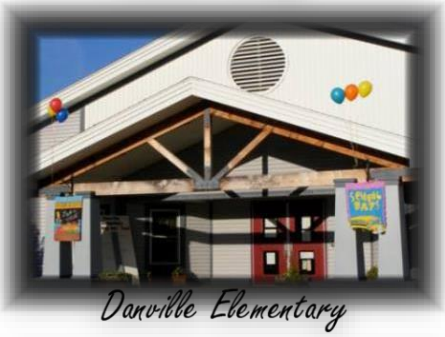
The MISSION of the Timberlane Regional School District is to engage all students in challenging and relevant learning opportunities, emphasizing high aspirations and personal growth.

Atkinson Academy


Danville Elementary

Pollard School

Rights and Responsibilities

Timberlane Regional School District

2026-2027

Sandown Central Elementary

Sandown North Elementary

Timberlane Regional Middle School

Timberlane Regional High School

SAU 106
30 Greenough Road, Plaistow, NH 03865

Timberlane Regional School District

Serving the communities of Atkinson, Danville, Plaistow and Sandown.

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Sandown North 603-887-8505

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Timothy Brown, Assistant Principal
Ashley Harbel, Assistant Principal
Danielle Foley, Asst. Principal Alternative Programs

Kurt Schweiss , Music Director
Angelo Fantasia, Athletic Director
Jennifer Puchlopek, Secondary Curriculum Coordinator

Table of Contents

MISSION STATEMENT **1**

STATEMENT OF PURPOSE **1**

INTRODUCTION **2**

GENERAL INFORMATION **2**

POLICIES AND PROCEDURES **3**

District Responsibilities and Procedures **4**

Acceptable Use Procedures (JICL-R) 4
Admission of Homeless Students (JFABD) 7
Audio and Video Surveillance on School Buses (ECAF) 8
Interrogations and Searches (JIH) 9
School Closings (EBCE) 10
Student Demonstrations and Strikes (JFI) 11
Student Early Release Precautions (JHC-R) 12
Student Transportation (EEA-R) 12
Traffic and Parking Procedures (ECE) 13
Use of Restraints (JKAA) 13
Video and Audio Surveillance on School Property (EEAA) 14
Data Governance and Security (EHAB) 15

Curriculum and Instruction **18**

Challenged Materials (IJM) 18
Health Education and Exemption from Instruction (IHAM) 20
Curriculum Guides and Course Outlines (IGEA) 20
Physical Education (IHAE) 21
Promotion and Retention of Students (IKE-R) 22
Student Absences and Excuses (JH) 22
Teaching About Religion (IHAL) 23

Alternative Education Programs **23**

Alternative Learning Plans (IHBI) 23
Extended Learning Opportunities (IHBH) 25
Home Education Instruction (IHBG) 26
Limited English Proficiency Instruction (IHBBA) 28
Programs for Pupils with Disabilities (IHBA) 28
Vocational Education (IHAO) 29

Safety and Wellness **29**
Administering Medication to Students (JLCD-R) 29
Communicable Diseases (JLCC) 30
Dangerous Weapons on School Property (JICI) 30
Hazing (JICFA) 31
HIV Policy for Students (JLCC-R) 32
Immunizations and Physical Examinations (JLCB-R) 33
Prohibited Drug and Alcohol Use by Students (JICH) 34
Tobacco Products Ban (ADC) 34

Student Conduct and Discipline **37**
Bus Procedure and Code of Conduct for Pupils (JICC-R) 37
Care of School Property by Students (JICB) 37
Detention of Students (JKB) 38
Harassment and Sexual Harassment of Students (ACAA) 38
Modification of a Weapons Expulsion (JICI-R) 39
Nondiscrimination/Equal Opportunity (AC) 40
Student Conduct (JIC) 41
Student Conduct on School Buses (EEAEC) 41
Student Discipline and Due Process (JICD) 44
Student Expulsion (JKE-R) 44
Student Suspension (JKD-R) 44

Access to Student Records **44**
Pupil Safety, Violence Prevention and Anti-Bullying (JICK) 44
Annual Notice of Student Education Records and Information Rights (JRA-E) 48
Drug or Alcohol Treatment Records (JICH-R) 50
Student Education Records and Information (JRA) 53

Family Educational Rights and Privacy Act (FERPA) 54
Health Insurance Portability and Accountability Act (HIPAA) 55

RULES AND REGULATIONS **55**

Children's Internet Protection Act (CIPA) **55**

Children's Online Privacy Protection Act (COPPA) **56**
COPPA and Schools 56

Individuals with Disabilities Education Act (IDEA) **57**
Section 504 57

McKinney-Vento Homeless Assistance Act **58**

Mission Statement

The mission of the Timberlane Regional School District is to engage all students in challenging and relevant learning opportunities, emphasizing high aspirations and personal growth.

Statement of Purpose

The Timberlane Regional School District is committed to providing the best education possible for the diverse population of Atkinson, Danville, Plaistow, and Sandown. The District recognizes that the quality of any discipline policy is determined largely by the level of interaction between students, parents, teachers and administrators. One of our primary goals is to foster an atmosphere of trust and communication among the district schools, students and parents, and an atmosphere which encourages and seeks parental involvement. An essential component is a healthy and safe environment, where teachers have a right to teach and students have a right to learn. We acknowledge that each individual student is at a different developmental level (elementary, middle and high school). Therefore, our objective is to foster self-discipline and develop responsible members of society. It is expected that students and staff will treat each other with dignity and respect, and that teachers will lay out a clear and consistent set of rules as it applies to each individual classroom.

It is the charge of the school administration to maintain and perpetuate a school environment conducive to obtaining the optimum academic experience, and an environment which supports the idea that school is a place for teaching, and a place where academic, physical, social, and emotional growth are equally emphasized. This includes establishing standards for behaviors for all members of the educational community.

Every student will:

Be a good role model
Be respectful of all people
Be diligent about his/her studies
Be prepared with materials for classes
Attend school regularly and be on time
Follow all school policies and procedures

Every parent will:

Be a good role model
Communicate and get involved with the school
Encourage positive attitudes and desire to learn
Know, understand and support policies & procedures
Promote good healthy habits (grooming, dress and nutrition)
Foster respect for and cooperation with the school community

The school community will:

Be a good role model
Communicate with parents
Be enthusiastic and adaptable
Maintain an instructional environment for good learning
Maintain a working knowledge of district policies and procedures
Foster respect and cooperation with parents and the community

Introduction

It is the responsibility of the administration to implement the District Rights and Responsibilities in a consistent, firm and fair manner, using the resources available to make decisions based upon available facts, good judgment, common sense, and the general good of the school. The administration recognizes the importance of exhibiting compassion and understanding, when possible and appropriate, in dealing with specific violations of the code by individual students. The administration also recognizes the importance of exhibiting compassion and understanding toward the staff in dealing with situations where student behavior has been unacceptable. It is the responsibility of the administration to maintain a balance between students' and teachers' rights and responsibilities and to assure that everyone is treated fairly, with dignity and respect.

