

**Acworth Center School**



**Alstead Primary School**



# **2022 - 2023**

## **Alstead Attendance Area Schools Student Handbook**

**Sarah Porter School**

**Vilas Middle School**



**Alstead Attendance Area  
Student Handbook  
TABLE OF CONTENTS 2022-2023**

**FMRSD VALUES (4)**

Core Values  
Mission Statement  
Vision  
Equal Employment Opportunity/Non-Discrimination

**SCHOOL OPERATIONS (5-6)**

Chain of Command  
Hours  
Inclement Weather  
Parent & Student Privacy  
Picking Up & Dropping Students Off  
Protection of Pupil Rights  
Registration Forms  
Safety Drills  
Safe School Zones  
School Phones

**PERSONNEL, VOLUNTEERS, & VISITORS (page 7)**

Employees  
Visitors  
Volunteers

**ATTENDANCE & DISMISSAL (pages 8-9)**

Early Dismissal  
Excessive Absences  
Extended Absences  
In the Event of an Absence  
Regular Dismissal  
Tardiness  
Truancy  
Walking & Biking to School

**ACADEMICS (10-12)**

Conferences  
Curriculum  
Evaluating Student Progress  
Grading  
Homework  
Home Tutoring  
Honor Roll  
Incomplete Work  
Make-up Work  
Physical Education  
Promotion  
Summer School & Retention  
Testing Programs

## **STUDENT BEHAVIOR**

Dress Code **pages 12-13**

SMOKING, TOBACCO AND VAPING (RSA 126-K:6 & K:7 and 155:68 & 155:76) (*Policy JICG*)  
**Pages 14-15**

Fidget Devices

Infractions

Photographs/Video Recording

Personal Property

Pledge of Allegiance

Student Discipline and Due Process (Policy *JICD*). **Pages 15-20**

Harassment and Sexual Harrassment of Students (*Policy ACAA* ). **Pages 21-22**

Weapons On School Property (*Policy JICI*) **Page 23**

Definition of Bullying (Policy JICK). **Pages 24-29**

Safe Schools EBB. **Pages 30-31**

Non-Discrimination/ Equal Opportunity (Police AC) **Pages 31-31**

## **TECHNOLOGY GUIDELINES FOR STUDENTS (33-35)**

Personal Electronic Devices--Acceptable Student Use of Personally Owned Devices (*Policy JICM*) )

## **SCHOOL PROGRAMS & ACTIVITIES (36-37)**

Band & Chorus

Dances

Extracurricular Activities

Food Program

Library

Recess

## **ATHLETICS (38)**

Academic Eligibility

Code of Conduct

Health Requirements to Play

Joining a Team

Participation In

## **STUDENT HEALTH & WELLBEING (39-40)**

Health Impairments

Child Abuse

Counseling & Social Emotional Learning

In-School Student Illness or Injury

Mediation

Out-of-School Student Illness

Physicals

Prescriptions

Perfumes and Chemical Sensitivities

School Nurse

Students Experiencing Homelessness--Admission of Homeless Students (*Policy JFABD*) (pages 41)

Home Education Instruction (Policy IHBG). Pages 41-45

Wellness (*Policy JLCF*) (pages 45)

Family Educational Rights and Privacy Act (page 45-46)

Soliciting Pupils and School Personnel & Advertising in the Schools (*Policy KH*) (page 47)

Family Educational Rights and Privacy Act ([page 45-46](#))

KH Soliciting Pupils and School Personnel & Advertising in the Schools ([Policy KH](#)) ([page 47](#))

## **DISTRICT BUSSING (48-49)**

Bus Transportation

Policies & Procedures

After School Arrangements/Dismissal (Page 49)

Audio & Video Surveillance on School Buses (Policy ECAF) Pages 49-50

Student Conduct on Buses (Policy JICC) Pages 49-50

Video & Audio Surveillance on School Property (Policy EEAA). Pages 51-52

Abbreviations Within

FMRSD: Fall Mountain Regional School District

AAA: Alstead Attendance Area

VMS: Vilas Middle School

AP: Alstead Primary

SP: Sarah Porter

ACW: Acworth School

## FMRSD VALUES

### Core Values

Respect: treating yourself and others with patience, understanding, and honor

Integrity: acting in a manner that is trustworthy, virtuous, and dedicated

Citizenship: commitment to our community, our nation, and our world.

Responsibility: being accountable for our own actions.

### Mission Statement

The mission of the Fall Mountain Regional School District is to maximize its students' academic, technological, artistic, athletic, and social skills to help them become responsible and productive 21st century citizens.

### Vision

Upon graduation, FM students will have the academic and social abilities to actively apply their knowledge and skills as ethically responsible citizens, well-equipped to succeed in their community, country, and world.

### Equal Employment Opportunity

**Fall Mountain Regional School District provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran, or any other basis prohibited by law, except for reasons related to ability to perform the essential functions of the job, in accordance with applicable federal, state and local laws. Fall Mountain Regional School District complies with applicable state and local laws governing nondiscrimination in employment in every location in which the District has facilities. This policy applies to all terms and conditions of employment, including, but not limited to hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.**

***(See also FMRSD Policy GBA)***

## SCHOOL OPERATIONS

### Chain of Command

Parents and staff need to follow the appropriate chain of command:

**Support Staff: 1. Supervisor 2. Lead Teacher 3. Principal 4. Superintendent 5. School Board**

**Teachers: 1. Lead Teacher 2. Principal 3. Superintendent 4. School Board**

**Parents: 1. Staff Member 2. Principal 3. Superintendent**

Alstead Attendance Area (835-6351)

Vilas Middle School (835-6351)

Alstead Primary School (835-2482)

Sarah Porter School (835-2260)

Acworth Center School (835-2270)

Principal: Gail Rowe

Lead Teachers: Kevin Hicks

Lead Teacher: Katie Hanatow

Lead Teacher: Emily Rodenhauser

Co-Lead Teachers: Lisa Plancon & Eric Marean

### School Hours

All school rules are in effect when students are on District property or participating in any school-based event or extra-curricular activity.

Alstead Attendance Area School Hours Schedule:

Vilas Middle School: 8:28 a.m. to 3:10 p.m.

Alstead Primary School: 8:25 a.m. to 3:00 p.m.

Alstead Primary Pre-K4: 8:30 a.m. to 11:00 a.m. Monday-Friday

Alstead Primary Pre-K3: 12:00 p.m. to 2:00 p.m. Monday, Wednesday, & Friday

Acworth School: 8:00 a.m. to 2:20 p.m.

Sarah Porter School: 8:30 a.m. to 3:00 p.m.

To ensure the safety of your student, students should not arrive at VMS before 8:20 a.m., at APS no earlier than 8:20 a.m., at ACW no earlier than 7:55 a.m., and at SP no earlier than 8:25 a.m.

### Inclement Weather

Due to inclement weather school may be closed and students will be dismissed early. Parents will be notified using the **School Messenger System** and PK-8 families will receive individual calls confirming dismissal plans.

It is important for parents and students to take time to plan out what the student will do if school is canceled, delayed or dismissed early. This is especially important if parents are not home.

VMS requires parents to **fill out the "School Emergency" section on the back of their student's registration form**. Parents must use this section to provide us with specific instructions to emergency plans. For example, if a student requires riding a different bus during early dismissal, parents should notify the school in this section.

### Parent & Student Privacy

The FMRSD regularly releases lists of names and addresses of pupils, teachers, and other personnel for official and professional purposes. Parents and students may refuse the disclosure of information, provided that a written request is submitted to: Superintendent of Schools, 122 NH Route 12A, Langdon, NH 03602 by September 30<sup>th</sup>.

### Picking Up & Dropping Off Students

Parents are prohibited from using the inner lane (right travel lane) in front of the school building at APS and VMS to park or drop off students. Cars found in violation of this rule may receive tickets and be towed at the owner's expense.

The parent drop-off lane is the lane left of the cones at APS and the left lane nearest to the flagpole at Vilas. For the safety of all students, parents must not pass cars in line for drop off. Also, it is illegal to pass buses that have flashing red lights or the stop arm out. SP parents may drop off in the far parking lot and ACW parents may drop off in the parking lot in the back, away from where busses drop off students.

### Protection of Pupil Rights

The Protection of Pupil Rights Amendment, 20 U.S.C. § 1232h, requires FMRSD to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors or ministers;
7. Religious practices, affiliations or beliefs of the student or parents;
8. Income, other than as 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.

### Registration Forms

**It is the parent's responsibility to immediately notify the school when contact information and home addresses change. In case of an emergency, at all times, VMS must have at least two numbers where it can reach a responsible adult. It is extremely important that we have up-to-date information on students' registration forms.**

### Safety Drills

At the discretion of the Principal or Lead Teacher, all AAA schools will conduct monthly practice safety drills. Weather, programs, and student health will be considered prior to conduction. All students are expected to take drills seriously. Students who do not act professionally during drills will be subjected to appropriate disciplinary measures.

### Safe School Zone

Any violation of RSA 193-D (Safe School Zone Law) will result in a report filed with the Alstead Police Department. Violations include theft, destruction, threats, violence, possession of weapons, harassment and/or bullying.

### School Phones

Telephones in the building are for school business and emergencies only. Prior to using school phones, students must acquire permission.



## **PERSONNEL, VOLUNTEERS, & VISITORS**

### Employees

School employees are hired with the appropriate certifications and licenses for their positions by the State Department of Education and the State Department of Health of New Hampshire.

### Visitors

The District considers anyone who is not a regular staff member or student a "visitor." Upon entering the school, all visitors must report to the school office. To keep class disruption to a minimum, visitors, including parents, who wish to observe a classroom while school is in session should make prior arrangements with the classroom teacher.

The principal and his/her designee will require any visitors engaging in unacceptable conduct on school property or during school events to leave the premises. When situations warrant police involvement, law enforcement officers will be contacted and the District's attorney may be notified. Unacceptable conduct includes anything that creates a disruptive environment, including but not limited to lude or aggressive language, gestures, or behaviors.

### Volunteers. See Policy IJOC

Parents are encouraged to be involved in their child's school, PTO/PTG, and to volunteer in the school. All volunteers will function under direct supervision of a school employee.

Designated volunteers must undergo a background investigation and a criminal records check when coming in direct contact with student(s) on a daily basis, meeting regularly with students, meeting with student(s) on a one-to-one basis, or when designated by the School Board or Superintendent.

In compliance with the standards set by the NHIAA, volunteer coaches must be certified in their designated sport(s) and be CPR certified.

## ATTENDANCE & DISMISSAL

### Early Dismissal

We will dismiss students early for legitimate causes only when a custodial parent comes directly to school to request dismissal or provides us with written permission. At no time will we dismiss any student into the custody of a noncustodial parent without parental written permission.

Students who possess a dismissal note must bring the note to the office at the beginning of the day. At that time, the student will receive an early dismissal slip, which he/she must present to the teacher when it is time to leave. Upon notifying the teacher, the student will proceed to the office and await a parent's arrival.

### Excessive Absences

State law requires all students to attend school during operational hours. We will consider retaining any student who is absent for more than 30 days at his or her current grade level.

### Extended Absences

There is no comprehensive way to recapture the classroom learning experiences students miss during extended absences. Therefore, we ask parents to assume responsibility for their student's education during prolonged absences. Parents should also keep in mind extended absences may affect report card grades.

In order for teachers to provide students with classroom materials and assignments, parents must notify teachers at least one week in advance of their student's extended absence. Unless otherwise noted by a teacher, students must complete and submit make-up work to the teacher within one week of returning to the classroom.

### In the Event of an Absence

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. Therefore, parents must notify the school office when their child is absent. *It is extremely important that we know when your child is absent so that we may be sure that he/she is safe.*

Parents must call their child's school office before or within the first half hour of the school day to notify the school of their student's absence. Parents may also notify us of a student's absence by sending in a signed note in with a sibling. If we do not hear from a parent/guardian, and through homeroom attendance learn of a student's absence, we will do a "well child check" phone call.

In order to participate in school activities, students must be at school by 11:30 a.m. or receive permission from the Principal, Lead Teacher or Activities Director.

### Regular Dismissal

To ensure safety, during regular dismissal, riders must wait to the right of the crosswalk to receive permission to cross the bus lane. Students will be given permission by a staff member on bus duty to proceed to their parents' parked cars.

### Tardiness

Students arriving after 8:28 a.m. at VILAS and 8:30 a.m. at APS will report to the school office with a note, sign in and then report to class with a tardy slip. SP and ACW students arriving tardy will report to the office. Arrival on a bus that is late does not count as being tardy. Students with three or more tardies per grading period will receive an office warning in the form of a letter. Continued tardiness will result in disciplinary measures.

### Truancy

Under New Hampshire law, ten half days of unexcused absence during a school year constitutes habitual truancy.

If the Principal identifies a student who is habitually truant or who is in danger of becoming habitually truant, he/she shall commence in an intervention with the student, the student's parents, and other staff members. The intervention shall include but will not be limited to investigations, educational program modification, parental involvement, and alternative disciplinary measures.

Any absence that has not been excused for one of following reasons will be considered an unexcused absence: illness or medical recovery, medical and dental appointments, required court attendance, death in the immediate family, observation or celebration of a bona fide religious holiday, or other situations deemed acceptable by the Principal or permitted by law.

