



Chesterfield Cavaliers
Family Handbook
2023-2024

Dear Families,

Welcome to the 2023-2024 school year. Please take a moment to read through your Family Handbook. This can be a valuable resource for you and your family. It contains important information about our school and how we address certain situations.

Located in this document is staff contact information, program services, health service information, return to school information and some important school policies. We hope that you will keep this document and refer to it when needed.

Please take note staff emails and phone extensions are listed for your convenience, please reach out when you have a question. Staff can be contacted via email or by phone. We want to work together with families to provide your child with the best education possible.

Chesterfield School offers a comprehensive program which strives to meet all learners' needs, while reinforcing good citizenship and behavior.

Sharyn K. D'Eon

Principal

Chesterfield School Mission Statement:

Chesterfield School is a safe, child-centered community where trust, respect, compassion and honest communication are practiced to foster personal and academic growth.

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https://www.sau29.org/apps/pages/index.jsp?uREC_ID=1253765&type=d&pREC_ID=1478359*

Principal

Sharyn D'Eon.....Ext. 1002

Administrative Assistant

Darlene Klaski.....Ext. 1004

Receptionist

Jessica Shepherd.....Ext. 1001

Director of Building & Grounds

Alex WoodExt. 1017

Custodians:

Eric Richardson.....Ext. 1029

Donald ReccaExt. 1029

Guidance/504 Coordinator

Becky Kohler..... Ext. 2034

Nurse

Keanna Bingham.....Ext. 1006

Athletic Director

Justin Jarvis.....Ext.1051

Kitchen

Alicia Williams,Mgr..Ext. 1043

Holly Lyon-Gideos

Kindergarten

Amy Randall.....Ext. 1026

Stephanie Quail.....Ext. 1015

First Grade

Tabitha Sipler.Ext. 1044

Ashli Staszko.....Ext. 1031

Second Grade

Carrie Martin.....Ext. 1018

Morgan Lausier.....Ext. 1019

Third Grade

Tina RamseyExt. 1009

Fourth Grade

Jessica QuarryExt. 1011

Gina GitchellExt. 1032

Fifth Grade

Laura WhiteExt. 1023

Grade Six

Erica WoodExt. 1045

Tara Tiebout.....Ext.1008

GRADES 7 & 8

Brian HoglundExt. 1036

Sarah PlotczykExt. 1020

Jay VanStechelmanExt 1040

Mark Haley.....Ext. 1007

Physical Education/Health

Greg Hammett Ext. 1051

Justin Jarvis..... Ext. 1051

Art

Melanie Fedorowicz... Ext. 1010

Music/Choir/Band (4-8)

Sharon Nelson Ext. 1012

Music (K-3)

Luba Lischynsky Ext. 1014

Math Specialist

Sheara Heon.....Ext. 1003

Reading Specialist

Amelia Clune.....Ext. 1035

STEM/Technology

Michael HinesleyExt. 1039

Library

Cynthia WatersExt. 1016

ELL/ SPANISH

Rogerio Wasilewski...Ext. 1013

Speech

Karen Ruehr Ext. 1028

OT

Pam PrentissExt. 1028

Education Evaluator

Lisa Abohatab.....Ext. 1014

School Psych

Chris Nelson.....Ext. 1025

Adjustment Counselor

TBA

Special Education

Larry UllrichExt. 1024

Jennifer Wojenski..... Ext.

Katherine Houston ..Ext. 1035

Para Professionals

- Dianne Drew

- Lorraine DiGeronimo

- Dave Hardy

- Lori-Anne Ingram

- Maria Keating

- Jamiee Murphy

- Elizabeth Schnackenberg

- Erin Soltys

-Matt Velky

-Muffy White

-Kaili Williamson

-

**School Administrative Unit #29
Keene, New Hampshire 03431**

Chesterfield School Board

Ege Cordell (Board Chair)	256-8588	ecordell@sau29.org
Amy Treat	363-4752	atreat@sau29.org
Liza Lowe		elowe@sau29.org
Len Fleischer	674-7609	lfleischer@sau29.org
Genienne Hockensmith		ghockensmith@sau29.org

Central Office Administrative Team (603) 357-9009

Robert Malay, Superintendent of SAU29	Ext. 226
Dr. Ben White, Assistant Superintendent	Ext. 216
Brian Campbell, Assistant Superintendent	Ext. 224
Tim Ruehr, SAU29 Business Manager	Ext. 208
Scott Lazzaro, Business Administrator, Towns	Ext. 203
Nancy Deutsch, Director of Human Resources	Ext. 213
TBA, Director of Student Services	Ext. 230
Kate Shanks, Special Education Coordinator for Towns	Ext. 232
Robert Milliken, Manager of Technology	Ext. 220

The Chesterfield School District is an independent school district, governed by a five-member school board, which shares top administrative services with the districts of Harrisville, Keene, Marlborough, Marlow, Nelson and Westmoreland to form the New Hampshire School Administrative Unit #29.

The Chesterfield School Board meets regularly on the 2nd Monday of each month @ 5:00 PM in the school library. All meetings are open to the public. The agendas are posted at the post offices in W. Chesterfield, Chesterfield and at the school and on our website. Opportunities for public input are provided at each meeting.

The annual School District Meeting is normally held the Saturday before Town Meeting in March at the school. Voting is conducted for District Officers (School Board, Clerk, Auditor, Moderator, and Treasurer). Most articles are passed or defeated by a voice vote. In votes requiring a written ballot, voters must have registered prior to the meeting with the Town Clerk or at published times with the Supervisors of the Checklist.

Prior to the District Meeting, the Town Budget Committee holds a Public Hearing (January) at the school to gather feedback from the community with regard to the school budget being proposed for the following year.

GENERAL INFORMATION

RESIDENCY REQUIREMENTS (School District Policy JFAA/R.S.A. 193:12)

Notwithstanding any other provision of law, no person shall attend school, or send a pupil to the school, in any district of which the pupil is not a legal resident, without the consent of the district or of the school board except as otherwise provided in this section.

For purposes of this section, the legal residence of a pupil shall be as follows:

- (a) In the case of a minor, legal residence is where his or her parents reside, except that:
 1. If the parents live apart and are not divorced, legal residence of the parent with whom the child resides
 2. In a divorce decree where parents are awarded joint legal custody the legal residence of a minor child is the residence of the parent with whom the child resides.
 3. If the minor is in the custody of a legal guardian appointed by a New Hampshire court of competent jurisdiction or a court of competent jurisdiction in another state, territory, or country, legal residence is where the guardian resides.

For the purpose of this title "legal resident" of a school district means a natural person who is domiciled in the school district and who, if temporarily absent, demonstrates an intent to maintain a principal dwelling place in the school district indefinitely and to return there, coupled with an act or acts consistent with that intent. A person may have only one legal residence at the given time.

Consistent with past practice, the Chesterfield School Board has given the administration some latitude in dealing with the enrollment of students who are not residents, e.g. those who may have changed their resident status late in the school year or who may enroll in anticipation of establishing residency within 60 calendar days.

In situations that may extend beyond that period of time, parents are required to submit a written request for enrollment to the School Board and may be required to pay tuition on a prorated basis.

The school office is responsible for maintaining up-to-date records with regard to both residency and legal guardianship. Teachers are also expected to closely monitor this situation and immediately inform the principal of circumstances that may be in violation of related laws, policies and practices.

ATTENDANCE

Regular attendance is the joint concern of students, parents and school personnel, all of whom should strive to cooperate with legal requirements and school regulations.

It is expected that children enrolled in school shall attend all the time it is in session. Illness, dental and medical appointments that cannot be scheduled other than on school days will be considered excused absences. Excursions with parents during school days and of limited duration and educational in nature, may be allowed with prior approval. Special educational arrangements of the school such as field trips, cooperative education, are considered part of the school program. **Students must attend school for a majority (80% of a school day or approximately 5.25 hours) of classes on the day of a scheduled activity in order to participate.**

Administrative regulations shall reflect primarily a concern for the health of students, and continued progress in studies; also, an understanding of the need to curb truancy, and develop maturity of students in assuming responsibility for their attendance. Pupils and parents will be apprised annually of the regulations.

ABSENCE, DISMISSALS, TARDINESS

According to state law, all children from the age 6 to 18 must attend school. Parent's/guardian's cooperation in stressing the importance of regular attendance and punctuality is most appreciated.

PARENTS NEED TO CALL SCHOOL EACH DAY WHEN THEIR CHILD WILL BE ABSENT OR LATE

(603-363-8301 Ext. 0). A message may be left in voicemail. If you do not call us, you will get an automatic call.

All students should be at school on time. **If a student is late to school, for any reason, we must mark them tardy.**

If a student is present at school and has to leave for part of the day, this is recorded as an early dismissal on our register. When a student reaches **TEN ABSENCES &/or TARDIES IT WILL BE REPORTED TO THE LOCAL TRUANCY OFFICER, Duane Chickering, Chief of Police.** Truancy: Regular and punctual patterns of attendance will be required. **Students with an excess of 10 unexcused absences and/or tardiness will be reported to the truancy officer. This is also reported to the state in year-end reports. Truancy may result in a referral to the Division of Child Youth and Families (DCYF).**

Early dismissal from school requires written permission from the parent or guardian and must be brought to the student's teacher. Students may not leave the school building unless accompanied by a designated adult. Students who are dismissed must check in at the office before leaving. Students may be excused from school or class when illness or unusual circumstances arise during the

day. Parents are notified and must normally provide transportation if the student is to return home. Students must never leave school grounds without the permission of a parent or teacher.

Telephone calls are disruptive to learning. We request that parents call and leave messages for teachers on their voicemail. If the message is critical please call the office and a staff member will get the message to the appropriate person.

SCHOOL HOURS

Gr. K - 87:55 - 2:25

Students in grades 5 - 8 who are remaining after school for participation in academic assistance must remain in designated classrooms. Teachers in these grades are expected to be available in their classrooms to supervise/work with students during this time or to make other appropriate arrangements with colleagues.

Students should not arrive before 7:40, as morning supervision will not be available. Students will be directed into their classrooms at 7:40. At 7:55 a.m. students will be marked tardy and should report to the main office for a tardy slip.

BUILDING AND GROUNDS SECURITY/ACCESS

On weekdays when school is in session, all doors will be locked. Visitors must sign in at the main entrance. Appointments should be made in advance of your arrival. The receptionist will call ahead to your destination after you have completed the visitor health screener. A visitor badge will be issued to you and the receptionist will call your destination. The school playground will be closed for public use during school hours. This is for the safety of our own students and staff members.

Drivers are not permitted in the main entrance of the school to drop off/pick up students from 7:40 - 8:15 a.m. and 1:50 - 2:45 p.m. We ask that families remain in their cars while dropping off and picking up students. ***Students should go directly home after dismissal.*** If other plans have been made a note should be sent to the school's office. This will help staff guide your child to their new destination. Last minute calls to the school office may create confusion for your child and school staff. We ask that you please try to call the school by lunch allowing staff to communicate the change in plans.

LOST AND FOUND

Clothing and personal belongings of students should be marked with the owner's name. Each year our school collects hundreds of dollars- worth of items, which cannot be identified and are not claimed by students or parents. A red lost and found bin has been placed in the entryway. Periodically, throughout the year, items are donated appropriately when not claimed.

USE OF SCHOOL TELEPHONES

Students must have a pass during school hours to use the office phone. Calls will not be allowed during the day to make arrangements for play dates, per School Board Policy JICJ cell phones are prohibited during school hours. Cell phones should remain off and in a secure place during school hours. The school is not responsible for the loss or damage to a student's cell phone. Should a student choose to use their phone during school hours without permission, the phone will be collected and sent to the office. The student may collect the phone at the end of the day.

PERSONAL PROPERTY

Students are discouraged from bringing personal property to school unless requested to do so by teachers. The school cannot take responsibility for personal items which could be broken or taken by others; i.e. collectibles and trading cards, cell phones, iPods, laser lights and electronic games are not allowed. (Special permission can be given by a teacher and/or principal if items are required as part of an educational project).

Bicycles: If students ride bicycles to school, they are to be left in the bike rack with an appropriate bicycle lock. Bicycles are not to be used during school hours. Students are **required to wear helmets** and obey the rules of the road. Written permission must be on file prior to riding the bike to school. This privilege can be revoked at any time, if conditions are violated.

Skateboards/Roller blades/Motorized Scooters: Students are not allowed to bring skateboards, roller blades or motorized scooters to school. The use of these items is prohibited on school property at all times.

VISITORS

Parents and members of the Chesterfield community are expected to sign in/register in the office. **No student guests/friends will be allowed during the first and last month of school, before any school vacations or holidays or during the conduct of special activities, i.e. Field Day, due to the increased demands on staff for supervision.** Any visitors to the school, during normal school hours, are required to check in/out in the main office, have a prior appointment approved by the office and wear visitor identification badges at all times.

USE AND RENTAL OF SCHOOL FACILITIES

The school's facilities represent the center of the community and as such are in constant demand. Requests for use must be submitted 7 days in advance to the Administrative Assistant. Priority will be given to school activities first, youth programs and community groups. When requesting building usage, an organization/individual will be charged for custodial, building and rental fees consistent with established School Policy KF. A copy of this policy and the rental agreement forms are available in the school office by contacting the Administrative Assistant or online at <https://drive.google.com/file/d/1-j0VZFm7dXPX5SX3MtBz-soDkQnlxWBu/view>

DRESS CODE (Policy JICA)

The Board recognizes that student individual dress is primarily a parental responsibility which should reflect concern for health and safety of students, staff and others. When the dress of an individual student constitutes a health problem, seems to be unsuitable for school wear, is a danger to any person, or causes a disruption or disturbance, the principal shall take appropriate action to correct the situation. The following apparel are not allowed to be worn during the school day: Caps, hats, and other headgear; tank tops; clothing with offensive, vulgar, or racist language or pictures; tops that do not completely cover the mid-section; clothing that glorifies, encourages or promotes the use of alcohol or drugs. Students who violate this policy will be given an opportunity to correct the situation by either changing the clothing, removing the clothing (if appropriate), wearing it inside-out, or other means as determined by the principal so the student is in compliance with this policy. Students who repeatedly violate this policy may face more severe punishment, including detention, in-school suspension, or out-of-school suspension. Students are encouraged to use sound judgment and reflect PRIDE for themselves and others in dress and grooming. In addition, the school cannot allow clothing or footwear to be worn that is damaging to school property or that disrupts the educational process. In that regard, all staff and students must adhere to the following guidelines, at all grade levels:

1. Footwear is to be worn at all times. Parents are requested to not send their child to school wearing any footwear that prohibits their ability to walk or run safely, especially during recess. Appropriate footwear for each season is recommended.
2. The dress code may be adjusted by the administration for certain curricular or co-curricular activities.
3. Hats are not to be worn in the school, unless on a designated special day.
4. Clothing that displays things that are sexual, vulgar, lewd or indecent or include insulting words (e.g. racial/ethnic slurs) illegal substances, the use of alcohol, violence, or serves to demean, degrade, or ridicule oneself or others is in opposition to our school philosophy and will not be permitted to be worn in school or during school functions.
5. Warm weather clothing may be worn when the administration has deemed it appropriate. This will be adjusted with changes in weather conditions.
6. Items such as cutoffs, bathing suits, halter-tops, are not appropriate for campus. Clothes should cover genitals, buttocks, breasts and undergarments.
7. Garments should be of appropriate length. Covering midriff, cut and or fit to meet the requirements while sitting or bending.
8. Students should be comfortable in their attire and it should not interfere with the operation of the school, disrupt the educational process, invade the rights of others, or create a reasonably foreseeable risk of such interference or invasion of rights.
9. Students will be treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

The issue of appropriate clothing for school is an important topic in parental and educational conversation nationwide. With regard to middle school students, we as educators feel it is necessary to address this concern more specifically in order to assure a positive and non-distracting learning environment. We are addressing this issue not only from our own standpoint, but we are also responding to parental requests for clarification of school guidelines.

We know that there is a great deal of pressure to purchase "in style" clothing. This creates a difficult situation for educators. We would like to enlist your support in helping your student make clothing choices, which are acceptable in a school environment.

In middle school, we expect students to follow the more specific guidelines given below:

- All student's undergarments are to be covered.
- Tops should be long enough and pants high enough to cover the midriff/waist when sitting, reaching and standing.
- The shoulders of tops should be at least the width of a sleeveless tee shirt (2 fingers wide). This excludes the wearing of halter-tops, tube tops and muscle shirts.
- Necklines of shirts should provide thorough coverage of the chest/cleavage area.
- Shorts are also considered warm weather clothing except in physical education class time.

If a student's clothing is deemed inappropriate, students will be asked to change. This should be done with respect and in a private manner. Students may call home for a change of clothes or we can provide a tee shirt or pants. We want the student to be in school and limit time away from instruction. If dress code continues to be an issue, we will follow up with a telephone call home. Any continuing problems will be dealt with as a disciplinary matter. We would ask for, and look forward to, cooperation between students, parents and teachers in addressing this issue.

We would ask for, and look forward to, cooperation between students, parents and teachers in addressing this issue.

FIELD TRIPS (Policy IJOA)

Field trips are a valuable extension of the classroom that can bring to life classroom learning. Field trips are normally conducted within traveling distance of the school during a single day. In limited cases, they may include an overnight stay, as is customary with the Nature's Classroom trip. Most transportation is done by school buses through D&L Transit of Westmoreland, the district's approved carrier. Here is their contact number 603-399-4422.

Prior to trips being taken, the teacher will inform parents of plans for the trip and **will require written permission** in order for a child to participate. A Parent Consent and Release Form must be on file for all students who are going on the trip. Signed field trip permission slips do not take away the school's obligation to properly supervise and care for students. We value the opportunity to use field trips to enhance learning and take seriously our obligation to properly plan and organize trips. **Currently all field trips are scheduled on a case by case situation.**

STUDENT RECORDS

All student records concerning an individual student in our school are accessible to that students' parents. Parents who wish to review their children's school records are asked to call the school for an appointment. Parental rights in regard to school records are explained in Chesterfield School District Policy JRA and its administrative procedure.

Student records include testing information, grade/progress reports, health data, and personal observations by members of the staff regarding strengths and weaknesses of an individual student. These records may not be shared with others outside the designated staff without your written permission under provisions of the Family Rights and Privacy Act.

Student records are transferred to Keene High School at the culmination of eighth grade. Should your child enroll in a school other than KHS, a release of records must be submitted to the Chesterfield School office no later than a week before graduation in June. This will ensure your child's records are sent to their new school.

PUBLICATION OF STUDENT NAMES AND PICTURES

At times during the school year we publish articles and photos about Chesterfield School and its students in local newspapers and on the school website.

*** If you have objections to your child's name or picture appearing in these areas, please notify the principal in writing immediately within 10 days after the receipt of this handbook.**

SCHOOL NEWSLETTER

The newsletter will be sent monthly through email. It will include information of general importance to the school's K - 8 happenings, lunch menus, special programs/activities, etc. If you desire to receive a paper copy please contact Mrs. Darlene Klaski or Mrs. Jessica Shepherd.

CHESTERFIELD SCHOOL 2023-2024 BREAKFAST AND LUNCH PROGRAM **Keene Food Services**

Chesterfield School offers both breakfast and lunch programs every day. Breakfast is served beginning 15 minutes prior to the start of school. Snack Pak breakfasts are available to all students at snack time. Lunch times vary by grade.

