office – **please be sure we have current and accurate phone contact information on file. This includes phone and email addresses.**

Video and Audio Surveillance on School Property

The Board authorizes the use of video and/or audio devices consistent with applicable law and School Board policies. Notwithstanding other Board policies, the Superintendent is authorized to allow video and/or audio recordings to the extent either required or prohibited by law. Please see the attached policy here :

[EEAA - Video and Audio Surveillance on School Property \(updated 6/20/22\)](#)

The Charlestown Middle School is under video surveillance at all times.

School Board Policy Adoption and Review (see policy links below)

[BGB - Policy Adoption](#) [BFG - Policy Review](#)

Marking Period Calendar

Trimester 1 Starts	August 26
Grades Close for Progress Reports	October 17
Progress Reports	October 24
Grades Close for Report Cards	November 25
Report Cards	December 5
Trimester 2 Starts	December 1
Grades Close for Progress Reports	January 23
Progress Reports	January 30
Grades Close for Report Cards	March 18
Report Cards	March 27


Trimester 3 Starts	March 19
Grades Close for Progress Reports	April 17
Progress Reports	April 24
Grades Close for Report Cards	TBA
Report Cards	Last Day

Enrollment & Attendance

To enroll a student at Charlestown Middle School, please provide:

- Proof of Charlestown residency (e.g., utility bill, signed lease, mortgage, etc)
- Current immunization record
- Birth certificate
- State-issued ID of the enrolling adult
- Court-issued parenting plan (if applicable)

Students are required by law to attend school during the hours that school is in session. They must be in school each day to maintain a high level of achievement. Any student who is absent for more than 30 days in one school year may be considered for retention at their current grade level. The school day is 8:20 AM - 3:10 PM, 6 hours and 50 minutes. For attendance purposes, a full day in school is defined as being in school for more than 3.5 hours per day per school board policy [JH-Student Absences and Excuses](#). Please also see policy

 JHC - Student Release Time

Work missed when students are absent is to be completed as quickly as possible after their return to school. Students have, with the teacher's permission, up to a maximum of two days for every one day that they are absent to make up work, except for long-term assignments, which will be determined by the teacher.

At each report card, an attendance letter will be sent home to every family to inform them of the absences we have on record. This is informational only. If parents/guardians feel there is an error, please contact the school with any questions. If a student is chronically absent, excused or unexcused, the parent/guardian will receive a letter when certain thresholds are met, but specifically after 10, 20 and 30 days of absences. Chronic absenteeism may also result in filing reports of educational neglect with the Department of Children, Youth and Families (DCYF).

The State Board of Education and the Fall Mountain Regional School Board have adopted attendance policies to help us ensure that children are accounted for each morning.

- 1) Parents/guardians should call the school office (603-826-7711) **before 8:20 AM** to notify us of their child's absence.
- 2) Teachers take homeroom attendance by 8:30 AM.

- 3) The attendance secretary checks the teachers' absence lists against the parent/guardian call list.
- 4) Parents/guardians of children not accounted for are called either at home or at work by our automated system.
- 5) Students not in school for the day **should not be at any school events that day (including events after school/evening)**.
- 6) The school day begins at 8:20 AM. Any student arriving after 8:20 will be considered tardy. Students arriving after 8:20 must sign in at the office.

School Board Approved Reasons to be Absent or Tardy

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 causes deemed acceptable by the Principal or permitted by law

The Principal shall require parents to provide documentation in support of the student's absence, including but not limited to doctor's notes, court documents, obituaries, or other documents supporting the claimed reason for non-attendance in order for the absence to be recorded as excused. If documentation is not provided, the absence will be considered unexcused. Any absence that has not been excused for any of the school board approved reasons will also be considered an unexcused absence.

TARDINESS

If a student is late, they are to report directly to the school office. They will sign in and then report to their class. If students miss a bus, it is their parents/guardians responsibility to get them to school on time. The administrator will handle chronic tardiness on a case-by-case basis. The school day begins at 8:20 AM. Any student arriving after 8:20 AM will be considered tardy.

EARLY DISMISSAL

If students are to be dismissed early, their parent/guardian must send a note, email ppatnode@sau60.org or call 603-826-7711 explaining the reason. The note should be given to the homeroom teacher and it will be sent to the office. Name and time of dismissal will appear on the daily attendance sheet so that teachers will be aware that the student has a scheduled absence. To ensure proper supervision, students will remain in their classrooms until the parent/guardian arrives. Parents/guardians need to check in at the office and the secretary will call the classroom for the student to be dismissed.

PICKUP/DROP OFF PROCEDURES

Students should not be arriving before 8:10am. Staff is not available to supervise students before this time. All students arriving at that time until 8:20 will enter through the locker room hallway door in the back parking lot. Rider students will be dropped off at the walkway from the front of the building and walk to the back parking lot to enter. If walker or rider students arrive after 8:20 they must come through the front door of the building and sign in at the office. At 3:10, students will be dismissed and the walkers will exit through the north end door and walk down the fence line to the sidewalk. Riders will exit the building through the front door and cars may line the driveway. Please do not park in the yellow no parking zone in front of the stairs. Bus wait will be in the back of the school in the area behind the gym doors.

AFTERSCHOOL ARRANGEMENTS/EARLY DISMISSAL

Bus students **MUST** have a **WRITTEN NOTE OR EMAIL** from their parent or guardian to do anything other than ride their regular bus home in the afternoon. Walkers **MUST** have a **WRITTEN NOTE OR EMAIL** from their parent or guardian to go home on a bus or ride with another person. Phone messages may be accepted for emergencies only. **After-school arrangements need to be made before coming to school in the morning.** Students shall turn notes into the homeroom teacher at attendance time. Emails may be sent to ppatnode@sau60.org.

SCHOOL TELEPHONE USE

Telephones in the building are for school business and emergencies only. Students need to make all arrangements for after-school activities **before** arriving at school. Students should come to school prepared for all classes and afterschool events. If there is a change in a school-sponsored activity, including athletic practices/games, extracurricular activities, or instructional activities, students will be allowed to use the school telephone located in the office to inform their parent/guardian of the change.

FAMILY VACATIONS

It is recommended that family vacations be scheduled during school breaks. If a student must take a vacation during scheduled school days, parents/guardians must sign an extended leave form and submit it to the Principal **before** the vacation. Students are expected to ask their teachers for missed assignments **upon their return**. Work will not be given to students ahead of time. Students will have two weeks from the date of their return to school following their vacation to complete the work and submit it to their teachers for a grade. Any work not submitted by that time will be graded as a zero. It is the student's responsibility to make sure all work is completed and submitted.