In the event of an absence, parents must notify the school, either through a phone call or written notice, as to why their student was absent. The Principal may require parents to provide additional documentation in support of their notice, including but not limited to doctor's notes, court documents, obituaries, or other documents supporting the claimed reason for non-attendance.

### Walking & Biking to School

**Elementary students are not allowed to walk or bike to school alone or unsupervised, given the road dangers at all four schools and from the recommendations of the local authorities. However, with PRIOR WRITTEN PERMISSION from parents, Vilas Middle School students may be permitted to walk or ride their bikes to and from school.**

## ACADEMICS

### Conferences

Parent-teacher conferences provide parents and teachers an opportunity to discuss student progress and establish a cooperative program that meets students' needs. AAA schools host annual parent/teacher conferences during the fall and spring. Additional conferences are welcomed and may be scheduled on an individual basis.

### Curriculum

The AAA schools offer a varied curriculum, including Language Arts, Math, Science, Health, Social Studies, Physical Education, Art, Music, Cultural Studies, Social Emotional, Library Skills, and Technical Education.

### Evaluating Student Progress

The primary purpose of evaluating students shall be to provide information about student progress to the parents and to the students and to allow the professional staff to make decisions, which affect the quality of instruction. Marking students allows for a record of achievement and an expeditious means by which parents are informed of student achievement. Teachers who are using PowerGrade must update grades on a weekly basis.

Teachers in PreK and Kindergarten use a progress report that consists of a checklist of personal and social growth as well as math and language arts and motor skills. *Grades Five through Eight:* A+ 97-100, A 94-96, A- 90-93, B+ 87-89, B 84-86, B- 80-83, C+ 77-79, C 74-76, C- 70-73, D 65-69, F 60-64.

Conduct is graded as follows: S - Satisfactory, NI - Needs Improvement, U - Unsatisfactory  
Grades 1-2: VG - Very Good, S - Satisfactory, NI - Needs Improvement

Incomplete work at the end of the grading period will be recorded as an "I". The work shall be made up and a grade assigned within a two-week period.

### *Special Education Grading Guidelines:*

1. Courses/subjects in which a child has been diagnosed as possessing a disability, and which courses/subjects are individualized and administered in a inclusionary classroom or individuals/small groups, will be graded by special educators, and grades will be recorded on individual ability level.
2. Courses/subjects in which a child has been diagnosed as possessing a disability, which is sufficiently mild to permit the student to participate in the least restrictive environment (classroom), but nevertheless requires modification of curriculum, will be graded by the subject teacher in consultation with the special educator.
3. Students who evidence moderate-severe learning deficits in specific language areas (ex. - written language) may be graded on individual ability level in subjects where a specific disability limits performance of tasks. Students in this grouping will have access to monitoring and curriculum modification as well as remedial tutoring.
4. The term "Individual Ability Level" will be indicated on the report card with an asterisk next to the recorded grade.

### Grading

**Pre-K to Grade 4 student) are on a trimester schedule with a report of progress of skills progress being sent, if needed. Classroom teachers evaluate student work on a regular basis and report cards are sent home to summarize progress. Grades 5-8 receive report cards three times per year, with progress reports at the midpoint of each trimester.**

### HOMEWORK

Homework provides students with opportunities to practice learned skill and further interact with classroom topics. It is the student's responsibility to complete each homework assignment in time. Each teacher will explain his or her rules regarding homework.

Research studies have consistently shown that the amount of time devoted to learning is related to achievement in a subject. Homework, therefore, is important in a student's overall success in his/her academic program. The Alstead Attendance Area staff recognizes the importance of homework as a vital part of the learning of essential skills taught in the classroom.

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.
- Provide opportunities for enrichment.
- Develop responsibility, initiative, self-direction, and organizational skills.

### Home Tutoring

When students are unable to attend school for an extended period of time, parents may request home tutoring. This service will depend upon the availability of a tutor and completion of required forms. Call the school office for information.

### Honor Roll

6th-8th grade students who have achieved academic excellence in their studies are recognized on the Honor Roll at the end of each marking period. Students who achieve a combination of A's and B's receive Honors. Whereas, students who achieve all A's receive High Honors. Students will not be recognized as Honor Roll recipients if they receive an Unsatisfactory (5) in conduct.

### Incomplete Work

At the end of the grading period, teachers may record incomplete work as "I". A student who receives an "I" has a two-week period to make up incomplete assignments. If he or she does not make up the work, each incomplete will become a zero. Under extenuating circumstances, the Principal or classroom teacher may grant time extensions.

### Make-up Work

When a student is absent, it is his or her responsibility to meet with his or her teachers to determine what makeup work must be completed. In the event of an absence, students have up to a maximum of two school days to complete work missed. Teachers may, however, extend this time frame to accommodate students and assignment lengths.

### Physical Education

Students in grades 5, 6, 7, and 8 are graded in physical education in participation, preparation, effort, and through a bi-yearly physical fitness test that adheres to national norms. Students are required to change into appropriate athletic attire for gym class. Students who do not change will be required to participate at a reduced grade for the day. Students who do change will be graded on their efforts.

### Promotion

Promotion is a privilege earned by each student and thus instances can arise that keep students from participating. A student will not participate in Promotion or any 8<sup>th</sup> grade end of the year activities or trips, if he or she is failing two or more subject areas, is suspended during the last Trimester, including the day of Promotion, or does not behave appropriately during Promotion rehearsals. In addition, VMS requires students to dress in professional attire during the Promotion ceremony.

### Summer School and Retention

Any student failing two or more core subjects (math, science, social studies, reading or language arts) must attend middle school summer school and receive a passing grade to be promoted to the next grade. Our Middle School Summer School program will also accept students in need of developing their content skills and knowledge in Math/Reading and other content areas and the t current philosophy of summer school is to build students' confidence through instruction and support. APS has a Title 1 camp and Extended Learning Program during the summer months. Retention of students may considered with teacher and parent recommendation (K-8).

### Testing Programs

During the school year, some grade levels will be given various tests to help determine growth and needs. It is important that they do their best on all tests so professional staff can make necessary changes in curriculum to meet individual needs. Test results will also provide valuable information to determine individual strengths/weaknesses of students and of the existing curriculum. Our School Counselor coordinates the testing program for specific grades each year.

Our schools will all be testing in iReady this year and participating the NH SAS assessments.

## **STUDENT BEHAVIOR**

### **DRESS CODE**

A component of the education process is learning what is and is not appropriate in given situations. Students of the Fall Mountain Regional School District, are expected to adhere to common practices of modesty, cleanliness and neatness; to dress in a respectful manner that is appropriate for school and/or work, and in such a manner as to contribute to the academic atmosphere, not detract from it.

Clothing and grooming must be such that they do not constitute a health or safety hazard and must not be so unusual or bizarre as to constitute a distraction or to interfere with the educational opportunity of the other students. (School Board Policy [JICA](#))

**Note:** School administrators are currently working on updating the Student Dress Code Policy.

**JICA**

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## **STUDENT DRESS CODE**

Students are expected to adhere to standards of cleanliness and dress that are compatible with the requirement of a good school environment. Those standards generally acceptable to the community as appropriate in a formal school setting ordinarily will be the reference criteria.

A student's appearance or mode of dress or cleanliness will not be permitted to cause a substantial or material disruption or substantial disturbance to the educational process or constitute a threat to health or safety. When, in the judgment of a Principal, a student's appearance or mode of dress disrupts the educational process, or constitutes a threat to health or safety, the student may be required to make modifications.

Parental judgment will also be relied on to support this policy. Parents will be notified as to the nature of code violations and remedies will be identified.

In partial attainment of the foregoing, the following exceptions or guidelines will be the standards of criteria:

1. The Principal and/or designee has the absolute authority to determine what clothing is acceptable. Student and teacher concerns should be directed to the Principal.
2. Cleanliness -- clothing and grooming must be such that they do not constitute a health or safety hazard.
3. Clothing -- clothing must be adequate in ensuring a decent appearance.
4. Educational distraction -- grooming and dress must not be so unusual or bizarre as to constitute a distraction or to interfere with the educational opportunity of the other students.

FMRSD  
Adopted: 8/29/94

The following guidelines for what is acceptable dress within our schools. These guidelines will be reviewed and updated as needed.

- Shoes must be worn at all times (no bare/stocking feet) as per NH Public Health Regulations.
- Clothes must cover the torso.
- Loose fitting muscle/sleeveless t-shirts, or other clothing that exposes the torso or midriff are not to be worn.
- Shorts should be appropriate lengths.
- Hats, hoods, and sunglasses (including on top of the head) are not to be worn inside the building.
- Apparel with slogans and graphics, which promote drugs, alcohol, and/or violence or make innuendos of sexual behavior are not to be worn.
- Articles of clothing that become associated with gang-type behavior, whether or not it has previously been identified as such (i.e., bandanas, chains, etc.) will be addressed on a case by case basis.

The administration or designee has the authority to determine what clothing is acceptable. At the determination of the administration, exceptions to the dress code may be made during spirit week or other school events.

Any student deemed in violation of the dress code will be required to find acceptable clothing or be sent home to correct the situation after parents have been notified. Refusal to comply with these standards may result in disciplinary action, including detention and/or suspension. Parents will be notified as to the nature of code violations and remedies will be identified.

## **SMOKING, TOBACCO AND VAPING** (RSA 126-K:6 & K:7 and 155:68 & 155:76)

**FMRSD will enforce New Hampshire laws which mandate that smoking is unconditionally prohibited in all school buildings and on all school property by all individuals at all times in New Hampshire. No person under the age of 18 years of age shall purchase, possess, or use any tobacco product, vaporizer and/or vaporizing liquid. Any person under the age of 18 who violates this law will always be found guilty of a violation and shall be subject to a fine not to exceed \$100 for each offense. Further, students may also be required to complete up to twenty hours of community service for each offense. FMRSD asks for the cooperation of all faculty and staff to enforce this law and regulation. See School Board Policy [JICG](#).**

**As with many schools, FMRSD has seen an increase in the possession and use of vaping and/or JUUL devices. As with tobacco products, these devices and accompanying liquids are illegal for those under the age of 18 years of age and are prohibited on school property.**

**Students found in possession of or using vaping devices and accompanying liquids, will be subject to the consequences related to tobacco use on school property.**

### **Fidget Devices**

**Students are not permitted to bring in personal fidget devices from home, unless the school nurse, the guidance department or the special education department has approved them. All students may sign out school approved fidget cubes from the school nurse. When the cubes are returned, she will sanitize the devices and allow them to be checked out by others.**

### **Infractions**

**Students will receive a written warning and/or a detention for the following actions: cutting class, disruptive behavior, refusing to do as asked, unsigned forms, dishonesty, cheating, and dress code violations. All VMS detentions are an hour long and scheduling will depend on staff discretion.**

**Students will receive in-school or out-of-school suspension for the following actions: skipping detention, repeated dress code violations, damaging unowned property, misuse of computers, theft, leaving school without permission, bringing fake or real weapons to school, fighting, threats, forgery, drugs/tobacco harassment of any sort, and bullying. Suspended students are not permitted to participate in any school activity on the day of their suspension.**

**When a student adversely behaves in a manner that results in staff having to send him/her to the office from the classroom or other educational environment, i.e. the cafeteria, outside, etc., all students are negatively affected. The first two times a student is sent to the office, he or she will receive a detention with the supervising staff member. When a student is sent to the office a total of three times, he/she will receive an in-school suspension.**

**Consequences for inappropriate behavior not listed are at the discretion of the principal and/or lead teacher.**

## **PHOTOGRAPHS/VIDEO RECORDING**

**Students are not permitted to take videos/photographs of students and staff without the permission of the person(s) to be videoed/photographed. Students who photograph or record others without permission will be subject to disciplinary action. See [\(Policy JICM\)](#), Acceptable Student Use of**



Personally Owned Devices.

### Personal Property

VMS recommends students refrain from bringing valuables to school. If a student loses personal property at school, VMS will not replace the item or its value. If a student happens to lose an item, he or she should report the loss to a staff member as soon as possible, check the lost and found, and check with the office.

Students are not allowed to bring items to school that disrupt the learning environment or present a danger to students and staff, including but not limited to animals, weapons, cameras, drugs, pornographic material, etc.

### Pledge of Allegiance

In accordance with RSA 194:15, student recitation of the pledge of allegiance is voluntary. However, Nonparticipating students must respect the rights of those pupils electing to participate.

**JICD**

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## **STUDENT DISCIPLINE AND DUE PROCESS**

It is essential for schools to maintain a safe and orderly environment which supports student learning and achievement. All students are expected to conduct themselves with respect for others and in accordance with School Board policies, school rules, and applicable state and federal laws. Disciplinary action may be taken against students who violate policies, rules, or laws, and/or whose conduct directly interferes with the operations, discipline, or general welfare of the school.

Disciplinary consequences will range from a verbal warning for minor misconduct up to and including expulsion for the most serious offenses. The Fall Mountain School District will follow the procedures set forth by state and federal law, specifically RSA 193:13 and Ed 317, in the discipline of students. The School Board does not review appeals of student disciplinary decisions unless a right to appeal is explicitly conferred by policy or by law.

Behavior that also violates the law may be referred to law enforcement authorities.