The contents of this document is subject to change at any time as it becomes necessary. All district policies and publicly posted procedures are located on the TRSD School Board portion of the TRSD district website. The most accurate and up to date changes are hosted there.

https://www.timberlane.net/committees/policies-and-procedures

In addition to becoming familiar with the information provided in this document, it is also important that you thoroughly review the School Handbook for the school or schools where your child or children will be attending. Those documents contain additional important information that is pertinent to the schools. These documents can be found on each school's website.

The Timberlane Regional School District Rights and Responsibilities Handbook is a resource tool of school and District policies and procedures, and the administration's notice of rights and obligations of students. Let this handbook be your guide to a successful, rewarding and productive journey through the school year!

General Information

These Rights and Responsibilities identify two classifications of unacceptable student behavior: major infractions (those considered to be serious in nature and minor infractions (discipline requiring some form of intervention by a teacher or administrator. At all times federal and state education laws, school district policy, Rights and Responsibilities and the student handbook are to be adhered to and enforced.

NOTE: Students with disabilities and/or students receiving special education services will be disciplined in accordance with the student's IEP and all applicable provisions of the Individual with Disabilities Education Act (IDEA. Discipline matters for students with disabilities will be addressed on a case by case basis by administration. As such, and depending on the disability, consequences set forth in the Rights and Responsibilities may vary or be waived, in whole or in part.

Major Infractions

An objective of the education process is to nurture growth in students so that conflict resolution is learned. Major infractions are those that endanger the safety of oneself or others. The school community takes pride in maintaining a physical environment conducive to good learning. Offenses in this classification are considered serious in nature and are clearly unacceptable. Students violating this section of the Rights and Responsibilities code will be referred to school administration for appropriate disciplinary action. Any physical altercation or threatened use of force will be unacceptable. Also, students are expected to treat each other with dignity and respect and are entitled to freedom from any kind of harassment.

Minor Infractions

Every student has the right to be educated without disruption of the educational process by others; therefore, no student may hamper the efforts of other students to learn. Minor infractions which interfere with any student's right to learn will be dealt with in the classroom by the teacher and not necessarily involve the administration. Parents will be notified if an offense recurs. Chronic offenders will be referred to the administration for further disciplinary action.

Note: Repeat minor infractions may result in the offense being considered a major infraction.

Request for Assistance

A number of programs and counseling services are provided to students who are having difficulties. Students are encouraged to take advantage of them. For more detail, students and parents/guardians may contact the Guidance Department.

Chain of Command

Parents are reminded that when dealing with disciplinary concerns regarding a son or daughter they should be addressed at the building level first, starting with the teacher and then an administrator.

Academic Dishonesty (Cheating, Plagiarism, Forgery)

Although it is wonderful to work together, copying what someone else has done from notes, a book, the computer or online (Internet) does not reflect the student's level of performance or ability and is dishonest. It is expected that students will follow the guidelines listed below:

a. Students are responsible to complete their own work.
b. Students will seek extra help if needed.
c. Students should manage their time in and out of school to enhance class learning.

Behavior Consequences

a. Parent notification.
b. Student/parent conference.
c. Academic consequence - this should be left up to the discretion of the administrator.

Possible consequences:

a. Confiscation of the item.
b. Parent notification to pick up the personal device.
c. Any student who continues to violate this policy will be subject to progressive disciplinary action including Administrative Probation and/or suspension.

Policies and Procedures

The following are major district policies and procedures that specifically pertain to district, parent/guardian, and student rights and responsibilities. Also included are district policies and procedures that specifically pertain to student conduct and the various types of discipline measures that are taken when deemed necessary. Although the list of policies and procedures included is extensive, it is by no means a complete list of all district policies and

procedures, and there may be others that to some extent also make reference to the topics in this document. To see all district policies and procedures, go to the TRSD website, School Board Committee, Policies and Procedures.

District Responsibilities and Procedures

Acceptable Use Procedures (JICL-R)

Purpose
The purpose of the Acceptable Use Procedures is to provide the procedures, rules, guidelines, and the code of conduct for the use of technology and the Internet.
Definition

The definition of "information networks" is any configuration of hardware and software which connects users. The network includes all of the computer hardware, operating system software, application software, stored text and data files. This includes electronic mail, local databases, externally accessed databases, CD-ROM, recorded magnetic or optical media, clip art, digital images, digitized information, communications technologies, and new technologies as they become available. Stand-alone workstations are also governed by this acceptable use procedure.

The School District Services

The Timberlane Regional 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 School District information resources will be used by members of the school community with respect for the public trust through which they have been provided and in accordance with policy and regulations established by the School District. These procedures do not attempt to articulate all required 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.

Guideline
s

1. Access to the networks and to the information technology environment within the 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 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 District are limited. All users must exercise prudence in the shared use of this resource.

Unacceptable Use

The District has the right to take disciplinary action, up to and including expulsion, 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, disrupting the educational environment and/or using a District network to make unauthorized entry into any other resource accessible via the network.
3. Seeks to gain or gains unauthorized access to information resources.
4. Uses or knowingly allows another to use any computer or computer system to devise or execute a scheme to defraud or to obtain money, property, services, or other things of value by false pretenses, promises, or representations.
5. Destroys, alters, dismantles or otherwise interferes with the integrity of computer based information and/or information resources.
6. Invades the privacy of individuals or entities.
7. Uses the network for commercial or political activity.
8. Installs unauthorized software for use on District computers.
9. Uses a network to access inappropriate materials.
10. Submits, publishes or displays any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually oriented, or threatening materials or messages either publicly or privately.
11. Uses a District network for illegal harassing, vandalizing, inappropriate or obscene purposes, or in support of such activities.