WALKERS

If students walk to school, be especially careful to follow these common-sense rules:

- Walk on the sidewalks, not on the road.
- If there are no sidewalks, walk on the left, facing traffic.
- Walkers and riders will leave school grounds immediately after school unless other arrangements have been made (changes need to be in writing). Bus wait is for bus students only.
- In winter, walkers must stay off snow banks.

BICYCLES/SKATEBOARDS/SCOOTERS

Students may ride their bikes, skateboards, or scooters to school **but not around on school property**. Bikes, skateboards, and scooters must be left in the designated area and kept away from play areas or bus wait areas. It is recommended that students lock their equipment to the bike rack. The school is not liable for any damage or loss. Bikes, boards, and scooters may not be brought to school during snowy weather. Bikes and scooters may **NOT** be brought into the school building. **Reminder – State Law requires anyone under 16 to wear a helmet.**

MCKINNEY VENTO INFORMATION

Each State educational agency shall ensure that each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, including a public preschool education, as provided to other children and youths. This Act was developed to put a law in place to support these students to receive equal access to public education.

This link will take you to the definition [McKinney-Vento Definition – National Center for Homeless Education](#)

More information regarding homeless students can be found on the district website at www.sau60.org/page/homeless-students

ACADEMICS

The Charlestown schools offer a varied curriculum. Language arts, math, science, social studies, physical education, music, art, unified arts (health, college and career readiness, and cultural studies), and guidance are offered to CMS students.

Section 504 of the Rehabilitation Act of 1973 is a federal civil rights law that ensures students with disabilities have **equal access** to education and school programs. Under Section 504, a student with a physical or mental impairment that substantially limits one or more major life activities may be eligible for accommodations and services that support their learning needs. These may include changes to the learning environment, instructional methods, or classroom materials to help the student fully participate in school. If you believe your child may qualify for support under Section 504, please contact the school counselor or the designated 504 coordinator. The school will guide you through the evaluation process and, if eligible, develop a customized 504 Plan to address your needs

English Language Learner (ELL) These services are required by law to ensure that students who are not proficient in English receive equal access to education. Under federal laws such as the Civil Rights Act of 1964 (Title VI) and the Equal Educational Opportunities Act of 1974, schools must identify ELL students and provide appropriate language support to help them participate meaningfully in academic programs. The first step within the ELL process is completion of the Home Language Service. Please contact the school for more information.

Special Education Fall Mountain Regional School District is committed to providing a supportive and inclusive learning environment for all students, including those with special needs. Our approach is guided by the principles of the Individuals with Disabilities Education Act (IDEA) which ensures that students with disabilities receive a Free Appropriate Public Education (FAPE) in the Least Restrictive Environment (LRE). To achieve this, we develop Individualized Education Programs (IEPs) tailored to each student's unique strengths and needs, outlining specific goals, accommodations, and services. Our intention is to work collaboratively with our students' parents, guardians, and specialists to ensure that each student has an educational experience that is both enriching and equitable. If you have questions or need assistance regarding special education services, please contact any of our special education teachers located in each of our schools or the district Special Education Department located at 122 NH Route 12A, Langdon NH 03602. #603-835-0006 Additional information can also be obtained on the Student Services Department webpage located at www.sau60.org.

ACADEMIC ENRICHMENT During this time students will either be building and reinforcing foundational skills or being challenged in the areas of Math and ELA.

FLEX TIME This is built into the schedule each day. Band and Choir are held during this time. Students will sign up to work with a specific teacher or pursue a specific interest. Flexible academic support-assigned locations based on student academic need will be available.

EXPLORATION HOUR

Exploration Hour is a special time where students step outside their comfort zones and dive into something new! Every 4–5 weeks, they get to choose from a variety of unique activities—whether it's a creative challenge, a hands-on skill, or a team experience—designed to spark curiosity, build confidence, and encourage growth in fun and unexpected ways.

TRIMESTER COMMUNITY CELEBRATIONS

Building a sense of community with students and staff in a non-academic setting is crucial to creating a healthy and positive learning environment. We hope to offer experiences that our students will find memorable. We take the whole school to an off campus trip in the fall and spring and have a “staycation” in the winter.

GRADING AND EVALUATION

Classroom teachers evaluate student work regularly. Three times a year report cards are sent home to summarize student progress. Between report card times, parents will have access to PowerSchool to monitor their child’s grades. Progress reports will be available midway through each trimester.

See School Board Policy:  ***IKA - Grading System Grades 5-12***

Grading

A+ 97-100	B+ 87-89	C+ 77-79	D 65-69
A 94-96	B 84-86	C 74-76	F Below 65
A- 90-93	B- 80-83	C- 70-73	

Effort/Conduct

O=Outstanding G=Good S=Satisfactory NI=Needs Improvement U=Unsatisfactory

HOMEWORK

Homework is assigned by each teacher in a way to best support the learning of their content and curriculum. The amount and frequency of homework assignments are also determined by each teacher.

Homework is defined as work completed outside the classroom that is designed to:

- Extend learning and/or provide practice in applying concepts initially presented in class.
- Provide opportunities for independent work.
- Strengthen concept and skill development.
- Develop responsibility, initiative, self-direction, and organizational skills.

INCOMPLETE WORK

Incomplete work due to extended illness with excused absences at the end of the grading period shall be recorded as an "I". The work shall be made up and a grade assigned within two weeks. The principal may grant extensions.

ACADEMIC DISHONESTY

Student assignments are designed to reinforce student learning and to demonstrate student progress. As such, assignments that are completed using the work of other students, artificial intelligence (AI), the internet or other resources NOT explicitly approved by the teacher and not entirely based on the student’s own performance will be considered academic dishonesty. Incidents of academic dishonesty will result in a grade of 0 on the assignment and be documented as a Step 1. Further incidents of academic dishonesty may result in additional steps, and significantly impact a student’s grade.

HONOR ROLL

Students in grades five through eight who have achieved excellence in their studies are recognized on the Honor Roll at the end of each marking period.

"High Honors" will include those students receiving all A's.

"Honors" will include all students receiving an A or B in all subjects.

MIDDLE SCHOOL PROMOTION CELEBRATION

Promotion Celebration at the end of the 8th grade year is a privilege earned by each student; thus, instances can arise that keep students from participating.