### **Temporary Removal from Classroom**

Students may be temporarily removed from the classroom at the discretion of the classroom teacher. A student may be temporarily removed if the student refuses to follow the teacher's directions, fails to follow school policies or rules, disrupts the classroom environment, or otherwise engages in conduct that violates the Student Code of Conduct. During such removals, students will be sent to the building principal's office or designated area.

### **Detention**

Students may be assigned a detention at the discretion of the classroom teacher, building administrator or designee. A student may receive a detention if the student refuses to follow the teacher's directions, fails to follow school policies or rules, disrupts the classroom environment, or otherwise engages in conduct which violates the Student Code of Conduct.

During such detentions, students will be required to remain at school during non-academic hours. Parents will be notified of the detention. The length of the detention is left to the discretion of the classroom teacher and will generally not exceed one (1) hour.

### **In-School Suspension**

Students may be assigned in-school suspension at the discretion of the building Principal or designee. During such in-school suspensions, the student will attend school but will be removed from one or more classes and placed in a supervised classroom within the building. The student will be expected to remain of good behavior and work quietly on school work while serving the in-school suspension. Parents will be notified prior to the in-school suspension.

### **Short-Term Out-of-School Suspension**

The building Principal or representative designated in writing by the Superintendent is authorized to suspend a student for a specific period of time, not to exceed ten (10) consecutive school days. A suspension may be imposed for:

- Behavior that is detrimental to the health, safety, or welfare of pupils or school personnel; or
- Repeated and willful disregard of the reasonable rules of the school that is not remediated through imposition of the district's graduated sanctions.

During such suspensions, unless otherwise stipulated in writing, a suspended student is not permitted to attend school classes or activities, school sponsored events, or be on school property for the duration of the suspension.

A student who is subject to a short-term suspension (ten school days or fewer) is entitled to the following due process:

1. The student will meet with the building principal or assistant principal to discuss the charges and the evidence against the student. The principal or assistant principal will inform the student of the possibility of a short-term suspension.
2. The student will be given an opportunity to present his or her side of the story at this meeting.
3. The student and at least one of the student's parents/guardians will receive a written statement explaining any disciplinary action taken against the student.

Depending on the severity of the student's conduct, the building Principal or designee may also refer or recommend the student to the Superintendent or to the School Board for further disciplinary consequences.

### **Long-Term Out-of-School Suspension**

The School Board, or the Superintendent, as the School Board's designee, may extend a student's suspension for up to an additional ten (10) consecutive school days. A long-term out-of-school suspension may be imposed for:

- An act of theft, destruction, or violence as defined in RSA 193-D;
- Bullying pursuant to school district policy ***JICK-Pupil Safety and Violence Prevention-Bullying*** when the student has not responded to targeted interventions and poses an ongoing threat to the safety or welfare of another student; or
- Possession of a firearm, BB gun, or paintball gun.

During such suspensions, unless otherwise stipulated in writing, a suspended student is not permitted to attend school classes or activities, school sponsored events, or be on school property for the duration of the suspension.

A student who is subject to a long-term suspension is entitled to the following due process:

1. Upon recommendation of a long-term suspension and prior to any hearing, there shall be a written communication to the student and at least one of the student's parents or

guardians, delivered in person or by mail to the student's last known address, which states the charges and an explanation of the evidence against the student.

2. A hearing that meets the requirements of Ed 3I 7.04(f)(3)(g).
  - a. The school officials shall present evidence in support of the charges and the student (or the student's parent/guardian) shall have an opportunity to present any defense or reply.
  - b. During the hearing, the student, parent/guardian shall have the right to examine any witnesses presented by school officials.
  - c. The hearing shall be either public or private and the choice shall be that of the student or the parent/guardian. Provided, nevertheless, that if the nature of the evidence will violate the privacy of other students or if the Superintendent or School Board determines that substantial harm to the pupil could result from an ill-conceived decision to hold the hearing in public, then the Board reserves the right and obligation to insist upon a private hearing.
  - d. The student may, together with a parent/guardian, waive the right to hearing and admit to the charges.
3. The student is entitled to a written decision which includes the legal and factual basis for the conclusion that the student should be suspended.
4. The written decision shall include notice to the student that the decision may be appealed. For a long term suspension issued by Superintendent, the decision must be appealed in writing to the Fall Mountain Regional School Board within ten days after the issuance of the decision. The School Board will hold a hearing on the appeal but has the discretion to hear evidence or to rely upon the hearing conducted by the Superintendent.
5. For a long term suspension issued by the School Board, the decision must be appealed to the New Hampshire State Board of Education within 20 days after receipt of the decision.
6. The long-term suspension shall remain in effect while an appeal is pending unless the School Board stays the suspension.

Depending on the severity of the student's conduct, the Superintendent may also refer or recommend the student to the School Board for further disciplinary consequences.

### **Expulsion**

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, XIII; or
- Criminal threatening that constitutes a class B felony pursuant to RSA 631:4, II(a).

During an expulsion, unless otherwise stipulated in writing, a student is not permitted to attend school classes or activities, school sponsored events, or occasion school property.

A student who is subject to expulsion is entitled to the following due process:

1. Upon recommendation of an expulsion and prior to any hearing, there shall be a written notice to the student and at least one of the student's parents or guardians, delivered in person or by mail to the student's last known address, which states the date, time, and place for a hearing before the School Board. The notice shall be delivered to the student

and at least one of the student's parents/guardians at least **five** calendar days prior to the hearing.

2. The School Board shall conduct the hearing in accordance with New Hampshire Administrative Rule Ed 3 I 7.04(f)(3)(g).
  - a. The school officials shall present evidence in support of the charges and the student (or the student's parent/guardian) shall have an opportunity to present any defense or reply.
  - b. During the hearing, the student, or the parent/guardian shall have the right to examine any witnesses presented by school officials.
  - c. The hearing shall be either public or private and the choice shall be that of the student or the parent/guardian. Provided, nevertheless, that if the nature of the evidence will violate the privacy of other students or if the Board determines that substantial harm to the pupil could result from an ill-conceived decision to hold the hearing in public, then the Board reserves the right and obligation to insist upon a private hearing.
  - d. The student may, together with a parent/guardian, waive the right to a hearing and admit to the charges.
3. Before expelling a pupil under this section the local school board or chartered public school board of trustees shall consider each of the following factors:
  - a. The student's age;
  - b. The student's disciplinary history;
  - c. Whether the student has a disability;
  - d. The seriousness of the violation or behavior committed by the student;
  - e. Whether the school district has implemented positive behavioral interventions;
  - f. Whether a lesser intervention would properly address the violation or behavior committed by the student.
4. The School Board shall issue a written decision stating whether the student is expelled and, if so, the length of the expulsion. If the decision is to expel, the decision must include the legal and factual basis for the decision including the specific statutory reference prohibiting the act for which the student is expelled.
5. The expulsion shall run until the School Board reviews it and restores the student's permission to attend school. The written decision shall state any action that the student may take to be restored by the School Board. The decision shall also state that the student has the right to appeal the decision to the New Hampshire State Board of Education at any time while the expulsion remains in effect.

Any expulsion shall be subject to review by the School Board, if requested, prior to the start of each school year. A student seeking restoration of permission to attend school shall file a written request with the Superintendent prior to the start of each school year which details the basis for the request.

### **Possession of a Firearm**

Pursuant to RSA 193:13, IV, any student who brings or possesses a firearm (as defined in 18 U.S.C. § 921) in a safe school zone, as defined in RSA 193-D:1 without written authorization from the Superintendent or designee shall be expelled from school by the Fall Mountain School Board for a period of not less than 12 months.

Pursuant to RSA 193:13, VI, a student who is expelled from school in another state under the provisions of the Gun Free School Zones Act of 1994 shall not be eligible to enroll in the Fall Mountain Regional School District during such expulsion. If the out of state expulsion is for an indefinite period of time, the student may petition the School Board for enrollment upon establishing residency.

As provided in RSA 193:13, VII, both of the above expulsions may be modified by the Superintendent upon review of the specific case in accordance with other applicable law. The expelled student must submit a written application to the Superintendent requesting modification of the expulsion, and the student will be required to submit sufficient evidence in the form of letters, work history, or other documents that it is in the school's best interest and the student's best interest to allow a modification.

### **Superintendent Authority**

The School Board authorizes the Superintendent to reinstate a suspended or expelled pupil on a case by case basis.

### **Educational Assignments**

The student's school will make all educational assignments available to the suspended student during the student's suspension.

The school district will provide alternative educational services to a student whenever the student is suspended in excess of twenty (20) cumulative days within any school year. Such alternative educational services will be determined by the school Principal or Assistant Principal and shall be designed to enable the student to advance from grade to grade.

No student shall be penalized academically solely by virtue of missing class due to suspension.

### **Behavior Intervention Plans**

The student's school will develop an intervention plan for any student who has been suspended more than ten (10) cumulative school days in any school year. The intervention plan will be designed to proactively address the student's problematic behaviors.

### **Students with Disabilities**

Discipline of students with identified or suspected disabilities will be in accordance with the Individuals with Disabilities Education Act of 2004, New Hampshire State Law on Special Education (RSA 186-C), New Hampshire Standards for the Education of Children with Disabilities (Ed I 100), and Section 504 of the Rehabilitation Act of 1973.

### **Code of Conduct**

The School Board authorizes the Superintendent to establish a Code of Conduct which will contain a system of supports and consequences designed to correct student misconduct and promote behavior within acceptable norms. The Code of Conduct will include a graduated set of age appropriate responses to misconduct and will set forth standards for short term suspensions up to five (5) school days, short term suspensions up to ten (10) school days, long term suspensions up to 20 school days, and expulsion. Such standards will make reference to the nature and degree of disruption caused to the school environment, the threat to the health and safety of pupils and school personnel, and the isolated or repeated nature of incidents forming the basis of disciplinary action.

### **Notice**

This policy and school rules which inform the student body of the content of RSA 193:13 shall be included in the student handbook and made available on the District's website to students, parents, and guardians. The Principal or designated building administrator shall also inform the student body concerning this policy and school rules which address the content of RSA 193:13 through appropriate means, which may include posting and/or announcements.

The principal of each school shall make certain that the pupil has received notice of the requirements of RSA 193:13 and RSA 193-D:I through announced, posted, or printed school rules at the beginning of each school year. The statutory text shall be printed in the school handbook to be distributed to each student at the beginning of the school year; and shall be announced, posted, and printed at other appropriate locations and times in the middle school and high school. Nothing herein shall prevent a school principal from printing, posting and/or announcing other rules applicable to the school.

Cross References:

Student Rights and Responsibilities (JI)

Code of Conduct/Student Behavior Standards (JIC)

Weapons on School Property (JICI)

Pupil Safety and Violence Prevention - Bullying (JICK)

**Legal References:**

18 U.S.C. § 921, Definition of Firearm RSA 189:15,

Regulations

RSA 193:13, Suspension & Expulsion of Pupils

RSA 651:5, XIII, Annulment of Criminal Records - Violent Crimes RSA 631:4,  
II(a), Criminal Threatening

RSA Chapter 193-D, Safe School Zones

RSA Chapter 193-F, Pupil Safety and Violence Prevention

NH Code of Administrative Rules, Section Ed 306.04(a), Policy Development NH Code of  
Administrative Rules, Section Ed 306.04(f), Student Discipline

NH Code of Administrative Rules, Section Ed 317, Standards and Procedures for Suspension and  
Expulsion of Pupils Including Procedures Assuring Due Process

**Legal Reference:**

*RSA 193:13, Suspension & Expulsion of Pupils*

*NH Code of Administrative Rules, Section Ed. 317.04(b), Disciplinary Procedures*

*NH Code of Administrative Rules, Section Ed. 306.04(a)(3), Student Discipline*

*NH Code of Administrative Rules, Section Ed. 306.06, Culture & Climate*

***FMRSD***

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*SB revised 1st reading 11/8/21, 2nd read and adoption 12/13/21*

## HARASSMENT AND SEXUAL HARASSMENT OF STUDENTS

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 is prohibited. Such conduct is a violation of Board policy and may constitute illegal discrimination under state and federal laws.

School employees, fellow students, volunteers, visitors to the schools, and other persons with whom students may interact in order to pursue or engage in education programs and activities, are required to refrain from such conduct.

Harassment and sexual harassment of students by school employees is considered grounds for disciplinary action, up to and including discharge. Harassment and sexual harassment of students by other students is considered grounds for disciplinary action, up to and including expulsion. The Superintendent will determine appropriate sanctions for harassment of students by persons other than school employees and students.

### **A. Harassment**

Harassment includes, but is not limited to, verbal abuse and other offensive conduct based on 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. Harassment that rises to the level of physical assault, battery and/or abuse and bullying behavior are also addressed Board Policies JICIA — Weapons, Violence and School Safety and JICK – Bullying.

### **B. Sexual Harassment**

Sexual harassment is addressed under federal and state laws/regulations. The scope and definitions of sexual harassment under these laws differ, as described below.