	Daily	Weekly	Monthly
Full Paid Lunch	\$3.00	\$15.00	\$60.00
Reduced Lunch	\$.40	\$ 2.00	\$ 8.00
Milk (8oz)	\$.65	\$ 3.25	\$13.00
Juice	\$.40	\$ 00	\$8.00
Full Paid Breakfast/Snack Pak	\$1.50	\$ 7.50	\$30.00
Reduced Breakfast/Snack Pak	\$0 .00	\$ 0.00	\$0.00

Chesterfield School has a computerized food service operation. All students are given a numerical PIN number, which they enter as they go through the cafeteria line. **If you do not wish your child to participate in the School Meals Program, you must notify us at 603-357-9011.** Otherwise, you are responsible for all charges on your child's account. Parents are encouraged to pay for meals in advance on a monthly basis on the first Monday of the month. You may send your child in with a check/money order or cash, although checks are preferred and **we strongly discourage sending in cash as it cannot be traced.** Parents should record their child's first and last name on a clearly marked payment envelope or check. Payments sent into the school will be collected in the classrooms and put into the classroom envelope and then sent to the kitchen for the school lunch staff to post the payments into the individual student's account each day. On-line payments are the safest method and can help avoid the occasional lost check or envelope. You may register to make your child's school meal payments online at www.paypams.com. It is safe, easy, and convenient. PayPams also allows you to monitor their account and view your child's purchases through your PayPams account and you are not required to make payments when signing up. You can also select to receive email reminders when your child's account is getting low on funds. Unfortunately, payments cannot be accepted as the children go through the cafeteria line for sanitary reasons. All checks should be made payable to "Chesterfield Food Services".

For those students who were approved for free or reduced-price meals last year by an application or direct certification, it will be necessary to re-apply by October 12, 2023 for the 2023-2024 school year. If you do not re-apply by October 12, 2023, your child will revert to PAID status and you will be responsible for all charges on your child's account until you have re-applied and been approved for free or reduced meals. The program is not retroactive. Applications will be sent home on the first day of school and can be returned directly to your student's school or the Keene Food Services Office at 77 Arch Street, Keene, NH 03431. The address will also be on the application. You can also download an application online at www.keenefoodservices.com. You will be notified by mail as to the determination of the application. If you have not heard from us within a week, please call our office to confirm that we have indeed received your application. **We urge all who believe they may be eligible to apply.** All information is kept confidential. If you need assistance with this process, please call the school principal, guidance counselor or Keene Food Services directly.

CHARGE PROCEDURE: It has always been the policy of the Food Service Department to allow a student the courtesy to charge **one** lunch even if they do not have the money that day to pay for it. This courtesy is for emergency purposes only. If your child does not have funds in their account, they will not be allowed to purchase any a la carte items including snack drinks or beverages at lunch time. If your child has a negative balance of (\$25.00) or more, they will receive a choice of sandwich for their lunch entrée. **Negative balances are not permitted by the school district or the State and Federal Government.**

Your school's menu and other information regarding the School Meals Program are posted on our website www.keenefoodservices.com. You can also log on to www.sau29.org or the individual school's website to access the menus. We look forward to serving your children fun and healthy meals that meet and exceed State and Federal nutritional requirements. Please call the Keene Food Service office with any questions at 603-357-9011.

[USDA Nondiscrimination Statement | Food and Nutrition Service](#)

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights

- 1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
 3. **email:**
Program.Intake@usda.gov

This institution is an equal opportunity provider. 12/9/22

EMERGENCY SCHOOL CLOSING

PRACTICES AND PROCEDURES

Inclement weather could force the Superintendent of Schools to either delay opening or close schools for the day. Decisions to close or delay school are made with the safety of students in mind after information is received from town road agents and the National Weather Bureau and in consideration of related state and local policy. Parents have the privilege of keeping their child home or picking them up early if, in their opinion, dangerous weather conditions exist and the Superintendent has decided to maintain the opening of school.

If conditions (weather, breakdown of heating or water systems, flooding, etc.) require that the school must be closed during the school day, teachers will need to notify the office regarding those students who may be returning to empty homes and have suggested alternatives. Parents must provide updated emergency telephone numbers if home situations change. Families will be notified of any such above situations via the district's calling notification system.

We urge parents to give instructions to their children to follow if students are taken home during an emergency school closing. Names and telephone numbers of relatives, friends or neighbors at "safe homes" are important if a parent is working or cannot be reached. Teachers are expected to be familiar with this information for their respective classes.

EMERGENCY EVACUATION PLANS

In case of an emergency, parents should listen to an Emergency Broadcast System (EBS) radio station to receive any recommendations for sheltering, evacuation, or other protective actions. Messages may also be sent out via Swift k-12, in a text or voice message.

The EBS radio stations in the Chesterfield area are:

- | | | | |
|--------------|----------|--------------------|-------------------|
| • WKBK Keene | 1220 AM | • WYRY Hinsdale | 104.9 FM |
| • WKNE Keene | 1290 AM | • WKVT Brattleboro | 1490 AM - 92.7 FM |
| • WNBX Keene | 103.7 FM | • WTSA Brattleboro | 1450 AM - 96.7 FM |

If sheltering is advised, students will be sheltered in the school. If the emergency requires evacuation, parents of Chesterfield School students should follow the following procedures:

1. Students will be bused to the Reception Center under the supervision of teachers or other school officials. Teachers who do not have child care responsibility will be asked to volunteer to go with the principal.
2. Students will be registered at the Reception Center.
3. Parents will be evacuated with the rest of the citizens of Chesterfield. Parents of school children should go to the Staging Area at the Reception Center. Parents will be given instructions on how to proceed at the staging area.
4. Parents will meet their children at the Reception Center. Pupils will be under the supervision of teachers or other responsible registration officials until released to parents.
5. If the above is followed, it will result in less confusion and an orderly evacuation of the Town of Chesterfield.

The Chesterfield Emergency Manager/Director suggests to Chesterfield parents and teachers that they discuss this matter with their children and/or students to make sure the children understand the different actions taking place.

STUDENT DISCIPLINE:

LEVELS OF MISCONDUCT

The staff at Chesterfield School believes that learning takes place best in a safe and enriching environment structured by a consistent and caring discipline policy. The positive educational environment begins with staff, students and parents respecting each other, the school, and the learning process. Our discipline policy is based on helping students understand appropriate behavior and logical consequences of misbehavior through instruction, modeling and practice.

The primary goal of our discipline policy is to help all students develop self-esteem, self-control, and self-motivation. To achieve this goal the staff will encourage students to be responsible to others, for their own behavior, and for making appropriate choices. The following lists the basic levels of misconduct.

Level I: Misbehavior which interferes with the orderly operation of the school, the education of the student, and the education of others. The teaching staff normally handles these offenses. Although most Level I misbehavior is handled in the classroom, parents will be notified by the teacher if problems deteriorate further.

Level II: More serious misconduct which may be a continuation of Level I offenses and/or that which disrupts the school's learning climate for students and staff. A misconduct slip must be forwarded to the Office detailing the incident and the recommendations for consequence. Classroom teachers are responsible to communicate behavior issues to families. Reports of bullying will be sent to the principal/guidance immediately for processing.

Level III: Serious misconduct against persons or property which may endanger the health, safety, or well-being of those in the school. These offenses are disruptive to the atmosphere in the school and may or may not be repeated Level II offenses.

Level IV: Misconduct, which is so serious that it represents a direct threat to the health, safety and well-being of people in the school or which seriously impairs the educational process. Suspension or expulsion may be required as well as other possible administrative and/or legal sanctions. A parent conference is strongly suggested before a student will be readmitted for classes. Parent involvement is important to resolving issues of misconduct.

PROCEDURES FOR HANDLING MISCONDUCT

Violations of school rules or the student code of conduct may result in disciplinary action consistent with the degree of misconduct and the developmental level of the student:

1. Most misconduct is isolated and limited to offenses that can be easily handled through discussion with the student(s) and through communication with parents.
2. Our response to student misconduct will demonstrate sensitivity, communication, and fairness. **However, the consequences for behaviors such as fighting, vandalism, violation of a school policy, possession of drugs, alcohol and/or weapons, the disruption of classes, blatant disrespect and vulgar language directed at staff or peers are non-negotiable and will result in disciplinary action.**
3. Physical restraint/contact between an adult and student should only be used to prevent further injury or self-protection.
4. Support staff and teachers have equal authority and responsibility in responding to observed misconduct. All disciplinary forms processed by support staff must also be signed by the homeroom/classroom teacher to ensure awareness of the situation
- 5.. Misconduct beyond Level I infractions will result in referral to Administration and disciplinary action, which may include the following:

PARENT CONFERENCES (Due to Discipline Infraction)

Disciplinary problems should be understood and resolved between the teacher, student, and the parent as quickly as possible. A conference may be helpful in clarifying the situation and modifying inappropriate behavior. The principal may be included at the request of either party. A parent conference is required for any Level IV referral before the student is allowed to return to school/classes.

RESTRICTION OF PRIVILEGES

Repeated Level II misconduct, any Level III/IV or a Bullying referral may result in immediate restriction of privileges from co-curricular activities, interscholastic sports, club memberships, dances, field trips, school assemblies and activities not directly related to the school's instructional program. Students who cannot function as good school citizens will not be allowed to represent the Chesterfield School.

RESTRICTED LUNCH

Misconduct in the cafeteria may result in removal from the general seating area, and assignment to a silent restricted lunch area.

DETENTION:

Detention is used as a method to process situations, resulting from a student's failure to comply with expectations. This is more common in the Middle School grades. Students will serve detention with the teacher who issues it. Detention length is determined by the staff member issuing it and is agreed upon with the parent. Families are responsible for picking up their child from the detention and should check in with the staff member. Detention takes priority over any other school activities including, but not limited to, sports and clubs.

IN-SCHOOL SUSPENSION

Repeated Level II misconduct, a Level III or a Bullying referral may result in an immediate in-school suspension. The student will be placed in a restricted setting for the day and will be expected to complete regular assignments. They will not be allowed to participate in the regular school program or co-curricular/after school activities on that day.

OUT-OF-SCHOOL SUSPENSION

Normally the result of a Level IV referral, such action will only be taken when the safety of students or the integrity of the School's instructional program is jeopardized. Students are not permitted to participate in co-curricular activities or attend after school programs during periods of suspension. Students will be expected to complete missed coursework while serving their out of school suspension.

EXPULSION (DUE PROCESS POLICY JIA)

The student will not be allowed to return to school or be on school property for the remainder of the school year. Such action will be taken only when all other remedies have been exhausted, in accordance with School Board Policy and state law.

OLDER VS. YOUNGER STUDENTS

Because we have a "school within a school" covering ages five to fifteen we do need to treat older and younger students differently, while adhering to the same principles. That is not unlike what parents face at home with older brothers and sisters or what we find in adapting methods or materials for instruction for any varying ages. Although we share a common disciplinary philosophy, it is recognized that strategies will vary in consideration of the ability and ages of the students.

BULLYING

The school is committed to providing a safe environment in which the members of the school community are treated with respect. "Bullying" interferes with this proper school environment. Accordingly, the school follows a procedure intended to minimize and prevent bullying by dealing with such acts of verbal or physical abuse. See Chesterfield School District Policy and Procedure JICK. & RSA 193-F: 3

Parents and/or students may report bullying. Please fill out the form included in this handbook and return to the office for administration action. All confirmed bullying incidents will be reported to the office of the Superintendent and then to the School Board.

SCHOOL RESPONSES TO BULLYING

1st Incident:

- Verbal Warning recorded
- Student is issued a restorative justice act
- Parent is called by teacher
- Report sent to Superintendent

2nd Incident:

- Student is issued a restorative justice act
- Event recorded in PowerSchool
- Loss of privilege
- Report sent to Superintendent and School Board

3rd Incident:

- Parents must attend school meeting with teacher and administration
- Event recorded in PowerSchool
- Student will have in-school suspension
- Student attends 2 sessions with the School Counselor regarding anti-bullying behavior
- Report sent to Superintendent and School Board

4th Incident:

- Parent must attend school meeting with principal
- Event recorded in PowerSchool
- Student will serve an out of school suspension
- Student may provide a community service upon return
- Report sent to Superintendent and School Board

Physical or sexual bullying will be considered and treated as a higher-level Incident. Intervention to bullying behavior will reflect the appropriate developmental level for each student.

INSTRUCTIONAL PROGRAMS/SERVICES

TECHNOLOGY

Students in grades three, four and five develop and increase their keyboarding skills. There is a focus on learning and implementing the engineering design process as well as fundamental coding, an exploration of magnetism, beginning robotics, and electrical circuits. Digital citizenship, online safety, and the Google Suite of applications are put into practice.

Middle school students are exposed to personal financial literacy, coding through robotics, microbit technology, 3-D design, and digital storytelling. They also learn the practical uses of spreadsheets, the basics of how computers work, and skills such as selecting strong passwords and maintaining online privacy. Core math and science concepts are reinforced throughout the year.

PHYSICAL EDUCATION

All students in grades K - 8 will receive formal instruction in physical education. Emphasis in the early grades is given to kinesthetic awareness, and the acquisition of the basic motor skills of walking, running, sliding, jumping, hopping, skipping and leaping. Activities that develop eye-hand and eye-foot coordination, balance and timing are practiced. Encouragement of the social skills of sharing, cooperative play and sensitivity to others are intertwined with these activities. Children also begin to learn the rules of basic games.

The emphasis in the elementary and middle grades is on the development of physical fitness skills and the development of individual sports such as archery, badminton and rock climbing. In addition, specific rules and techniques of organized team sports such as soccer, basketball and floor hockey take on a larger role at these ages. For maximum safety and enjoyment, students should come to class prepared with sneakers and loose comfortable clothing. Should a student arrive not prepared, they may be asked to sit out.

MUSIC

Students in Chesterfield receive music instruction in grades K-8. All General Music classes include singing, movement, and using a variety of classroom instruments. Activities increase awareness of the voice, develop music literacy *in rhythm, pitch, and vocabulary*, and expand familiarity with the look and sound of instruments and their families. Students participate in lessons that refine their listening skills, and introduce the music of different times and cultures. Occasional performance activities offer opportunities to share music achievements.

Recorder instruction is incorporated into 4th and 5th grade music classes, giving students the opportunity to play an instrument, and to apply music understanding and skills. Middle School music classes deepen students' understandings of how music and the arts connect life, culture, and the world around them. Ukulele, keyboard, and drumming may also be incorporated.

Instrumental lessons are offered to students in grades 6-8 who are interested in playing a traditional band instrument, guitar, or keyboard. Beginning and Intermediate bands and Chorus are also offered, and will include special performing opportunities.

LIBRARY SERVICES

The Chesterfield School Library Media Center provides materials and resources to support and encourage students in their journeys to become lifelong learners as well as effective, responsible users and producers of information. The media center is staffed by a certified library media specialist with assistance from a few highly trusted and trained parent volunteers.

The library media center provides a rich collection of traditional print media (books), audio books, a variety of digital database resources, as well as in-house use of computers, iPads and an interactive smart board. All resources are selected by the library media specialist (LMS) with consideration of reading levels, interests, and relevance to the curriculum. Professional review sources are used in making collection-development decisions. Student, teacher and parent suggestions are welcome for possible selections for the collection.

Regular instruction is provided in the library media center to promote book selection skills, reading as a source of personal enjoyment and to satisfy individual, intellectual curiosity, research skills, and digital literacy skills such as, website evaluation, internet research, privacy, and becoming responsible consumers and producers of digital information. Additionally, the library media specialist provides support to and engages in collaborative learning opportunities with classroom teachers. Instruction topics, lessons and projects are designed to engage students as well as meet a variety of information literacy standards including the American Association of Librarians (AASL) standards, the International Society for Technology in Education (ISTE) standards and the Common Core State Standards (CCSS).

Students, staff and parents may borrow materials from the library. The checkout limit for students increases as students get older (1 book in Kindergarten up to a maximum of 6 items for older students) but may be modified if a student is struggling to return books in a timely fashion. Parents/guardians are ultimately responsible for the cost of lost/destroyed library materials. Periodic reminders are sent home throughout the school year regarding overdue items and letters are sent at the end of the year detailing the cost of missing items. The Chesterfield School Library Media Center provides a wonderful opportunity for students to make their own choices regarding reading materials as well as an opportunity to learn to be responsible library patrons.

ART

Students at Chesterfield School will receive Visual Art instruction that strives to promote individuality, creativity, and appreciation of the arts. The art curriculum is based on the National Core Standards for Visual Art, with the standards broken down into four categories: Creating, Presenting, Responding, and Connecting. The intent is that not only will students develop the skills for self-expression using a wide variety of media, but they will also be practiced in the presentation and discussion of their work. Students will develop their ability to respond to the work of others and make connections in the world.

Assessment in Art:

Kindergarten is seen as the time to be introduced to and explore multiple materials and techniques. *First through Eighth grades* are assessed in terms of standards and habits of work.

Grading Policy for Art Grades 6, 7 & 8

Each project will receive two grades, one for habits of work and one for **progress in skills**. Students will learn a variety of art making skills and media and will begin to develop a sense of self-expression. Students are expected to work hard, have an open mind, and be a supportive and positive class member.

SPANISH

Spanish is offered grades k-8. Currently the program is funded at 50%. Upper grades will have Spanish twice a week, while the elementary students will get Spanish one day a week.

MATH SPECIALIST

The school district employs a full-time Math Specialist, whose responsibilities focus mainly on, coaching the staff with their math instruction. Their job also includes the following:

- Instruction and Planning – collaborating with teachers and title one on lessons that focus on Number Sense, Number Concepts, Fluency, Procedures/Operations, and Application; assisting with curriculum maps, pacing, planning.
- Interventions-delivering math interventions to individual students or small groups.
- Staff Development – sharing best-practice math strategies with staff and parents, sharing ideas for professional development opportunities with staff
- Mathematics Motivation – suggesting and implementing math incentives for school/community.
- Data– math concept, fluency and application levels through formative and summative assessments such as; class observations, class work, non-standardized measures, Acadience Math, and state testing; meets with a SAU 29 and Chesterfield School data teams to review assessments and create instructional goals for students; serve as a liaison for math discussions at the SAU level.
- Programming and Training– acting as a resource for materials and programs; researching programs and presenting to staff.
- Parent Communication– acting as a contact for parents and assisting with parent involvement activities

READING SPECIALIST

The school district employs a full-time certified Reading Specialist, whose responsibilities focus mainly on coaching staff on reading instruction. The job also includes:

- Sharing instructional suggestions-meet with all grade level teams and assist with curriculum maps, pacing, planning.
- Collaborating for content area teaching – help teachers with lessons that focus on reading and writing in content areas.
- Providing on site staff development – collaborate on reading strategy lessons in all classrooms and assist with program implementation – CORE reading, guided reading, etc.
- Building reading motivation – suggests and implements reading incentives for school/community.
- Assisting with assessments – informal assessments to obtain reading levels; data diving on more formal assessments – Acadience meet data team to review assessments and make instructional goals for students.
- Offering special program training – act as a resource for programs; research CORE programs and present to staff.
- Developing parent and community relations – act as a contact for parents and assist with parent involvement activities.
- Work with small groups of students as necessary for skill work or interventions.

STUDENT TEACHERS

The total number of student teachers will be limited. Selected teachers will serve as supervisors for the program in consultation with Keene State College faculty.

Aside from contributing to the growth and development of the teaching profession, there is a clear benefit to the district with the infusion of eager, enthusiastic and dynamic young educators with an interest in developing creative learning opportunities for children. Although we also encourage internships from other colleges/universities, first priority will be given to student teachers and methods students from Keene State College.

GRADING

The primary use of Power School is to effectively communicate to both parents and students academic progress. The school's reporting system is structured on a trimester basis for all students grades K - 8. All school students have access to their grades via PowerSchool. Grades are posted in PowerSchool within 2 weeks of the assignment due date. Some courses may offer the opportunity for students to request a redo on specific assessments or assignments at the teacher's discretion. For specific teacher redo policies can be found either on course syllabus or via another teacher communication.

The school's reporting system is designed to report out on a student's mastery of standards. Students receiving incomplete grades at the end of a trimester will be given up to two weeks to make-up missing work. At the end of that time, the teacher must give a final grade and the student will be issued a new report card.

Trimester I: September 1st – December 3rd

Trimester II: December 1-March 12th

Trimester III: March 13st – last day of school (TBD)

Report Card marks will close several days prior to the last day of school
Final Report Cards emailed home two days after school is out.

Please note those students with overdue lunch balances, missing uniforms and lost library books will have their report card held at the end of the year. Once these items are addressed the report card will be issued.