BAND AND CHORUS

Band and chorus are open to all students in grades 5, 6, 7, and 8 with approval of the instructor. Requirements will be sent home with students to review with a parent/guardian. Parents/guardians and students must sign the permission/agreement form and return it during the add/drop period at the beginning of the school year. After the add/drop period, students enrolled in band/chorus must participate for the entire year, fulfilling all performance requirements and curriculum expectations. Band and chorus are considered regular academic classes and are graded as such. Absences from required performances will affect grades.

RETENTION AND ACCELERATION OF STUDENTS

The Board is dedicated to the best total and continuous development of each student enrolled. The professional staff is expected to place students at the grade level best suited to them academically, socially, and emotionally. It is the position of the Board that the decision to retain be made collaboratively with parents/guardians. The grade placement team should consist of parents and all appropriate personnel.

See school board policy: [IKE - Retention & Acceleration of Students K-8](#)

STUDENT CONDUCT AND DISCIPLINE

Student conduct that causes material or substantial disruption to the school environment, interferes with the rights of others, presents a threat to the health and safety of students, employees, and visitors, violates other board policies or is otherwise inappropriate is prohibited. Students are expected to maintain appropriate classroom behavior that allows teachers and staff to perform their professional duties effectively and without disruption.

Students will conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; and/or while attending or engaged in school activities. Students may also be disciplined for off-campus behavior in accordance with the provisions of Policies JICDD and JICK.

Terms and levels of discipline are established in Policy JICD. Disciplinary measures include, but are not limited to:

- 1) removal from the classroom
- 2) detention
- 3) in-school suspension
- 4) out-of-school suspension
- 5) restriction from activities
- 6) probation
- 7) expulsion

Removal from the classroom means a student is sent to the building principal's office. It is within the discretion of the person in charge of the classroom to remove the student.

Detention means the student's presence is required during non-school hours for disciplinary purposes. The building principal is authorized to establish guidelines or protocol for when detention shall be served (either before school or after school.) Whether a student will serve detention, and the length of the detention, is within the discretion of the licensed employee disciplining the student or the building principal.

An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten consecutive school days.

An out-of-school suspension means the temporary denial of a student's attendance at school for a specific period of time for gross misconduct or for neglect or refusal to conform to school rules or policies.

A restriction from school activities means a student will attend school and classes and practice but will not participate in school extra-curricular activities.

Probation means a student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension will mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms will result in immediate reinstatement of the penalty.

Expulsion means the permanent denial of a pupil's attendance at school for any of the reasons listed in RSA 193:13, II and III.

Due process in accordance with all applicable laws will be afforded to any student involved in a proceeding that may result in suspension, exclusion, or expulsion. Students expelled from school may be reinstated by the Board under the provisions of RSA 193:13.


Following the suspension of a special education student, an informal evaluation of the student's placement will take place. The Individual Education Program (IEP) is evaluated to determine whether it needs to be changed or modified in response to the behavior that led to the suspension.

If a special education student's suspensions, either in or out of school, equal ten days on a cumulative basis, a staffing team will meet to determine whether the IEP is appropriate.

It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

- ☐ JICK- Pupil Safety and Violence Prevention: Bullying
- ☐ JKD- Student Suspension
- ☐ JICD- Student Discipline and Due Process
- ☐ JICA- Dress Code
- ☐ JJC- The Use of School Provided Web Enabled Devices
- ☐ JJC-R- The Use of School Provided Web Enabled Devices
- ☐ JJC-R Insurance Fee Schedule
- ☐ JICL- School District Internet Access for Students
- ☐ JICG- Tobacco Ban
- ☐ JICH- Drug & Alcohol Use by Students
- ☐ JIH- Student Searches & Their Property
- ☐ JICFA- Hazing

BEHAVIORAL EXPECTATIONS

 JICD- Student Discipline and Due Process (amended 11/8/21)

The Charlestown Middle School expects all students to meet our Community Expectations. These expectations were developed by the Charlestown Middle School community, to include feedback from families, students, and staff.

We expect all students to be ENGAGED, RESPECTFUL, SAFE, ACCOUNTABLE and RESPONSIBLE. Below we have further defined those expectations.

Engaged:

- Contribute to the classroom community.
- Communicate with each other.
- Be willing to make mistakes and try new things.

Respectful:

- Be accountable for tone, words, and actions while honoring the feelings, boundaries, and abilities of all.
- Maintain an environment where everyone is safe to express their opinions and ideas in a way that is not harmful to others.
- Be considerate of others' space and belongings.

Safe:

- Act in a way that ensures physical safety for all.
- Act in a way that does not intentionally contribute to the emotional harm of others.
- Advocate for the safety of yourself and others.

Accountable:

- Be honest members of the Charlestown school and community.
- Be aware of how your behaviors impact others' abilities to learn.
- Own your actions, accept the outcome(s), reflect and learn.

Responsible:

- Do your job.
- Understand expectations or ask questions.
- Be prepared for the expectations of the setting you are in.

At any time, staff members may recognize students for following our expectations and being positive community members. Positive incentives aim to foster a sense of community and inspire all students to strive for excellence in their behavior and academic pursuits. Our staff will be proactive throughout each day, recognizing students for behavior and conduct that demonstrates commitment to our community expectations across all school settings.

We also recognize that adolescence is a time for growth and development, however, there will be instances when students make poor choices and fail to meet our expectations. In these situations, we will follow a progressive discipline model that is age-appropriate, restorative, and student-centered. Below we have outlined that model as our Tier 1 Behavior Response Model.