33

#### **1. Title IX Sexual Harassment**

Under the federal Title IX regulations, sexual harassment includes the following conduct on the basis of sex which takes place within the context of the school district's education programs and activities:

- a. "Quid pro quo" sexual harassment by a school employee: Conditioning a school aid, benefit or service (such as a better grade or a college recommendation) on an individual's participation in unwelcome sexual conduct;
- b. "Hostile environment" sexual harassment: Unwelcome conduct based on sex that a reasonable person would determine is so severe, pervasive and objectively offensive that it effectively denies an individual's equal access to the school unit's education programs and activities; or
- c. Sexual assault, dating violence, domestic violence and stalking as these terms are defined in federal laws.

#### **2. Other Forms of Sexual Harassment**

Some forms of sexual harassment may not meet the definition under Title IX (see paragraph 1, above) but is still prohibited under New Hampshire law.

The District defines other forms of "sexual harassment" as unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal or physical conduct of a sexual nature in the following situations:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's educational benefits;
- b. Submission to or rejection of such conduct by a student is used as the basis for decisions on educational benefits; or
- c. Such conduct has the purpose and effect of substantially interfering with a student's academic performance or creates an intimidating, hostile or offensive environment.

### **A. Reports and Complaints of Harassment or Sexual Harassment**

All school employees are required to report possible incidents of harassment or sexual harassment involving students to the Title IX Coordinator. Failure to report such incidents may result in disciplinary action.

Students, parents/legal guardians and other individuals are strongly encouraged to report possible incidents of harassment or sexual harassment involving students to the Title IX Coordinator. The Title IX Coordinator is also available to answer questions and provide assistance to any individual who is unsure whether harassment or sexual harassment has occurred.

All reports and complaints of harassment or sexual harassment against students shall be addressed through the Student Unlawful Discrimination/Harassment and Title IX Sexual Harassment Procedures (ACAA-R).

### **Legal Reference:**

*Americans with Disabilities Act (42 U.S.C. 512101 et seq., as amended; 28 C.F.R. 5 35.107)*

*Section 504 of the Rehabilitation Act of 1973 (Section 504) (29 U.S.C. 5 794 et seq., as amended; 34 C.F.R. 5 104.7)*

*Title IX of the Education Amendments of 1972 (20 USC S 1681, et seq.); 34 C.F.R. Part 106*

*Clery Act (20 U.S.C. 51092(f)(6)(A)(v) - definition of sexual assault)*

*Violence Against Women Act (34 U.S.C. 5 1092(f)(6)(A)(v) — definition of sexual assault; 34 U.S.C. 5 12291(a)(10) — dating violence; 34 U.S.C. 512291(a)(3) — definition of stalking; 34 U.S.C. 512291(a)(8) — definition of domestic violence)*

*Title VI of the Civil Rights Act of 1964 (42 USC 5 2000d)*

*NH RSA 186:11; 193:38; 193:39; 354-A*

*NH Code Admin. R. Ed. 303.01(i) and (j)*

### **Cross Reference:**

ACAA-R — Student Unlawful Discrimination/Harassment and Title IX Sexual Harassment Complaint Procedures

AC — Nondiscrimination/Equal Opportunity and Affirmative Action ACAD — Hazing

GBEB — Staff Conduct with Students

JFCK — Student Use of Cellular Telephones and Other Electronic Devices

JICI — Weapons, Violence and School Safety JICK - Bullying

FMRSD

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SB 1st reading: 9/13/21

SB 2nd reading and adoption: 9/27/21



## 1.12 **WEAPONS ON SCHOOL PROPERTY (JICI)**

It is the policy of the Fall Mountain Regional School District to maintain a safe environment for students, teachers, and visitors, free of danger posed by the presence of weapons or conduct that threatens harm or causes injury.

### **Definitions**

For purposes of this policy, the term “weapons” includes, but is not limited to, firearms (as defined in 18 U.S.C. 921), knives, slingshots, metallic knuckles, firecrackers, billy-clubs, stilettos, switchblade knives, swords, canes, pistol canes, black jacks, daggers, dirk knives, explosives, incendiaries, martial arts weapons or self-defense weapons (as defined by RSA 159:24 and RSA 159:20 respectively), or any other object or substance which, in the manner it is used or threatened to be used, is known to be capable of producing death or bodily injury.

As defined in 18 U.S.C. 921, firearms include:

- A. Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- B. The frame or receiver of any such weapon;
- C. Any firearm muffler or firearm silencer; or
- D. Any destructive device.

### **Weapons in the Schools**

Weapons are not permitted in school buildings, on school property, in school vehicles or at school-sponsored activities. It is recognized that there are situations where a weapon may be appropriate on school property as follows:

- A. In the possession of an on-duty law enforcement officer or an off-duty officer in the event of a safety emergency. However, the Fall Mountain Regional School Board respectfully requests that off-duty police officers refrain from carrying their weapons on school grounds.
- B. When provided by the superintendent or designee, including but not limited to, a starter’s pistol for athletic events, or a weapon displayed as part of an educational course or activity.
- C. Approved Army JROTC Marksmanship programs operated by the District may store and operate regulation air rifles at the high school under strict safety procedures as detailed in a memorandum of agreement between the Senior Army Instructor and the Superintendent.

Student violations of this policy will result in both school disciplinary action as defined in the school student handbook and notification of local law enforcement authorities. Violations of this policy by non-students will be reported to law enforcement.

### **Students - Firearms**

Any pupil who brings or possesses a firearm as defined in section 921 of Title 18 of the United States Code in a safe school zone as defined in RSA 193-D:1 without written authorization from the superintendent or designee shall be expelled for a period of not less than 12 months. This expulsion may be modified by the Superintendent upon review of the specific case in accordance with other applicable law.

All students shall receive written notice of this policy at least once each year.

#### **Legal References**

18 U.S.C. 921  
20 U.S.C. 7151  
RSA 193-D  
RSA 193:13

Adopted: 10/9/95

Revised: 1/2/06, 11/27/06, 2/25/2008

PC: Revised 2/4/14

SB: Revised 1<sup>st</sup> reading 2/24/14-2<sup>nd</sup> Reading & Adoption 3/10/14

PC: Revised: 9.11.17

SB Amend 1st Reading 9.25.17/2nd reading and adoption 10.9.17

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## **PUPIL SAFETY AND VIOLENCE PREVENTION - BULLYING**

### **Definitions** (RSA 193-F: 3)

**Bullying** Bullying is hereby defined as a single significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another pupil which:

- (1) Physically harms a pupil or damages the pupil's property;
- (2) Causes emotional distress to a pupil;
- (3) Interferes with a pupil's educational opportunities;
- (4) Creates a hostile educational environment; or
- (5) Substantially disrupts the orderly operation of the school.

Bullying shall also include actions motivated by an imbalance of power based on a pupil's actual or perceived personal characteristics, behaviors, or beliefs, or motivated by the pupil's association with another person and based on the other person's characteristics, behaviors, or beliefs.

### **Cyberbullying**

Cyberbullying is defined as any conduct defined as "bullying" in this policy that is undertaken through the use of electronic devices. For purposes of this policy, any references to the term bullying shall include cyberbullying.

### **Electronic Devices**

Electronic devices include, but are not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, and websites.

### **School Property**

School property means all real property and all physical plant and equipment used for school purposes, including public or private school buses or vans.

Any reference in this policy to "parent" shall include parents or legal guardians.

### **Statement Prohibiting Bullying or Cyberbullying of a Pupil** (RSA 193-F:4, II(a))

The Board is committed to providing all pupils a safe and secure school environment. This policy is intended to comply with RSA 193-F. Conduct constituting bullying and/or cyberbullying will not be tolerated and is hereby prohibited.

Further, in accordance with RSA 193-F:4, the District reserves the right to address bullying and, if necessary, impose discipline for bullying that:

- (1) Occurs on, or is delivered to, school property or a school-sponsored activity or event on or off school property; or
- (2) Occurs off of school property or outside of a school-sponsored activity or event, if the conduct interferes with a pupil's educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event.

The Superintendent of Schools is responsible for ensuring that this policy is implemented.

### **Statement prohibiting retaliation or false accusations** (RSA 193-F:4, II(b))

**False Reporting** A student found to have wrongfully AND intentionally accused another of bullying may face discipline or other consequences, ranging from positive behavioral interventions up to and including suspension or expulsion.

A school employee found to have wrongfully AND intentionally accused a student of bullying shall face discipline or other consequences to be determined in accordance with applicable law, District policies, procedures and collective bargaining agreements.

### **Reprisal or Retaliation**

The District will discipline and take appropriate action against any student, teacher, administrator, volunteer, or other employee who retaliates against any person who makes a good faith report of alleged bullying or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying.

- 1) The consequences and appropriate remedial action for a student, teacher, school administrator or school volunteer who engages in reprisal or retaliation shall be determined by the Principal or designee after consideration of the nature, severity and circumstances of the act, in accordance with law, Board policies and any applicable collective bargaining agreements.
- 2) Any student found to have engaged in reprisal or retaliation in violation of this policy shall be subject to measures up to, and including, suspension and expulsion.
- 3) Any teacher or school administrator found to have engaged in reprisal or retaliation in violation of this policy shall be subject to discipline up to, and including, termination of employment.
- 4) Any school volunteer found to have engaged in reprisal or retaliation in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

### **Process to Protect Pupils from Retaliation**

If the alleged victim or any witness expresses to the Principal or other staff member that he/she believes he/she may be retaliated against, the Principal or designee shall develop a process or plan to protect that student from possible retaliation.

Each process or plan may be developed on a case-by-case basis. Suggestions include, but are not limited to, re-arranging student class schedules to minimize their contact, stern warnings to alleged perpetrators, temporary removal of privileges, or other means necessary to protect against possible retaliation.

### **Protection of all Pupils** (RSA 193-F:4, II(c))

This policy shall apply to all pupils and school-aged persons on school District grounds and participating in school District functions, regardless of whether or not such pupil or school-aged person is a student within the District.

### **Disciplinary Consequences For Violations of This Policy** (RSA 193-F:4, II(d))

The District reserves the right to impose disciplinary measures against any student who commits an act of bullying, falsely accuses another student of bullying, or who retaliates against any student or witness who provides information about an act of bullying.

In addition to imposing discipline under such circumstances, the board encourages the administration and school District staff to seek alternatives to traditional discipline, including but not limited to early intervention measures, alternative dispute resolution, conflict resolution and other similar measures.

### **Distribution and Notice of This Policy** (RSA 193-F:4, II(e))

#### **Staff and Volunteers**

All staff will be provided with a copy of this policy annually. The Superintendent may determine the method of providing the policy (employee handbook, hard copy, etc.)

The Superintendent will ensure that all school employees and volunteers receive annual training on bullying and related District's policies.

#### **Students**

All students will be provided with a copy of this policy annually. The Superintendent may determine the method of providing the policy (student handbook, mailing, hard copy, etc.)

Students will participate in an annual education program which sets out expectations for student behavior and emphasizes an understanding of harassment, intimidation, and bullying of students, the District's prohibition of such conduct and the reasons why the conduct is destructive, unacceptable, and will lead to discipline. Students shall also be informed of the consequences of bullying conduct toward their peers.

The Superintendent, in consultation with staff, may incorporate student anti-bullying training and education into the District's curriculum, but shall not be required to do so.

### **Parents**

All parents will be provided with a copy of this policy annually. The Superintendent may determine the method of providing the policy (parent handbook, mailing, etc.). Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

- 1) Report bullying when it occurs;
- 2) Take advantage of opportunities to talk to their children about bullying;
- 3) Inform the school immediately if they think their child is being bullied or is bullying other students;
- 4) Cooperate fully with school personnel in identifying and resolving incidents.

### **Additional Notice and School District Programs**

The Board may, from time to time, host or schedule public forums in which it will address the anti-bullying policy, discuss bullying in the schools, and consult with a variety of individuals including teachers, administrators, School Counselors, school psychologists and other interested persons.

### **Procedure for Reporting Bullying** (RSA 193-F:4, II(f))

At each school, the Principal or designee shall be responsible for receiving complaints of alleged violations of this policy.

### **Student Reporting**

- 1) Any student who believes he or she has been the victim of bullying should report the alleged acts immediately to the Principal. If the student is more comfortable reporting the alleged act to a person other than the Principal, the student may tell any school District employee or volunteer about the alleged bullying.
- 2) Any school employee or volunteers who witnesses, receives a report of, or has knowledge or belief that bullying may have occurred shall inform the Principal as soon as possible.
- 3) The Principal or designee will develop a system or method for receiving anonymous reports of bullying. Although students, parents, volunteers and visitors may report anonymously, formal disciplinary action may not be based solely on an anonymous report. Independent verification of the anonymous report shall be necessary in order for any disciplinary action to be applied.
- 4) The administration will develop student reporting forms to assist students and staff in filing such reports. An investigation shall still proceed even if a student is reluctant to fill out the designated form and chooses not to do so.
- 5) Upon receipt of a report of bullying, the Principal or designee shall commence an investigation consistent with the provisions of Section XI of this policy.

### **Staff Reporting**

- 1) An important duty of the staff is to report acts or behavior that they witness that appears to constitute bullying.
- 2) All District employees and volunteers shall encourage students to tell them about acts that may constitute bullying. For young students, staff members may provide direct assistance to the student.
- 3) Any school employee or volunteers who witnesses, receives a report of, or has knowledge or belief that bullying may have occurred shall inform the Principal as soon as possible, but no later than the end of that school day.
- 4) Upon receipt of a report of bullying, the Principal or designee shall commence an investigation consistent with the provisions of Section XI of this policy.