District Rights

The Timberlane Regional School District reserves the right to:

1. Monitor all activity. Notwithstanding FERPA and other related laws, students have no expectation of privacy regarding their use on the school district computer network..
2. Make determinations on whether specific uses of a network are consistent with these acceptable use procedures.
3. Log network use and monitor storage disk space utilization by users.
4. Determine what is appropriate use.
5. Remove a user's access to the network at any time by disabling their logins and/or removing physical access to technology when it is determined that the user engaged in unauthorized activity or violated these acceptable use policies and procedures.
6. Cooperate fully with any investigation concerning or relating to the District's network activity. School District Internet Acceptable Use Policies and Procedures Code of Conduct

School District Internet Acceptable Use Policies and Procedures

Use of the Internet by students and staff of the District shall be in support of education and research that is consistent with the mission of the District. Internet use is limited to those persons who have been issued District approved accounts. Use will be in accordance with the District's Acceptable Use Procedures. Users are expected to abide by the following terms and conditions:

1. Protect their Internet log from information from others.
2. Respect the privacy of other users. Do not use other users' passwords.
3. Be ethical and courteous. Do not send hate, harassing or obscene mail, discriminatory remarks, or demonstrate other antisocial 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. Use any network in a way that does not disrupt 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 or otherwise inappropriate material.
10. Do not use the Internet for commercial purposes.

The 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 these Acceptable Use Policies and Procedures.

As a condition of my right to use the School District network resources, including access to the Internet, students understand and agree to the following. They must sign that they have reviewed these policies and procedures which will be included in their student handbook (grades 6-12). District parents and guardians must sign either electronically or on paper agreeing that they understand the policies and procedures and will review with their students.

1. To abide by the District Acceptable Use Policies and Procedures.
2. That District administrators and designated staff have the right to review any material stored on District computers in files and to edit or remove any material which they, in their sole discretion, believe may be unlawful, obscene, abusive, or otherwise objectionable and students hereby waive any right of privacy which I may otherwise have to such material.
3. That the School District will not be liable for any direct or indirect, incidental or consequential damages due to information gained and/or obtained via use of the District's network resources.
4. . That the School District does not warrant that the functions of any District network, or any network accessible through District resources, will meet any specific requirements you may have, or that the network resources will be error free or uninterrupted.
5. That the School District shall not be liable for any direct or indirect, incidental or consequential damages (including lost data or information) sustained or incurred in connection with the use, operation, or inability to use District networks and resources.
6. That the use of the District network(s), including access to public networks, is a privilege which may be revoked by network administrators at any time for violation of the Acceptable Use Policies and Procedures. The School District will be the sole arbiter(s) of what constitutes violation of the Acceptable Use Policies and Procedures.
7. That the use of the District network(s), including access to public networks, is a privilege which may be revoked by network administrators at any time for violation of the Acceptable Use Policies and Procedures. The School District will be the sole arbiter(s) of what constitutes violation of the Acceptable Use Policies and Procedures.

Admission of Homeless Students (JFABD)

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

Homeless students are defined as (per NCLB definitions) lacking a fixed, regular and adequate nighttime residence, including:

1. Sharing the housing of other persons due to loss of housing or economic hardship;
2. Living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations;
3. Living in emergency or transitional shelters;
4. Are abandoned in hospitals;
5. Awaiting foster care placement;
6. Living in public or private places not designed for or ordinarily used as a regular sleeping accommodations for human beings;

7. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings;

8. Are migratory children living in conditions described in previous examples?

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

To the extent feasible, homeless students will continue to be enrolled in their school of origin while they remain homeless or until the end of the academic year in which they obtain permanent housing. Instead of remaining in the school of origin, parents or guardians of homeless students may request enrollment in the school in which attendance area the student is actually living, or other schools.

If there is an enrollment dispute, the student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parent or guardian shall be informed of the district's decision and their appeal rights in writing. Unaccompanied youth will also be enrolled pending resolution of the dispute.

Once the enrollment decision is made, the school shall immediately enroll the student, pursuant to district policies. If the student does not have immediate access to the immunization records, the student shall be admitted under a personal exception. Students and families should be encouraged to obtain current immunization records or immunizations as soon as possible, and the district liaison is directed to assist. Records from the student's previous school shall be requested from the previous school pursuant to district policies. Emergency contact information is required at the time of enrollment consistent with district policies.

Homeless students are entitled to transportation to their school of origin or the school where they are to be enrolled. If the school of origin is in a different district, or a homeless student is living in another district but will attend his or her school of origin in this district, the districts will make reasonable efforts to coordinate the transportation services necessary for the student.

The district's liaison for homeless students and their families shall coordinate with local social services agencies that provide services to homeless children and youths and their families; other school districts on issues of transportation and records transfers; and state and local housing agencies responsible for comprehensive housing affordability strategies. The district's liaison will also review and recommend to the district policies that may act as barriers to the enrollment of homeless students.

Audio and Video Surveillance on School Buses (ECAF)

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

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

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

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

- Superintendent or designee
- Business Administrator

- Building Administrator
- Law Enforcement Officers
- Transportation Contractor Official

In the event an audio or video recording is used as part of a student discipline proceeding, such video may become part of a student's education record. If an audio or video recording does become part of a student's education record, the provisions of Policy JRA shall apply.

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

Interrogations and Searches (JIH)

The Superintendent, principal, security personnel of the school or other authorized personnel may detain and search any student or students on the premises of the public schools, or while attending, or while in transit to, any event or function sponsored or authorized by the school under the following conditions:

1. When any authorized person has reasonable suspicion that the student may have on the students' person or property alcohol; dangerous weapons; prohibited electronic devices; controlled dangerous substances as defined by law or stolen property if the property in question is reasonably suspected to have been taken from a student, a school employee, or the school during school activities; or any other items which have been or may reasonably be disruptive of school operations or in violation of student discipline rules and applicable provisions of the student handbook.
2. School lockers and school desks are the property of the school, not the student. Students who use school district lockers, desks, and other storage areas or compartments have no reasonable expectation of privacy from school employees as to the contents of those areas. Lockers, desks, and other storage areas or compartments may be subjected to searches at any time with or without reasonable suspicion. Students are not to use any school area or property to store anything prohibited at school. Students shall not exchange lockers or desks. Students shall not use any lockers or desks other than those assigned to them by the principal or designee. A shared locker or storage area implies shared responsibility.
3. Authorized personnel may conduct a search of the student's person or the student's belongings, as noted above, whenever a student freely and voluntarily consents to such a search. Consent obtained through threats or coercion is not considered to be freely and voluntarily given
4. Strip searches are forbidden. No clothing except cold weather/outdoor garments and footwear will be requested to be removed before or during a search.
5. Authorized personnel conducting a search shall have authority to detain the student or students and to preserve any contraband seized. Contraband seized during the course of a search will be preserved and held in accordance with applicable administrative rules and procedures.
6. Any searches of students as outlined herein will be conducted by authorized personnel of the same sex as the student being searched. Whenever possible, two authorized persons shall be present during any search of a student or student property
7. The Superintendent is authorized to arrange for the use of trained canines to aid in the search process.
8. Items that may be seized during an unauthorized search, in addition to those mentioned in Paragraph 1 above, shall include but not be limited to, any item, object, instrument, or material commonly recognized as unlawful or prohibited by law or by district policy. For example: prescription or non-prescription medicines, switchblade knives, brass knuckles, billy clubs, and pornographic literature are commonly recognizable as unlawful or prohibited items. Such items, or any other items which may pose a threat to a student, the student body, or school personnel shall be seized, identified as to ownership if possible, and held for release to proper authority.