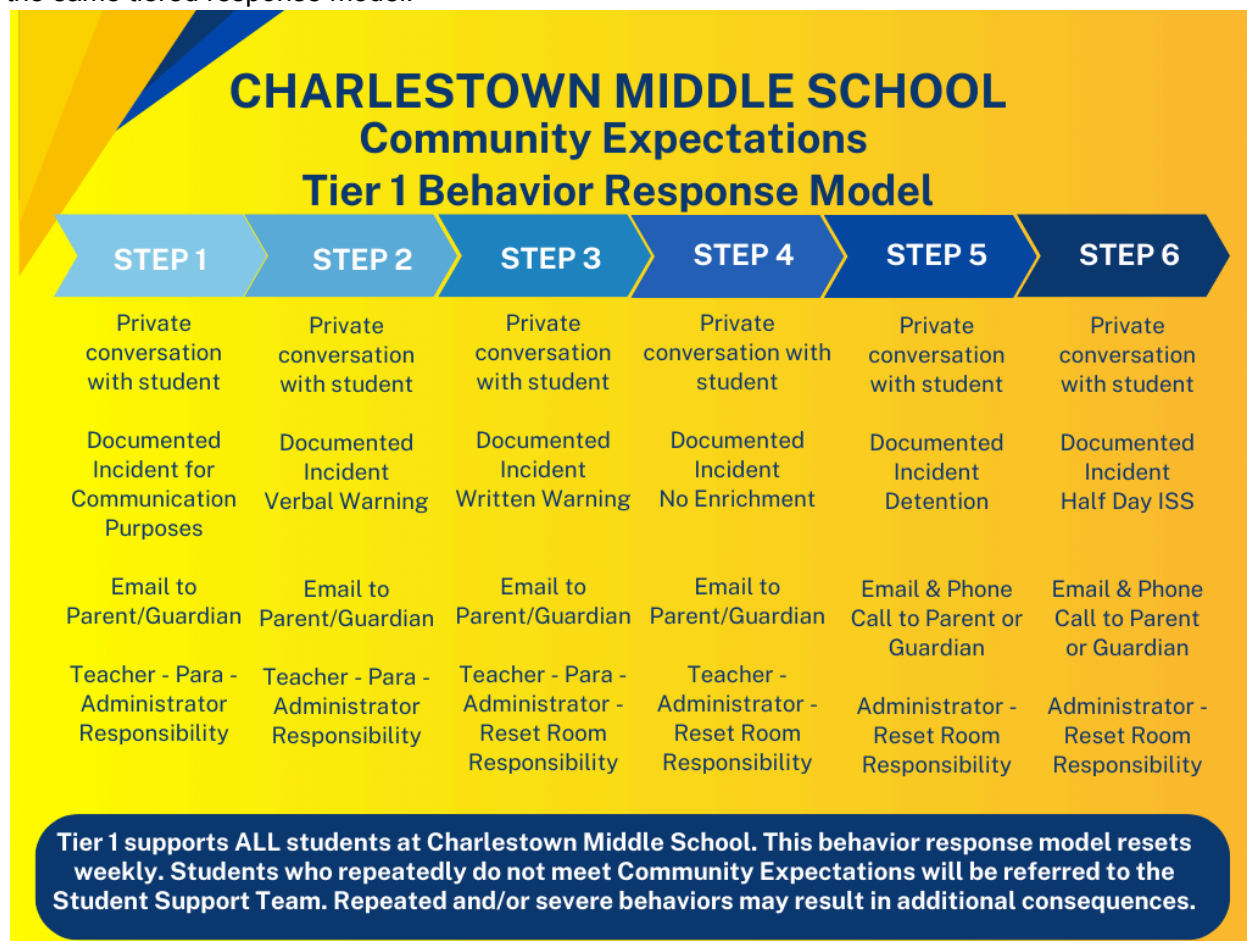
In most cases, students begin the Tier 1 Behavior Response Model at Step 1. If the same staff member has to address the same student regarding a particular behavior multiple times, those steps accumulate to a higher step. Similarly, if the same student is addressed by multiple staff and receives multiple "Step 1" referrals throughout the week, those also accumulate. For instance, if a student receives a Step 1 referral from three different staff members at three different times throughout the week, they are now on a Step 3. Our steps reset each week and students get a fresh start.

There are some instances where students may skip steps and progress to a higher step due to the severity and nature of their behavior. If a student behaves in such a way that another student could have been physically harmed but was not, they will progress immediately to Step 3. If a student

behaves in such a way that another student is physically harmed, they will progress immediately to Step 4 or higher. A similar model will be followed for comments that threaten harm or are derogatory toward a protected class. If a student makes a comment that is not directed toward another person (e.g. "This is so gay."), they will progress immediately to Step 3. If a student makes a comment that is directed toward another person (e.g. "You're so gay."), they will progress immediately to Step 4 or higher.

Additionally, there may be a small number of students who need more intensive support and a Tier 2 or Tier 3 response. These students will have individualized behavior support plans that are developed in collaboration with families and our school-based behavior support team.

There are some instances where student behavior requires a more severe response from district staff. These instances are outlined by both district policy and state law and include, but are not limited to, such behaviors as bullying, harassment, drug or alcohol offenses, tobacco use, weapons offenses, theft, assault, etc. These instances will be handled by the administration and will not follow the same tiered response model.



CMS utilizes a Reset Room as part of our Tier 1 response to behavior. The Reset Room is designed to address the challenges and behaviors of students who are struggling to meet CMS Community Expectations for being safe, engaged, respectful, accountable, and responsible. Through support, guidance, and interventions, the Reset Room aims to assist students in developing the necessary skills and mindset to integrate effectively back into their classrooms, fostering a positive and conducive learning environment for everyone.

Students may be expected to utilize the Reset Room by a teacher or staff member, but may also self-select to use the support. The room is meant to be used for brief periods and not as an alternative placement to the classroom. Class activities and assignments may be put on hold as needed, but the student is still responsible for completing them. It should be clear that time spent in the Reset Room does not excuse the student from daily classroom requirements.

DRESS CODE

Students should be adequately covered and dressed appropriately for weather and daily tasks.

- Students must wear clothing including both a shirt with pants, shorts or skirt or the equivalent (for example dresses, leggings, etc.) and shoes.
- Students are encouraged not to wear clothing intended for sleepwear, nor should they wear shoes intended only to be worn indoors (e.g. slippers).
- Shirts and dresses must have fabric in the front, back, and on the sides (under the arms). Students may not wear strapless clothing (one or both shoulders).
- Clothing must fully and completely cover undergarments.
- The fabric covering breasts, genitals, stomachs, and buttocks must be solid (not see-through).
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, art, and other activities where unique hazards exist.
- Specialized courses or activities may require specialized attire, such as sports uniforms, closed-toed shoes, or safety gear.
- Students may not wear hoods or other head coverings or sunglasses in school. Hats are only permitted on designated dress-up days.
- Students must wear sneakers for Physical Education classes. If students do not wear sneakers for PE, they will receive a grade of 0 for participation on that day.

Any clothing depicting or advocating violence, criminal activity, use of alcohol or drugs, pornography, or hate speech is not permitted at school.

Any student deemed in violation of the dress code will be required to find acceptable clothing to change into at school or will be sent home to correct the situation after parents have been notified. Refusal to comply with these standards may result in disciplinary action.