MONITORING ACADEMIC PROGRESS

All teachers K-8 are required to notify parents of failing grades. When a student is attempting a redo or recovery, staff will contact parents. Keep in mind; recovery of existing grades in PowerSchool may be in process. Parents are encouraged to contact teachers at any time to share questions or concerns. Power School is the primary tool for communication with families. This is our first year shifting our current grading practices to a competency-based reporting system.

****Parents should first contact the respective teacher if they have questions or concerns about their child's academic progress.*** Most issues can be resolved easily at this level. Parents may elect to refer the matter to the Administration or Superintendent of SAU29 if they feel that their concern was not addressed by the subject area teacher. At the end of each trimester, student work habits and academic achievement will be evaluated.

Habits of Work Recognition To be recognized, a student must earn a 3 or higher on the HOW standard in every class.

Academic Recognition Meeting the standards in a course is a significant accomplishment. A 3.0 or better on each standard represents the student's academic investment and reflects our rigor. A student's academic standing will be evaluated at the end of each trimester period and recognition will be determined at this checkpoint. The following designations will be used to determine recognition status:

Honors: Students' academics represent an outstanding amount of effort. To receive Honors, a student's marks must be a combination of 3.0s, 3.5s, and 4.0s, with no standard below a 3.0.

High Honors: Consistently exceeding the standard is an exceptional achievement. It often requires completing not just more work, but different, more sophisticated and rigorous work. To receive this designation, a student must meet every standard with either a 3.5 or 4.0.

MIDDLE SCHOOL ACADEMIC ASSISTANCE

Students are encouraged to use their intervention times for academic assistance. Staff are also available before and after school. Students in grades 6-8 will receive middle school procedures separately, this should be reviewed by students and parents, signed and returned to homeroom teachers.

PROMOTION, RETENTION AND SUMMER SCHOOL

It is our belief that all students can be successful at Chesterfield Elementary School. Our experience indicates that students who are not successful often don't complete their assignments in a timely fashion, not because the work is too difficult. Teachers at Chesterfield are dedicated to promoting students' knowledge and understanding, as well as their academic and study skills. For some students, making gains in those areas may mean coming to school early or remaining after school for extra help. Appointments can be scheduled with subject area teachers.

When necessary, students may be retained in the same grade for the following year. If mastery is not achieved (Social Studies, Science, Mathematics, Language Arts) students may be asked to attend summer school. Mastery of skills is important in the progression of skill sets. Staff review grades at the end of each marking period. Communication is important and families should contact staff at any time when they have questions.

HOMEWORK

Challenging homework assignments and good study habits are keys to academic success and to establish a positive work ethic important for adult life. Homework is the practice that reinforces classroom work and becomes the link that can allow parents to monitor their children's education. Homework teaches students to organize their time, to work independently, to use good study skills, and to develop self-discipline.

Amount and frequency of homework is determined by each teacher and depends on the age, ability and skills of individual students. We do recommend homework for all students beginning in the primary grades where this may involve things like remembering to bring their lunch money or sneakers for gym class. In the upper elementary grades, students are expected to handle independent research assignments and writing projects. If a child is out for 3 or more days due to illness, homework may be obtained by emailing the homeroom teacher. Please allow the staff one school day to gather missed work.

REFERRALS

If a student is experiencing personal and/or academic difficulty, parents are encouraged to ***talk directly with the teacher***. If issues are not resolved, parents and teachers are encouraged to bring the matter to the attention of the school's Child Advocacy Team by contacting the school counselor, Mrs. Becky Kohler. A school team will meet to discuss the concerns and develop a plan of action.

CHILD STUDY TEAM (CST)

The Child Study Team provides a forum for teachers and families to voice concerns about students' academic or behavioral progress, a process for developing tiered interventions strategies to support classroom efforts to meet student needs. The CST collaborates with classroom teachers to help track student progress and inform families, in-house team and service providers.

CONFERENCES

Communication between school and home is most important to a child's success. Conferences help the school learn about the needs of the child and they help the parent understand the progress, methods, and materials used in instruction. The school calendar has two conference days built in each year, one on December 8th and one in March; however, parents can arrange a conference concerning their child at any time by calling the teacher and/or school counselor. The middle school format for these conferences is for parents to meet with their child's homeroom teacher in December. In March, parents have the opportunity to meet with any staff member who services their child. Middle School may also be available for a meeting as a team if requested. Please contact respective teachers in order to schedule a meeting.

SPECIAL/SUPPORT PROGRAMS

COUNSELING SERVICES

The school employs one full-time School Counselor and a 60% Adjustment Counselor, whose services are designed to assist all students in understanding, appreciating and realizing their strengths, abilities and aptitudes; developing coping and problem-solving skills; and reinforcing the importance and value of self-worth, positive self-esteem, respect for others and an awareness of choices and responsibilities. Consistent with those objectives, a comprehensive school counseling program has been designed and provides services through, but not limited to, the following means.

SMALL GROUPS

Small Groups are available to help foster and develop positive peer relations or provide opportunities for students navigating similar life experiences to come together. As a part of the typical school day, your child may be invited to participate in a small group. Some groups meet once while other groups meet weekly for a set number of weeks.

INDIVIDUAL COUNSELING

Individual counseling is available at the request of parent/guardian, school staff or a student's self-request. One-time visits can be requested at any time. Regularly scheduled 1:1 counseling is offered when parent/guardian, school staff and students feel it is beneficial to a student's educational experience. Individual counseling is not a replacement for those in need of therapy outside of school. Counselors are available to support families in connecting with mental health agencies or outside of school supports and services.

CLASSROOM INSTRUCTION

Classroom instruction covers a variety of topics including but not limited to: College and Career Awareness, Conflict Resolution, Friendship and Problem-Solving Skills.

CONSULTATION

Counselors are available for consultation with families or staff upon request.

OTHER SERVICES

Counselors support transitions of students during their time at Chesterfield School; into school, between grades and for grade eight students headed to Keene High School. They are involved in crisis intervention and serve as active members on in-house teams including our Child Study Team and Local Evaluation and Placement Team (see Special Education).

Please contact our counselors if you would like to learn more about our counseling services, have any questions or would like to consult about your child(ren).

TITLE I PROGRAM

Title I is a federally funded program which provides extra help to qualifying students in set grade levels, who may benefit from additional support. Title 1 means **supplemental instruction in reading and math**. Currently we are shifting our program to an academic after school program. Should your child qualify you will be contacted.

Title I is **NOT special education**. Neither does it replace regular classroom instruction. Title I offer students a "boost", and is not necessarily a long-term program.

Children receive support that includes concept/skill reinforcement through additional instruction and activities or games. In addition, they receive an intervention-reading lesson and a math intervention lesson tailored to their needs (RTI Tier 2). Title I staff will send home progress reports with classroom report cards.

Student Ranking for Title I Eligibility- Chesterfield School District

Students in the Chesterfield School District will be ranked for Title I eligibility according to six criteria: test results, teacher recommendation, ability to function in a small group setting, potential for placement in special education, previous participation in Title I, and migrant or homeless status. Points are assigned for each criterion as outlined below:

- | | | |
|----|--|------------------|
| 1. | First -Third Grades- composite scores at or below the 33% percentile in reading and/or math according to RIT (Rasch Unit) results will be considered for Title I services.
All students will be ranked using these results and then awarded points according to the system below. | |
| | Lowest third | 15 points |
| | Middle third | 10 points |
| | Top third | 5 points |
| 2. | Teacher recommendation | 1,3, or 5 points |
| 3. | Ability to function well in a small group | 1,3, or 5 points |
| 4. | Potential for placement in special education | 1,3, or 5 points |
| 5. | Prior participation in Title I | 1 point |
| 6. | Migrant/Homeless status | eligible |

Criterion #1 Student results can be rank-ordered and then the "thirds" determined through figuring the mean.

Criterion #2 allows for a choice of 1, 3, or 5 points, based on verbal teacher input and/or written teacher input from the teacher referral. 5 points indicates a strong recommendation for Title I services.

Criterion #3 allows for a choice of 1, 3, or 5 points, with 1 representing a student who is least able to function in a small group, and 5 the student who is most able to function in a small group (this setting is the norm for our Title I program).

Criterion #4 allows for a choice of 1, 3, or 5 points also, with 1 representing the greatest likelihood of a special education placement, and 5 the least likelihood of such a placement.

Criterion #5 allows for an additional point for a student who previously participated in Title I, regardless of when that participation occurred or in which school system it occurred.

The migrant or homeless student is eligible for Title I services regardless of results in the other categories.

NETWORK AND INTERNET ACCESS/USE

COMPUTER AND COMMUNICATION TECHNOLOGY

Technology is used to support learning and to enhance instruction. Computer information networks allow the users to interact with networks and other users. Technology at Chesterfield School is to be used in a responsible, efficient, ethical and legal manner. Technology will not be used for illegal, inappropriate or obscene purposes.

By "illegal", it means "that which violates local, state, and/or federal laws". This includes copyrights or other contracts violating matters whether they relate to instructional or third-party copyright, license agreements or other contracts. Violations include (but are not limited to):

1. Intentional disruption of network traffic or crashing the network.
2. Intentional degrading or disruption of system performance.
3. Stealing data, equipment, or intellectual property.
4. Gaining unauthorized access to files of others.
5. Invading the privacy of individuals.
6. Possessing any data, which might be considered a violation, in paper, disk, or any other form.

7. Using the Internet for unauthorized purchases.
8. Video recording of others or pictures taken without parental consent.

"Inappropriate use" is those uses, which do not include generally accepted social standards of respect for the human person and body, including the posting of any antisocial statements, photos or other material to any web site, from any machine.

Additionally, students must adhere to the particular rules and guidelines regarding flash drives, sharing of information and computer virus protection for the particular computer lab, classroom, or machine they are using.

The school will not be responsible for unauthorized costs incurred by students, nor will the school vouch for the accuracy of information obtained through the Internet.

Both parent/guardian and students **must sign the Chesterfield School "Computer Network/Internet Policy Agreement Form" in order for students to use the network.**

A Note about Academic Integrity/ Plagiarism

Chesterfield School expects students to do their own homework, to test without using unauthorized help and to submit original work for all assignments. We also expect students will not cheat, and will act with academic integrity as part of our mission to demonstrate Chesterfield PRIDE each day.

Cheating or acting without academic integrity can be defined as "acting dishonestly and unfairly in order to gain an advantage" (Google). Acting without academic integrity includes but is not limited to the following;

- Turning in work, or part thereof, that is not the students own work
- Using electronic devices to cheat, including but not limited to looking up, photo graphing, recording or texting information.
- Copying another student's or author's work or assignment
- Allowing another student to copy your work or assignment
- Putting your name on another student's paper/project/work
- Using an unauthorized "cheat sheet", notes, or pre-written materials on a quiz or test
- Giving another student help on a test/quiz
- Using any material from the internet without proper citation and appropriate credit
- Tampering with the teacher's grade records or tests (automatic tier 3 referral)
- Stealing and or selling quiz or test materials (automatic tier 3 referral)

Students shall not misrepresent test materials, research information, and class work and/or homework assignments as their own. Students also are to deny all requests to copy classwork, homework and tests.

The classroom teacher is responsible for determining if cheating has occurred.

First Offense

- Teacher contacts parents
- Student to complete reflection form
- Student to complete original assignment
- Other consequence from menu at teacher's discretion

Second Offense

- Parent Meeting with teacher and student
- Student to complete reflection form/research academic honesty policies at college or university of choice
- Student to complete original assignment
- Other consequences from the menu at teacher's discretion.

Third (or additional) Offenses

- Teacher meeting with parent/student/administration
- Entry into PowerSchool
- Student to complete original assignment
- Other consequence from menu at teacher's discretion

Students choosing to demonstrate lack of academic integrity will be sent to the office and further disciplinary actions will occur. These actions will be noted in PowerSchool records.

STATE TESTING

In schools across the country, teachers are implementing new academic standards that provide consistent guidelines in English and Math at each grade level (grades 3-8) and help prepare students to graduate high school ready for college and the workplace. These new benchmarks challenge students to develop a deeper understanding of subject matter, learn how to think critically, and apply what they are learning to the real world. To help parents, teachers, and school leaders know whether students are on the path to success, states joined together to develop improved tests of student achievement. The SAS assessment testing is in English and math for grades 3-8 and high school. These tests are administered online, these new assessments will adapt to each student's ability. In addition, students in grades 5 and 8 also are tested in Science. Results are mailed home annually and a copy of the individual report is placed in the student's school file. It is important that all students participate as those who do not are counted as a "zero" for scoring purposes for the school.

SCHOOL HEALTH SERVICES

A student's health status is directly related to his or her ability to learn. Children with unmet health needs have a difficult time engaging in the educational process. The school nurse supports student success by providing health care through assessment, intervention, and follow-up for all children within the school setting, addressing the physical, mental, emotional, and social health needs of students and supporting their achievement in the learning process.

HEALTH RECORDS

The school nurse is responsible for maintaining health records for each student. Information concerning the following must be given to the nurse:

1. Physical examination record prior to enrollment in school, before entry into middle school, and annually prior to participation on a school athletic team (JLCA)
2. Record of illness, injury, hospitalization, allergy and / or special needs
3. Results of vision or hearing tests that are done outside the school setting
4. Immunization record satisfying current NH statute (required at entry by RSA 200:38)
5. Transfer students must provide a copy of the cumulative health record from their previous school

IMMUNIZATIONS

All school-aged children must have immunization records on file in the health office. All students who have less than the minimum requirement must have either a medical or religious exemption, or a physician-approved schedule for reaching those requirements.

Students who have not been fully immunized will not follow the law. Failure to comply with this provision may result in exclusion from school for the child. A child may be "conditionally" enrolled when the parent/guardian provides documentation of at least one dose for each required vaccine AND the appointment date for the next dose of required vaccine. The appointment date shall serve as the suspension date. If the parent/guardian fails to keep the scheduled appointment, suspension shall continue until acceptable immunization status is attained.

The following outlines the New Hampshire School Immunization Requirements 2022-23.

Diphtheria, Tetanus, and Pertussis DTaP DT/DTP Tdap/Td	6 years and under: 4 or 5 doses with the last dose given on or after the 4th birthday 7 years and older: 3, 4, or 5 doses with the last dose given on or after the 4th birthday Grades 7-12: 1 dose of Tdap is required for entry into 7th grade
Polio	Grades K-8: 3 or 4 doses with the last dose given on or after the 4th birthday and the last 2 doses separated by 6 months or more Grades 9-12: 3 doses, with the last dose given on or after the 4th birthday OR 4 doses regardless of age at administration
Hepatitis B	Grades K-12: 3 doses at acceptable intervals
Measles, Mumps and Rubella MMR	Grades K-12: 2 doses; the first dose must be administered on or after the 1st birthday
Varicella (Chicken Pox)	Grades K-12: 2 doses with the first dose administered on or after the 1st birthday History of natural immunity without lab confirmation of immunity is NOT acceptable.

MEDICATIONS

All medications are to be administered or assisted under the supervision of the school nurse, designated UAP (Unlicensed Assistive Personnel), or principal as prescribed. Over the counter medications will be administered as recommended by the manufacturer unless the student's physician, APRN, PA, or dentist has provided different instructions. (JLCD)

Parent/guardian authorization is required for all medication administered to a student during the school day. In addition to parent/guardian authorization, for any prescription medication from a licensed physician, APRN, PA or dentist, there must be written documentation from the prescriber which specifies the student, medication, dose, route, time, frequency, and purpose. The school day includes any day, afternoon, or evening hours when the student is attending a school or other school sponsored activity. Medications must be renewed each school year with the appropriate documentation. A parent/guardian or designated responsible adult shall deliver all medications to the school nurse. The medication must be in the original pharmacy container. The label shall include the student's name, dose of medication, route, and time of administration, and any specific instructions regarding administration. Over the counter medications are to be in their original manufacturer's container.

Students may carry and self-administer epinephrine auto injectors and asthma inhalers with authorization in writing of both the parent/guardian and the prescriber (RSA 200:42-200:47). Any student who has to use an epinephrine auto injector shall obtain help from the nearest supervising adult. A call to 911 will activate emergency services for further care of the student. The nurse may delegate authority to students with diabetes to self-carry and self-administer glucose tabs and insulin with parent/guardian and prescriber authorization. Glucagon for injection will be provided for the health office in order to ensure a rapid response for a diabetic emergency. Student 504 plans are to state any accommodations needed to ensure the safety of the student and that medical needs are met. Students shall not possess any medication, with the exceptions of epinephrine, inhalers, or diabetes medications. Students shall not share any medication.

HEALTH SCREENING

Height, weight, vision, hearing, and spinal (scoliosis) screenings may be done for certain grades by the Nurse, according to the recommendations of the National Association of School Nurses (NASN), to determine if a child needs to be referred to a specialist for a thorough evaluation. If a parent/guardian prefers that their child NOT be screened at school, please notify the Nurse in writing, if a parent has any concerns about the growth and development of a child, the Nurse will gladly screen your child sooner, upon your request.

DENTAL SERVICES

There is a school based preventive dental program for children in grades K-8. The Cheshire Health Foundation and the United Way, along with community groups and concerned citizens, fund this program, called "Cheshire Smiles". Our School Nurse will be facilitating this initiative with the Cheshire Smiles Coordinator.

EXCLUSION CRITERIA

Students shall not be excluded from school because of illness unless the student exhibits signs or symptoms of illness preventing him or her from participating comfortably in school activities or the illness results in greater care needed than the staff can provide without compromising the health and safety of the other students. A student may be excluded from school when he/she exhibits symptoms of a contagious or communicable illness. The following outlines some of the criteria for which a student may be excluded from school.