In conducting searches of students and property, school officials should consult with legal counsel and law enforcement authorities to be aware of circumstances when involvement of the police is advisable and/or necessary

Automobile Searches

Students recognize that parking their automobiles on school property is a privilege and not a right. As part of this privilege, the district may search students' automobiles while parked on school property if the district has reasonable suspicion that a violation of school rules or policy has occurred. Students consent to having their automobiles searched by parking in school parking lots.

School Closings (EBCE)

No school, office, or system event cancellation or delay will be made without the direct authorization of the Superintendent of Schools. In the event the Superintendent is unavailable, such decisions will be made by the Assistant Superintendent or School Board Chairperson.

Announcements: When the Superintendent decides it is necessary to delay opening or close any facility or school or cancel any school event, he/she will initiate all related communications to the public by radio, television, website, or other available means.

Delayed Opening of Schools: The Superintendent may delay the opening of schools upon determining that weather conditions appear extremely hazardous to operate school buses at the regular early morning hours, but that travel conditions will appreciably improve later in the morning. The public announcement will report the delayed opening, including the cancellation of morning kindergarten, if necessary. Schools and offices shall close on the regular schedules. After-school activities and events will not be affected by a delayed opening.

Closing of Schools Only for the Entire Day: When the Superintendent determines that weather or other conditions exist or will develop that would make it unwise to open one or more schools any time during the day, the announcement communicated to radio and television stations shall state that the school district is closed. If school is closed for the entire day, all evening programs are cancelled unless the Superintendent determines otherwise.
Afternoon and Evening Program Cancellations: When schools are open to the end of the school day, but weather or other conditions deteriorate in the late afternoon, the Superintendent may decide to cancel afternoon and evening programs. Schools and offices should plan and communicate alternate dates and times to hold programs or events.

Weekend Closings: When weather or other conditions are predicted or develop that would make it hazardous to operate weekend programs or events, the Superintendent will be responsible for decisions regarding cancellations and for notifying the appropriate media.

Students, parents, and staff shall be informed early in each school year of the procedures which will be used to notify them in case of emergency closings, whether action is taken before or during school hours. When schools are closed for emergency reasons, staff members shall comply with Board policy in reporting for work.

Student Demonstrations and Strikes (JFI)

To ensure the orderly process of education and the safety of persons and property, the Board directs that the procedures below be followed in case of any type of disruptive demonstration on school property or within school buildings.

This policy is not intended to discourage the peaceful expression of opinions or ideas concerning the schools, but rather is designed to ensure the normal operation of the educational program.

The following steps shall be taken in the event of any disruption of the normal operations of the school:

1. The disruption will be immediately brought to the attention of the Superintendent, Assistant Superintendent and/or Principal. The administration shall have the authority to alert police authorities.

2. Students participating in a disruptive demonstration shall be directed by the Principal or his/her representative to go to their regular classroom assignment. At the same time, the administration will arrange for a meeting with the individual, leaders of a group, or the group itself if feasible, to discuss in a rational, orderly manner the problem which has caused the disorder.

3. Non-student demonstrators and other unauthorized persons will be directed by the Principal or his/her representative to remove themselves from school property forthwith. The administration shall have the authority to alert the police authorities.

4. When necessary for their safety, students and staff may be directed to leave the building and school property.

5. While the demonstration is in progress, the Superintendent or any school personnel or board member should not enter into negotiations on the issues with the protesters.

6. As soon as normal conditions can be resumed, the Superintendent and/or Principal shall be charged with establishing communications with the leaders of the protesting group in order to resolve their requests or refer them to the Board in an orderly manner.

7. Students and/or employees participating in a disruptive demonstration on school grounds may be subject to discipline, including suspension or expulsion.

Student Early Release Precautions (JHC-R)

The Principal is authorized to establish additional procedures necessary to ensure the proper and safe release of students. Such procedures must adhere to the following rules:

1. Students will only be released to the parent, guardian, or written designee of the parent or guardian, or to other individuals or agencies as permitted or required by law. Students who transport themselves to and from school may be released without being accompanied by an adult as long as the student's parent/guardian has provided a signed note.
2. The District will release a student to either parent unless the District has a valid court order directing otherwise or unless the parent requesting the release is only entitled to supervised visitation. If district staff have concerns about releasing the student to a parent, the student may be held while additional precautions are taken, including, but not limited to, verifying custody orders, contacting the other parent or contacting appropriate authorities.
3. Independent students must validate their own attendance and dismissal.
4. Telephone requests for early dismissal of a student shall be honored only if the caller can be positively identified as the student's parent or guardian. The parent or guardian will still be required to enter the school building and sign the student out.

If it is determined that a student who is ill or sick should be taken home, the school nurse will contact the student's parent or guardian to arrange for an early release. The school nurse will also notify the Principal or designee.

Student Transportation (EEA-R)

1. Bus routes shall be established by the Superintendent or Designee, subject to review by the Transportation Contractor. Routes shall not include roads not accepted by District towns and shall be designed to traverse on main roads as much as possible to remain efficient. Consideration for routes to include side road and/or cul-de-sacs will be determined when the distance from a student's residence is more than five-tenths of a mile from the main road for elementary level or over one mile for secondary level. Buses are not required to travel on roads considered unsafe due to road conditions or safety hazards.

2. Authorized bus stops shall be located at convenient intervals along routes where students may load or unload, cross highways, and await arrival of buses. Safety of students shall be the underlying factor when routes and stops are designed; however, it will be the parent's/guardian's responsibility to be with their student to ensure their safety while waiting or disembarking at bus stops.

3. The full capacity standard of a bus will be used with distribution divided as evenly as possible between all routes for each elementary school or for individual towns for secondary schools. New routes will be established only when full capacity of existing routes has been reached or is imminent.

4. Students may enter or exit a bus only at their designated bus stop. Exceptions must be accompanied by a school-issued bus pass.

5. Kindergarten and first grade students will not be dropped off at a bus stop without appropriate supervision. There are no exceptions; students will be returned to their school at the end of the bus route to be picked by their parent/guardian.

Walkers: students in grades one and two may be required to walk up to one-half mile to school or a designated bus stop. Students in grade three or above may be required to walk up to one mile to school or to a designated bus stop.