Any clothing that causes a disruption to the learning environment, as determined by the principal, may also be considered in violation of the dress code.

STUDENT RIGHTS AND RESPONSIBILITIES

- [***Student Rights under NH and Federal Law Policy JI***](#)
- Freedom of Expression Guidelines
- [***Privacy and FERPA Policy JRA***](#)
- [***Student Records and Transcripts Access***](#)
- [***Due Process in Disciplinary Matters Policy JICD***](#)
- [***Non-Discrimination, Equal Opportunity and District Anti-Discrimination Plan - Policy AC***](#)
- ***Title IX Sexual Harassment and Grievance Process Policy ACAC***
- ***Weapons on School Property JICI***
- ***Alcohol, Drugs, and Tobacco (List of resources)***
- ***Use and Possession of Tobacco Products, E-cigarettes and E-Liquids Policy GBED***

HEALTH SERVICES AND REGULATIONS

The Charlestown Middle School has a full-time licensed registered nurse. Any health-related questions or concerns should be directed to them. The nurse provides the following services for the school and community:

- Health assessments
- Heights and weights on all students
- Vision and hearing screenings for grades K, 1, 2, 3, 5, 7 and all new students
- Immunization surveys
- Contagious disease checks
- Pre K & Kindergarten screenings
- Dental program supervisor
- Health and hygiene counseling
- When appropriate screenings may be conducted or assisted by capable, trained, and competent persons under the school nurse's direction and supervision, i.e. Lions Club eyesight screening.

MEDICATION

JLCD- Administering Medication to Students

Prescription medication may be given at school with the following rules:

- Medication prescribed three times a day should be given at home unless the physician states in writing it needs to be given during school hours.
- The school must have a written order from the student's doctor. This permits the child to receive medicine at school.
- The parent/guardian must also sign a form permitting their child to receive medicine at school.
- Medication must be in the original container from the pharmacy, labeled with the student's name, date of prescription, name and strength of medication, and directions for administration.
- Medication needs to be delivered to the school by a parent or guardian and picked up by a parent or guardian.

Non-prescription medications will only be given with parent/guardian written permission.

Medication must be in the **original container** or it will not be given. **Students shall not share any prescription or over-the-counter medication with another student. Students acting in violation of this prohibition will be subject to discipline consistent with the applicable board policy and state laws.**

IMMUNIZATION REQUIREMENTS (per the NH Department of Health)

Children must have proof of all required immunizations, documentation of immunity, or valid exemptions, to be admitted or enrolled in any school in New Hampshire. Documentation of immunity by confirming laboratory tests is acceptable for Measles, Mumps, Rubella, Varicella, and Hepatitis B. Click [HERE](#) to view full documentation.

ACCIDENTS AND ILLNESS DURING SCHOOL

If a student is injured, they must notify the staff on duty. The staff member will make sure the student receives proper care. Accident reports are required for any serious injury and parents/guardians are notified. **Make sure the school has current emergency telephone numbers and home addresses. This information must be up-to-date with changes as they occur.** If a student becomes ill during the day, staff will refer the student to the nurse's office. No internal medication of any kind will be administered to a student without written permission.

PARTICIPATION IN SCHOOL PROGRAMS

Students are expected to participate in all activities of the school program. If health problems that limit student participation in any school activity exist, a note explaining the limits and the reasons is requested from the student's doctor. This includes being excused from physical education, use of the stairs, common area bathrooms, etc. Student-athletes injured during a sports season will not be allowed to play unless they have written permission/release from their physician to return to athletics.

- Sick Day vs School Day
- Fire Drills, Lockdowns, and Emergency Preparedness
- [**Mandated Reporting of Abuse/Neglect Policy JLF**](#)
- [**Health Education and Exemption From Instruction Policy IHAM**](#)

TECHNOLOGY USE

Student Chromebook Agreement

This agreement is intended to promote the responsible use of school-issued Chromebooks. Whether at school

or at home, all district provided technology must be used in accordance with the mission and philosophy of the

Fall Mountain Regional School District as well as the Acceptable Use Policy JJC, and as stated in the respective school handbooks. Teachers may set additional requirements for use in their respective classes.

Above all, Chromebooks are an academic resource, and therefore should only be used for academic purposes.

Accepting the Chromebook for home-use indicates an automatic Opt-in to all policies.

Expectations of Care & Privacy

- The use of the Chromebook is at all times subject to monitoring and inspection.
- Name and asset tag labels must remain on the Chromebook at all times.
- No stickers or other items are allowed on the computer or the case under any circumstances.
- Students/parents are responsible for the care and security of the assigned device.
 - This includes protecting those devices from damage by cold, heat, or moisture.
- Students must immediately inform their homeroom teacher in grades 5-8, or a work order submitted in Incident IQ for grades 9-12.
- Misuse or vandalism of the Chromebook may result in disciplinary action deemed appropriate by administration.
- The District reserves the right to inspect student Chromebooks at any time during the school year.
- Students/parents may be held responsible for lost or intentionally damaged devices.
- Students/parents are not permitted to repair, alter, modify or replace Chromebooks or chargers.
- To protect the device, always use the Chromebook on a sturdy surface.
- Close the Chromebook when moving between locations.
- Do not leave the Chromebook unattended unless in charging station or directed by staff.
- Never place anything between the screen and the keyboard.
- The Fall Mountain Regional School District does not take responsibility for any lost data.

Students expectations

- Understand and adhere to all Acceptable Use Policies and Technology regulations from the Student-Parent Handbook.
- Do not remove or circumvent any software or security on district equipment.
- Only connect to the Internet via the District's network while at school.
- Fully charge your device every night.
- Always keep the device in a protective case.
- Use your assigned device for educational purposes only.
- Attend classes with your Chromebook as directed by staff.
- Protect your login credentials by not sharing them with others.
- Log in only with your District-assigned username and password and not sync your account to other devices (e.g., another computer or smartphone).
- Maintain files in Google Drive and, when necessary, sync offline work.
- Maintain the Chromebook and charger in good working order.
- Refrain from connecting non-district issued, third-party devices to the Chromebook (e.g., game controllers).
- Report immediately any technical problems, damage, or loss to a staff member.