**Procedure for Internal Reporting Requirements** (RSA 193-F:4, II(g))

In order to satisfy the reporting requirements of RSA 193-F:6, the Principal or designee shall be responsible for completing all New Hampshire Department of Education forms and reporting documents of substantiated incidents of bullying. Said forms shall be completed within 10 school days of any substantiated incident. Upon completion of such forms, the Principal or designee shall retain a copy and shall forward one copy to the Superintendent. The Superintendent shall maintain said forms in a safe and secure location.

**Notifying Parents of Alleged Bullying** (RSA 193-F:4, II(h))

The Principal or designee shall report to the parents of a student who has been reported as a victim of bullying and to the parents of a student who has been reported as a perpetrator of bullying within 48 hours of receiving the report. Such notification may be made by telephone, writing or personal conference. The date, time, method, and location (if applicable) of such notification and communication shall be noted in the report. All notifications shall be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

**Waiver of Notification Requirement** (RSA 193-F:4, II(i))

The Superintendent may, within a 48 hour time period, grant the Principal a waiver from the requirement that the parents of the alleged victim and the alleged perpetrator be notified of the filing of a report. A waiver may only be granted if the Superintendent deems such a waiver to be in the best interest of the victim or perpetrator. Any waiver granted shall be in writing.

**Investigative Procedures** (RSA 193-F:4, II(j))

- 1) Upon receipt of a report of bullying, the Principal or designee shall, within 5 school days, initiate an investigation into the alleged act. If the Principal or designee is directly and personally involved with a complaint or is closely related to a party to the complaint, then the Superintendent shall direct another District employee to conduct the investigation.
- 2) The investigation may include documented interviews with the alleged victim, alleged perpetrator and any witnesses. All interviews shall be conducted privately, separately and shall be confidential. At no time will the alleged victim and perpetrator be interviewed together during the investigation.
- 3) If the alleged bullying was in whole or in part cyberbullying, the Principal or designee may ask students and/or parents to provide the District with printed copies of e-mails, text messages, website pages, or other similar electronic communications.
- 4) A maximum of 10 school days shall be the limit for the initial filing of incidents and completion of the investigative procedural steps.
- 5) Factors the Principal or other investigator may consider during the course of the investigation, including but not limited to:
  - Description of incident, including the nature of the behavior;
  - How often the conduct occurred;
  - Whether there were past incidents or past continuing patterns of behavior;
  - The characteristics of parties involved, (name, grade, age, etc.);
  - The identity and number of individuals who participated in bullying behavior;
  - Where the alleged incident(s) occurred;
  - Whether the conduct adversely affected the student's education or educational environment;
  - Whether the alleged victim felt or perceived an imbalance or power as a result of the reported incident; and
  - The date, time and method in which parents or legal guardians of all parties involved were contacted.

- 6) The Principal or designee shall complete the investigation within 10 school days of receiving the initial report. If the Principal needs more than 10 school days to complete the investigation, the Superintendent may grant an extension of up to 7 school days. In the event such extension is granted, the Principal or designee shall notify in writing all parties involved of the granting of the extension.
- 7) Whether a particular action or incident constitutes a violation of this policy shall require a determination based on all facts and surrounding circumstances and shall include recommended remedial steps necessary to stop the bullying and a written final report to the Principal.
- 8) Students who are found to have violated this policy may face discipline in accordance with other applicable board policies, up to and including suspension or expulsion. Students facing discipline will be afforded all due process required by law.
- 9) Consistent with applicable law, the District will not require or request that a student disclose or provide to the District the student's user name, password or other authenticating information to a student's personal social media account. However, the District may request to a student or a student's parent/guardian that the student voluntarily share printed copies of specific information from a student's personal social media account if such information is relevant to an ongoing District investigation.

**Response to Remediate Substantiated Instances of Bullying** (RSA 193-F:4, II(k))

Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of bullying or retaliation may range from positive behavioral interventions up to and including suspension or expulsion of students and dismissal from employment for staff members.

Consequences for a student who commits an act of bullying or retaliation shall be varied and graded according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim, and take corrective action for documented systematic problems related to bullying.

Examples of consequences may include, but are not limited to:

- Admonishment
- Temporary removal from classroom
- Deprivation of privileges
- Classroom or administrative detention
- Referral to disciplinarian
- In-school suspension
- Out-of-school suspension
- Expulsion
- Examples of remedial measures may include, but are not limited to:
- Restitution
- Mediation
- Peer support group
- Corrective instruction or other relevant learning experience
- Behavior assessment
- Student counseling
- Parent conferences

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying. The Board encourages the Superintendent to work collaboratively with all staff members to develop responses other than traditional discipline as a way to remediate substantiated instances of bullying.

**Reporting of Substantiated Incidents to the Superintendent** (RSA 193-F:4, II(l))

The Principal shall forward all substantiated reports of bullying to the Superintendent upon completion of the investigation.

**Communication With Parents and Students Upon Completion of Investigation** (RSA 193-F:4, II(m))

- 1) Within two school days of completing an investigation, the Principal or designee will notify the students involved in person of his/her findings and the result of the investigation.
- 2) The Principal or designee will notify via telephone the parents of the alleged victim and alleged perpetrator of the results of the investigation. The Principal or designee will also send a letter to the parents within 24 hours, again notifying them of the results of the investigation. Certified letters should be used in cases where the parent or guardian has not been contacted first via telephone and at the principal's discretion.
- 3) If the parents request, the Principal or designee shall schedule a meeting with them to further explain his/her findings and reasons for his/her actions.
- 4) In accordance with the Family Educational Rights and Privacy Act and other law concerning student privacy, the District will not disclose educational records of students including the discipline and remedial action assigned to those students and the parents of other students involved in a bullying incident.

### **Appeals**

A parent or guardian who is aggrieved by the investigative determination letter of the principal or his/her designee may appeal the determination to the Superintendent for review. The appeal shall be in writing addressed to the Superintendent, shall state the reason(s) why the appealing party is aggrieved, and the nature of the relief they seek. The Superintendent shall not be required to re-investigate the matter and shall conduct such review as he/she deems appropriate under the circumstances.

It is in the best interests of students, families and the District that these matters be promptly resolved. Therefore, any such appeal to the Superintendent shall be made within ten (10) calendar days of the parent/guardian's receipt of the investigative determination letter of the principal or his/her designee. The Superintendent shall issue his/her decision in writing.

If the parent or guardian is aggrieved by the decision of the Superintendent, they may appeal the decision to the school board within ten (10) calendar days of the date of the parent/guardian's receipt of the Superintendent's decision. An appeal to the Superintendent shall be a prerequisite to any appeal to the School Board. The appeal to the School Board shall be in writing, addressed to School Board Chair in care of the Superintendent, shall state the reason(s) why the appealing party is aggrieved, and the nature of the relief they seek.

An aggrieved parent/guardian has the right to appeal the final decision of the local School Board to the State Board within thirty (30) calendar days of receipt of the written decision of the local School Board in accordance with RSA 541-A and State of New Hampshire Department of Education Regulations set forth in ED 200. The State Board may waive the thirty-day requirement for good cause shown, including, but not limited to, illness, accident, or death of a family member.

### **School Officials** (RSA 193-F: 4, II (n))

*The Superintendent of Schools is responsible for ensuring that this policy is implemented.*

#### **Legal References:**

*RSA 193-F:3, Pupil Safety and Violence Prevention Act*

*RSA 570-A:2, Capture of Audio Recordings on School Buses Allowed*

*NH Code of Administrative Rules, Section Ed 306.04(a)(8), Student Harassment*

*Public Forum: 10/25/2010*

*Adopted: 3/20/89*

*Reviewed: 12/07*

*Revised: 5/24/2010, 6/14/2010*

*To Policy Committee for additional revision 10/12/2010*

*Public Forum 10/25/2010*

*Returned from Board 10/25/2010*

*1<sup>st</sup> Reading: 11/8/2010*

*2<sup>nd</sup> Reading and Adoption: 11/22/2010*

*PC Review: 9.8.14*

*1<sup>st</sup> Reading: 10.13.14 PC*

*PC Reviewed 9.14*

*1<sup>st</sup> Reading 9.28.15/2<sup>nd</sup> Reading & Adoption 10.12.15*

### **SAFE SCHOOLS**

The Board recognizes that effective learning and teaching takes place in a safe, secure and welcoming environment and that safe schools contribute to improved attendance, increased student achievement and community support. The practice of safety shall be considered a facet of the instructional programming of the District schools by incorporating concepts of safety appropriately geared to students at different grade levels.

The Superintendent shall be responsible for developing and maintaining a comprehensive safety plan for the District, taking into account applicable laws, regulations, Board policies, and best practices. The general safety plan will include the District-wide Crisis Prevention and Response Plan, and site-specific Emergency Response Plan for each school required under Board policy [EBCA](#). General areas of emphasis shall include, but not be limited to: in-service training; accident recordkeeping; plant inspection; driver and vehicle safety programs; fire prevention; catastrophe planning; and emergency procedures and traffic safety problems relevant to students and employees.

Each Principal shall be responsible for the supervision and implementation of safety programs in his/her school, inclusive of school busses, school grounds (including playgrounds), during authorized school activities (such as field trips), within school building(s) (including classrooms and laboratories), off school grounds during school sanctioned activities (including, but not limited to, work-based learning and internships), and in the use of online resources.

The Board directs the Superintendent to develop a safe schools plan consistent with applicable law and school board policies. While the plan need not be a single consolidated document, it should include:

1. Procedures that address the supervision and security of school buildings and grounds.
2. Procedures that address the safety and supervision of students during school hours and school-sponsored activities.
3. Procedures that address persons visiting school buildings and attending school-sponsored activities.
4. Training programs for staff and students in crisis prevention and management.
5. Training programs for staff and students in emergency response procedures that include practice fire and all hazard drills as required by law.
6. Training programs for staff and students in how to recognize and respond to behavior or other information that may indicate impending violence or other safety problems.
7. Procedures and training to implement employee and work-place safety per Board policy [EB](#).
8. Training and support for students that aims to relieve the fear, embarrassment and peer pressure associated with reporting behavior that may indicate impending violence or other safety problems.
9. Procedures for safe, confidential reporting of security and safety concerns at each school building.
10. Procedures for regular assessments by school security/safety professionals and law enforcement officers to evaluate the security needs of each school building and to provide recommendations for improvements if necessary.



11. Procedures for periodic assessments by school climate professionals to determine whether students feel safe and to provide recommendations for improvements in school climate at each district building.
12. Procedures for managing the behavior of children, including, proper training and protocols relative to restraint and seclusions consistent with RSA 126-U and Board policy [JKAA](#).
13. Procedures to provide for regular communications between district officials, law enforcement officers, fire department officials, city and county officials and local medical personnel to discuss crisis prevention and management strategies, including involvement by these parties in the development and revision of the District Crisis Prevention and Response Plan, and site-specific Emergency Response Plans per Board policy [EBCA](#).
14. Training programs for staff and students in safety precautions and procedures related to fire prevention, natural disaster response, accident prevention, public health, traffic, bicycle and pedestrian safety, environmental hazards, civil defense, classroom and occupational safety, and special hazards associated with athletics and other extracurricular activities.
15. District and building level procedures to assure timely safe schools reporting to law enforcement the N.H. Department. of Education and the School Board as required under RSA 193-D:4.

*Legal References:*

*RSA 193-D, Safe School Zones*

*RSA 193-F, Pupil Safety and Violence Prevention*

*SA 281-A:64, Safety Provisions*

*N.H. Dept. of Education Administrative Rule - Ed. 306.04(a)(2), and 306.04(d), Promoting School Safety*

*FMRSD*

*PC Review: 8.23.21*

*FMRSD SB 1st reading: 9/13/21, 2nd reading & adoption 9/27/21*

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## NON-DISCRIMINATION/EQUAL OPPORTUNITY

***Related Policies: ACAA, ACAA-R, ACAB, ACAB-R***

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.

**Legal References:**

Equal Employment Opportunities Act of 1972 (P.L. 92-261) amending Title VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000(e) et seq.)  
 Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.)  
 Title VI of the Civil Rights Act of 1964 (P.L. 88-352)  
 Age Discrimination in Employment Act of 1967 (29 U.S.C. § 621 et seq.)  
 Equal Pay Act of 1963 (29 U.S.C. § 206)  
 Rehabilitation Act of 1973 (Section 504) (29 U.S.C. § 794 et seq.); 34 CFR § 104.7, as amended Americans with Disabilities Act (42 U.S.C. § 12101 et seq.), as amended Genetic Information Nondiscrimination Act of 2008 (42 U.S.C. § 2000ff et seq.)  
 NH RSA 186:11; 193:38; 193:39; 354-A  
 NH Code Admin. R. Ed. 303.01(i)

**Cross Reference:**

ACAA – Harassment and Sexual Harassment of Students  
 ACAA-R – Student Discrimination/Harassment and Title IX Sexual Harassment Complaint Procedures  
 ACAB – Harassment and Sexual Harassment of School Employees  
 ACAB-R – Employee Discrimination/Harassment and Title IX Sexual Harassment Complaint Procedures

**District Policy History:**

FMRSD  
 Adopted: 7/12/82  
 Revised: 12/6/99, 1/28/2008, 5/9/2011  
 PC: 2/10/14  
 SB: Revised 1<sup>st</sup> Reading: 2/24/14-2<sup>nd</sup> Reading & Adoption 3/10/14  
 PC reviewed: 4/9/18, 10/22/18, 11/26/18  
 SB revised 1/14/19, 9/27/21

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## TECHNOLOGY GUIDELINES FOR STUDENTS

The staff and administration fully support the use of technology in the educational process and therefore provide access to various technology resources. School Board Policies JJC, JJC-R and Appendix A of JJC-R, JICM, and JICL fully outline the expectations, guidelines and acceptable use of these devices.