Transportation may not be considered for any student residing less than one-half mile from school, unless their residence is located on a numbered state highway or if their route to school is considered by the administration.

Traffic and Parking Procedures (ECE)

Driving and parking on school property are privileges granted by the Board to persons who have reasons to be in the schools or on school property.

The school administration will develop in cooperation with local traffic authorities a plan for accommodating the flow of traffic on school roadways, and traffic regulations.

The assignment of parking areas to staff, students, and visitors to the school will be the responsibility of the principal.

The administration is authorized to restrict student parking at the High School if spaces are not available for all students.

Use of Restraints (JKAA)

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

The Superintendent of Schools shall develop procedures for the use of child restraint and seclusion.

For purpose of this policy and any accompanying procedures, the term "restraint" means any bodily physical restriction, mechanical devices, or any device that immobilizes a person or restricts the freedom of movement of the torso, head, arms, or legs. It includes mechanical restraints, physical restraints, and medication restraint used to control behavior in an emergency or any involuntary medication.

Restraint shall not include the following:

(1) A brief touching or holding to calm, comfort, encourage, or guide a child, so long as there is no limitation on the child's freedom of movement.

(2) The temporary holding of the hand, wrist, arm, shoulder, or back for the purpose of inducing a child to stand, if necessary, and then walk to a safe location, so long as the child is in an upright position and moving toward a safe location.

(3) Physical devices, such as orthopedically prescribed appliances, surgical dressings and bandages and supportive body bands, or other physical holding when necessary for routine medical treatment purposes, or when used to provide support for the achievement of functional body position or proper balance or to protect a person from falling out of bed, or to permit a child to participate in activities without the risk of physical harm.

(4) The use of seat belts, safety belts, or similar passenger restraints during transportation of a child in a motor vehicle.

(5) The use of force by a person to defend himself or herself or a third person from what the actor reasonably believes to be the imminent use of unlawful force by a child, when the actor uses a degree of such force which he or she reasonably believes to be necessary for such purpose and the actor does not immobilize a child or restrict the freedom of movement of the torso, head, arms, or legs of any child.

School staff shall not use physical restraint except to ensure the immediate physical safety of person when there is a substantial and imminent risk of serious bodily harm to the child or others.

For purpose of this policy and any accompanying procedures, the term "seclusion" means the involuntary placement of a child alone in a place where no other person is present and from which the particular child is unable to exit, either due to physical manipulation by a person, lock, or other mechanical device or barrier.

Seclusion shall not include:

(1) The voluntary separation of a child from a stressful environment for the purpose of allowing the child to regain self-control, when such separation is to an area which a child is able to leave.

(2) Circumstances in which there is no physical barrier between the child and any other person or the child is physically able to leave the place.

School staff shall not use seclusion except when a child's behavior poses a substantial and imminent risk of physical harm.

School officials shall not use or threaten to use any dangerous restraint techniques or containment, any inappropriate aversive behavioral interventions or any medication restraints. School officials also shall not use or threaten to use any mechanical restraints except as permitted for transporting students.

Physical restraint or seclusion shall be used only by trained personnel and only after other approaches to the control of behavior have been attempted and been unsuccessful or are reasonably believed to be unlikely to succeed based on the student's past history.

In the event of a physical restraint, seclusion, or intentional physical contact with students who are actively combative, assaultive, or self injurious, school officials shall comply with all state-mandated notification and record keeping requirements.

Video and Audio Surveillance on School Property (EEAA)

The Board authorizes the use of video and/or audio surveillance devices on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property and to safeguard District buildings, grounds, and equipment. The superintendent will approve appropriate locations for surveillance devices.

Placement of the video cameras will be based on the presumption and belief that students, staff and visitors have no reasonable expectation of privacy in areas or at events that occur in plain view. However, such devices are not to be placed in bathrooms or locker rooms.

Signs will be posted on school buildings to notify students, staff and visitors that video cameras may be in use. Parents and students will also be notified through the student handbook.

Students will be responsible for any violations of school rules recorded by video and/or audio surveillance devices. The

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

Videos containing evidence of a violation of student conduct rules and/or state or federal law will be retained until the issue of the misconduct is no longer subject to review or appeal as determined by board policy or applicable law. Any release or viewing of the video will be in accordance with the law.

In the event an audio or video recording is used as part of a student discipline proceeding, such video may become part of a student's education record. If an audio or video recording does become part of a student's education record, the provisions of Policy JRA shall apply.

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

Data Governance and Security (EHAB)

To accomplish the District's mission and comply with the law, the District must collect, create and store information. Accurately maintaining and protecting this data is important for efficient District operations, compliance with laws mandating confidentiality, and maintaining the trust of the District's stakeholders. All persons who have access to District data are required to follow state and federal law, District policies and procedures, and other rules created to protect the information

The provisions of this policy shall supersede and take precedence over any contrary provisions of any other policy adopted prior to the date of this policy.

A. Definitions

Confidential Data/Information - Information that the District is prohibited by law, policy or contract from disclosing or that the District may disclose only in limited circumstances. Confidential data includes, but is not limited to, personally identifiable information regarding students and employees.

Critical Data/Information - Information that is determined to be essential to District operations and that must be accurately and securely maintained to avoid disruption to District operations. Critical data is not necessarily confidential.

B. Data and Privacy Governance Plan - Administrative Procedures. 1. Data Governance Plan. The Superintendent, in consultation with the District Information Security Officer ("ISO") (see paragraph C, below) shall create a Data and Privacy Governance Plan ("Data Governance Plan"), to be presented to the Board no later than June 30, 2019. Thereafter, the Superintendent, in consultation with the ISO, shall update the Data Governance Plan for presentation to the Board no later than June 30 each year.

The Data Governance Plan shall include:

(a) An inventory of all software applications, digital tools, and extensions. The inventory shall include users of the applications, the provider, purpose, publisher, privacy statement, and terms of use;

(b) A review of all software applications, digital tools, and extensions and an assurance that they meet or exceed minimum standards set by the New Hampshire Department of Education;

(c) Policies and procedures for access to data and protection of privacy for students and staff including acceptable use policy for applications, digital tools, and extensions used on District hardware, server(s) or through the District network(s);

(d) A response plan for any breach of information; and (e) A requirement for a service provider to meet or exceed standards for data protection and privacy.

Policies and Administrative Procedures. The Superintendent, in consultation with the ISO, is directed to review, modify and recommend (policies) create (administrative procedures), where necessary, relative to collecting, securing, and correctly disposing of District data (including, but not limited to Confidential and

Critical Data/Information, and as otherwise necessary to implement this policy and the Data Governance Plan. Such policies and/or procedures will may or may not be included in the annual Data Governance Plan.