Vandalism or Intentional Damage

- If damage to Chromebooks is deemed intentional by the ITS department and administration, families will be invoiced for the cost of the damage. Chromebooks deliberately damaged will result in an invoice once it is determined to be intentionally vandalized.
- Lost/misplaced Chromebooks and chargers will be invoiced.
- Invoicing:
 - Submit payment to your school office
 - Checks should be made payable to: Fall Mountain Regional School District or FMRSD
 - Vandalism invoices must be settled prior to issuing another device.
 - Loaners for testing and classwork may be made available with administrative approval.
- Students with an outstanding invoice will not receive their Chromebook until fully paid. A loaner will be provided at administrative approval in the event that a student needs to complete "in-school" work. This device will not go home until the invoice is reconciled.
Chromebook price list:
 - Screen replacement \$35.00
 - Power chargers \$40.00
 - Keyboard \$35.00
 - Individual Keys \$5.00
 - Screen Bezel \$15.00
 - TrackPad \$ 6.00
 - Wifi Card \$ 5.00
 - Screen Backplate \$20.00
 - Camera/video cable \$ 5.00
 - Laptop Replacement cost will be invoiced based on device model
- Chromebook loaners may be provided based on discussions with principals, teachers and ITS.

Terms

- This Chromebook Agreement applies to Fall Mountain Regional School District students at all times, whether or not the students are on campus.
- The Chromebook is property of the Fall Mountain Regional School district and as such, permission to possess and use it may be revoked at any time, with or without notice or cause. Students and their parents/guardians agree that the Chromebook will be returned to the District immediately upon request.
- Students will adhere to all school board policies, including but not limited to JICL and JJC-R.
- Whenever students leave the district, they must return their Chromebook and charger, just as they have to return textbooks and other learning materials that are owned by the district.

Internet Access and Use

A cloud-based content filtering system is installed on each Chromebook and remains active whenever the device is in use. However, no filtering system is as effective as consistent adult supervision and monitoring.

If a student encounters a blocked website needed for schoolwork, they should inform their classroom teacher who will take appropriate steps to request access. Likewise, students should immediately report any accidental access to inappropriate content or any messages that are threatening or make them feel uncomfortable to a teacher, administrator, or member of the technology staff.

Accepting the Chromebook for home-use indicates an automatic Opt-in to all policies.

- Acceptable Use Policy (AUP) for Computers and Internet
- Chromebook/iPad Use Guidelines (if applicable)
- Cybersecurity and Digital Citizenship
- Consequences for Misuse of Technology (How are funds collected)

EXTRACURRICULAR ACTIVITIES

STUDENT ATHLETICS

In the Charlestown Middle School, students have the opportunity to take part in several co-curricular programs with competent coaches and advisors. Students are to adhere to the school's dress code at all events. To attend/participate in an activity, students must be in school that day.

Participation on CMS athletic teams and FMRSD athletic teams will be open to all students in grades 7 and 8 who meet the eligibility requirements outlined in the Student Handbook. Participation by 6th-grade students in CMS athletics will only be permissible under specific circumstances, including, but not limited to, when there are insufficient players to field a team. Participation by 6th-grade students in FMRSD regional sports, such as football or track, will follow the district guidelines. 5th-grade students **may not** participate in middle school athletics at CMS and are encouraged to join the local recreation programs to further develop their skills and abilities. Our 5th-grade students may participate in FMRSD regional sports, such as track and cross-country running, as determined by the high school athletic director responsible for regional sports. The purpose of this is to ensure fair and inclusive participation while maintaining the integrity and competitiveness of middle school athletic programs.

Guidelines

- 6th-grade students may try out for CMS teams.
- The decision to allow 6th-grade students to participate will be made by the athletic director, in consultation with the coach and school administrator.
- Roster sizes may be limited to maximize player participation and development.

Participation Requirements:

- All participating students must meet the eligibility requirements outlined in the CMS Student Handbook, including maintaining academic standards, attendance, and behavior expectations.
- All participating students must complete required athletic paperwork, including consent forms, physical examinations, and any other necessary documentation.
- All participating students must attend a meeting to understand and acknowledge the expectations, responsibilities, and potential challenges associated with participating in middle school athletics.

Playing Time:

- Efforts will be made to provide all students with a fair and appropriate amount of playing time, taking into consideration the overall team dynamics and the competitive nature of the sport.
- The coach will determine the specific playing time allocation, to foster skill development, team cohesion, and equitable opportunities for all players.
- Playing time may not be the same for all athletes.

Registration:

- Registration for sports is handled through www.familyID.com. Parents/guardians will need to create an account and then you can register your athlete. Registration is required for each sport.

If families have questions or concerns regarding athletics, they should contact the Athletic Director.

MIDDLE SCHOOL ATHLETIC/EXTRACURRICULAR CONDUCT

Improper conduct at games, practices, meetings, dances, etc. may result in a student/guardian. being disciplined according to school policy. Discipline will be done by the coach or advisor, and parents/guardians will be immediately notified. Reinstatement may be worked out cooperatively between teacher, parent/guardian, and child.

All student athletes are required to complete the [Student Athlete Contract](#) in order to participate in school sports.

MIDDLE SCHOOL ATHLETIC / EXTRACURRICULAR ACADEMIC ELIGIBILITY

The student will be placed on PROBATION if they receive two (2) D's on their report card.

The student will be declared INELIGIBLE if they receive three (3) or more D's or one (1) or more F on their report card.

- 1) Any student who is on scholastic probation must remain on probation for three weeks beginning the day report cards are handed out. During probation, the student may participate in any practice sessions but is not allowed to participate in any games. At the end of the probation period, the grades are checked in every class by the Activities Director or School Counselor. If all teachers indicate that the grades meet the eligibility criteria stated above, the student is declared eligible to participate in games. If the student does not meet the academic criteria at the end of the three-week probation period, they will be declared ineligible until the next trimester.
- 2) A student with an "F" grade will be on athletic probation until the grade is brought up to a passing grade.
- 3) In a situation where cuts need to be made, ineligible students may try out but may be the first ones cut.
- 4) Dances and family/community sponsored school events are exempt from the academic eligibility requirements.

EVENT RULES

- Dances are for 5-8 grade students unless otherwise specified.
- Dances are for Charlestown Middle School students only, unless otherwise specified.
- Attending a dance is a privilege. If a student is suspended from school (ISS or OSS) during the week of the dance they may not attend the dance.