HEALTH OFFICE / EXCLUSION CRITERIA

EXCLUSION CRITERIA	DOCUMENTATION	REPORTABLE TO DEPARTMENT OF HEALTH
Conjunctivitis No exclusion necessary. Per the AAP, "Pinkeye is similar to the common cold, for which exclusion is not recommended. The best method for preventing it is good hand hygiene."	N/A	Not reportable.
Diarrhea <ul style="list-style-type: none"> • Defined as 3 or more loose or watery stools not associated with changes in diet that occur in a 24-hour period. • Exclude students in grades K-5 with diarrhea until symptoms are resolved for 24 hours or more, or medical evaluation indicates that inclusion is acceptable. 	N/A ... unless one of the bulleted criteria applies, in which case a medical note from a consulting healthcare provider is required.	Reportable within 72 hours only if diagnosed a Reportable Disease as outlined by NH DHHS (i.e. E. coli, Salmonella, Shigella, Giardia, Campylobacter)

<ul style="list-style-type: none"> Exclusion for students in grades 6-8 is not mandatory unless: <ol style="list-style-type: none"> Diarrhea is caused by E.coli, Salmonella, or Shigella, or Students are determined to be contributing to the spread of illness in the school setting. Exclude any students with uncontrolled diarrhea or stools that contain blood or mucus until symptoms are resolved or medical evaluation indicates that inclusion is acceptable. Exclusion is not required if a student is known to have these symptoms for a non-infectious condition (i.e. Crohn's Disease, IBS). Exclusion is not required if diarrheal symptoms persist after completion of effective antimicrobial therapy. 		
<p>Fever</p> <ul style="list-style-type: none"> Fever in school is defined as a temperature greater than 100.4° F. <p>Excludes fever, <u>accompanied by behavior changes or other signs and symptoms of illness</u> (such as sore throat, rash, vomiting, nausea, diarrhea, irritability, earache, confusion).</p>	<p>If the excluding fever was less than 100.4° F, and the student has no signs or symptoms of illness, (s) he may return to school the next day.</p> <p>If the excluding fever was 100.4° F or greater, and the student has signs or symptoms of illness, (s) he should remain home for an additional day.</p>	<p>Not reportable.</p>
<p>Pediculosis (Head Lice)</p> <p>Infestation of head lice is defined as:</p> <ul style="list-style-type: none"> The presence of live, crawling lice visualized on the direct inspection of the scalp, and/or The presence of nits (eggs) that appear to be ¼ inch from the scalp. <p>Students identified with head lice may be allowed to remain at school until the end of the school day, with limitations placed upon activities that cause head-to-head contact.</p> <p>Exclusion for head lice shall begin at the end of the school day and remain until after the first treatment with an appropriate lice removal product.</p> <p>The school does not have a "No-Nit Policy".</p>	<p>Parent note documenting treatment with an appropriate lice removal product identified in literature as having pediculicidal activity, plus evidence of no live-crawling lice on student's scalp.</p>	<p>Not reportable.</p>
<p>Pertussis (whooping cough)</p> <p>Exclude until completion of 5 days of appropriate antimicrobial therapy.</p>	<p>Medical note documenting diagnosis, plus completion of 5 days of antimicrobial therapy (unless ≥21 days post cough onset at diagnosis.)</p>	<p>Report within 24 hours of diagnosis or suspicion of diagnosis.</p>
<p>Tinea (ringworm)</p> <ul style="list-style-type: none"> Ringworm of the scalp (tinea capitis): Exclude students in grades K-5 at the end of the school day until oral antifungal treatment is initiated. Ringworm of the body (tinea corporis): If lesions cannot be adequately covered, exclude students in grades K-5 at the end of the school day until oral or topical antifungal treatment is initiated. Exclusion for tinea capitis or tinea corporis is not mandatory for students in grades 6-8 unless a student is determined to be contributing to the spread of illness in the 	<p>Medical note documenting diagnosis and initiation of oral and/or topical antifungal therapy.</p>	<p>Not reportable.</p>

school setting or meets other exclusion criteria outlined above.		
Scabies Exclude until after appropriate scabicial treatment has been completed (usually overnight).	Medical note documenting diagnosis and parent/guardian note documenting completion of therapy.	Not reportable.
Streptococcal pharyngitis (strep throat) Exclude until afebrile and at least 24 hours after treatment has been initiated.	Medical note documenting diagnosis and parent/guardian note indicating initiation of treatment and report of afebrile status.	Not reportable.
Varicella (chicken pox): Exclude typical Varicella until all lesions have dried and crusted (usually 6 days after the onset of rash.) <ul style="list-style-type: none"> Children with mild or breakthrough Varicella disease (typically seen in previously immunized children) may not exhibit vesicles or crusting of lesions. These students should be excluded from school until lesions fade away and no new lesions appear. 	Exclude for 5-7 days, return after lesions dry and scab over. Parent note indicating lesions are fading/resolving.	Report within 24 hours of diagnosis or suspicion of diagnosis.
Unimmunized School_ children: Students without documentation of immunity or natural disease must be excluded if exposed to: <ul style="list-style-type: none"> measles mumps rubella varicella (chicken pox) 	NH DHHS says that during an outbreak of a communicable disease for which immunization is required, children exempted shall not attend the school or childcare agency threatened by the communicable disease_	The NH DHHS will provide guidance on an individual basis regarding when a student who is immunocompromised and/or unimmunized may return to school following an exposure to one of these conditions.
COVID-19* Anybody who tests positive should follow the directions per the NHDOE. https://www.education.nh.gov/sites/g/files/ehbemt326/files/inline-documents/sonh/tacovidguidance_1.pdf Should a student have a fever and other Covid 19 symptoms they should screen to prevent the student from missing school unnecessarily. If you do not have symptoms but have been exposed to COVID-19 wait at least 5 full days after your exposure before taking a test, unless you develop symptoms before.	Symptomatic students or staff can be allowed to return to school when one of the following two conditions is met: <ol style="list-style-type: none"> Person receives a FDA approved COVID-19 test that is negative, AND the person's symptoms are improving and they are fever-free for at least 24 hours off any fever-reducing medications. You may return on day 6, wearing a mask from day 6-10. 	Report within 24 hours of diagnosis or suspicion of diagnosis.

CO-CURRICULAR ACTIVITIES

Chesterfield School offers a number of co-curricular activities. These programs do change as our student interests' change. Currently we offer soccer, basketball, softball, baseball, dance through NHDI, student council, robotics club, yearbook club, cross country, track and field.

Students must attend school for a majority (80% of a school day) of classes on the day of a scheduled activity in order to participate. Any school-sponsored activity that takes place beyond the daily normal school hours is defined as co-curricular. These include such things as intramurals and interscholastic sports, and selected class/school activities such as plays, student government, and dances. Students must be present for the majority of classes on the day of a scheduled activity in order to participate. Student athletes must adhere to the student eligibility requirements. Students must also maintain acceptable levels of behavior and academic performance per academic restriction procedures.

The following administrative procedures are outlined in the established policy:

Students will be encouraged to actively participate in co-curricular programs.

- The emphasis of any co-curricular program shall be to teach participants skills specific to the program, as well as other general skills such as, but not limited to, teamwork, shared responsibility, fairness, and respect for others.
- Coaches and/or advisors of such programs will make every effort to involve all participants equally in every game, contest, play, or other such events.
- Participation requirements will be established by the building principal or Athletic Director and published in the student/parent handbook, along with this policy.
- Expectations for conduct for participants should be established on a consistent basis for all co-curricular programs. Coaches/advisors are to be involved in determining these expectations as well as reviewing them on an annual basis.
- The Principal and/or Athletic Director will make a selection of coaches/advisors. Performance will be reviewed after each program concludes for the year.

INTERSCHOLASTIC SPORTS (Grades 6, 7 & 8)

Chesterfield School sponsors teams for 6th, 7th and 8th grade boys and girls. We have a co-ed cross country running program and track and field (***track and cross country do include Grade 5***); we also offer soccer, basketball, baseball, and softball. Our school is a member of the SWNH-SEVT Athletic League, occasionally there are non-league games scheduled. Families should be aware of travel to away games/meets and take note that often events may run over in time. Coaches will do their best to communicate with families when there is a time change.

SCHOOL DANCES & ACTIVITY NIGHTS

During the school year classes and school organizations sponsor a series of dances for students in grades 6 - 8. Guests from other area schools, also in grades 6 - 8, or relatives may attend by invitation only. Students in High School are not permitted to attend. All guests must be sponsored by a Chesterfield student, forms must be submitted to the Principal no later than Wednesday prior to the dance. The sponsoring group is responsible for contacting a DJ, chaperones (2 per class) and cleanup, and a faculty advisor must be in attendance. Dance hours are from 6:30 PM to 8:00 PM. Students should not arrive before the start of the dance and parents should ensure that students are picked up *promptly* at the conclusion of the dance, unless they are involved in the cleanup.

Students are not allowed to leave the dance once they enter unless accompanied by a parent/guardian. Misconduct at the event will result in notification of parents, referral to the principal, and possible suspension from future functions. Refreshments will be sold; however, food and drinks are not allowed in the gym.

SCHOOL DISTRICT POLICIES

Written copies of all Chesterfield School Board Policies are available for review in the school office and at the SAU Office at 193 Maple Ave in Keene. Copies of policies will also be made available to Chesterfield residents upon request to the principal or found at (Chesterfield District, Chesterfield District Policies)

https://www.sau29.org/apps/pages/index.jsp?uREC_ID=1253765&type=d&pREC_ID=1478359

TITLE IX COMPLIANCE STATEMENT

In compliance with the implementation of Title IX of the Education Amendments of 1972, prohibiting sex discrimination in education, "no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal assistance" and, furthermore, that the requirements not to discriminate in education programs and activities is extended to employment practices therein and to admission thereto.

This Chesterfield School District receives federal assistance and in order to continue receiving such aid this district must comply with Title IX and the regulations developed by the United States Department of Health, Education and Welfare by the Department Office for Civil Rights. Complaints regarding compliance with Title IX regulations should be submitted in writing to the Title IX liaison for School Administrative Unit 29, Human Resource Director, 193 Maple Ave., Keene, New Hampshire.GBAA

SEXUAL HARASSMENT AND SEXUAL VIOLENCE Policy GBAA

I. GENERAL STATEMENT OF POLICY

Sexual harassment is a form of sex discrimination which violates Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. §2000e, et seq., and Title IX. Sexual violence is a physical act of aggression that includes a sexual act or sexual purpose. It is the policy of the District to maintain a learning and working environment that is free from sexual harassment and sexual violence. The District prohibits any form of sexual harassment and sexual violence. It shall be a violation of this policy for any student or employee to harass a student or an employee through conduct or communication of a sexual nature as defined by this

policy. It shall be a violation of this policy for any student or employee to be sexually violent to a student or employee. The District will act to investigate all complaints, either formal or informal, verbal or written, of sexual harassment or sexual violence and to discipline any student or employee who sexually harasses or is sexually violent to a student or employee of the District.

II. SEXUAL HARASSMENT/SEXUAL VIOLENCE DEFINED

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

1. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
3. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or education environment. Any sexual harassment as defined when perpetrated on any student or employee by any student or employee will be treated as sexual harassment under this policy.

B. Sexual harassment may include but is not limited to:

1. verbal harassment and/or abuse of a sexual nature;
2. subtle pressure for sexual activity;
3. inappropriate patting or pinching;
4. intentional brushing against a student's or an employee's body;
5. demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status;
6. demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status;
7. any sexually motivated unwelcome touching; or
8. sexual violence which is a physical act of aggression that includes a sexual act or sexual purpose.

III. REPORTING PROCEDURES

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

A. In each building. The building Principal is the person responsible for receiving oral or written reports of sexual harassment or sexual violence at the building level. Upon receipt of a report, the Principal must notify the Superintendent immediately without screening or investigating the report. A written report will be forwarded simultaneously to the Superintendent. If the report was given verbally, the Principal shall reduce it to written form within 24 hours and forward it to the Superintendent. Failure to forward any sexual harassment or sexual violence report or complaint as provided herein will result in disciplinary action. If the complaint involves the building Principal, the complaint shall be filed directly with the Superintendent.

B. District-Wide. The Board hereby designates the Superintendent as the District Human Rights Officer to receive reports or complaints of sexual harassment and sexual violence from any individual, employee or victim of sexual harassment or sexual violence and also from the building Principals as outlined above. If the complaint involves the Superintendent, the complaint shall be filed directly with the School Board. The District shall conspicuously post the name of the Human Rights Officer, including a mailing address and telephone number.

C. Submission of a complaint or report of sexual harassment or sexual violence will not affect the individual's future employment, grades or work assignments.

D. Use of formal reporting forms is not mandatory. The District will respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the School District's legal obligations and the necessity to investigate allegations of sexual harassment and sexual violence and take disciplinary action when the conduct has occurred.

IV. INVESTIGATION AND RECOMMENDATION

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

determining whether alleged conduct constitutes sexual harassment or sexual violence, the District should consider the surrounding circumstances, the nature of the sexual advances, relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes sexual harassment or sexual violence requires a determination based on all the facts and surrounding circumstances. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator. In addition, the District may take immediate steps, at its discretion, to protect the complainant, students and employees pending completion of an investigation of alleged sexual harassment or sexual violence.

V. SCHOOL DISTRICT ACTION

A. Upon receipt of a recommendation that the complaint is valid, the District will take such action as appropriate based on the results of the investigation.

B. The complainant may appeal the investigation's recommendations to the Superintendent (presuming the superintendent is not the investigation, or to the Board.

C. The result of the investigation of each complaint filed under these procedures will be reported in writing to the complainant by the School District. The report will document any disciplinary action taken as a result of the complaint.

VI. REPRISAL

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

VII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Commissioner of Education, initiating civil action or seeking redress under state criminal statutes and/or federal law.

VIII. SEXUAL HARASSMENT OR SEXUAL VIOLENCE AS SEXUAL ABUSE

Under certain circumstances, sexual harassment or sexual violence may constitute sexual abuse under New Hampshire law. In such situations, the District shall comply with said law. Nothing in this policy will prohibit the School District from taking immediate action to protect victims of alleged sexual abuse.

IX. DISCIPLINE

The School District will take such disciplinary action it deems necessary and appropriate, including warning, suspension or immediate discharge to end sexual harassment and sexual violence and prevent its recurrence.

X. BY-PASS OF POLICY

Any individual with a sexual harassment complaint may choose to bypass this Policy and accompanying regulation and proceed directly to: N.H. Commission on Human Rights, at 2 Chenelle Dr., Concord, NH, phone 603-271-2767 or US Department of Health &

Human Services, Office for Civil Rights, Region 1, JFK Building, Room 1875, Boston Massachusetts 02203. 617-565-1340.

Legal Reference:

NH Code of Administrative Rules – Section Ed. 303.01 (j), 1-9, Substantive Duties of School Boards Adopted by CSB: 10/8/07

CHILD ABUSE AND NEGLECT

In accordance with both existing state law (R.S.A. 169-C:29) and approved School District Policy (JLF), school officials (teacher, support staff and administration) are required to immediately report all suspected cases of child abuse and neglect. There are both legal and contractual penalties for failing to do so, although employees are protected from liability in filing such reports if they are found to have "made a good faith effort" to do so.

Neglect - Usually observed over a long period of time and should involve documented efforts to both contact parents/guardians and assistance in helping to improve the situation.

Abuse - More observable and usually involves physical injury, but may also include symptoms of emotional, sexual and/or verbal abuse and domestic violence.

The protocol for reporting should first involve the employees' immediate supervisor.

- **In the case of professional staff, this would involve either the principal, Nurse or Guidance Counselor.**
- **In the case of support staff, this would involve the classroom teacher or related service provider to which they are most directly assigned to work with on a daily/weekly basis.**

- **Reports can also be forwarded to either the school nurse, guidance counselor and/or filed directly with the NH Division of Children, and Families (DCYF, 1-800-894-5533).**

In each instance, formal, written documentation must be maintained and the employee is responsible for ensuring that appropriate action has been taken by school authorities. Any/all documentation maintained by the classroom teacher must be forwarded at the end of the respective school year to the student's cumulative file via the guidance counselor and shared with the receiving teacher.

JICI – WEAPONS ON SCHOOL PROPERTY Policy JICI

Guns and Firearms - Students:

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 from school by the local school board 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. Pursuant to the provisions of 20 U.S.C. § 7151, Gun-Free Schools Act, the Board requires the Superintendent to contact local law enforcement authorities and/or the Division of Children and Youth Services and notify them of any student who brings a firearm or weapon on school property. Weapons under control of law enforcement personnel are permitted. All students will receive written notice of this policy at least once each year.

Other weapons: For the purposes of this policy, "weapon" includes but is not limited to: slungshot, metallic knuckles, billies, knives, electric defense weapons (as defined in RSA 159:20), aerosol self-defense spray weapons (as defined in RSA 159:20), and martial arts weapons (as defined in RSA 159:24). "Weapon" is further defined as any device, instrument, material or substance, which is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury. Weapons are not permitted in school buildings, on school property, in school vehicles or at school- sponsored activities. This policy applies to students and members of the public alike. Student violations of this policy will result in both school disciplinary action and notification of local law enforcement authorities.

Members of the public who violate this policy may be reported to local law enforcement authorities, if possession of the weapon is used in a threatening, harassing or intimidating manner. The superintendent or other building administrator may exercise his/her best judgment in determining the scope of this policy as it relates to inadvertent or unintentional violations of this policy by adults, provided such inadvertent or unintentional violation of this policy does not affect the safety of students, school staff or the public.

Legal References:

18 U.S.C. § 921, Et seq., Firearms 20 U.S.C. § 7151, Gun-Free Schools Act RSA 193:11, Disturbance RSA 193-D, Safe School Zones RSA 193:13, Suspension and Expulsion of Students NH Code of Administrative Rules, Section Ed. 317, Standards and Procedures for Suspension and Expulsion of Pupils Including Procedures Ensuring Due Process Appendix JICD-R Appendix JICI-R

Adopted CSB: 10/8/07 Revised CSB: 1/10/22

JRA – STUDENT RECORDS AND ACCESS – FERPA (Policy JRA)

A. General Statement. It is the policy of the School Board that all school district personnel will follow the procedures outlined herein as they pertain to the maintenance of student records. Furthermore, it is the policy of the School Board that all school district personnel will follow the provisions of the Family Educational Rights Privacy Act (FERPA) and its corresponding regulations.

B. "Education Record". For the purposes of this policy and in accordance with FERPA, the term "educational record" is defined as all records, files, documents and other material containing information directly related to a student; and maintained by the school district; or by such other agents

as may be acting for the school district. Such records include, but are not limited to, completed forms, printed documents, handwriting, videotape, audiotape, electronic or computer files, film, print, microfilm and/or microfiche. Educational records do not include records of instructional, supervisory, and administrative personnel and educational personnel ancillary thereto which are in the sole possession of the maker thereof and which are not accessible or revealed to any other person except a substitute.

C. "Directory Information". For the purposes of this policy, and in accordance with the provisions of FERPA and New Hampshire RSA 189:1-e, the term "directory information" means:

1. Students' name(s), address(es), telephone number(s), and date(s) of enrollment;
2. Parents'/guardians' name(s) and address(es);
3. Students grade levels, enrollment status and dates of attendance;

4. Student photographs;
5. Students participation in recognized school activities and sports;
6. Weight and height of members of athletic teams;
7. Post-high school plans; and
8. Students' diplomas, certificates, awards and honors received.

Except for elements of a student's directory information which the student's parents or an eligible student has notified the District not to disclose, the District may release or disclose student directory information without prior consent of the student's parent(s)/guardian(s)/eligible students. Within the first three weeks of each school year, the District will provide notice to parent(s)/guardian(s)/eligible students of their rights under FERPA and that the District may publish directory information without their prior consent. Parent(s)/guardian(s)/eligible students will be given until September 20 to notify the District in writing of any or all directory information items that they refuse to permit the District to release or disclose. Notice from a parent/guardian/eligible student that any or all directory information shall not be released will only be valid for that school year and must be re-issued each school year.

D. "Personally Identifiable Information". "Personally, identifiable information" is defined as data or information which makes the individual who is the subject of a record known, including a student's name; the student's or student's family's address; the name of the student's parent/guardian or other family members; a personal identifier such as a student's Social Security number; the student's date of birth, place of birth, or mother's maiden name. "Personally, identifiable information" also includes other information that, alone or in combination, is linked or linkable to a specific student, that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with a reasonable certainty or other information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

E. Annual Notification/Rights of Parent(s)/guardian(s) and Eligible Students. Within the first three weeks of each school year, the District will publish notice to parent(s)/guardian(s) and eligible students of their rights under State law, Federal law, and this policy. The District will send a notice listing these rights home with each student. The notice will include:

1. The rights of parent(s)/guardian(s) or eligible students to inspect and review the student's education records;
2. The intent of the District to limit the disclosure of information in a student's record, except: (a) by the prior written consent of the parent/guardian or eligible student; (b) as directory information; or (c) under certain, limited circumstance, as permitted by law;
3. The right of a student's parent(s)/guardian(s) or an eligible student to seek to correct parts of the student's educational records which he/she believes to be inaccurate, misleading, or in violation of student rights; this includes a hearing to present evidence that the records should be changed if the District decides not to alter them according to the parent's/guardian's or eligible student's request;
4. The right of any person to file a complaint with the United States Department of Education if the District violates FERPA; and
5. The procedure that a student's parent(s)/guardian(s) or an eligible student should follow to obtain copies of this policy.

F. Procedure to Inspect Education Records. Parent(s)/guardian(s) or eligible students may inspect and review that student's education records. In some circumstances, it may be more convenient for the record custodian to provide copies of records. Since a student's records may be maintained in several locations, the school Principal may offer to collect copies of records or the records themselves from locations other than a student's school, so that They may be inspected at one site. If parent(s)/guardian(s) and eligible students wish to inspect records where they are maintained, school Principals will determine if a review at that site is reasonable.

Parent(s)/guardian(s)/eligible students should submit their request in writing to the school Principal, identifying as precisely as possible the record or records that he/she wishes to inspect. The Principal will contact the parent(s)/guardian(s) or the eligible student to discuss how access is best arranged for their inspection or review of the records (copies, records brought to a single site, etc.).