C. Information Security Officer.

The Director of Technology is hereby designated as the District's Information Security Officer (ISO) and reports directly to the Superintendent or designee. The ISO is responsible for implementing and enforcing the District's security policies and administrative procedures applicable to digital and other electronic data, and suggesting changes to these policies, the Data Governance Plan, and procedures to better protect the confidentiality and security of District data. The ISO will work with the both District and building level administrators and Data managers (paragraph E, below) to advocate for resources, including training, to best secure the District's data. The Business Administrator is the District's alternate ISO and will assume the responsibilities of the ISO when the ISO is not available.

D. Responsibility and Data Stewardship

All District employees, volunteers and agents are responsible for accurately collecting, maintaining and securing District data including, but not limited to, Confidential and/or Critical Data/Information.

E. Data Managers

All District administrators are data managers for all data collected, maintained, used and disseminated under their supervision as well as data they have been assigned to manage in the District's data inventory. Data managers will monitor employee access to the information to ensure that confidential information is accessed only by employees who need the information to provide services to the District and that confidential and critical information is modified only by authorized employees. Data managers will assist the ISO in enforcing District policies and procedures regarding data management.

F. Confidential and Critical Information

The District will collect, create or store confidential information only when the Superintendent or designee determines it is necessary, and in accordance with applicable law. The District will provide access to confidential information to appropriately trained District employees and volunteers only when the District determines that such access is necessary for the performance of their duties. The District will disclose confidential information only to authorized District contractors or agents who need access to the information to provide services to the District and who agree not to disclose the information to any other party except as allowed by law and authorized by the District.

District employees, contractors and agents will notify the ISO or designee immediately if there is reason to believe confidential information has been disclosed to an unauthorized person or any information has been compromised, whether intentionally or otherwise. The ISO or designee will investigate immediately and take any action necessary to secure the information, issue all required legal notices and prevent future incidents. When necessary, the Superintendent, ISO or designee is authorized to secure resources to assist the District in promptly and appropriately addressing a security breach. Likewise, the District will take steps to ensure that critical information is secure and is not inappropriately altered, deleted, destroyed or rendered inaccessible. Access to critical information will only be provided to authorized individuals in a manner that keeps the information secure. All District staff, volunteers, contractors and

agents who are granted access to critical or confidential information/data are required to keep the information secure and are prohibited from disclosing or assisting in the unauthorized disclosure of such confidential or critical data/information. All individuals using confidential and critical data/information will strictly observe all administrative procedures, policies and other protections put into place by the District including, but not limited to, maintaining information in locked rooms or drawers, limiting access to electronic files, updating and maintaining the confidentiality of password protections, encrypting and redacting information, and disposing of information no longer needed in a confidential and secure manner.

G. Using Online Services and Applications

District staff members are encouraged to research and utilize online services or applications to engage students and further the District's education mission. District employees, however, are prohibited from installing or using applications, programs or other software, or online system/website, that either stores, collects or shares confidential or critical data/information, until the ISO approves the vendor and the software or service used. Before approving the use or purchase of any such software or online service, the ISO or designee shall verify that it meets the requirements of the law, Board policy, and the Data Governance Plan, and that it appropriately protects confidential and critical data/information. This prior approval is also required whether or not the software or online service is obtained or used without charge.

H. Training

The ISO will provide appropriate training to employees who have access to confidential or critical information to prevent unauthorized disclosures or breaches in security. All school employees will receive annual training in the confidentiality of student records, and the requirements of this policy and related procedures and rules.

I. Data Retention and Deletion

The ISO or designee shall establish a retention schedule for the regular archiving and deletion of data stored on District technology resources.

J. Consequences

Employees who fail to follow the law or District policies or procedures regarding data governance and security (including failing to report) may be disciplined, up to and including termination. Volunteers may be excluded from providing services to the District. The District will end business relationships with any contractor who fails to follow the law, District policies or procedures, or the confidentiality provisions of any contract. In addition, the District reserves the right to seek all other legal remedies, including criminal and civil action and seeking discipline of an employee's teaching certificate. The District may suspend all access to data or use of District technology resources pending an investigation. Violations may result in temporary, long-term or permanent suspension of user privileges. The District will cooperate with law enforcement in investigating any unlawful actions. The Superintendent or designee has the authority to sign any criminal complaint on behalf of the District. Any attempted violation of District policies, procedures or other rules will result in the same consequences, regardless of the success of the attempt.

Legal References: 15 U.S.C. §§ 6501-6506 * Children's Online Privacy Protection Act (COPPA) 20 U.S.C. § 1232g * Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. § 1232h * Protection of Pupil Rights Amendment (PPRA) 20 U.S.C. § 1400-1417 * Individuals with Disabilities Education Act (IDEA) 20 U.S.C. § 7926 * Elementary and Secondary Education Act (ESSA) RSA 189:65 * Definitions RSA 186:66 * Student Information Protection and Privacy RSA 189:67 * Limits on Disclosure of Information RSA 189:68 * Student Privacy RSA 189:68-a * Student Online Personal Information RSA 359-C:19-21 * Right to Privacy/Notice of Security Breach.

Curriculum and Instruction

Challenged Materials (IJM)

Occasionally, objections to classroom or library materials will be made despite the care taken to follow school board policies on such selections.

If a complaint is made, certain procedures shall be followed, whether the complainant is a member of the School Board, Administrator, or other school personnel, parent, student, member of the community, or other concerned individual or group.

The Review Committee will consist of a minimum of five people, with the number always remaining odd. Members will be appointed annually by the building principal, who should consider the inclusion of the various involved constituencies: principal, library personnel, parent, teacher, and student (for the High School committee only).

Procedures to be followed:

1. If a question or complaint about specific materials cannot be resolved informally by the teacher, media person, or principal, the individual will be invited to file the objections in writing on a form provided for the purpose. (See IJM-X)

   The completed form will be sent to the Materials Review Committee.

2. The Materials Review Committee is charged with the responsibility of reading, viewing, and/or listening to the challenged materials in their entirety; to check the general acceptance of the materials by searching out reviews and evaluating them; to weigh the strengths and weaknesses of the material in question and to make a professional judgment based on the material as a whole.

   When feasible, the Committee may wish to talk with professional staff members who selected the questioned material to ascertain their educational validity.

3. The Committee shall complete its work within thirty (30) school days of receipt of the completed form from the complainant. Its written report shall be submitted to the complainant and the Superintendent.

4. The Superintendent, after reviewing the complaint and recommendations, and upon consultation with the principal and Review Committee, formulates a decision.