- If the student has a behavioral issue at the dance, they will not be allowed to attend the next dance. Any behavioral issues that occur at the dance will also be addressed through the CMS behavioral model and consequences for not meeting community expectations will be implemented the following week.
- Students must attend school on the day of the dance. If they are absent, they cannot attend. Anyone who leaves school early because of illness may not attend.
- Once students enter, they may not leave and reenter.
- Students may not loiter in any area of the building or the grounds except for the dance location.
- Chaperones will ask students to leave and notify parents if they make any disturbance, no matter how slight, at the dance. Admission fees are not refundable.
- The school dress code applies to school dances.
- School Behavior Expectations apply at school dances (no hoodies, no hats, no cellphones, earbuds or smartwatches, etc.).
- Dances are 7:00 pm - 9:00 pm unless otherwise posted.
- If not permitted to attend the dance, students will be notified in person during the week of the dance.
- Chaperones may deny entry and contact parents and police if they suspect students are under the influence of alcohol or a controlled substance or may be entering with malicious intent.

FOOD SERVICE

BREAKFAST/LUNCH PROGRAM & SNACKS

Breakfast and lunch are served daily by the Abbey Group. Breakfast is free for all students and lunch is \$3.10. All families are encouraged to complete the free and reduced school lunch application, whether they believe they qualify or not. By filling out this form, it will help our school receive federal funding even if families do not qualify for financial assistance. If a household has more than one student in the district, only one application needs to be completed for each household. A student cannot qualify for free or reduced lunch, however, unless the application is completed.

Applications for free and reduced-price lunches are sent home as a paper copy with students at the beginning of the school year. Applications are also available on the district website, which can be found [here](#) and are available for download or can be completed online. **Applications can be made at any time during the year** as the needs of families change. These applications are strictly confidential and only reviewed by the district's designated coordinator. No building staff reviews these applications.

All breakfast must be consumed by the end of 1st period. Lunch must be consumed during the assigned lunch period for each student. There is no scheduled snack time during the school day. Students may bring snacks, but must ask their teacher for permission to eat. Some teachers may not allow snacks during the day. Snacks must be a single portion and individually packaged. Students may not bring candy. If students are hungry at times other than breakfast or lunch, and did not bring a snack from home, they may go to the nurse or the office for a snack. If a student has a medical need that requires food throughout the day or at times other than breakfast or lunch, that will be documented in a medical plan with the family and the school nurse.

WATER BOTTLES/DRINKS AT SCHOOL

In keeping with the District Wellness Policy, all students are able to bring water bottles containing **ONLY WATER** to school. Students may bring other beverages to be consumed only during lunch, but these beverages must also follow the District Wellness Policy and may not be caffeinated, which includes all energy drinks and drink additives. If students arrive at school with beverages that do not follow the District Wellness Policy, the beverage will be confiscated and discarded.

[**Meal Charging Policy EFB**](#)

[**Wellness Policy JLCF**](#)

TRANSPORTATION

JICC- Student Conduct on Buses

It is expected that each student will ride their assigned bus. **Any exceptions to this rule will require a written note or email from home.** Upon receipt of such a note or email, the school will issue a bus boarding pass to the student. A bus pass will also be required if a student needs to get off their assigned bus at a different stop.

BUS POLICIES AND PROCEDURES

- 1) Students shall arrive at their assigned bus stop at least 5 minutes before the bus is scheduled to arrive. Drivers will not wait.
- 2) Students shall wait in a safe place, clear of traffic and at least ten feet away from where the bus stops. Students must be standing in a line when the bus arrives.
- 3) Students shall follow directions of the bus driver at all times.
- 4) Students shall exhibit classroom conduct at all times.
- 5) Students shall go directly to an available or assigned seat when boarding the bus.
- 6) Students will remain seated, facing forward, with their feet on the floor. Students are not to block the aisles or exits.
- 7) Students are to carry only objects that can be held on their laps.
- 8) Students shall refrain from eating, drinking, gum chewing, and smoking on the bus.
- 9) Students are prohibited from extending their heads, arms, other body parts, or objects out of the bus windows. Students are not to sit with their heads against the windows.
- 10) Students shall not spit inside the bus or out the bus windows.
- 11) Students shall refrain from the use of profane language and obscene gestures on the bus.
- 12) Students shall cross the road in front of the bus only after the bus has come to a stop and upon the direction of the driver (10 feet minimum crossing distance)
- 13) Students are prohibited from using tobacco products, alcohol, drugs, or any controlled substance on the bus.
- 14) Students shall not carry hazardous materials, nuisance items, or animals onto the bus.
- 15) Students shall not be in possession and /or use weapons or articles used as weapons (including rubber bands, pea shooters, etc.) while on the bus.
- 16) The noise level will remain low enough for the bus driver to be heard at all times without having to raise their voice.
- 17) Students shall be polite and courteous to all other passengers, passersby, and the bus driver. No harassment of any kind is allowed.
- 18) Students shall respect the rights and safety of others.
- 19) Students shall not damage any part of the bus.
- 20) Students shall not wear earphones while on the bus.
- 21) Students shall not spray anything (including fragrance) while on the bus.

The bus driver will have complete control of the bus and the students he or she is transporting for the duration of the bus ride. Any problem arising with a student, for which the driver issues a written referral, will be promptly reported to the transportation manager. Parents should know that while the district will make every attempt to resolve student conflict issues at the bus stops, they are ultimately a parental or police matter.

Those students guilty of flagrant, repeated, gross disobedience or misconduct on school buses are subject to discipline within the guidelines of the district's policies and regulations. Continued violation of the bus rules will be considered sufficient cause for refusing to transport the student(s) involved and may lead to suspension from school, depending upon the seriousness of the matter. Physical damage to district property by students will require restitution. If a student's behavior is uncontrollable, the bus will return to the school and the parents will be called to come and get their child.

Discipline for violations of the above safety rules will be administered as follows:

STEP 1 - A written warning is sent home to parents.

STEP 2 - One to three-day loss of bus privileges.

STEP 3 - Five-day loss of bus privileges.


STEP 4 - Ten-day loss of bus privileges.

STEP 5 - Twenty day loss of bus privileges.

STEP 6 - Twenty-plus days as recommended jointly by the transportation manager and the principal to the school board.

The above progressive discipline schedule is for common infractions. Violations of a more serious nature, such as but not limited to smoking, fighting, profanity, possession/use of contraband, destruction of property, or behavior that jeopardizes the safety and/or well-being of other students will result in advanced progression on the above scale which may include up to a step six action, even for a first offense. Specific questions may be addressed to the transportation manager at 603-835-2527.