The Principal will make the needed arrangements as soon as possible and notify the parent/guardian or

eligible student of the time and place where the records may be inspected. This procedure must be completed within fourteen (14) days that the request for access is first made. Note: the fourteen (14) day limit is required under New Hampshire RSA 189:66, IV, in contrast to the forty-five (45) day period otherwise allowed under FERPA. If for any valid reason such as the parent's/guardian's working hours, distance between record location sites or the parent/guardian or student's health, a parent/guardian or eligible student cannot personally inspect and review a student's education records, the Principal may arrange for the parent/guardian or eligible student to obtain copies of the records. When records contain information about students other than a parent's/guardian's child or the eligible student, the parent/guardian or eligible student may not inspect and review the records of the other students. If such records do contain the names of other students, the Principal will seek consultation with the Superintendent and/or the District's attorney to determine how best to proceed. Where practicable, it may be necessary to prepare a copy of the record which has all personally identifiable information on other students redacted, with the parent/guardian or eligible student being allowed to review or receive only a copy of the redacted record. Both the original and redacted copy should be retained by the District.

G. Procedures to Seek to Correction of Education Records. Parent(s)/guardian(s) of students or eligible students have a right to seek to change any part of the student's records which they believe is inaccurate, misleading or in violation of student rights. FERPA and its regulations use both "correct/ion"and "amend". For the purposes of this policy, the two words (in all of their respective forms) shall mean the same thing unless the context suggests otherwise. To establish an orderly process to review and correct (amend) the education records for a requester, following processes are established.

1. First-level decision. When a parent/guardian or eligible student finds an item in the student's education records that he/she believes is inaccurate, misleading or in violation of student rights, he/she should submit a written request asking the building Principal to correct it. If the records are incorrect because of clear error and it is a simple matter to make the change, the Principal should make the correction. If the records are changed to the parent's/guardian's/eligible student's satisfaction, both parties shall sign a document/form stating the date the records were changed and that the parent/guardian/eligible student is satisfied with the correction. If the Principal believes that the record should not be changed, he/she shall:

- a. Provide the requester a copy of the questioned records at no cost;
- b. Ask the parent/guardian/eligible student to initiate a written appeal of the denial of the request for the change, which will be forwarded to the Superintendent;
- c. Forward the written appeal to the Superintendent; and
- d. Inform the parent(s)/guardian(s)/eligible student that the appeal has been forwarded to the Superintendent for a decision.

2. Second-level decision. If the parent/guardian/eligible student wishes to challenge the Principal's decision to not change the student record, he/she may appeal the matter to the Superintendent. The parent/guardian/eligible student shall submit a written request to the Principal asking that the matter be appealed to the Superintendent. The Principal will forward the appeal to the Superintendent.

The Superintendent shall, within ten (10) business days after receiving the appeal:

a. Review the request; b. Discuss the request with other school officials; c. Make a decision whether or not to make the requested correction to the educational record; d. Schedule a meeting with the parent(s)/guardian(s)/eligible student if the Superintendent believes such a meeting would be necessary; and e. Notify the parent(s)/guardian(s)/eligible student of the Superintendent's decision on their request to correct the student's educational record. If the Superintendent determines the records should be corrected, he/she will make the change and notify the parent(s)/guardian(s)/eligible student in writing that the change has been made. The letter stating the change has been made will include an invitation for the parent/guardian/eligible student to inspect and review the records to verify that the records have been corrected and the correction is satisfactory. If the records are changed to the parent's/guardian's/eligible student's satisfaction, both parties shall sign a document/form stating the date the records were changed and that the parent/guardian/eligible student is satisfied with the correction. If the Superintendent determines the records will not be corrected, he/she will notify the parent(s)/guardian(s)/eligible student in writing of his/her decision. Such a letter will also notify the parent(s)/guardian(s)/eligible student of their right to an appeal hearing before the School Board.

3. Third-level decision. If the parent(s)/guardian(s) or eligible student is not satisfied with the Superintendent's decision, they may submit a written request for a hearing before the School Board. The parent(s)/guardian(s)/eligible student shall submit the request for a hearing with the Superintendent within ten (10) business days of the date of the Superintendent's written decision in level-two. The Superintendent will inform the School Board of the request for a hearing and will work with the School Board to schedule a hearing within forty-five (45) days of receipt of the request. Once the meeting is scheduled, the Superintendent will inform the parent(s)/guardian(s)/eligible student in writing of the date, time and place of the hearing. The hearing will be held in a non-public session consistent with the provisions of RSA 91-A:3, unless the parent/guardian/eligible student requests that the hearing be held in public session. The School Board will give the parent/guardian/eligible student a full and fair opportunity to present evidence relevant to the issues raised under their request. The parent(s)/guardian(s)/eligible students may be assisted or represented by one or more individuals of their own choice, including an attorney. The School Board will issue its final decision in writing within thirty (30) days of the hearing, and will notify the parent(s)/guardian(s)/eligible student thereof via certified mail, return receipt requested. The School Board will base its decision solely on the evidence presented at the hearing. The School Board's written decision will include a summary of the evidence and the reasons for its decision. If the School Board determines that the student record should be corrected, it will direct the Superintendent to do so as soon as possible. The Superintendent will then contact the parent(s)/guardian(s)/eligible student for a meeting so they can review and inspect the records to verify that they have been corrected. At this meeting, both parties shall sign a document/form stating the date the records were corrected and that the parent/guardian/eligible student is satisfied with the correction.

The School Board's decision will be final.

4. Parent/Guardian/Eligible Student Explanation to be Included in Record. Notwithstanding the resolution of any request to correct a student's record(s), in accordance with section (a)(2) of FERPA, a parent/guardian or eligible student may insert into that student's educational record a written explanation respecting the content of the record.

H. Disclosure of Student Records and Student Information. In addition to directory information, the District may disclose student records and student information without consent to the following parties on the condition that the recipient agrees not to permit any other party to have access to the released information without the written consent of the parent(s)/guardian(s) of the student, and under the conditions specified.

1. School officials with a legitimate educational interest. School officials with a legitimate educational interest may access student records. "Legitimate educational interest" refers to school officials or employees who need to know information in a student's education record in order to perform the employee's employment responsibilities and duties.

2. Other schools into which a student is transferring or enrolling, upon condition that the student's parent(s)/guardian(s) be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record. This exception continues after the date that a student has transferred

3. Officials for audit or evaluation purposes.

4. Appropriate parties in connection with financial aid.

5. Organizations conducting certain studies for, or on behalf of the School District. Student records or student information will only be provided pursuant to this paragraph if the study is for the purpose of: developing, validating or administering predictive tests; administering student aid programs; or improving instruction. The recipient organization must agree to limit access to the information and to destroy the information when no longer needed for the purpose for which it is released.

6. Accrediting organizations.

7. Judicial orders or lawfully issued subpoenas, upon condition that parent(s)/guardian(s) and the student are notified of all such orders or subpoenas in advance of compliance therewith by the District, except when a parent/guardian is a party to a court proceeding involving child abuse or neglect or dependency. The Principal shall consult with the Superintendent and legal counsel as needed to ensure compliance with the judicial order and applicable law.

8. Health and safety emergencies.

I. Maintenance of Student Records and Data. The Principal of each building is responsible for record maintenance, access and destruction of all student records. All school district personnel having access to records shall place great emphasis upon privacy rights of students and parent(s)/guardian(s). All entries into student records must be dated and signed by the person accessing such records. The principal will ensure that all records are maintained in accordance with applicable retention schedules as may be established by law.

J. Disclosures Made from Education Records. The District will maintain an accurate record of all requests for it to disclose information from, or to permit access to, a student's education records and of the information it discloses and persons to whom it permits access, with some exceptions listed below. This record is kept with, but is not a part of, each student's cumulative school records. It is available only to the record custodian, the eligible student, the parent(s)/guardian(s) of the student or to federal, state or local officials for the purpose of auditing or enforcing federally supported educational programs. The record includes:

1. The name of the person who or agency which made the request; 2. The interest which the person or agency has in the information; 3. The date on which the person or agency made the request; 4. Whether the request was granted and, if it was, the date access was permitted or the disclosure was made; and 5. In the event of a health and safety emergency, the articulable and significant threat to the health or safety of a student or other individuals that formed the basis for the disclosure; and the parties to whom the agency or institution disclosed the information. The District will maintain this record as long as it maintains the student's education record. The records do not include requests for access or information relative to access which has been granted to parent(s)/guardian(s) of the student or to an eligible student; requests for access or access granted to officials of the District who have a legitimate educational interest in the student; requests for, or disclosures of, information contained in the student's education records if the request is accompanied by the prior written consent of a parent/guardian/eligible student or if the disclosure is authorized by such prior consent or for requests for, or disclosures of, directory information designated for that student. The records of a request for the correction of an educational record, including any appeal of a denial of that request, if the educational record is ultimately corrected shall not be treated as part of the educational record of the student and shall be preserved separately.

Legal References:

RSA 91-A:5,III, Exemptions, Pupil Records RSA 189:1-e, Directory Information RSA 189:66, IV, Data Inventory and Policies Publication 20 U.S.C. §1232g, Family Educational Rights and Privacy Act 34 C.F.R. Part 99, Family Educational Rights and Privacy Act Regulations Policy Review CSB: 9/20/21 Revised CSB: 10/11/21

ETHICS STATEMENT

The professional behavior of all employees must conform to an ethical code. This code shall establish realistic expectations to which all must adhere. As educators, all employees of the Chesterfield School District shall abide by the following code of ethics:

- Demonstrate the highest standards of personal integrity, truthfulness, honesty, and fortitude in all public activities in order to inspire public confidence and trust.
- Make the well-being of students the fundamental value of all decision-making and actions.
- Establish only those relationships that promote the social, emotional, and academic growth of students.
- Fulfill professional responsibilities with honesty and integrity.
- Implement the board of education's policies and administrative rules and regulations.
- Respect and protect privileged information to which they may have access to in the performance of responsibility.
- Avoid any possibility of conflict of interest in performance of responsibility.
- Accept responsibility for the promotion of this Ethics Statement.

The conduct of one professional peer reflects on everyone, whether good or bad. It is, therefore, the responsibility of all professionals to ensure adherence to this ethics statement by reporting to appropriate authorities any conduct unbecoming the profession or contrary to this statement. (School District Policy GBEA)

STAFF ETHICS

An employee speaking or writing as a citizen should be free from institutional censorship or discipline, but his/her special position in the community carries special obligations. The employee must remember that the public may judge the profession and institution by his/her utterances. Hence the employee should, at all times, be accurate, exercise appropriate restraint, show respect for the opinion of others, and make every effort to indicate that he/she is not a school spokesperson. It is the responsibility of all staff to report violations of this policy to the Building Principal.

EMPLOYEE CONFLICT OF INTEREST

Employees will not engage in, or have a financial interest in, any activity that raises a reasonable question of conflict of interest with their duties and responsibilities as employees. This includes, but is not limited to:

1. Employees will not participate for financial remuneration in outside activities wherein their position on the staff is used to sell goods or services to pupils or their parents.
2. Employees who have patented or copyrighted any device, publication, or other item developed using school resources will not receive royalties for use of such item in the District.
3. Employees will not engage in any type of work where the source of information concerning customer, client, or employer originates from information obtained through the District.
4. School employees will not solicit or sell for personal gain any educational materials or equipment in the attendance areas served by the School to which they are assigned. Nor will any employees make available lists of names of students or parents to anyone for sales purposes.

To avoid nepotism in the supervision of personnel, the Board directs that no employee be assigned in any position where the employee would be responsible to a relative. Adopted by CSB: 10/8/07

RETENTION OF RECORDS (Policy EHB)

The Superintendent of Schools shall be responsible for maintaining the records of the member school districts. Records will include, but not be limited to business, personnel, regular students, special needs students, and such records as may be required to ensure the public of an historical perspective of the school system.

STUDENT TRANSPORTATION SERVICES (Policies EEAE, EEAEC & JICC)

The District shall provide transportation for pupils to schools in the District consistent with provisions of RSA 189:6, RSA 189:9, and RSA 189:9-a.

General Operating Policy

- A. Bus routes shall be established by the Principal, subject to review by the Board. Routes will be developed annually and posted.
- B. Pupils attending private schools shall be entitled to the same transportation privileges within the District as are provided for pupils in public school.
- C. Bus stops shall be established under the direction of the Principal. Drivers may not load or unload pupils at other than authorized bus stops.

Student Conduct on School Buses

Bus drivers have the responsibility to maintain orderly behavior of students on school buses and will report in writing misconduct to the student's Principal. Video cameras may be used on buses to support the bus driver's reports of unacceptable conduct. The school principal will have the authority, delegated by the Superintendent, to suspend the riding privileges of students failing to conform to Board rules and regulations. Parents of children whose conduct on school buses endangers the health, safety and welfare of other riders will be notified that their children face the loss of school bus riding privileges in accordance with the student discipline code.

Resolution of Conflicts

Parents who wish to request a change or exemption from any of the Student Transportation policies shall direct that request to the Principal. If the Principal's ruling does not satisfy the parent, he/she may appeal the ruling within five days to the Superintendent. As a last appeal, the parent may request to appear before the Board.

Legal References :RSA 189:6, Transportation of Pupils RSA 189:8, Limitations and Additions RSA 189:9, Pupils in Private schools RSA 189:9a, Pupils prohibited for Disciplinary Reasons RSA 200:40, Emergency Care

Adopted by CSB: 10/8/07

TOBACCO PRODUCTS BAN USE AND POSSESSION IN AND ON SCHOOL FACILITIES AND GROUNDS (ADC Also ADB, GBEC, GBED, JICG & JICH)

State law prohibits the use of any tobacco product, E-cigarette, or liquid nicotine in any facility or upon any grounds maintained by the District. Students and minors are further prohibited from possessing such items in or upon any facility, school vehicle, or grounds owned or maintained by the District.

A. Definitions. "Tobacco product(s)" means any product containing tobacco including, but not limited to, cigarettes, smoking tobacco, cigars, chewing tobacco, snuff, pipe tobacco, smokeless tobacco, and smokeless cigarettes, as well as any other product or item included in RSA 126-K:2, XI as the same may be amended or replaced from time-to-time. "E-cigarette" means any electronic smoking device composed of a mouthpiece, a heating element, a battery, and electronic circuits that provides a vapor of pure nicotine mixed with propylene glycol to the user as the user simulates smoking. This term shall include such devices whether they are manufactured as e-cigarettes, e-cigars, or e-pipes, or under any other product name as well as any other product or item included in RSA 126-K:2, II-a as the same may be amended or replaced from time-to-time. "Liquid nicotine" means any liquid product composed either in whole or in part of pure nicotine and propylene glycol and manufactured for use with e-cigarettes, as well as any other product or item included in RSA 126-K:2, III-a as the same may be amended or replaced from time-to-time.

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

B. Students No student shall purchase, attempt to purchase, possess or use any tobacco product, E- cigarette, or liquid nicotine in any facility, in any school vehicle or anywhere on school grounds maintained by the District. Enforcement of the prohibition against students shall initially rest with building principals, or their designees, who may also report any violation to law enforcement, for possible juvenile, criminal or other proceedings as provided under state law. Additional consequences may be administered pursuant to printed student conduct rules.

C. Employees No employee shall use any tobacco product, E-cigarette, or liquid nicotine, in any facility, in any school vehicle or anywhere on school grounds maintained by the District. Initial responsibility for enforcement of this prohibition shall rest with building principals, or their designees. Any employee(s) who violate(s) this policy is subject to disciplinary action which may include warning, suspension or dismissal. Violations may also be referred to appropriate law enforcement and/or other appropriate agencies for criminal or other proceedings as provided under state law.

D. All other persons No visitor, contractor, vendor or other member of the public, shall use any tobacco product, E-cigarette, or liquid nicotine in any facility, in any school vehicle, or anywhere on school grounds maintained by the District. The building principal(s), and where appropriate, other site supervisor (athletic director, vehicle driver, etc.), or their designee(s), shall have the initial responsibility to enforce this section, by requesting that any person who is violating this policy to immediately cease the use of tobacco products, E-cigarette or liquid nicotine. After this request is made, if any person refuses to refrain from using such products in violation of this policy, the principal, site supervisor, or designee may contact the appropriate law enforcement agency(ies) for possible criminal or other proceedings as provided under state law.

E. Implementation and Notice - Administrative Rules and Procedures. The Superintendent or designee shall establish administrative rules and procedures to

implement this policy, which rules and procedures may be building level and/or district- wide. Rules and procedures relating to student violations and resulting disciplinary consequences should be developed in consultation with building principal(s). The Superintendent or designee, working with the building principal(s), shall provide annual notice to employees, students and parents of the pertinent provisions of this policy (e.g., student or staff handbook) along with applicable administrative regulations and procedures, which may include prescribed consequences for violations of this policy. Such notice should include information that violation of this Policy could lead to criminal or other such proceedings. Signs shall be placed by the District in all buildings, facilities and school vehicles stating that the use of tobacco products is prohibited.

Legal References: RSA 155:64 - 77, Indoor Smoking Act RSA 126-K:2, Definitions RSA 126-K:6, Possession and Use of Tobacco Products by Minors RSA 126-K:7, Use of Tobacco Products on Public Educational Grounds Prohibited

Adopted CSB: 10/8/07 Policy Committee Revised: 1/10/19 Approved CSB: 1/14/19

STUDENT CONDUCT ON SCHOOL BUSES (EEAEC Also EEA & JICC)

Students using District transportation must understand that they are under the jurisdiction of the school from the time they arrive at the bus stop, until they exit the bus stop.

Pupils transported in a school bus shall be under the authority of the District and under control of the bus driver. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reasons for a pupil to be denied the privilege of transportation in accordance with the regulations of the Board.

The driver of the bus shall be held responsible for the orderly conduct of the pupils transported.

The Superintendent or his/her designee will develop rules and regulations for conduct on buses and these shall be printed in the Parent-Student Handbook.

Resolution of Conflicts

A parent who wishes to request a change or exemption from any of the Student Transportation policies shall direct that request first to the Principal. If the parent is not satisfied by the ruling of the Principal, he or she may appeal the ruling within five days to the Superintendent. As a last appeal, the parent may request to appear before the Board.

Computer Security, Email and Internet Communications (Policy EHAA)

The District has established this policy with regard to access and disclosure of electronic data composed, stored, sent, or received by employees using the District computer system. This policy is designed to protect the safety and security of the District's computer systems including e-mail and Internet use. The District intends to enforce the rules set forth below and reserves the right to change these rules at any time.

1. The computer hardware system, software and e-mail system are owned by the District, and all messages or data composed, stored, sent, or received using the system are and remain the private property of the District. They are not the property of the employee.
2. The computer and e-mail system is to be used for business purposes only. Personal business is unauthorized and should not be conducted on the system.
3. The electronic mail system may not be used to solicit or proselytize for commercial ventures, religious or political causes, outside organizations, or other non-job-related solicitations.
4. The District prohibits discriminatory, harassing, or offensive materials in any form of media. Among those which are considered offensive are any messages which contain sexual implications, racial slurs, gender-specific comments, or any other comments that offensively address someone's age, sexual orientation, religious or political beliefs, national origin, or disability.
5. The electronic mail system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization.
6. The District reserves, and intends to exercise without prior notice, the right to read, review, audit, intercept, access or disclose any and all information on an employee's computer system or messages created, received or sent over the electronic mail system for any purpose, even if coded or passworded.
7. The confidentiality of any message or data should not be assumed. Even when a message is erased, it is still possible to retrieve and read that message. The use of passwords for security does not guarantee confidentiality, or that the District will not retrieve it. All passwords must be disclosed to the computer administrator.
8. Any communications created, sent, or retrieved using e-mail may be read by individuals other than the intended recipient.
9. Notwithstanding the District's right to retrieve and monitor any e-mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any email that is not sent to them. Any exception to this policy must receive prior approval by the Superintendent.
10. Any employee who violates this policy or uses the computer system or electronic mail system for improper purposes shall be subject to discipline up to and including discharge.
11. The District has the authority to terminate or limit access to any program at any time.
12. Personal disks cannot be used on the system unless pre-authorized by the computer coordinator.
13. The District will take all necessary measures to maintain student privacy relative to the District's website, online information and storage of student personally identifiable information, as required by state and federal law. Approved CSB: 4/10/23

SEXUAL HARASSMENT AND SEXUAL VIOLENCE (GBAA)

I. GENERAL STATEMENT OF POLICY Sexual harassment is a form of sex discrimination which violates Section 703 of Title VII of

the Civil Rights Act of 1964, as amended, 42 U.S.C. §2000e, et seq., and Title IX. Sexual violence is a physical act of aggression that includes a sexual act or sexual purpose. It is the policy of the District to maintain a learning and working environment that is free from sexual harassment and sexual violence. The District prohibits any form of sexual harassment and sexual violence. It shall be a violation of this policy for any student or employee to harass a student or an employee through conduct or communication of a sexual nature as defined by this policy. It shall be a violation of this policy for any student or employee to be sexually violent to a student or employee. The District will act to investigate all complaints, either formal or informal, verbal or written, of sexual harassment or sexual violence and to discipline any student or employee who sexually harasses or is sexually violent to a student or employee of the District.