The use of district provided technology resources is a privilege and may be revoked at any time for abusive conduct. The District reserves the right to monitor, inspect, search, copy, seize and review a personally owned device or file when administration has a reasonable suspicion that a violation of law or school policy has occurred.

### **Acceptable use includes but is not limited to the following:**

- Do not share your password. If you forget your password, inform your teacher.
- Do not login into or use another student's device.
- Log out of your Chromebook at the end of each school day to ensure safety and security.
- Log out and power down your Chromebook, at the end of the school week, in order for the Chromebook to fully update.
- Report any problems with your Chromebook or device immediately to a teacher.
- Know where your device is at all times. Do not leave your device unattended.
- Exercise care when carrying the Chromebook. Do not grab or hold the Chromebook by the screen. It is recommended to carry the Chromebook using both hands.
- Water bottles and other liquid containers should never be near any technology device.
- Obtain prior approval from a teacher before sharing or collaborating with other students.
- Chromebooks and other devices should be stored away neatly; do not pull on or tangle the electrical cords.
- Chromebooks and other devices must be plugged in at the end of the school day so that they can fully charge.

### **Inappropriate use includes but is not limited to the following:**

- Attempting to bypass the district's content filtering policies.
- Accessing, uploading, downloading or distributing pornographic, obscene, or sexually explicit material of any kind.
- Accessing, uploading, downloading or distributing personal music or electronic files of any kind without teacher approval.
- Transmitting obscene, abusive, sexually explicit or threatening language.
- Accessing another individual's materials, information, or files without previously being given permission. This includes the sharing of documents.
- Violating copyright laws or using the intellectual property of another individual or organization without their permission.
- Vandalism which includes any unauthorized access and/or malicious attempt to damage any hardware, software or networks.
- Destroying or manipulating the data of another user by creating, uploading, or intentionally introducing viruses into the network or Internet.
- Printing wasteful and unauthorized materials.
- Harassing, insulting, or attacking others.
- Sharing documents, without prior approval, for the purpose of communicating with other students.

- Using, disclosing, or disseminating personal information online, such as full name, home address, phone number etc., except with the pre-approval of certified staff or the administration.
- Using software or websites that have not been pre-approved or assigned by staff.
- Using any electronic device, including personal cell phones, to record audio, video or take pictures of any student or staff member without their permission.
- Distributing any unauthorized media, including posting to social media websites, may result in discipline including, but not limited to, suspension, criminal charges and expulsion.

**Consequences for inappropriate use include but are not limited to the following:**

- **First offense:** suspension from using district technology resources for a period of five (5) school days.
- **Second offense:** suspension from using district technology resources for a period of ten (10) school days.
- **Third offense:** suspension from using district technology resources for the remainder of the trimester or thirty (30) school days (whichever is longer.)

**Additional guidelines:**

- Any costs, liability, or damage caused by unacceptable or inappropriate usage of district technology is the sole responsibility of the user.
- All information sent or received from district devices is school district property; it should not be considered confidential, and may be accessed by school personnel at any time.
- District administration retains the discretion to interpret the rules and regulations and issue consequences for violations of the use of district devices on a case-by-case basis.

**Personal Electronic Devices**

**At all times, students must keep all personal electronic devices, including cell phones and iPods, in their locker or in designated electronic device boxes located in each room and the cafeteria. Students are not allowed to bring their cell phones to recess.**

- **1<sup>st</sup> Offense:** The student will receive a written warning and/or detention for inappropriate behavior. Consequence will depend on the severity of the instance and will be up to staff's discretion. First offenders will have to turn their phones in to the office, where they can pick them up at the end of the day.
- **2<sup>nd</sup> Offense:** The student will receive a detention for inappropriate behavior and the student must turn in his/her personal electronic device to the office. In this case, only a parent/guardian will be allowed to pick up the phone.
- **Repeated offenses, including videotaping of any staff/student without permission, etc. may result in suspension, criminal charges, etc.**

**If a student loses personal property at school, Vilas Middle School is not responsible for the items. See the FMRSD Acceptable Student Use of Personally Owned Devices for all relevant information regarding personally owned electronic devices.**

**Acceptable Student Use of Personally Owned Devices (Policy JICM)**

The School Board adopts this policy in order to maintain a safe and secure environment for students. This BYOD policy will allow students to bring technology devices to school for use in classrooms, provided they have received prior approval from their principal. The online use of BYOD devices shall be restricted use to the district's "BYOD" network.

An acceptable personally owned device shall include all existing and emerging technology devices that can take photographs; record audio or video; input text; upload and download media; and transmit or receive messages or images. Examples acceptable of a personally owned device shall include but is not limited to: MP3 players and iPods; iPads, Nooks, Kindles, and other tablet PCs; laptop and

netbook computers; cell phones and smartphones such as iPhone and/or Android as well as any device with similar capabilities. Examples of an unacceptable device in this policy shall include but is not limited to gaming devices or consoles, laser pointers, modems or routers, and televisions.

Educational purposes include classroom activities, career development, and communication with experts, homework, and limited high quality self-discovery activities. Students are expected to act responsibly and thoughtfully when using technology resources. Students bear the burden of responsibility to inquire with school administrators and/or teachers when they are unsure of the permissibility of a particular use of technology prior to engaging in the use.

Inappropriate communication includes, but is not limited to, the following: obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or images typed, posted, or spoken by students; information that could cause damage to an individual or the school community or create the danger of disruption of the academic environment; personal attacks, including prejudicial or discriminatory attacks; harassment (persistently acting in a manner that distresses or annoys another person) or stalking of others; knowingly or recklessly posting false or defamatory information about a person or organization; and communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices. If a student is told to stop sending communications, that student must cease the activity immediately.

The District shall not be liable for the loss, damage, misuse, theft of any personally owned device brought to School.

The District reserves the right to monitor, inspect, search, copy, seize, and review a personally owned device or file when administration has a reasonable suspicion that a violation of law or school policy has occurred.

Students may not utilize any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their classmates or others in their community. This is unacceptable student behavior known as cyberbullying and will not be tolerated. Any student engaging in cyberbullying that is determined to threaten the safety, educational opportunities, and/or well being of any person may be subject to disciplinary action.

Students must be aware of appropriateness of communications when using district or personally owned devices. Inappropriate communication is prohibited in any public messages, private messages, and material posted online by students.

The Board expressly prohibits use of personally owned devices in locker rooms, restrooms, and nurses offices.

**Students are not permitted to use any electronic device to record audio or video media or take pictures of any student or staff member without their permission. The distribution of any unauthorized media may result in discipline including but not limited to suspension, criminal charges, and expulsion.**

Personally owned devices used in school for educational purposes are not permitted to connect to the Internet through a 3G, 4G, or other content service providers except as specifically authorized. Personally owned devices must access the internet via the District's content filtered wireless network.

All district students shall review this policy and associated technology Acceptable Use Policies (AUP's) before students utilize any school and/or personally owned devices. The District reserves the right to restrict student use of district owned technologies and personally owned devices on school property or at school-sponsored events. *(Policy EEAA)*

## SCHOOL PROGRAMS & ACTIVITIES

### Band & Chorus

Beginning Band is open to approved 5th graders. Middle School Band as well as Chorus is open to approved students in grades 6th-8th. Band and Chorus students must meet a series of requirements:

- Students without previous playing experience must attend a beginner group lesson once a week until skillful enough for band.
- Students must own, rent or loan an instrument through the school.
- Students must attend chorus and band practice during the lunch/study hall period.
- Students are required to participate in all scheduled events, including those held on non-school days. Also, students must dress professionally during these events.
- Students are expected to remain in chorus and band for the duration of the school year.

### Dances

All school rules are in effect during dances. Dances are open to Fall Mountain students in grades 6th-8th who were in school the day of the dance and who were not in ISS or OSS. Middle school age student-guests are permitted but only when approved by the VMS staff overseeing the dance and the Principal.

During a dance, any student who leaves the building will not be allowed to return, and any student who causes a disturbance will be asked to leave. In the event a student is not permitted re-entry or asked to leave the dance, VMS staff will attempt to contact a parent. In addition, police may be notified.

Each dance requires six chaperones and will be subjected to cancellation if not met. Semi-formal dances have guidelines: Students are asked to wear approved collared shirts, long dress pants and principal approved dresses.

### Extracurricular Activities

In order to participate in extracurricular Activities, including athletics, students must reach certain academic achievements. Any student with 2 D's will be placed on scholastic probation. A student with 3 or more D's or 1 F, will not be allowed to participate in extracurricular activities. An incomplete grade will be considered an F for eligibility purposes if the work is not successfully completed within 2 weeks. Academic reporting periods will include mid-trimester and trimester reports. 6th, 7th, and 8th graders third trimester report cards (not their final yearly average) will serve as the following fall's reporting period. Students who have an In-School or Out-of-School suspension will not attend extracurricular events.

### Food Program

VMS Cafeteria serves hot and cold lunches, milk and juices, and snack bar items on a daily basis. We are still waiting to hear whether or not Fall Mountain district has received a grant to provide free breakfast and lunches to all students.

**It is extremely important for families to still complete the Free & Reduced Lunch Applications, as a percentage determines the amount of federal funding that the district / schools receive for student academic support opportunities such as Title 1 and other child-centered interventions and activities.**

See the SAU 60 website and District policies located under EF: Free and Reduced Meals for more information regarding our school lunch programs.

### Library

The library has a wide range of materials for students of different grade levels. The library's policy is to mark all books designated for grade seven and higher as "young adult" books. If parents would like for their children not to check out these books, please send in a signed note to the librarian. Books are signed out for a two-week period.

Students are encouraged to use the school library as often as possible. However, they are responsible for library materials in their care. Students will be required to pay for any damaged or lost books or materials. The library assistant has complete authority in the library. Any student who abuses the privilege of using the library will be disciplined by the same process in effect in the classroom to include loss of library privileges.

### Recess

Students are expected to maintain regular appropriate behavior while at recess. During outdoor recess, students must stay in the vicinity of the elementary playgrounds, ball fields and cannot venture beyond the outback building, fences, or tree lines. In addition, students are not allowed near the storage shed, the driveway, or the parking area. During inclement weather, recess will be indoors in the gym or classrooms.

## ATHLETICS

### Academic Eligibility

The Activities Director will conduct a weekly grade check for all athletes. If an athlete is receiving any D's or F's, he or she will have one week to bring the grade(s) up to a 70 (C-). If they are unable to bring the grade(s), he or she will be placed on scholastic probation until the grade(s) in question is brought up to 70 average.

Any student on scholastic probation following a report card will remain on probation for 3 weeks. During probation, the student will participate in all practices and scrimmages. However, while on probation, the student is not allowed to participate in any games. At the end of the scholastic probation period, the Activities Director will check the student's grades, and if his or her grades meet the eligibility criteria stated above, the student will be allowed to participate in games. If the student on probation does not meet the aforementioned academic criteria at the end of the three-week probation period, he or she will be declared ineligible until the next report card.

Once a student is declared academically ineligible for a sport, he or she will remain ineligible for the remainder of the sport season.

### Code of Conduct

Improper conduct at games, practices, and team meetings will result in a staff member removing the misbehaving student from the activity and possibly from the team. In such cases, staff will attempt to notify parents immediately. Reinstatement will be worked out cooperatively between staff, parent, and child.

### Health Requirements to Play

Any student aspiring to play Interscholastic Athletics at the middle school is required to have a physical on file with the school nurse. Although we recommend students have a physical every year, only one every two years is required. One dated May 1st or later of a student's 5th grade year is necessary for sports participation. No student is allowed to tryout or participate in interscholastic sports until VMS receives a completed registration on familyid.com.

### Joining a Team

VMS teams attempt to be as inclusive as possible. Therefore, in the event that we have large numbers on a particular team, VMS will attempt to include all student athletes in practices, explore creating a second team, and/or split teams into three groups and take two of the three groups to games. Coaches will explore these three options as long as athletes show dedication and commitment to the team and sport.

Any student who is enrolled in another school must participate in athletics at that school and will be considered ineligible for sports at VMS. If a student enrolled in school that does not offer a sport that VMS does, as in accordance with the New Hampshire Interscholastic Athletic Association, he or she can obtain a waiver to participate in VMS athletics, if he or she lives in the District.

### Participation In

To participate in practice and games, all student athletes must be in school at the start of the day or at school by 11:30, and attend all routine classes, unless granted an exception by the Principal, Lead Teacher, or Athletic Director. Any student who is dismissed early due to sickness cannot participate in a game or practice that day. Excused tardiness or dismissals are excused when accompanied by a note from a parent.