It shall be the policy of the Fall Mountain Regional School District to employ the use of video cameras (with audio) on all school buses used for transporting students. The use of video material shall be to assist administrators and other designated employees of the district in identifying students who may violate the rules of behavior while on the bus. All such recorded images will be held in confidence and used only for identification as described above. See School Board Policy:

 ECAF - Audio and Video Surveillance on School Buses (updated 6/20/22)

BUS WAIT

Bus wait is under the supervision of staff and they will decide (weather permitting) if the students will wait inside or outside. It is expected that students obey the school rules, wear weather-appropriate clothing, and wait in their designated areas. Any student needing to enter the building before school must check in with the staff on bus wait (walkers and riders, as well as bus students). After school, only students waiting for a bus are to be at bus wait. Walkers exit through the north door and riders exit through the front door and leave the school grounds.

Students should plan their morning so they do not arrive at school any earlier than 8:10 A.M. (unless prior arrangements have been made with a staff member), and no later than 8:20 A.M.

PARENT/FAMILY ENGAGEMENT

Most school communication is sent through email. Please be sure that we have the most up to date email addresses on file. We send out a weekly newsletter and all progress reports and report cards will be sent by email. If there is any change in phone, mailing address or email, please let us know as soon as possible. You also can find information on our website at cms.sau60.org and on Facebook @charlestownmiddle

PARENT TEACHER CONFERENCES

Conferences are held once a year in October. Letters for appointments will be sent home at the end of September. We will do our best to accommodate your requests. If you would like to meet with a teacher at any other point during the school year, please reach out to them directly.

VOLUNTEERS/VISITORS TO SCHOOL

The Board welcomes the active interest of parents and citizens in their public schools and invites the community to visit at any time. However, since schools are a place of work and learning, certain limits must be set to visits. The building principal is responsible for all persons in the building and on the grounds. For these reasons, the following policy applies to the school:

- Anyone who is not a regular staff member or student of the school will be termed a "visitor."
- Any visitor to the school must report to the school office upon arrival at the school.
- Parents or citizens who wish to observe a classroom while school is in session are urged to arrange such visits in advance with the teacher, so that class disruption may be kept

to a minimum.

- Teachers are expected not to take class time to discuss individual matters with visitors.
- Any person or persons engaging in unacceptable conduct in school, on school property or at school events will be reported to the principal or the principal's designee. Abusive, profane language, gestures or behavior is considered unacceptable behavior. The person will be asked to leave. Law enforcement officers may be called if the situation warrants and the school's attorney may be notified.

SUICIDE PREVENTION

Protecting the health and well-being of all students is of utmost importance to the school district. The school board has adopted a suicide prevention policy which will help to protect all students through the following steps:

- Students will learn about recognizing and responding to warning signs of suicide in friends, using coping skills, support systems, and seeking help for themselves and friends. This curricular content will occur in all health classes throughout the school year, not just in response to a suicide, and the encouragement of help-seeking behavior will be promoted at all levels of the school leadership and stakeholders
- Each school will designate a Suicide Prevention Liaison to serve as a point of contact for students in crisis and to refer students to appropriate resources
- When a student is identified as being at-risk, a risk assessment will be completed by a trained school staff member who will work with the student and help connect the student to appropriate local resources
- Students will have access to national resources that they can contact for additional support, such as:

National Suicide Prevention Lifeline	1-800-273-TALK(8255) suicidepreventionlifeline.org
The Trevor Lifeline Text/Chat Services, available 24/7	1-866-488-7386 thetrevorproject.org/get-help-now Text/Chat Services, available 24/7 Text "TREVOR" to 678-678
Crisis Text Line	Text TALK to 741-741 crisistextline.org

All school personnel and students will be expected to help create a school culture of respect and support, in which students feel comfortable seeking help for themselves or friends. Students are encouraged to tell any staff member if they or a friend are feeling suicidal or need help. While confidentiality and privacy are important, students should know that when there is risk of suicide, safety comes first. For a more detailed review of policy changes, please see the district's full suicide prevention policy.

[Suicide Prevention and Response Policy JLDDB](#)

MORNING EXERCISES

Each school in the Fall Mountain Regional School District shall make available a time and place properly supervised, for the exercise of freedom of assembly and the free exercise of religion as provided under RSA 189:1B.

Students and parents shall be informed annually at the beginning of the school year, of the above opportunity.

CARE OF BOOKS & INSTRUCTIONAL MATERIALS

Students are responsible for all books and instructional materials that are assigned to them, including library books. Parents/guardians will be responsible for paying the cost of replacement for a lost or damaged book or instructional materials. This includes Chromebooks.

DELIVERIES

Parents are asked not to have flowers, balloons, or gifts delivered to the school. Deliveries of flowers, balloons, or gifts to students should be made to their homes. Students will **not** be called to the office during school hours to receive such deliveries and may need to have a parent pick them up after school if they are unsafe to take on the bus.

ITEMS FROM HOME

Items brought to school from home are unfortunately often misplaced, damaged, or lost. Students may only bring items from home at their teachers' request.

CELL PHONES

Cell phones, earbuds, and smartwatches must be turned off and stored in the student's locker, with the teacher or in the office during the entire school day. The first violation of this expectation will result in the device being confiscated and held in the office until the end of the day. The second violation of this expectation will result in the device being turned into the office daily for two weeks. Each subsequent violation will add additional weeks of having to turn the device into the office and also may require parents/guardians to pick up the device.

LOST & FOUND

The school shall not be responsible for personal property. If a student should lose an item, report the loss to the teacher in charge as soon as possible. Check the lost and found box or the office to see if the lost article has been turned in. Any unclaimed items, including clothing, shoes, water bottles, etc. at the end of the school year will be donated or discarded.

Charlestown Middle School Handbook Signature Page

The CMS Handbook will help you understand the expectations and rules that need to be followed here at Charlestown Middle School. After you have reviewed this handbook with your student, please sign and return the bottom portion of this to your student's homeroom teacher. You can find the handbook online at: <https://cms.sau60.org/o/cms> under the "for students" tab. If you would like a hard copy, please let us know. Thank you!

Date: _____

I have read and reviewed this handbook with my student
_____. I understand if I have any questions or concerns, I may contact the school for clarification.

Parent Signature: _____

I have reviewed this handbook with my parent or guardian. I understand if I have any questions or concerns, I may talk with my homeroom teacher for clarification.

Student Signature: _____