II. SEXUAL HARASSMENT/SEXUAL VIOLENCE DEFINED

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

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

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

B. Sexual harassment may include but is not limited to:

1. Verbal harassment and/or abuse of a sexual nature;
2. Subtle pressure for sexual activity;
3. Inappropriate patting or pinching;
4. Intentional brushing against a student's or an employee's body;
5. Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status;
6. Demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status;
7. Any sexually motivated unwelcome touching; or
8. Sexual violence which is a physical act of aggression that includes a sexual act or sexual purpose.

III. REPORTING PROCEDURES

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

A. In each building. The building Principal is the person responsible for receiving oral or written reports of sexual harassment or sexual violence at the building level. Upon receipt of a report, the Principal must notify the Superintendent immediately without screening or investigating the report. A written report will be forwarded simultaneously to the Superintendent. If the report was given verbally, the Principal shall reduce it to written form within 24 hours and forward it to the Superintendent. Failure to forward any sexual harassment or sexual violence report or complaint as provided herein will result in disciplinary action. If the complaint involves the building Principal, the complaint shall be filed directly with the Superintendent.

B. District-Wide. The Board hereby designates the Superintendent as the District Human Rights Officer to receive reports or complaints of sexual harassment and sexual violence from any individual, employee or victim of sexual harassment or sexual violence and also from the building Principals as outlined above. If the complaint involves the Superintendent, the complaint shall be filed directly with the School Board. The District shall conspicuously post the name of the Human Rights Officer, including a mailing address and telephone number.

C. Submission of a complaint or report of sexual harassment or sexual violence will not affect the individual's future employment, grades or work assignments.

D. Use of formal reporting forms is not mandatory. The District will respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the School District's legal obligations and the necessity to investigate allegations of sexual harassment and sexual violence and take disciplinary action when the conduct has occurred.

IV. INVESTIGATION AND RECOMMENDATION

By authority of the District, the Human Rights Officer, upon receipt of a report or complaint alleging sexual harassment or sexual violence shall immediately authorize an investigation. This investigation may be conducted by District officials or by a third party designated by the District. The investigating party shall provide a written report of the status of the investigation within 10 working days to the Superintendent. If the Superintendent is the subject of the complaint, the report shall be submitted to the Board. In determining whether alleged conduct constitutes sexual harassment or sexual violence, the District should consider the surrounding

circumstances, the nature of the sexual advances, relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes sexual harassment or sexual violence requires a determination based on all the facts and surrounding circumstances. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator. In addition, the District may take immediate steps, at its discretion, to protect the complainant, students and employees pending completion of an investigation of alleged sexual harassment or sexual violence.

V. SCHOOL DISTRICT ACTION

- A. Upon receipt of a recommendation that the complaint is valid, the District will take such action as appropriate based on the results of the investigation.
- B. The complainant may appeal the investigation's recommendations to the Superintendent (presuming the superintendent is not the investigation, or to the Board.
- C. The result of the investigation of each complaint filed under these procedures will be reported in writing to the complainant by the School District. The report will document any disciplinary action taken as a result of the complaint.

VI. REPRISAL

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

VII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Commissioner of Education, initiating civil action or seeking redress under state criminal statutes and/or federal law.

VIII. SEXUAL HARASSMENT OR SEXUAL VIOLENCE AS SEXUAL ABUSE

Under certain circumstances, sexual harassment or sexual violence may constitute sexual abuse under New Hampshire law. In such situations, the District shall comply with said law. Nothing in this policy will prohibit the School District from taking immediate action to protect victims of alleged sexual abuse.

IX. DISCIPLINE

The School District will take such disciplinary action it deems necessary and appropriate, including warning, suspension or immediate discharge to end sexual harassment and sexual violence and prevent its recurrence.

X. BY-PASS OF POLICY

Any individual with a sexual harassment complaint may choose to bypass this Policy and accompanying regulation and proceed directly to: N.H. Commission on Human Rights, at 2 Chenelle Dr., Concord, NH, phone 603-271-2767 or US Department of Health & Human Services, Office for Civil Rights, Region 1, JFK Building, Room 1875, Boston Massachusetts 02203. 617-565-1340.

AGE OF ENTRANCE (JEB)

A student may enter grade one if his/her chronological age will be six before September 30 of the year of entering school. A student may enter kindergarten if his/her chronological age will be five before September 30 of the year of entering school. A birth certificate must be presented upon registration as proof of the date of birth.

In-coming transfer students in grades 2-8, inclusive, will be initially placed in accordance with the data forwarded by the sending District. Such placement is tentative and subject to reassignment by the Superintendent of Schools or his/her designee.

In-coming transfer students in grade 1 will only be initially admitted to grade 1 if their chronological age will be six before September 30 of the year of entering school or if previously enrolled in grade 1 in another community. Such placement is tentative and subject to reassignment by the Superintendent.

Legal Reference:

RSA 193:1, Duty of Parent; Compulsory Attendance by Pupil

Revised: 9/12/11

Approved CSB: 10/10/11

Student Conduct (policy JIC) Related Policies: JICD, JICDD, JICI, JICK

A. General Policy. The School Board is committed to promoting a safe, healthy, orderly and supportive school and learning environment. To achieve that for all, it is important for students to conduct themselves in a manner fitting to their age level and maturity, and with respect and consideration of other students, District personnel and other members of the community. Students are

expected and required to maintain appropriate behavior that allows teachers and staff to perform their professional duties effectively and without disruption while on School District property or on property within the jurisdiction of the School District (including vehicles); and/or while attending or engaged in school activities. Expectations for student conduct and standards of behavior shall be communicated through written Board policies, as well as District and/or school rules. Those policies and rules should be included in a Code of Conduct for each school. Student conduct that causes material or substantial disruption to the school environment, interferes with the rights of others, presents a threat to the health and safety of students, employees, or visitors, and/or violates the Code of Conduct, or classroom rules is prohibited. Response to violations of the Code of Conduct, however, should be designed to maximize student academic, emotional and social success, while at the same time assuring safety of all students, staff and school visitors. With this objective, the Board endorses adoption of a Multi-Tiered System of Support for Behavioral Health and Wellness ("MTSS-B") as the framework for the Code of Conduct. District personnel who interact with students are expected to utilize progressive disciplinary measures, and to place emphasis on educating students so they may grow in self-discipline. Suspensions and expulsions shall be administered consistent with the applicable Code of Conduct and Board policy JICD.

B. Student Code of Conduct The School Board delegates to the Superintendent, in consultation with the appropriate building Principal and counselors, the responsibility of adopting and implementing a [Student Code of Conduct] with such age-appropriate rules and regulations for each school as he/she deems necessary to implement the objectives of this policy, and reflects the three-tiered support prevention of framework of MTSS-B: school-wide approaches; targeted supports for at-risk students; and individualized services for highest-needs students. The Code of Conduct for each school shall be submitted to the School Board for review each year, either separately or with the applicable student handbook. Consistent with the Board's statutory authority, and other Board policies regarding review of administrative rules, regulations and procedures, the School Board retains the authority to modify, supersede, or suspend any provision of the Code of Conduct.

The Code of Conduct shall include:

1. A graduated and age-appropriate system of supports and intervention strategies, such as: • parent conferences, • counseling, • peer mediation, instruction in conflict resolution and anger management, parent counseling and training, community service, and rearranging class schedules.
2. Graduated and age-appropriate disciplinary consequences such as: restriction from extra-curricular activities, temporary (same day) removal from class or activity, detention, temporary reassignment/in-school suspension, out-of-school suspension, and expulsion.
3. Provisions describing how and when short term suspensions of up to 5 days, short term suspensions up to 10 days, long term suspensions up to 20 days, and/or expulsion should be imposed. These standards shall make reference to and reflect: the nature and degree of disruption caused to the school environment; the threat to the health and safety of pupils and school personnel, volunteers or visitors; whether the conduct or behavior is isolated or repeated.

All temporary (same day) removal from classrooms or activities, restriction from activities, detentions, suspensions and expulsions shall comport with applicable laws, regulations and Board policy JICD.

4. Information regarding RSA 193:13, 193-D, this policy, Board policy JICD, and other Board policies or District/school rules regulating student conduct on and off-campus. Except where the complete text of a statute, regulation or policy is required, the Code of Conduct should include age appropriate language. E.g., summaries for elementary grade levels.

C. Implementation and Notice. The Superintendent shall assure that the Code of Conduct, complete with the information set out in section B.4, above, shall be printed in full in each student handbook, made available to parents at the beginning of the school year, publicly available on the school, District and/or SAU district website [or in some other manner to assure parental notification if neither the school district nor SAU maintain a website]. Additionally, building Principal(s) shall assure student awareness of the Code of Conduct and other District policies and building rules through print, postings and periodic announcements.

The Superintendent should also designate personnel to explore the availability of and pursue any State or Federal grants, technical assistance and professional development opportunities available to facilitate implementation of MTSS-B per RSA 135-F:5, I(c) and (d). D. Parental Notification of Simple Assaults. Pursuant to RSA 193-D:4, I (b), the Superintendent is directed to adopt and implement procedures requiring parents/guardians of each student involved in a simple assault (victim and perpetrator) occurring during the school day, when such assault causes: any form of bodily injury, including bruising or discoloration, or would otherwise constitute a disciplinable offense under the Code of Conduct. For purposes of this policy, "simple assault" shall have the same meaning as that provided in RSA 631:2-a (a simple assault occurs when one purposely or knowingly causes bodily injury or unprivileged physical contact to another; or recklessly causes bodily injury to another or negligently causes bodily injury to another by means of a deadly weapon).

E. Disciplinary Removal of Students with Disabilities. If a student is disabled under the Individuals with Disabilities Act (IDEA), the New Hampshire RSA 186-C, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, or any other law providing special rights to disabled students, those laws shall govern and shall supersede these local policies to the extent these local policies are inconsistent with those laws. Accordingly, any class or activity removal, suspension or expulsion of a child with a disability as defined in Ed 1102.01(t) shall be in accordance with Ed 1124.01. Legal References: RSA 135-F:5, System of Care for Children/Duties of Commissioner of Dept. of Education RSA 193:13, Suspension and Expulsion of Pupils RSA 193-D:4, Written Report Required RSA 631:2-a, Simple Assault NH Code of Administrative Rules, Section Ed. 306.04(f)(4), Student Discipline NH Code of Administrative Rules, Section Ed. 306.04(g), Suspension & Expulsion NH Code of Administrative Rules, Section Ed. 306.06, Culture and Climate NH Code of Administrative Rules, Section Ed. 317.04(b), Disciplinary Procedures

Adopted CSB: 10/8/07 Revised CSB: 1/10/22

Student Discipline and Due Process (Policy JICD)

Related Policies: JI, JIC, JICI & JICK See also Appendix JICD-R

A. Policy Statement. This policy establishes the substantive parameters, procedures and due process that shall apply before a student may be subject to temporary (same day) removal from classrooms or activities, restriction from activities, detentions, suspensions and/or expulsion. Pursuant to Board policy JIC, response to misconduct, including disciplinary measures and consequences should be designed to maximize student academic, emotional and social success, while at the same time assuring safety of all students, staff and school visitors. Administration of any of the consequences described in this policy shall be consistent with the system of support and graduated sanctions established pursuant to Policy JIC and the applicable Code of Conduct.

B. Standards and Procedures Relative to Disciplinary Consequences.

1. "Removal from the classroom" means a student is sent to the building Principal's office or other designated area during the same school day. It is within the discretion of the person in charge of the classroom or activity to remove the student. Students may be removed from the classroom at the classroom teacher's discretion if the student refuses to obey the teacher's directives, becomes disruptive, fails to abide by school or District rules, or the Code of Conduct, or otherwise impedes the educational purpose of the class. Before ordering the removal, the staff member ordering the removal shall warn the student of the infraction and allow the student to respond. Detentions are not appealable.

2. "Restriction from school activities" means a student will attend school, classes, but will not participate in other school extra-curricular activities, including such things as competitions, field trips, and performances. A student who has been restricted from school activities may participate in practices at the discretion of the person imposing the restriction. Before ordering the restriction, the supervising employee (e.g., teacher, coach, director, Principal, etc.) ordering the restriction shall warn the student of the infraction and allow the student to respond. If the restriction is immediate and outside of school hours, provision must be made to assure the student is not left unsupervised. The terms of the restriction shall be communicated to the Principal and the student's parent/guardian. Restrictions under this policy are not appealable.

3. "Detention" means the student's presence is required for disciplinary purposes before or after the hours when the student is assigned to be in class, and may occur on one or more Saturdays. Students may be assigned classroom detention at the classroom teacher's discretion, and building detention at the Principal's discretion, if the student refuses to obey the teacher/employee's directives, becomes disruptive, fails to abide by printed classroom, school or District rules, or the Code of Conduct, or otherwise impedes the educational purpose of the class. Before ordering the detention, the staff member ordering the detention shall warn the student of the infraction and allow the student to respond. Parents/guardians shall be notified at least 24 hours prior to a student serving detention. Detentions before or after school shall not exceed one hour, and Saturday detentions shall not exceed three hours. The building Principal is authorized to establish, announce and post additional guidelines and rules regarding detention, supervision, building access, etc. The length and timing of the detention, is within the discretion of the licensed employee disciplining the student or the building Principal, pursuant to the posted rules of the school. Detentions are not appealable.

4. "Temporary Reassignment" or "in-school suspension" means the student will attend school but will be temporarily isolated from one or more classes while under supervision. A temporary reassignment should not exceed five consecutive school days. Parents/guardians shall be notified at least 24 hours prior to the administration of a temporary reassignment.

The building Principal is authorized to issue reassignment, restrictions from activities, or place a student on probation for repeated failure to conform to the Code of Conduct, classroom rules, or for any conduct that causes material or substantial disruption to the school/class environment, interferes with the rights of others, presents a threat to the health and safety of students, employees, and visitors, is otherwise inappropriate, or is prohibited by law.

5. "Conditional Suspension" means a student is given a penalty for a definite period of time in addition to being reprimanded. The conditional suspension will mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms will result in reinstatement of the penalty. Notwithstanding the assignment of conditional suspension, no imposition of the suspended consequence may be administered unless and until all of the provisions of this policy applicable to the suspended consequence (i.e., long-term suspension, expulsion, etc.) are satisfied.

6. "Out-of-school suspension" means the temporary denial of a student's attendance at school for a specific period of time. It includes short-term and long-term out of school suspensions.

a. Short-term suspension. A "short-term suspension" means an out-of-school suspension of ten (10) consecutive school days or less. RSA 193:13, I (a).1 The Superintendent or his/her written designee is authorized to suspend a student for ten (10) school days or less. A short-term suspension may be imposed only for: i. Behavior that is detrimental to the health, safety, or welfare of pupils or school personnel (including, but not limited to, an act of theft, destruction or violence, as defined in RSA 193-D:1); or ii. Repeated and willful disregard of the reasonable rules of the school that is not remediated through imposition of the district's graduated sanctions described in JIC and the Code of Conduct.

Pursuant to RSA 193:13, XI(b) and Board policy JIC, a short-suspension over 5 days must conform to the standards included in the Code of Conduct. Before any short-term suspension may be imposed, a student is entitled to the minimum due process (notice before meeting of the charge and explanation of evidence, notice of the possibility of suspension, opportunity for the student to respond, and a written decision explaining the disciplinary taken). See New

Hampshire Department of Education Rule Ed 317.04(f)(1).3 b. Long-term suspension. A "long-term suspension" is the extension or continuation of a short-term suspension for a period not to exceed an additional 10 days beyond the duration of the short-term

suspension. The Superintendent is authorized to continue the suspension and issue a long-term suspension of a pupil for a period in excess of ten (10) school days, provided only that if the Superintendent issued the original short-term suspension, then the School Board may designate another person to continue the short-term suspension and issue the long-term suspension. A long-term suspension may only be imposed for: I. an act that constitutes an act of theft, destruction or violence, as defined in

RSA 193-D4 ;1 The text of any state law ("RSA") referenced in this policy may be located with the following link:

<http://www.gencourt.state.nh.us/rsa/html/nhtoc.htm> 2 RSA 193:13, I(a) designates the Superintendent as the person with authority to suspend, but specifically allows the Superintendent to delegate that authority "in writing". This should be done before the start of each year. 3 The text of any regulation of the NH Department of Education may be located with the following link:

<https://www.education.nh.gov/who-we-are/deputy-commissioner/office-of-governance/administrative-rules4>

<http://www.gencourt.state.nh.us/rsa/html/XV/193-D/193-D-1.htm> That list is subject to change. The statute should be reviewed prior to any long-term suspension for an act of theft, destruction of violence.

ii. bullying pursuant to Board policy JICK when the pupil has not responded to targeted interventions and poses an ongoing threat to the safety or welfare of another student; or

iii. possession of a firearm, BB gun, or paintball gun. Prior to a long-term suspension, the student will be afforded a hearing on the matter. The informal hearing need not rise to the level and protocol of a formal hearing, but the process must comply with the requirements of Ed 317.04 (f)(2), and (f)(3)(g), including, without limitation, the requirements for advance notice and a written decision.

c. Appeal of long-term suspension. Any long-term suspension issued other than by the School Board under this policy, is appealable to the School Board, provided the Superintendent or School Board chair receives the appeal in writing within ten (10) days after the issuance of the Superintendent's [or other person designated under B.6.b, above] hearing and written decision required under N.H. Dept. of Education Rule Ed. 317.04 (f)(2)c, and sub-paragraph B.6.b, above. The Board shall hold a hearing on the appeal, but will rely upon the record of the decision being appealed from. Any suspension in excess of ten (10) school days shall remain in effect while this appeal is pending unless the School Board stays the suspension while the appeal is pending. Any request to stay a long-term suspension should be included in the original appeal. d. Educational Assignments. As required by RSA 193:13, V, educational assignments shall be made available to students during both short- and long-term suspensions. e. Alternative Educational Services. The school shall provide alternative educational services to a suspended pupil whenever the pupil is suspended in excess of 20 cumulative days within any school year. The alternative educational services shall be designed to enable the pupil to advance from grade to grade.

f. Re-entry Meetings and Intervention Plans. Prior to returning to regular classes, a suspended student, and parent/guardian (when available) shall meet with the building Principal or his/her designee to assist the student in smoothly returning to the school setting. Any time a pupil is suspended more than 10 school days in any school year, upon the pupil's return to school the school district shall develop an intervention plan designed to proactively address the pupil's problematic behaviors by reviewing the problem behavior, re-teaching expectations, and identifying any necessary supports. g. Attendance Safe Harbor. A student may not be penalized academically solely by virtue of missing class due to a suspension. 7. "Expulsion" means the complete denial of a pupil's attendance at school for any of the reasons listed in RSA 193:13, II and IV. a. Grounds for Expulsion. An expulsion may only be imposed for an act that poses an ongoing threat to the safety of students or school personnel AND that constitutes:

i. A repetition of an act that warranted long term suspension under section B.6.b, above; ii. Any act of physical or sexual assault that would be a felony if committed by an adult; iii. Any act of violence pursuant to RSA 651:5, XIII5 iv. Criminal threatening pursuant to RSA 631:4, II(a)6 ; OR v. For bringing or possessing a firearm as defined in Section 921 U.S.C. Title 18 within a safe school zone as prohibited under RSA 193-D:17 , or under the Gun Free School Zones Act, unless such pupil has written authorization from the Superintendent. Before expelling a pupil, the Board shall consider each of the following factors:

- (1) The pupil's age.
- (2) The pupil's disciplinary history.
- (3) Whether the pupil is a student with a disability.
- (4) The seriousness of the violation or behavior committed by the pupil.
- (5) Whether the school district or chartered public school has implemented positive behavioral interventions under paragraph V.
- (6) Whether a lesser intervention would properly address the violation or behavior committed by the pupil.

b. Due Process to Be Afforded Prior to Expulsion. Prior to any expulsion, the District will ensure that the due process standards set forth in Ed 317.04(f)(3) through 317.04 (m)8 are followed.

c. Duration of Expulsion. An expulsion will run for the duration stated in the written decision or until the School Board or Superintendent restores the student's permission to attend school as provided in this policy. An expulsion relating to a firearm in a safe school zone per B.7.a.v, shall be for a period of not less than 12 months.

d. Educational Services. The Superintendent is authorized, but not required, to arrange for educational services to be provided to any student residing in the District who has been expelled by the District or by any other school.