5. The Superintendent informs the complainant, in writing, of his decision. Copies of the written decision and all pertinent materials are forwarded to the School Board, the Principal, and the Review Committee.

6. An opportunity will be provided for the complainant to appeal the decision to the School Board, who may elect to

hear the complainant with the Superintendent, Principal, and the Review Committee.

7. The School Board shall make the final decision as to the disposition of the materials in question and will inform the complainant in writing. All concerned parties will receive copies of the Board's decision.

During the investigation, the materials in question will remain in use until the review has been concluded, unless the Committee desires to remove or restrict the material until a final decision has been made.

Health Education and Exemption from Instruction (IHAM)

Consistent with Department of Education requirements, health and physical education, including instruction about parts of the body, reproduction, and related topics, will be included in the instructional program.

Instruction must be appropriate to grade level, course of study, and development of students and must occur in a systematic manner. The Superintendent will require that faculty members who present this instruction receive continuing in-service training, which includes appropriate teaching strategies and techniques.

Parents and legal guardians shall be notified by written means, not less than two (2 weeks in advance of use of the curriculum course material to be used for instruction of human sexuality or human sexual education. The notice will identify and provide contact information for the member of staff or faculty whom a parent or guardian should contact to arrange an opportunity to inspect the curriculum course material.

Parents/guardians will have the right to inspect and review health and physical instruction materials which will be made reasonably accessible to parents/guardians and others to the extent practicable.

Parents/guardians who wish to review or inspect health and physical education materials may arrange a meeting with the Principal to review the materials.

Opt-Out Procedure
Parents or guardians who do not want their child to participate in a particular unit of health or sex education instruction for religious reasons, religious objections, or family/personal beliefs are allowed to have their child opt-out of such instruction. Students over the age of eighteen can choose to opt out of health or sex education for religious reasons, religious objections or personal beliefs.

Adult students or parents/guardians who wish to have their child opt-out of such instruction are required to complete the district opt-out form and state the particular unit of curriculum in which the student is not to participate. Any student who is exempted by request of the parent/guardian under this policy may be given an alternative assignment sufficient to meet state requirements for health education. The alternative assignment will be provided by the health or physical education teacher in conjunction with Principal.

Adult students or parents/guardians who do not want their child to participate in a particular unit of health or physical education for religious reasons or personal/family beliefs must complete a Health or Physical Education Opt-Out Form. Opt-Out Forms are available from either the health education teacher or the Principal.

Opt-out requests must be submitted annually and are valid only for the school year in which they are submitted.

Curriculum Guides and Course Outlines IGEA)

Curriculum is a written document, aligned with the school-wide learning expectations, that prescribes content, integrates relevant school-wide expectations, includes course-specific learning goals, suggests instructional strategies, suggests assessment techniques including the use of school-wide rubrics and suggests a time frame. The curriculum engages students in inquiry, problem solving, and higher order thinking, and provides opportunities for authentic application of knowledge and skills.

Curriculum guides shall be provided for the various subject areas. These guides shall present at least a minimal outline for instruction and a basis for further development of the particular course. Teachers are expected to follow curriculum guides, unless specific exceptions are approved in advance by the Principal.

In instances where state curriculum guides are mandated, they shall be followed. In all other situations, the School District will develop courses of study aligned with the New Hampshire Curriculum Frameworks and other national, state and local curriculum documents. The guides shall be designed to assist all users in strengthening and in clarifying their philosophy regarding the teaching of a subject, and will, when possible, suggest a variety of possibilities for instruction, patterns of individualization, variations of approaches, and materials and assessments.

1. Development of Guides:

a. Curriculum guides should be initially developed by the staff teachers who are to use them.
b. Where entire staff participation is not feasible, a system of representatives of staff and/or departments concerned shall form committees for study, creation, and revision of any particular guide.
c. When work is completed on a guide, the committee responsible for its development shall present it through the Curriculum and Assessment Committee to the office of the Superintendent to the Board.
d. Curriculum study, creation and revision should include representatives from Grade K-12 for continuity.

2. Use of Guides:

a. Curriculum guides are to serve as a framework from which a teacher will develop individual lesson plans, and approaches to instruction which will serve the pupils' particular needs at a particular time. The guides shall be used to map the logical sequence of instruction.
b. In subjects where sequence is important, such as mathematics and reading, teachers shall be expected to adhere to the guide. In subjects where sequential learning is less important, the teacher may be given a greater degree of freedom in respect to sequence, provided that the full curriculum is completed by year's end.
c. In all cases, sufficient latitude should be permitted to provide the teacher with time to reach the current, topical, and incidental which add to motivation and meaningful teaching and learning.
d. The Principal shall see that optimum use is made of available curriculum guides

Physical Education (IHAE)

Physical education shall be required of all pupils, except juniors and seniors, on a regularly scheduled basis. No child shall be excused from physical education except on the advice of a licensed physician and approved by the Principal. A second medical opinion may be requested. Temporary excusal on a day-to-day basis may be granted by the teacher upon the request of the parents.

Promotion and Retention of Students (IKE-R)

The educational program shall provide for the continuous progress of students from grade to grade. Information regarding the possibility of academic promotion or retention outside of the chronological placement shall be gathered by the parent or teacher and submitted to the principal for evaluation. The principal will meet with teachers and parents to discuss and consider the recommendations. If retention or promotion is being considered, the principal will notify parents and the student by April 30 for placement in the next school year.

In the event that a parent is not in agreement with the final decision of the principal, a written appeal must be presented to the Superintendent of Schools. The Superintendent or designee will meet with parents to discuss the concerns. The Superintendent of Schools will make a final decision on the appeal by July 15 and notify the parents and the principal.

Student Absences and Excuses (JH)

Students between the ages stated in RSA 193:1 are required to maintain regular and punctual patterns of attendance. Each building principal is responsible for overseeing attendance procedures and for ensuring that:

1. Attendance is accurately checked, recorded, and reported to the school office each day for each class.
2. All student absences are recorded.
3. All permanent records of student attendance are maintained at either the school district or SAU central office.
4. Students experiencing multiple absences will be referred to the appropriate school team and the Dean of Attendance for resolution.

An unauthorized absence (as defined in RSA 189:35-a) is considered truancy and will be treated as such. Truant students may be subject to school disciplinary measures in line with applicable Board policies and school procedures.

Students identified as being truant will be contacted by either a school official or truant officer and brought to school. The school administration will send a letter to parents/guardian of the truant student. If the truancy problem continues, the school administrator will send by registered mail, a letter to the parents of the truant student, indicating the nature and seriousness of the problem and enclose a copy of RSA 193:1. Procedures that strictly enforce this policy are found in each school's parent/student handbook.