See new Policy **JLCJA-Sports Injuries in the Athletic Handbook**



## STUDENT HEALTH & WELLBEING

### Health Impairments

If health problems arise, that limit a student's participation from routine school activities, including physical education class, the student must bring in a note from his or her parents or physician detailing any limitations and the reason for them to the nurse.

### Child Abuse

It is a felony for school officials to fail to report suspected child abuse to the proper authorities. Schools will report suspected child neglect as well.

### Counseling & Social Emotional Learning

School Counselors work with students to implement comprehensive counseling programs and interventions designed to help all students develop their educational, social, career and personal strengths. Counselors and a behavioral assistant are regularly available to talk with students regarding any concern. Students wishing to speak with a counselor can notify a counselor, notify a teacher, or fill out a referral form located in the office. Parents wishing to contact a counselor should notify the VMS office at 835-6351 or the APS office at 835-2482.

### In-School Student Illness or Injury

If a student becomes ill or injured during the day, he/she must notify a respective staff member immediately. At that time, the nurse or a designated staff member will assist the child. Parents of a student who is too ill or injured to remain in school will be notified. *Parents are required to keep VMS informed of updated emergency telephone numbers via a student's registration form.*

### Mediation

VMS will use mediation with students and, to a lesser extent at the elementary schools, to help students learn the skills needed to resolve conflicts and other problems. A team of staff will work with students to help guide them through social-emotional issues that distract from the learning environment. Coaching and counselling is designed to ensure student safety and help students achieve academic and social success.

### Out-of-School Student Illness

Please have your child stay home when they are too sick to attend school. Sending ill students to school results in illness and germs spreading to classmates and VMS staff.

Here are some general guidelines set by the NH Department of Health and Human Services, the Centers for Disease Control and Prevention, and the American Academy of Pediatrics that may help parents determine if their child is too ill to attend school. *This does not take the place of seeking medical attention or consulting with your doctor for specific medical advice. Parents should always follow up with their child's doctor when symptoms persist.*

**Fever:** A fever of 100 degrees or higher, is a sign of illness. A child with a temperature of 100 degrees or higher must NOT attend school. The child must be free of fever without the use of fever reducing medication for 24 hours before returning to school.

**Colds:** Minor cold symptoms are common and usually don't interfere with school attendance. However, a persistent, frequent cough and/or constant nasal drainage may affect your child's performance at school.

**Rash:** Rashes can cover an entire body or only one area. A child that has a rash that is draining, has open areas or is causing the child to itch excessively must NOT attend school. Students with a rash accompanied with other symptoms such as fever, sore throat, vomiting, etc. must NOT attend school.

*Vomiting or Diarrhea:* A child who has vomited must wait 24 hours after vomiting stops and be able to retain solid foods before returning to school. A child who is having frequent diarrhea must NOT attend school and should NOT return until 24 hours has lapsed since the diarrhea has stopped.

*Strep throat or impetigo:* Children diagnosed with strep throat or impetigo may NOT return to school until they have been on antibiotics for 24 hours.

### Physicals

All children new to the school district must have a physical examination and have their doctor sign a completed Health Physical Form, which is available through the SAU 60 website or their local school. Parents are required to provide an updated record of all students' immunizations and a health history upon student registration.

### Prescriptions

Prior to administering any medication, including cough drops, VMS requires written permission from a parent, or physician that details the method of administration, dosage, and time of day for the medication to be given.

All prescription and non-prescription medications must be delivered to the school by a parent and given to the school nurse, secretary, Principal, or Lead Teacher. All medication must be in its original container, properly labeled with the student's name, the physician's name, date of the original prescription, name and strength of medication, how many tablets are sent with the container, and directions for administration.

Any medication that needs to go home must be picked up by a parent.

Parents can download both the Physician Order and Parent/Guardian Medication Permission forms by visiting [Sau60.org](http://Sau60.org) → Parent and Student Tab → Health Services and Forms. Parents can also acquire the forms from the school nurse or office.

### Perfumes and Chemical Sensitivities

Employees and students who are sensitive to perfumes and chemicals may suffer potentially serious health consequences. In order to accommodate employees and students who are medically sensitive to the chemicals in scented products. We ask you to use only district provided fresheners and sprays at school. Please limit the use of scented products, including but not limited to colognes, after-shave lotions, perfumes, deodorants, body/face lotions, hair sprays or similar products.

### School Nurse

The AAA has a school nurse who visits all four buildings on a rotating schedule or as needed. Any health related questions or concerns should be directed to the nurse.

The nurse provides the following services for the school and community: student heights and weights checks, grades 5 and 7 visions and hearing checks, immunization surveys, health assessments, health and hygiene counseling, a 5th grade puberty unit, and school physical organization for grades 5 and 7 by the district physician.

During the school year, the school nurse will be providing health screenings for students. These include, but are not limited to, height and weight, hearing, and vision. When appropriate, such 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.

### **Admission of Homeless Students** *(Policy JFABD)*

To the extent practical and as required by law, the district will work with homeless students and their families to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school. Homeless students will be provided district services for which they are eligible, including Head Start and comparable pre-school programs, Title I, special education, bilingual education, vocational and technical education programs and school nutrition programs. Please call the school for more information.

Homeless students are defined as lacking a fixed, regular and adequate nighttime residence, including:

1. Sharing the housing of other persons due to loss of housing or economic hardship;
2. Living in motels, hotels, trailer parks or camping grounds due to a lack of alternative adequate accommodations;
3. Living in emergency or transitional shelters;
4. Are abandoned in hospitals;
5. Awaiting foster care placement;
6. Living in public or private places not designed for or ordinarily used as a regular sleeping accommodations for human beings;
7. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings;
8. Are migratory children living in conditions described in previous examples.

The Superintendent shall designate an appropriate staff person to be the district's liaison for homeless students and their families.

Your children have the right to:

- Continue to attend school in the school attended before you became homeless (school of origin)
- Receive transportation to the school of origin.
- Enroll in school without giving a permanent address and attend classes while the school arranges for a school transfer immunization records or other documents required for enrollment
- Receive the same special programs and services if needed, as provided to all other children serviced in these programs.
- Have enrollment disputes quickly addressed.

The district's liaison for homeless students and their families shall coordinate with local social services agencies that provide services to homeless children and youths and their families; other school districts on issues of transportation and records transfers; and state and local housing agencies responsible for comprehensive housing affordability strategies.

**Legal Reference:** *McKinney-Vento Homeless Education Assistant Act, 2001, Title X-C, Subtitle B, Section 725*

**IHBG**

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## **HOME EDUCATION INSTRUCTION**

Home Education is an alternative to compulsory attendance at a public or private school and is an individualized form of instruction in accordance with New Hampshire RSA 193-A and Department of Education Rule Part 315 (Ed 315). Parents or guardians may establish a home education program for any child, including one who is an "educationally disabled child" as defined under RSA 186-C:2, I, whether or not such child is previously enrolled in a school of the District. When and how parents/guardians determine to commence a home education program, and other choices the parents/guardians make determine whether and the extent to which the District will

have responsibilities relative to the home educated child(ren). This policy is intended to help District personnel and home education families within the District understand those responsibilities based upon the family's choices. Nothing in this policy, however, should be understood to infringe upon the parent's/guardian's right under the applicable statutes or Department of Education rules.

#### A. Parent/Guardian Selection of a Participating Agency.

##### 1. Selection of a Participating Agency.

One of the most significant decisions the parents/guardians make relative to a home education program is the selection of a "participating agency" for home education program notification and support. This decision will also largely govern the District's obligations during the home education program.

The parent/guardian decides which participating agency to select, from the following:

- a. the Commissioner of the Department of Education;
- b. the resident district Superintendent ("District"); or
- c. the head of a nonpublic school.

The selected participating agency shall work with the parents/guardians upon request to meet the essential requirements of a home education program as set out in RSA 193-A:4, I.

- 2. Changing Participating Agency. At any time, the parents/guardians may select a different, valid participating agency. To do so, the parents/guardians must provide notice to the new participating agency in the same manner as outlined in Section B.2, below.
- 3. District Obligations Relative to Selection of Participating Agency. If the selected participating agency is the resident district Superintendent, the District shall provide evaluation services as discussed in Section C, below.

If the resident district Superintendent is *not* selected as the participating agency, the District may, but is not obligated to provide evaluation services.

#### B. Notices for Commencement of Home Education Program.

- 1. Notice For Students Withdrawing from District. State school attendance laws apply to each student unless and until a parent/guardian commences a home education program. Similarly, the District's attendance policies apply to all students enrolled in schools of the District.

Accordingly, when a parent/guardian of a child who is enrolled in a school of the District wishes to begin a home education program for the child, Ed Rule 315.05 (b) requires that on or before the date home education program begins, the parent/guardian must advise the Superintendent of the child's withdrawal from the District. The notice of withdrawal may be made in person, via telephone, email or other writing, at the parent/guardian's election.

- 2. Written Notice of Program Required. In addition to the less formal notice required for a child being withdrawn from the District, RSA 193-A and Ed 315 both require that the parent/guardian provide written notice of the commencement of a home education program to the selected participating agency. The District only receives this notice if the parents/guardians are selecting the Superintendent as the participating agency.

The only information required in this written notice of commencement is listed in RSA 193-A:5, II: the names, addresses, and birth dates of all children who are participating in the home education program. The parents/guardians shall also provide contact information and update the notification information as necessary. If selected by the parents/guardians as the participating agency, the Superintendent of the resident district shall acknowledge receipt of the notification of commencement of home education within 14 days of receiving such notification, along with a request for any information required by RSA 193-A:5, II that was not included in the original notice.

3. No Annual Notice Required. Once established, the home education program remains in effect unless terminated pursuant Ed 315.06. The parent/guardian is *not* required to provide annual notification of continuation of a home education program.

### C. Evaluation & Assessment.

Under RSA 193-A:6, II, parents/guardians are required to provide for an annual educational evaluation for home educated children that documents "educational progress at a level commensurate with the child's age and ability." Both the statute and Ed 315.08 provide several options for parents/guardians to meet the statutory evaluation requirements, and the parents/guardians are free to select their preferred method.

1. Evaluation with Assistance from the District. If the District is selected as the participating agency, the District must provide evaluation services upon request of the parent/guardian. If the District is not selected as the participating agency, the District *may* aid in evaluation, but is not required to do so.

Parents/guardians seeking to utilize evaluation services through the District should contact the Superintendent's office as soon as practicable to assure adequate time to prepare any necessary materials and accommodations.

While the parent/guardian may select any evaluation method outlined in RSA 193-A:6, II, as well as any other method agreed to by the parent/guardian and the participating agency, two methods merit further note:

- a. State or Local Assessment Provided by the District. If the evaluation method is a state or local<sup>1</sup> assessment provided by the District, the parent/guardian must notify the Superintendent in writing as soon as practicable to provide the District adequate time to prepare and obtain the testing materials and prepare any necessary accommodations. Under this election, the District will not charge a fee for providing or administering the test. Reasonable academic proficiency is deemed demonstrated if the composite results place the child at or above the fortieth percentile.
  - b. Portfolio Review. If the District is the selected participating agency, the parent/guardian may request the District to perform a portfolio review, for which the District may charge a fee.
  - c. Other "Valid Measurement Tool". When the Superintendent is the participating agency, the parent/guardian and Superintendent may mutually agree upon any other valid measurement tool(s). A non-exclusive list of examples may be found in Ed 315.08(e).
2. Evaluation Independent of the District. As outlined in RSA 193-A:6, II, the parent/guardian may collaborate with the participating agency to find a mutually agreed upon method of evaluation as described in Ed 315.08(d) – (f).

#### D. Reports and Records.

1. Parent/Guardian Requirements. RSA 193-A:6, I requires the parent/guardian to maintain a portfolio of records and materials relative to the home education program. The portfolio shall consist of a log which designates by title the reading materials used, and also samples of writings, worksheets, workbooks, or creative materials used or developed by the child. Such portfolio shall be preserved by the parent for 2 years from the date of the ending of the instruction.

Parents/guardians need only provide the evaluation results/portfolio to the District to the extent necessary to demonstrate proficiency in order to participate in school programs, and co/extra-curricular activities as provided under RSA 193-A:6, III, and Ed 315.07(b).

2. District Requirements.

- a. District as Participating Agency. On October 1 of each year, the Superintendent shall notify the Commissioner of the number of children for whom the Superintendent was selected as a participating agency in a home education program since the previous year's report.

The District should maintain record of a student's enrollment and withdrawal from the school in the same manner as it would for a student transferring to another district. The District should maintain a record of its status as a participating agency for as long as it holds that status. While the parent/guardian keeps any portfolios and assessments conducted outside the District, the District should maintain record of any involvement it has in assessments as it would for any other student.

- b. District Not as Participating Agency.

The District should maintain record of the student's enrollment and withdrawal from the school in the same manner as it would for a student transferring to another district.

#### E. Re-enrollment into the School District.

Parents deciding to re-enroll their children into the school district following a period of home education will make arrangements with the Principal for an evaluation to determine appropriate placement in the District's program. Placements will be consistent with Board policy {\*\*}JG governing student placements, and are subject to the same appeal process.