C. Modification or Reinstatement After Suspension or Expulsion. Expelled or suspended students may request a modification of, or reinstatement from, an expulsion or suspension as provided below. Except for students establishing residency from out-of-state, requests for modification or reinstatement from expulsion/suspension shall be submitted in writing to the Superintendent no later than August 15. The request should set forth the reasons for the request, and include additional information to establish that it is in the best interest of the student and school community to reinstate the student. Such additional information may include such things as work history, letters of reference, medical information, etc. All reinstatements shall include an Intervention Plan as described in paragraph B.6.f, above, including such conditions as the reinstating authority (Superintendent or Board) deem appropriate. 1. Modification by Superintendent. Subject to all other applicable laws, regulations and Board policies, and paragraph C.3, below (relating to firearms), the Superintendent is authorized to reinstate any student who has been suspended or expelled from a school in this District, and or enroll a student suspended or expelled from another school or district, on a case-by-case basis. 2. Review and reinstatement by Board. A student may request the School Board (of the district of attendance) to review an expulsion decision prior to the start of each school year by filing a written request with the Superintendent detailing the basis of the request. The Board will determine whether and in what manner it will consider any such request after consultation with the Superintendent. 3. Modification of Expulsion for Firearms. A student who has been expelled from this District or any other public or private school for bringing or possessing a firearm in a safe school zone as prohibited under RSA 193-D1, or under the Gun Free Schools Act, may only be reinstated or enrolled if the Superintendent first determines: possession of the firearm was inadvertent and unknowing; the firearm was for sporting purposes and the student did not intend to display the firearm to any other person while within the safe schools zone; the student is/was in the fifth or lower grade when the incident occurred; or the Superintendent determines that the firearm was not loaded; and that no ammunition was reasonably available; and that the pupil had no intention to display the firearm to other students. Additionally, the School Board may enroll a student expelled from a school outside of New Hampshire for a violation of the Gun Free Schools Act upon the student establishing residency.

D. Appeals to the State Board of Education. Any decision by the Board (i) to expel a student, (ii) not to reinstate a student upon request, or (iii) enroll a student from another state who had been expelled for a violation of the Gun Free Schools Act, may be appealed to the State Board of Education at any time that the expulsion remains in effect, subject to the rules of the State Board of Education.

E. Sub-committee of Board. For purposes of sections B.6 and B.7 of this policy, "Board" or "School Board" may either be a quorum of the full Board, or a subcommittee of the Board duly authorized by the School Board.

F. Superintendent and Principal Designees. Except where otherwise stated in this policy, the Superintendent may delegate any authority s/he has under this policy, and a principal may delegate any authority s/he has under this policy, to other appropriate personnel.

G. Disciplinary Removal of Students with Disabilities. If a student is disabled under the Individuals with Disabilities Act (IDEA), the New Hampshire RSA 186-C, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, or any other law providing special rights to disabled students, those laws shall govern and shall supersede these local policies to the extent these local policies are inconsistent with those laws. Accordingly, any suspension or expulsion of a child with a disability as defined in Ed 1102.01(t) shall be in accordance with Ed 1124.01.

H. Notice and Dissemination. This policy shall be made available to families, students and staff as provided in Board policy JIC.

I. Conflict in Law or State Regulation. If any provision of this policy shall conflict with State or Federal law, or regulation of the New Hampshire Department of Education, then such law or regulation shall apply, and the remainder of the policy shall be read and interpreted to be consistent with the law or regulation. School administrators and families are strongly encouraged to review the links for pertinent statutes and laws as referenced in this policy. Legal References: 18 U.S.C. § 921, Et seq., Firearms 20 U.S.C. § 7151, Gun-Free Schools Act RSA 189:15, Regulations RSA 193:13, Suspension & Expulsion of Pupils RSA Chapter 193-D, Safe Schools Zones RSA 631:4, Criminal Threatening RSA 651:5, XIII "Act of Violence" NH Code of Administrative Rules, Section Ed 306.04(a)(3), Discipline NH Code of Administrative Rules, Section Ed 306.04(f), Student Discipline Policy NH Code of Administrative Rules, Section Ed. 306.04(g), Suspension & Expulsion NH Code of Administrative Rules, Section Ed 317.04, Suspension and Expulsion of Pupils Ensuring Due Process Disciplinary Procedures In re Keelin B., 162 N.H. 38, 27 A.3d 689 (2011) Approved CSB: 5/11/09 Revised CSB: 1/10/22

JICI – WEAPONS ON SCHOOL PROPERTY (Policy JICI)

See Also: KFA Guns and Firearms - Students:

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 from school by the local school board 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. Pursuant to the provisions of 20 U.S.C. § 7151, Gun-Free Schools Act, the Board requires the Superintendent to contact local law enforcement authorities and/or the Division of Children and Youth Services and notify them of any student who brings a firearm or weapon on school property. Weapons under control of law enforcement personnel are permitted. All students will receive written notice of this policy at least once each year. Other weapons: For the purposes of this policy, "weapon" includes but is not limited to: slungshot, metallic knuckles, billies, knives, electric defense weapons (as defined in RSA 159:20), aerosol self-defense spray weapons (as defined in RSA 159:20), and martial arts weapons (as defined in RSA 159:24). "Weapon" is further defined as any device, instrument, material or substance, which is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury. Weapons are not permitted in school buildings, on school property, in school vehicles or at school-sponsored activities. This policy applies to students and members of the public alike. Student violations of this policy will result in both school disciplinary action and notification of local law enforcement authorities. Members of the public who violate this policy may be reported to local law enforcement authorities, if possession of the

weapon is used in a threatening, harassing or intimidating manner. The superintendent or other building administrator may exercise his/her best judgment in determining the scope of this policy as it relates to inadvertent or unintentional violations of this policy by adults, provided such inadvertent or unintentional violation of this policy does not affect the safety of students, school staff or the public.

Legal References: 18 U.S.C. § 921, Et seq., Firearms 20 U.S.C. § 7151, Gun-Free Schools Act RSA 193:11, Disturbance RSA 193-D, Safe School Zones RSA 193:13, Suspension and Expulsion of Students.

NH Code of Administrative Rules, Section Ed. 317, Standards and Procedures for Suspension and Expulsion of Pupils Including Procedures Ensuring Due Process Appendix JICD-R Appendix JICI-R Adopted CSB: 10/8/07 Revised CSB: 1/10/22

HAZING (Policy JICFA)

It is the policy of the District that no student or employee of the District shall participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. No student organization or any person associated with any organization sanctioned by the Board of Education shall engage or participate in hazing. For the purposes of this policy, hazing is defined as an activity which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the Board of Education. "Endanger the physical health" shall include, but is not limited to, any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug or controlled dangerous substance; or any forced physical activity which could adversely affect the physical health or safety of the individual. "Endanger the mental health" shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual. Any hazing activity upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by the Board of Education is conditioned, directly or indirectly, shall be presumed to be a forced activity, even if the student willingly participates in such activity. This policy is not intended to deprive School District authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action which may include expulsion for students and employment termination for employees. Legal Reference: RSA 631:7, Student Hazing Adopted by CSB: 10/8/07

JICK - PUPIL SAFETY AND VIOLENCE PREVENTION – BULLYING

See also JBAA, JIC, JICD, IHBA

I. Definitions (RSA 193-F:3)1. 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. 2. 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.3. Electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, and websites. 4. 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.

II. 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.

III. 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 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 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.

IV. 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.

V. 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.

VI. 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 or designee may determine the method of providing the policy (employee handbook, hard copy, etc.) The Superintendent or designee will ensure that all school employees and volunteers receive annual training on bullying and related district's policies. Students will be provided with a copy of this policy annually. The Superintendent or designee 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 or designee, 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 or designee 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, guidance counselors, school psychologists and other interested persons.

VII. Procedure for Reporting Bullying (RSA 193-F:4, II(f))

At each school, the Principal 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, but no later than the end of that school day.
3. The Principal may 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 may 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 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 shall commence an investigation consistent with the provisions of Section XI of this policy.

VIII. 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 for himself and shall forward one copy to the Superintendent. The Superintendent shall maintain said forms in a safe and secure location.

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

The Principal 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).

X. 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.

XI. Investigative Procedures (RSA 193-F:4, II(j)) 1. Upon receipt of a report of bullying, the Principal shall, within 5 school days, initiate an investigation into the alleged act. If the Principal 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. Each individual will be interviewed separately and 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 may ask students and/or parents to provide the District with printed copies of emails, 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, include but are not limited to the following:

- 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 of 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 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 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 from 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. 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 username, password or other authenticating information to a student's personal social media account. However, the District may request 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.

XII. 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 supports the promotion of 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.

XIII. 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 Principal's investigation. The Superintendent or designee will report out the number of bullying incidents during the previous month to the Board.

XIV. Communication with Parents Upon Completion of Investigation (RSA 193-F:4, II(m)) 1. Within two school days of completing an investigation, the Principal will notify the students involved in person of his/her findings and the result of the investigation. 2. The Principal will notify via telephone the parents of the alleged victim and alleged perpetrator of the results of the investigation. The Principal will also send a letter to the parents within 24 hours again notifying them of the results of the investigation. 3. If the parents request, the Principal 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 laws 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.

XV. 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 the 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.

XVI. School Officials (RSA 193-F:4, II(n)) The Superintendent of schools is responsible for ensuring that this policy is implemented. The Superintendent may establish additional procedures to facilitate the implementation of this policy. 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 Approved CSB: 12/14/10 Revised CSB: 1/10/22

JICK-R1

CHESTERFIELD SCHOOL DISTRICT

BULLYING REPORT FORM

Name of Witness/Reporter: _____

Position: _____

Name of Victim: _____

Name of alleged bully: _____

Description of incident: _____

Other pertinent information: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____ Date: _____

JICK-R2

SCHOOL BOARD NOTIFICATION OF BULLYING REPORT

Notification to the School Board in compliance with RSA 193-F:3, Pupil Safety and Violence Prevention.

School: _____ Date: _____

Incident Report (example): A fourteen-year old freshman boy has, on several occasions, bullied and harassed a freshman girl by making inappropriate insulting/sexual remarks, snapping her bra strap and exhibiting assaultive behavior. He has also recently verbally harassed other classmates, male and female. This behavior seems to be carried over from the students' neighborhood/community.

Outcome/Response (example) The district's bullying policy was followed in investigating/resolving this incident. The offending student has been disciplined in accordance with Board-approved practices/penalties. Parents/guardians or all involved students have been informed and consulted as required.

Submitted on: _____ (date)

Submitted by: _____

STUDENT DISCIPLINE/OUT-OF-SCHOOL ACTIONS (PolicyJICDD)

See Also JIA, JIC, JICK The Board recognizes that out-of-school and off-campus student conduct is not normally the concern of the Board. However, the Board also recognizes that some out-of-school and off-campus conduct may have an adverse effect upon the school, school property, or school staff. Therefore, it shall be the policy of this Board that the Board or school administrators may impose disciplinary measures against students for some out-of-school or off-campus conduct. Discipline may be imposed if such out-of-school conduct causes a significant disruption or substantial interference with the school's educational mission, purpose, or objectives. Additionally, any off- campus or out-of-school behavior that has a strong potential to disrupt normal school operations may also be met with appropriate disciplinary actions.

Out-of-school and off-campus student conduct that may subject a student to discipline includes, but is not limited to: 1. Damaging school property; 2. Violence at or near the school's bus stop, either before or after the school day; 3. Drinking alcohol, using tobacco products, or using illegal drugs at or near the school bus stop, either before or after the school day; 4. Damaging the private property of school staff or employees; or 5. Any other activity the Board or administration determines impedes the general welfare of scholastic activities. Cyber-Bullying and Internet Threats Reports and/or allegations of cyberbullying will be addressed in accordance with the provisions of Board policy JICK.

Consistent with applicable law, the District will not require or request that a student disclose or provide to the District the student's username, password or other authenticating information to a student's personal social media account. However, the District may request 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. Legal References: RSA 189:70, Educational Institution Policies on Social Media Board Review: 12/13/21 Adopted CSB: 1/10/22

UNAUTHORIZED COMMUNICATION DEVICES (Policy JICJ)

Student use of cell phones, camera phones, pagers, beepers, and other similar electronic communication devices is strictly prohibited during the school day. This includes lunch periods and passing periods, as well as on school sponsored trips and driver

education classes. Such devices must have the power turned off during the school day. The Board recommends that these devices not be brought to school. The Principal may grant an exception to this policy for medical or emergency reasons only. This exception requires a written report from the student's medical provider explaining the need for the exception. Students participating in extra-curricular activities or athletics must contact their sponsor or coach for his/her rules involving cell phone use after hours or on after-school bus trips. Sponsors and coaches will set their rules and establish their consequences for the use and/or misuse of these devices. The school district will not be responsible for loss, damage or theft of any electronic communication device brought to the school. Consequences for Violating this Policy

First Offense: Warning and confiscation of the electronic communication device for the remainder of the school day. Second Offense: The electronic communication device will be confiscated. A disciplinary referral will be written. The student's parent/guardian must pick up the device from the principal or superintendent's office. Third Offense: The electronic communication device will be confiscated. A disciplinary referral will be written. The student's parent/guardian must pick up the device from the principal or superintendent's office. At the principal's discretion, the student may receive detention or in-school suspension. Any further violations of this policy will result in the student's loss of possession of the electronic communication device for the remainder of the school year. The student's parent/guardian must pick up the cell phone from the principal or superintendent's office at the expiration of that length of time. At the principal's discretion, the student may receive detention, in-school suspension, or out-of-school suspension not to exceed five (5) days. Adopted by CSB: 10/8/07

GBEF-R- Staff Technology Acceptable Use and Social Media Policy

The purpose of the Acceptable Use and Social Media Policy is to provide the procedures, rules, guidelines, and the code of conduct for the use of technology, the Internet, and social media.

The definition of "information networks" is any configuration of hardware and software that connects users. The network includes, but is not limited to, all of the computer hardware, operating system software, application software, stored text and data files. This includes all existing and future technologies. Stand-alone workstations are also governed by this acceptable use procedure.

The Chesterfield School District provides resources for teaching and learning, communication services, and business data services by maintaining access to local, regional, national, and international sources of information. The Chesterfield School District's information resources will be used by members of the school community in accordance with policy, procedures, and regulations established by the Chesterfield School District, as well as state and federal laws and regulations. These procedures do not attempt to articulate all required guidelines for proscribed behavior by its users.

Successful operation of the network requires that all users conduct themselves in a responsible, decent, ethical and polite manner while using the network. The user is ultimately responsible for his/her actions in accessing network services. Guidelines

1. Access to the networks and to the information technology environment within the Chesterfield School District is a privilege and must be treated as such by all users of the network and its associated systems. 2. Information networks will be used for the purposes of research, education, and school-related business and operations.

3. Any system which requires password access or for which the Chesterfield School District requires an account, such as the Internet, will only be used by the authorized user. Account owners are ultimately responsible for all activity under their accounts. 4. The resources of the Chesterfield School District are limited. All users must exercise prudence in the shared use of this resource. 5. While it is not the intention of the Chesterfield School District to be intrusive, all users are advised that authorized Chesterfield School District personnel will be monitoring system activity and content of e-mail messages and files. 6. Users agree to report any misuse or abuse of the Chesterfield School District's computer network or Intranet/Internet services to the Chesterfield School District's network administrator. Failure to report misuse or abuse constitutes a violation of this policy.

Unacceptable Use

The Chesterfield School District has the right to take disciplinary action, remove computer and networking privileges and/or take legal action, for any activity characterized as unethical and unacceptable. Unacceptable use activities constitute, but are not limited to, any activity through which any user: 1. Violates such matters as institutional or third-party copyright, license agreements or other contracts. The unauthorized use of and/or copying of software is illegal. 2. Interferes with or disrupts other network users, services or equipment. Disruptions include, but are not limited to: distribution of unsolicited advertising, propagation of computer worms or viruses, distributing quantities of information that overwhelm the system, and/or using a Chesterfield School District network to make unauthorized entry into any other resource accessible via the network. 3. Seeks to gain or gains unauthorized access to information resources. 4. Uses or knowingly allows another to use any computer or computer system to devise or execute a scheme to defraud or to obtain money, property, services, or other things of value by false pretenses, promises, impersonations, or misrepresentations. 5. Destroys, alters, dismantles or otherwise interferes with the integrity of computer based information and/or information resources. 6. Invades the privacy of individuals or entities. 7. Uses the network for non-school related commercial or political activity. 8. Installs unauthorized software for use on Chesterfield School District computers. 9. Uses a network to access inappropriate materials, including but not limited to sending, receiving or displaying or viewing offensive, sexually explicit, pornographic, or obscene content, messages, pictures, video, or other media. 10. Submits, publishes or displays any defamatory, inaccurate, discriminatory, offensive, abusive, obscene, pornographic, profane, sexually oriented or explicit, or threatening materials, messages, pictures, video, or other content, either publicly or privately. 11. Uses a Chesterfield School District network for illegal harassing, discrimination, bullying, intimidating, stalking, hazing, cyber bashing/cyberbullying, insulting,

vandalizing, attacking or other inappropriate purposes, or in support of such activities. 12. Posts publicly any items produced by students to the Internet without proper administrative review and/or parental permission. 13. Uses unauthorized services or mail lists, i.e., LISTSERVS, newsgroups, chat rooms, blogs, social networking sites, unapproved gaming sites, and instant messaging. 14. Encrypts communications or files to avoid system security review. 15. Attempts to access blocked, filtered, or restricted websites, e.g., using a proxy site, encryption, or other means to circumvent a firewall. 16. Engages in any other conduct that is potentially harmful to students, staff, administrators or the Chesterfield School District.

The Chesterfield School District reserves the right to: 1. Monitor all activity. Notwithstanding any related laws, staff members have no expectation of privacy regarding their use of the Chesterfield School District technology. 2. Make determinations on whether specific uses of technology are consistent with these acceptable use procedures. 3. Log network use and monitor storage disk space utilization by users. 4. Determine what appropriate use is. 5. Remove a user's access to the technology at any time it is determined that the user engaged in unauthorized activity or violated these acceptable use procedures. 6. Cooperate fully with any investigation concerning or relating to the Chesterfield School District's network activity or technology use.

Chesterfield School District Internet Code of Conduct

Use of the Internet by students and staff of the Chesterfield School District shall be in support of education and research that is consistent with the mission of the Chesterfield School District. Internet use is limited to those persons who have been issued Chesterfield School District-approved accounts. Use will be in accordance with the Chesterfield School District's Acceptable Use Policies. Users are expected to abide by the following terms and conditions: 1. Protect their Chesterfield School District account from others. 2. Respect the privacy of other users. Do not use other users' passwords or share your passwords with others. 3. Be ethical and courteous. Do not send hate, harassing or obscene mail, discriminatory remarks, or demonstrate other harmful or harassing behaviors. 4. Maintain the integrity of files and data. Do not modify or copy files/data of other users without their consent. 5. Treat information created by others as the private property of the creator. Respect copyrights. 6. Do not use any network in a way that disrupts its use by others. 7. Do not destroy, modify or abuse the hardware or software in any way. 8. Do not develop or pass on programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system, such as viruses, worms, "chain" messages, etc. 9. Do not use the Internet to access or process pornographic offensive, sexually explicit, obscene or otherwise inappropriate material. 10. Do not use the Internet for commercial purposes. The Chesterfield School District reserves the right to remove a user's account if it is determined that the user is engaged in unauthorized activity or is violating this code of conduct.

Disclaimer

Chesterfield School District makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the network or accounts. Any additional charges a user accrues due to the use of the Chesterfield School District's network are to be borne by the user. Chesterfield School District also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of Chesterfield School District, its affiliates, or employees.

Social Media Conduct

I. Chesterfield School District Sponsored Social Media Policy Social media pages sponsored by Chesterfield School District are provided for the Chesterfield School District community to share information about our schools and the achievements of the students and staff as well as other relevant Chesterfield School District community information.

All posting of comments on Chesterfield School District pages are at the discretion of the page administrators. The intent of this policy is to protect the privacy and rights of the Chesterfield School District school community. We expect participants to be respectful and courteous. This includes avoiding posting comments, complaints, criticisms, statements, photographs, video or audio, or other forms of electronic communication that are or could reasonably be viewed as malicious, threatening or intimidating, disparaging, profane, obscene, offensive, sexually explicit, inappropriate, inflammatory, discriminatory or otherwise objectionable or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion, sexual orientation, or any other status protected by law or company policy.

Please understand that all postings to Chesterfield School District-sponsored sites are publicly accessible without limitation or protection of any kind. Be cautious with the personal information you share, and understand that this information may be linked to your name and published on the Internet or utilized by others.

Chesterfield School District further reserves the right to reject or remove comments if they violate this Social Media Policy. Any submissions that fail to follow this Policy in any way or are otherwise irrelevant will be removed. We also reserve the right to amend this Policy from time to time in our judgment to address issues that may arise and changes in our operations or the law.

In posting material on Chesterfield School District-sponsored sites, you agree not to:

- Post materials that are or could reasonably be viewed as malicious, threatening or intimidating, disparaging, profane, obscene, offensive, sexually explicit, inappropriate, inflammatory, discriminatory or otherwise objectionable or that might constitute harassment or bullying towards an individual or entity member of the Chesterfield School District community.
- Post phone numbers, email addresses or other confidential information of students, faculty, staff, or any person other than yourself. If you choose to post your own contact information for any reason, please be aware that the information will be available to the public and is, therefore, subject to misuse.

- Break the law or encourage others to do so. This includes respecting copyright and fair use laws. If you are talking about somebody else's work, reference this or the person, and where possible include a link.
- Post material that infringes on the rights of Chesterfield School District or any individual or entity, including privacy, intellectual property or publication rights.
- Post material that promotes or advertises a commercial product or solicits business or membership or financial or other support in any business, group or organization except those which are officially sponsored by Chesterfield School District.
- Post chain letters, post the same comment multiple times, or otherwise distribute "spam" via the Chesterfield School District-sponsored site.
- Allow any other individual or entity to use your identification for posting or viewing comments. • Post comments under multiple names or using another person's name.

In posting material on Chesterfield School District-sponsored sites, you understand that:

- The user agrees to indemnify and hold harmless Chesterfield School District, its affiliates, directors, employees, successors and assigns against any damages, losses, liabilities, judgments, causes of action, costs or expenses (including reasonable attorneys' fees and costs) arising out of any claim by a third party relating to any material user has posted on Chesterfield School District-sponsored sites.
 - The user hereby agrees to the Policy set forth above.
- Chesterfield School District reserves the right to:**
- Remove any comments at any time for any reason
 - Ban future posts from people who repeatedly violate this Policy.

II. Official Chesterfield School District Websites and Social Networking Policy

All official Chesterfield School District web pages and social networking sites (those designed for student use and/or communication to stakeholders about Chesterfield School District programs) must be approved by the Administration and should adhere to the following standards: • Logos and graphics used on the site must be consistent with the branding standards and usage guidelines of the School; • Sites that accept comments or postings by anyone other than the site administrator must be diligently monitored to ensure that information displayed complies with Chesterfield School District guidelines as set forth above and as established in the Chesterfield School District's Staff Technology Acceptable Use Policy, and is appropriate to the subject matter of the page; • Students should not be expected to utilize the site as the only source of important information since student access to social networking sites is restricted on the Chesterfield School District networks; • Unauthorized pages which have not been approved by the Administration will be treated as personal pages, and are therefore limited to the standards provided above.

III. Personal Social Media and Websites Policy

Chesterfield School District respects the right of employees to use personal social media and networking sites.

Employees must maintain appropriate boundaries between students and themselves even when they are off-duty. Employees are expected to behave honorably in both real and virtual (online) spaces. Employee online behavior should reflect the same standards of honesty, respect and consideration that you use face-to-face. Employees should exercise care in setting appropriate boundaries between their personal and public online behavior..

When using a social media site, an employee may not include current students (excluding immediate family members) as "friends," "followers," or "fans." Teachers, coaches, and other leaders who wish to create websites for student support, such as a listing of athletic events or classroom support materials or library information, should have those sites approved by the administration. These pages are subject to all Chesterfield School District policies. Additionally, employees must abide by the social media site's terms and conditions.

Additionally, employees should adhere to the following guidelines, which are consistent with the School's workplace standards relative to harassment, student relationships, conduct, professional communication, and confidentiality. Engaging in the following problematic conduct may be considered immoral or illegal and/or constitute misconduct, or demonstrate lack of appropriate boundaries: • Communicating in a manner that would violate any of the School's policies, including its policies concerning bullying, discrimination or harassment; • Personal posts or comments that would reasonably be viewed as malicious, obscene, threatening, or intimidating; • Failing to uphold the Chesterfield School District's value of respect for the individual by using the Internet, email, instant message, text message, or other electronic means to disparage or ridicule students, parents, or staff in a manner that is disruptive to the operation of the school or is defamatory. • Communicating with students via email, instant message, text message, or other electronic means in an overly casual, unprofessional, inappropriate, or offensive manner. • Creating, possessing, managing, or having a website that contains immoral pictures, video, or text, or other information or links to such information. • Disclosing any confidential information of the School or confidential information obtained during the course of his/her employment, about any individuals or organizations, including students and/or their families. • Posting or creating a link from a personal blog, website or other social networking site to a School website or social media site without identifying yourself as an employee. • Representing yourself as a spokesperson for your School or Chesterfield School District, or failing to correct such a misconception. If Chesterfield School District is the subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of a school, Chesterfield School District, fellow employees, administrators, students, or parents, or other people working behalf of Chesterfield School District.

If the Chesterfield School District believes that an employee's activity on a social networking site, blog, or personal website may violate the School's policies, the School may request that the employee cease such activity.

In addition, employees who violate this policy may face discipline and/or dismissal, in accordance with other Chesterfield School District policies and/or collective bargaining agreements. For example, off-duty conduct involving electronic communication that is immoral may lead to discipline or dismissal. Employee Technology and Chesterfield School District Technology Resources Contract

I have read the Chesterfield School District Staff Technology Acceptable Use Policy Terms and Conditions. I hereby agree to abide by those standards, restrictions, and obligations. I understand that I am responsible for the appropriate use of any Chesterfield School District electronic devices under my supervision and the content on those devices. As an employee, I agree to instruct the students on acceptable, appropriate, safe, fair and legal use of the Internet and Chesterfield School District's Network Resources and proper Internet etiquette. I agree to use reasonable care to supervise and protect the students. Reaffirmed CSB: 3/11/19 Approved CSB: 4/10/23

HOMEWORK (IKB)

Homework is a constructive tool in the teaching/learning process when geared to the needs and abilities of students. Purposeful assignments not only enhance student achievement, but also develop self-discipline and associated good working habits. As an extension of the classroom, homework must be planned and organized, must be viewed as purposeful to the students; and should be evaluated and returned to students in a timely manner. Teachers may give homework to students to aid in the student's educational development. Homework should be an application or adaptation of a classroom experience, and should not be assigned for disciplinary purposes. A teacher shall carefully explain to his/her students how homework assignments relate to the grading system. Regulatory Reference :NH Code of Administrative Rules, Section Ed. 306.18 (a) (2), Basic Instructional Standards Adopted by CSB: 10/8/07

PUBLIC CONDUCT ON SCHOOL PROPERTY -- ATHLETIC EVENTS (KFAA)

Spectator Conduct and Sportsmanship for Athletic and Co-Curricular Events

It is the policy of this school board that any person, including an adult, who behaves in an unsportsmanlike manner during an athletic or co-curricular event may be ejected from the event and/or denied admission to school events for up to a year, after a board hearing. Examples of unsportsmanlike conduct include, but are not limited to:

- using vulgar or obscene language or gestures
- possessing or being under the influence of any alcoholic beverage or illegal substance
- possessing a weapon
- fighting or otherwise striking or threatening another person
- failing to obey the instructions of a security officer or school district employee
- engaging in any activity which is illegal or disruptive.

The Superintendent may seek to deny future admission to any person by delivering or mailing a notice, sent by certified mail with return receipt requested, containing:

1. The date, time, and place of a board hearing
2. A description of the unsportsmanlike conduct
3. The proposed time period that admission to school events will be denied.

SCHOOL WELLNESS POLICY

The intent of the Wellness Policy is to map out the philosophy of Wellness approaches, activities and guidelines the School District supports for all its students. Philosophy: The Chesterfield School Board believes that as a public-school district, we have a social contract with our community to care for the children entrusted to us. This care consists not only of basic safety measures, but also of having healthy foods, physical activity and education regarding healthy choices available to all of our students. The Chesterfield School District believes that all students attending Chesterfield schools need the knowledge and skills to make nutritious food choices, need to participate in regular, healthful physical activity and need to develop and maintain strong interpersonal relationships. The Superintendent or his/ her designee also recognizes that a balanced diet and regular exercise can contribute to the reduction of many chronic diseases associated with childhood obesity such as Type 2 Diabetes, High Blood Pressure and Depression. The Chesterfield School District Wellness Policy contains the following Six components: 1. Nutrition Education, Standards and Guidelines. Students K-8 shall receive nutrition education that is aligned with the NH Health Education Curriculum Guidelines. Nutrition education programs will encourage students to adopt healthy eating behaviors that promote health and wellness. Nutrition education information shall be offered throughout the school campus including, but not limited to, the classroom and school dining area. Education materials shall be free of brands and illustrations of unhealthful foods. Marketing and advertising, if any, will consist of only foods and beverages that meet Smart Snacks in School nutritional requirements. Staff members who provide nutrition education shall have the appropriate training. *The Superintendent or his/ her designee will strive to meet or exceed standards for USDA Child Nutrition Programs and School Meals. School meals must meet Federal nutrition requirements, including specific foods that are served and how these foods are prepared. The Superintendent or his/ her designee shall monitor all food and beverages sold or served to students, including those outside the federally regulated child nutrition programs. The Superintendent or his/ her designee will follow Federal Nutrition Guidelines for Smart Snacks -Competitive Foods and Beverages Available at Schools during the Day. Only non-food rewards or incentives will be used in K-8 classrooms to encourage student achievement or desirable behavior. The Superintendent or his/ her designee will follow healthy nutritional guidelines regarding classroom parties and celebrations. A list of approved food items will be provided to all schools. Non Food holiday parties and monthly, as opposed to

individual, birthday celebrations will be encouraged. The Superintendent or his/ her designee shall follow the rules and regulations outlined in the NH Department of Education Technical Advisory: Bake Sales & Fundraiser Exemptions for Non-Compliant Foods September 13, 2017. All information regarding non-compliant fundraisers will be forwarded to the designated SAU 29 official to track and record when the fundraisers were held and what was sold. The Chesterfield School Board respects the choices of parents and families with regard to food provided for their child's lunch or snacks. We encourage healthy selections; however, this policy is in no way intended to pass judgment on such food choices. Therefore, no rewards (academic or otherwise) should be given to students based upon food brought from home. This policy is specifically related to food provided by the Chesterfield School District. (*Appropriate training will be defined by the Wellness Committee).

2. Physical Education and Physical Activity. The Superintendent or his/ her designee shall offer physical education opportunities that include the components of a quality physical education program.* Physical Education shall equip students with the knowledge, skill and values necessary for lifelong physical activity. Physical Education Instruction K-8 shall strive to meet SHAPE Standards and the K-8 NH State Physical Education guidelines. The physical education program shall be provided adequate space and equipment and conform to all applicable safety standards as outlined in the National Association of Sport and Physical Education (SHAPE) guidelines.

All students K-8 shall have the opportunity to participate in daily, supervised physical activities, either organized or unstructured, both during and outside of the school day to build and maintain physical fitness and to understand the short- and long-term benefits of a physically active lifestyle. Towards this end, all elementary school students shall have the opportunity to participate inside or outside) throughout the school year as safety permits. Encourage opportunities for physical activity outside of the school day that shall be available to all K-8 students and may include activities such as physical activity classes, clubs, intramurals and interscholastic sports. The Superintendent or his or her designee will support the implementation of Safe Routes to Schools in Chesterfield to encourage students to walk and bike to and from school safely. School staff shall strive to ensure that all students participate in physical education, recess or other physical activity opportunities for students unless the safety of students is in question for any reason. (*Reference SHAPE guidelines).

3. Wellness Promotion. The Superintendent or his/ her designee shall implement appropriate programs both within, before and after the school day, that help to create a school environment that conveys consistent wellness messages and opportunities for students. The Superintendent or his/ her designee will provide opportunities and programs that support the practice of healthy nutrition, physical activity and positive social-emotional relationships.

4. Staff Participation. Staff will be encouraged to model healthy eating and regular physical activity as a valuable part of daily life.

5. Family and Community Engagement. The Superintendent or his or her designee will engage families and the community in wellness and will solicit their input to meet District wellness goals. The Superintendent or his/ her designee shall establish and support a Wellness Committee that addresses all aspects of the Chesterfield School District Wellness Policy that will meet a minimum of four times a year. The Committee will consist of representation from parents, students, teachers, food service professionals, school health services, administration, the School Board and other interested community members. The Committee shall oversee implementation and monitoring of the Superintendent or his/ her designee Wellness Policy. The Wellness Committee will create an evaluation plan for goals of the Wellness Policy with identified outcome measures and share this report with the school and larger community each year. The Superintendent or his/ her designee shall provide information regarding the wellness policy and any updates as well as committee meeting dates and minutes to the public via the SAU 29 website.

6. Triennial Assessments. The Superintendent or his/ her designee shall complete an assessment of the wellness policy every three years at a minimum. The assessment will confirm compliance with current wellness policy requirements, compare the policy to model policies and review the progress that has been made in attaining the goals of the wellness policy. For legal reference. The Child Nutrition and WIC Reauthorization Act of 2004 (PL#108-2 65) requires each local educational agency that receives funding for US Department of Agriculture (USDA) Child Nutrition Programs to establish a local school wellness policy by the beginning of 2006-2007 school year. Childhood obesity has become a national crisis affecting our school environment. The US Congress recognizes that schools play a critical role in creating a healthy environment that models the current USDA Guidelines for nutrition and physical activity. The law places the responsibility of developing a wellness policy at the school district level. Approved: C – 1/8/07 Revised: 4/17/18 Approved CSB: 5/14/18

CONTROVERSIAL SPEAKERS AND PROGRAMS (IMC)

A goal of education is to prepare our students to participate constructively in a democratic, pluralistic society in which many different opinions are held and differing causes are espoused. It is important that students develop an understanding of ideas and of people who may seem unfamiliar to them. It is also important that students develop judgment and the capacity to discern the difference between fact and opinion. Books, files, and other media are valuable for giving students exposure to many differing ideas; but for effective learning, it is also useful to invite appropriate guest speakers to meet with groups of students as part of the educational process. The Board, in an effort to uphold the students' freedom to learn, while also recognizing obligations and responsibilities that the exercise of this freedom entails, establishes the following guidelines:

1. All guest speakers must be invited through the school principal and an attempt shall be made to engage speakers for both sides of the issues. In no instance shall a speaker who advocates unconstitutional or illegal acts or procedures be permitted to address students. The teacher/sponsor and principal are expected to exercise judgment and to fully investigate the proposed guest speaker.
2. An appropriate record shall be made of each guest speaker and of his/her presentation.
3. The ideas presented and the guest speaker invited to present them shall have a demonstrable relation to the curricular or co-curricular activity in which the participating students are involved.
4. Prior to his or her appearance or participation, the guest speaker shall be given, in writing, and shall agree to abide by the following Board regulations:

- A. Profanity, vulgarity, and lewd comments are prohibited.
- B. Smoking is not permitted.
- C. The teacher/sponsor responsible for inviting the guest speaker, or any member of the school administration, has the right and duty to interrupt or suspend the proceedings if the conduct of the guest speaker is judged to be in poor taste or interfering with the legitimate educational purpose and goals of the school district.

JICH - DRUG AND ALCOHOL USE BY STUDENTS

The School Board is concerned with the health, welfare and safety of its students. Therefore, the use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcohol, narcotics, unauthorized inhalants, controlled substances, illegal drugs is prohibited on any school district property, in any district-owned vehicle, or in any other district-approved vehicle used to transport students to and from school or district activities. This prohibition also applies to any district-sponsored or district-approved activity, event or function. The use, sale, transfer or possession of drug-related paraphernalia is also prohibited. For the purposes of this policy, a controlled substance shall include any controlled substance as defined in the Controlled Substances Act, 21 U.S.C. § 812(c), or RSA 318-B, Controlled Drug Act. Students may only be in possession of medication as detailed in Board Policy JLCD. Searches of persons reasonably suspected to be in violation of this policy will be conducted in accordance with Board Policy JIH. Any student who is found by the administration to be in violation of this policy shall be referred for prosecution and subject to disciplinary action up to and including suspension, expulsion or other discipline in accordance with the district's disciplinary policy. Strict compliance is mandatory. The school principal shall immediately report all incidents involving a controlled substance to the appropriate local law enforcement agency and the superintendent. All controlled substances shall be turned over to local law enforcement. Students with disabilities who violate this policy will be disciplined in accordance with the student's Individual Education Program (IEP.)

Legal References: 21 U.S.C. § 812(c), Controlled Substances Act RSA 318-C, Controlled Drug Act RSA 571-C:2, Intoxicating Beverages at Interscholastic Athletic Contests Adopted by CSB: 10/8/07 Policy Review: 1/10/19 Approved CSB: 1/14/19

Section 194:15-c - New Hampshire School Patriot Act

- I. As a continuation of the policy of teaching our country's history to the elementary and secondary pupils of this state, this section shall be known as the New Hampshire School Patriot Act.
- II. A school district shall authorize a period of time during the school day for the recitation of the pledge of allegiance. Pupil participation in the recitation of the pledge of allegiance shall be voluntary
- III. Pupils not participating in the recitation of the pledge of allegiance may silently stand or remain seated but shall be required to respect the rights of those pupils electing to participate. If this paragraph shall be declared to be unconstitutional or otherwise invalid, the remaining paragraphs in this section shall not be affected, and shall continue in full force and effect.

Freedom of Religion RSA 189:1-B Freedom of Assembly; Freedom of Religion

- I. On each school day, before classes of instruction are officially convened in the public schools of this sovereign state, a period of not more than 5 minutes shall be available to those who may wish to exercise their right to freedom of assembly and participate voluntarily in the free exercise of religion.
- II. There shall be no teacher supervision of this free exercise of religion, nor shall there be any prescribed or proscribed form or content of prayer.

N.H. SCHOOL ADMINISTRATIVE UNIT 29 CHESTERFIELD, HARRISVILLE, KEENE, MARLBOROUGH, MARLOW, NELSON, WESTMORELAND

CHILD FIND

In accordance with Public Law 108-446, the Individuals with Disabilities Education Act (IDEA), the school districts of Chesterfield, Harrisville, Keene, Marlborough, Marlow, Nelson, and Westmoreland are required to seek and identify children with disabilities, ages birth through 21, including children placed in private schools, charter schools, and home school settings.

If you know of a child who may need special education services, please contact the Director of Student Services, 193 Maple Avenue, Keene, New Hampshire (Telephone: 357-9001).

Robert H. Malay Superintendent of Schools

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