Parents should be attentive that when re-enrolling a student, there may be discrepancies between the home schooling level of achievement and the scope and sequence of the District's curriculum.

#### F. Graduation/Diplomas.

The School Board will not award certificates or diplomas to home educated students. Students must enter the regular school program and complete all necessary graduation requirements of the District and the state to be eligible for a certificate or diploma.

#### G. Participation in School Curricular and Co/Extra-curricular Activities.

Regulations regarding the participation of home education students (as well as students of nonpublic or of public charter schools) in District curricular and co/extra-curricular programs are found in Administrative Procedures IHBG-R. Consistent with RSA 193:1-c, any regulations shall not be more restrictive for nonpublic or home educated pupils than they are for students enrolled in the District.

**Legal References:**

RSA 193-A, Home Education  
 RSA 193:1, Duty of Parent; Compulsory Attendance by Pupil  
 RSA 193:1-a, Dual Enrollment  
 RSA 193:1-c, Access to Public School Programs by Nonpublic or Home Educated Pupils  
 NH Code of Administrative Rules, Section Ed 315, Procedures for the Operation of  
 Home Education Programs

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## **WELLNESS POLICY** [JLCF](#)

**Preamble**

Fall Mountain Regional School District (hereto referred to as the District) is committed to the optimal development of every student. The District believes that for students to have the opportunity to achieve personal, academic, developmental and social success, we need to create positive, safe and health-promoting learning environments at every level, in every setting, throughout the school year.

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

**Legal References:**

*Public Law 111-296*  
*USDA Notice of Civil Rights*  
*7 CFR 210.10, Meal requirements for lunches and requirements for afterschool snacks.*  
*RSA 189:11-a, Food and Nutrition Programs*  
*Ed 306.04(a)(20), Wellness*  
*Ed 306.04(a)(23), Availability and Distribution of Healthy Foods*  
*Ed 306.11(g), (h), Distribution of Healthy Foods*  
*Ed 306.401, Health and Wellness Education Program*

FMRSD PC Reviewed : 6/18/2012, 9/18/2012, 3/24/15, 3/27/17, 4.24.17, 5.8.17, 5/28/19  
 FMRSD WC: 4/1/15, 5.8.17  
 FMRSD SB adopted: 8/27/2012  
 FMRSD revised: 9/24/2012, 4/27/15 4/7/15, 4/15/15, 3/27/17, 4.24.17, 6.12.17 and 6/10.19

**Family Educational Rights and Privacy Act**

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

1. 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 [or appropriate school official] 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.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed and specify

why it is inaccurate. 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.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, 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. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA.

Contact the Office that administers FERPA at Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5901.



## **SOLICITING PUPILS AND SCHOOL PERSONNEL AND ADVERTISING IN THE SCHOOLS** (Policy KH)

Approval to display bulletins, posters or announcements must be requested of the Principal whose decision shall be final.

1. Determination of which materials may be distributed to students will be made by the Principal. Materials soliciting money or personal information may not be distributed without specific Board approval.
2. In school fundraising activities by or for outside agencies will not be sanctioned without specific Board approval.
3. Direct sales by outside vendors in school is prohibited unless specifically sanctioned by the Board (e.g., school pictures, class rings, yearbooks, etc.).
4. Announcements through the principal's office may be made for activities connected with charitable organizations that are operated on a regional, state or nationwide basis, such as food baskets for the needy.

This policy should not be construed as preventing the use of instructional or informational materials which might include incidental reference to a brand, product, or service.

Questions regarding appropriateness or interpretation shall be referred to the Superintendent or his/her designee.

## **DISTRICT BUSSING**

### **BUS TRANSPORTATION**

The Fall Mountain Regional School District provides transportation for all eligible students. These students are granted the right to ride the bus providing they obey the rules of proper conduct. These rules exist to ensure a safe trip for everyone.

It is expected that each student will ride his or her assigned bus. Any exceptions to this rule will require a written note from home. Upon receipt of such a note, the school secretary will issue a bus-boarding pass. A bus pass will also be required if you need to get off from your 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 direction 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, and gum chewing and smoking on the bus.
9. Students are prohibited from extending their head, arms, other body parts or objects out of the bus windows. Students are not to sit with head 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 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 his or her voice.
17. Students shall be polite and courteous to all other passengers, passersby, and to 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. Cell phones, electronic games, MP3's, cameras, toys & cards, are not allowed on the bus.
22. 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 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 which 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 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 be in violation of the rules of behavior while on the bus. All such recorded images will be held in confidence and used only for the purpose of identification as described above.

#### **AFTER SCHOOL ARRANGEMENTS/DISMISSAL**

Bus students MUST have a WRITTEN NOTE from their parent or guardian in order to do anything other than ride their regular bus home in the afternoon. **Walkers MUST have a WRITTEN NOTE from their parent or guardian in order to go home on a bus or ride with another person.** Phone messages will be accepted for emergencies only. **After school arrangements need to be made before coming to school in the morning.** Turn notes in to homeroom teacher at attendance time.

**ECAF**

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## **AUDIO AND VIDEO SURVEILLANCE ON SCHOOL BUSES**

### **General Authorization.**

Video cameras may be used on school buses to monitor student behavior in an effort to ensure the health, welfare and safety of all students while riding on school buses. Audio recordings in conjunction with video recordings may also be captured on school buses, in accordance with the provisions of RSA 570-A:2.

### **Notification.**

Notification of such recordings is hereby established in this policy and in Policy JICK – Pupil Safety and Violence Prevention. The Superintendent or his/her designee will ensure that there is a sign prominently displayed on the school buses informing the occupants of the school buses that such video and audio recordings are occurring. And notice is also outlined in Student Handbooks.

### **Procedures Concerning Usage and Retention of Audio Recording**

The Superintendent is charged with establishing administrative procedures to address the length of time, which the recording is retained, ownership of the recording, limitations on who may view and listen to the recording, and provisions for erasing or destroying the recordings.

Recordings may be viewed only by the following persons and only after expressly authorized by the Superintendent:

- Superintendent or designee
- Business Administrator
- Building Administrator
- Law Enforcement Officers
- Transportation Manager

In the event an audio, video, or other digital media recording is used as part of a student discipline proceeding, such video may become part of a student's education record. If an audio or video recording does become part of a student's education record, the provisions of Policy JRA shall apply. Video recordings without audio may be used, retained or destroyed as provided in Board policy EEAA.

The Superintendent is authorized to contact the District's attorney for a full legal opinion relative in the event of such an occurrence.

**Legal References:**

RSA 570-A:2, Capture of Audio Recordings on School Buses Allowed

34 C.F.R. Part 99, Family Educational Rights and Privacy Act Regulations

FMRSB

Adopted: 5/23/2011

PC reviewed: 5.16.22

SB Revised: 1st reading 5/23/22, 2nd reading and adoption 6/20/22

**JICC**

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## **STUDENT CONDUCT ON BUSES**

Students using school buses and other District transportation are under the jurisdiction of the School from the time they board the bus until they exit the bus. Additionally, Board policy JICDD applies to "out-of-school" student conduct, including, but not limited to, conduct at or near school bus stops.

The Superintendent or his/her designee will develop rules and regulations for conduct on buses. See District administrative School Bus Conduct Rules JICC-R and these shall be printed in the Parent-Student Handbook, made available on the District and/or school website, and provided in other languages as needed.

Failure to abide by the School Bus Conduct Rules Continued, disorderly conduct or persistent refusal to submit to the authority of the driver may result in a student to be denied or suspended from the privilege of transportation in accordance with the RSA 189:9-a, and applicable District rules and procedures. See JICC-R. Additionally, conduct on District transportation is subject to additional interventions, supports or consequences as provided in the Student Code of Conduct,

If a student is to lose the privilege of riding the bus ("transportation suspension"), advance warning will be given, except for misconduct that threatens the health, safety or welfare of other students, staff or any other person. Parents/guardians of students who have had bus privileges suspended have a right to appeal the suspension within 10 calendar days to the person who issued the original suspension. Transportation suspensions exceeding 20 days must be approved by the Board. Transportation suspensions shall not begin until the next school day following the day written notification of suspension is sent to the pupil's parent/guardian. The Superintendent shall include such appeal and review procedures in the School Bus Conduct Rules referenced in the preceding paragraph. Transportation suspensions may extend to all District transportation according to the Student Bus Conduct Rules.

Students transported in a school bus shall be under the authority of the District and under control of the bus driver. The driver of the bus, along with the bus monitor, if applicable, is responsible for the orderly conduct of the students transported. Each driver and monitor has the support of the Board in maintaining good conduct on the bus.

**Legal References:**

*RSA 189:6-a, School Bus Safety*

*RSA 189:9-a, Pupils Prohibited for Disciplinary Reasons*

*NH Code of Administrative Rules, Section Ed. 306.04(d)(1), School Safety*

*NH Code of Administrative Rules, Section Ed. 306.04(f)(4), Student Discipline*

FMRSB

Adopted: 11/22/04 (Replaced Policy EEACC/JFCC adopted 8/24/92)  
 Reviewed: 12/07  
 Adopted: 5/9/2011  
 PC revised: 5.16.22  
 SB revised: 1st reading 5/23/22, 2nd reading and adoption 6/20/22

EEAA

## **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.

### **A. Surveillance.**

Video surveillance is authorized on District property, including, without limitation, school buses and other district provided transportation, to ensure the health, welfare, and safety of all students, staff, and visitors to District property and to safeguard District buildings, grounds, and equipment.

#### **1. Audio Surveillance.**

Although video surveillance is permissive, surveillance with audio recording is only permitted on school buses – whether such buses are operated by the District or not - in accordance with RSA 570:A-2, II (k) and Board policy *ECAF*. Audio recordings are also authorized in classrooms per Section D below.

#### **2. Video Surveillance.**

The Superintendent or his/her designee will approve appropriate locations for surveillance cameras. Placement of cameras will be based on the presumption and belief that students, staff and visitors have no reasonable expectation of privacy in areas or at events that occur in plain view. However, such devices are not to be placed in bathrooms, or dressing or locker rooms.

Signs will be posted on school property to notify students, staff, and visitors that video recording devices may be in use. (More specific notice is required for audio recordings on school buses as provided under Board policy *ECAF*.) At the Superintendent's discretion, parents and students may also be notified through the Student Handbook as well as the District and school websites. All persons will be responsible for any violations of school rules recorded by cameras.

The district will retain copies of video recordings until they are erased, which may be accomplished by either deletion or copying over with a new recording.

### **B. Video and Audio Recordings Used for Student Discipline Matters.**

Video/audio recordings in District possession, whether or not recorded by District equipment, that contain evidence of a violation of student conduct rules, school board policy, and/or state or federal law, will be retained until the issue of the misconduct is no longer subject to review or appeal, as determined by board policy or applicable law. Any release or viewing of the recording will be in accordance with the law. Notwithstanding this paragraph, use of video/audio surveillance on school buses shall be in accordance with Policy *ECAF*.

In the event any audio or video recording (from whatever source) is used as part of a student discipline proceeding, such video may become part of a student's education record. If recording does become part of a student's education record, the provisions of Policy *JRA* shall apply. (In accordance with RSA 570:A-2 and Board policy *ECAF*, retention and use of audio recordings gathered via bus surveillance have stricter requirements than video only or recordings from non-District sources.)

### **C. Video and Audio Recordings Used for Special Education Purposes.**

Video and audio recordings may be used for special education or Section 504 purposes, when a student's individualized education program or accommodation plan includes audio or video recording as part of the child's education. All such recordings will be maintained in accordance with the Family Education Rights and Privacy Act, 20 U.S.C. section 1232g, and other applicable law(s).

**D. Additional Video and Audio Recordings Authorized.**

The school board permits the video and audio recording of the following school-related activities. The following purposes are not intended to be exhaustive and may be expanded or contracted by either administrative determination or school board action, whether streamed or in person.

- Extracurricular/co-curricular activities
- Musical performances, band, concert band, ensemble, orchestra, choir
- Drama activities
- Club events
- Sporting events, including both inter and intra-scholastic
- Other activities such as student senate, yearbook, school pride, ROTC
- Ceremonies, orientation, presentations, school assemblies or meetings, or any school events which occur outside of the physical classroom.

**E. Consultation with Counsel.**

The Superintendent (and other administrators if the Superintendent is unavailable) is specifically authorized to seek and obtain legal advice from the School Board/District's attorney with respect to any new use of surveillance or audio recordings, and/or relative to the use, sharing, ownership, retention and/or destruction of video or audio recordings.

**Legal References:**

*RSA 189:65, Definitions*

*RSA 189:68, Student Privacy*

*RSA 570-A:2*

*20 U.S.C. §1232g, Family Educational Rights and Privacy Act (FERPA)*

FMRSD PC: 9.28.15, FMRSD Board Hearing: 11.23.15, FMRSD SB 1<sup>st</sup> Reading 1.12.16, 2nd Reading and adoption 1.26.16

PC reviewed 5.16.22

SB Revised: 1st reading 5/20/22, 2nd reading and adoption 6/23/22

**Abbreviations Within**

FMRSD: Fall Mountain Regional School District

AAA: Alstead Attendance Area

VMS: Vilas Middle School

AP: Alstead Primary

SP: Sarah Porter

ACW: Acworth School

Revised: 7/20/2022