Parents are required to notify the school either by note the day before or by phone on the morning of the absence. Absences of more than five (5) consecutive days require a note from a licensed medical professional. If a child is absent or dismissed for illness, he/she may not attend a school function and the day/evening of the absence/dismissal.

Attendance Criteria and Procedures for Students Engaged in Remote Learning

Attendance must be taken during remote learning, whether it involves individual school days such as "Blizzard Bags Days" or for a sustained period of time through the use of technology (remote learning). Being Present in the classroom environment is typically defined as being physically present, regardless of the level of engagement in the learning or the actual amount learned. Similarly, teachers will determine daily attendance to the best of their ability based on any combination of the following criteria: Attendance in synchronous instructional lessons; Viewing asynchronous course-related content; Work attempted (time and effort); Work completed; All other tasks as assigned by the teacher. If a student completes all the work assigned for the day s/he should be marked Present for the full day even if it takes the student less time than other students. Conversely, a student who puts in signfigant time and effort, but who may not completed as much work should also be marked Present for the full day.

Teaching About Religion (IHAL)

Religious education is the responsibility of the home and church, and within the District's schools shall remain the free choice of the individual, true to the American heritage and Constitution.

However, religion influences many areas of education, such as literature and history, and religion's role in civilization can, and should be, properly taught. Moreover, it is proper for teachers to emphasize the generally accepted moral and ethical principles of all religions and to provide the opportunity for students to study the forms of various religions. In other words, it is proper for teachers to teach about religion as opposed to teaching sectarian beliefs, although study of the Bible and other sacred documents as literary forms may inform students concerning particular sectarian beliefs.

Teachers shall be permitted to expose students to information concerning religions and religious beliefs, but teachers shall not advocate, openly or covertly or by subtlety, a particular religion or religious beliefs.

Teachers are encouraged to be aware of the greater cultural diversity that can exist today in our schools and adjust their education and celebrations accordingly. Arrangements should be made for the child who may not wish to participate in the education or celebration of a particular holiday(s).

Spiritual values are important in the development of a well-rounded individual, and development of well-rounded individuals is an encompassing goal of the District's educational program and activities.

Alternative Education Programs

Alternative Learning Plans (IHBI)

Purpose

In an effort to reduce the number of students who do not complete the requirements to graduate from high school and earn a diploma, the Board establishes a program for alternative learning plans for students to obtain a high school diploma or its equivalent. The District, through an Alternative Learning Plan team comprised of teachers, administrators, and guidance counselors, are directed to identify students who may be at risk for dropping out of high school, for developing alternative learning plans consistent with this policy, and for assisting students who are participating in alternative learning plans.

Alternative learning plans may include, but are not limited to, extended learning opportunities, independent study, private instruction, performing groups, internships, community service, apprenticeships, online courses/distance education, or other opportunities approved by the Superintendent or his/her designee, in conjunction with Board policies.

The purposes of alternative learning plans are to provide students with educational experiences that are meaningful, to provide students with opportunities to explore and achieve at high levels, and to meet State and District requirements to obtain a high school diploma or its equivalent. In order to maximize student achievement, this policy permits students to employ alternative learning plans that fulfill or exceed the expectations set forth by State minimum standards and applicable Board policy.

Alternative learning plans may include extended learning opportunities taken for credit or taken to supplement regular academic courses. Highly Qualified Teachers and the Principal must authorize the granting of credit for learning accomplished through extended learning opportunities. If credit is not granted, the extended learning opportunity may be used to fulfill prerequisite requirements for other courses.

Roles and Responsibilities

Alternative learning plan components shall have specific instructional objectives aligned with the State minimum standards and District curriculum standards. All alternative learning plans will comply with applicable laws and regulations, including child labor laws and regulations governing occupational safety.

Teachers, Guidance Counselors and Administrators should inform students of the District's promotion of alternative learning plans and similar programs. District employees who believe a student may be at risk for dropping out of high school should inform either the Principal or the Guidance Counselor of the Teacher's concerns. The Principal will then schedule a meeting with the student, the Principal, the Guidance Counselor, and the student's parent/guardian to discuss the student's participation in an alternative learning program. Students expressing interest in pursuing such a plan or program should be referred to the Guidance Counselor, Principal, or the Principal's designee.

The Guidance Counselor or Principal's designee is responsible for assisting students and their parents/guardians in preparing application forms and other necessary paperwork for alternative learning plans. The alternative learning plan components will be determined through a team consisting of the student, school personnel, parent/guardian and other appropriate people based on the individual student need.

The Principal or Principal's designee and the designated team will have primary responsibility and authority for approval and implementation of alternative learning plans and will oversee all aspects of such programs. The Principal will be responsible for reviewing and approving alternative learning plans and credits awarded toward the attainment of a high school diploma or its equivalent.

Parents/guardians and/or students may appeal decisions rendered by the Principal within the provisions set forth below (see Appeal Process).

Students approved for alternative learning plans must have parent/guardian permission to participate in such a program. Such permission will be granted through a Memorandum of Understanding for Educational Services signed

by the parent/legal guardian and returned to the district before beginning the program. For alternative learning plans that require off-campus attendance, the District will require a signed agreement among the school, the student, and a designated agent of the third-party host. The agreement should specify the roles and responsibilities of each party.

Students engaged in alternative learning plans will remain as enrolled students of their district. Alternative learning plans that are approved by the District become the responsibility of the District to facilitate implementation, including associated costs and transportation.

Approval Process

1. The student/parent/guardian seeking an alternative learning plan shall meet with the guidance counselor or principal to discuss alternative learning plan options and initiate the formation of an alternative learning plan team. The team, including the student and parent/guardian, will meet to design the alternative learning plan designed to enable the student to remain enrolled in school and complete educational requirements.
2. The Superintendent or Superintendent's designee will review the paperwork and will determine whether or not to approve the alternative learning plan. The Superintendent or designee's decision will be made within ten (10) days of receipt of the paperwork. The student and parent/guardian will be notified in writing of the decision. If additional information is requested, the information must be submitted within ten (10) days of receipt of the request.

3. It is the student's responsibility to maintain academic standing and enrollment in the approved program. Any failure to complete an approved program may jeopardize the student's ability to remain in the program and receive credit towards obtaining a high school diploma or its equivalent. The student and parent/guardian recognize that in the event the student withdraws from an approved program, the District cannot guarantee placement in an equivalent District-offered course.

4. The District reserves the right to determine the number of credits to be awarded. The course name and actual grade earned will be noted on the student's official transcript.

Evaluation Criteria

The Superintendent or designee will evaluate all applications of students wishing to participate in an alternative learning plan or program. At a minimum, any alternative learning plans must meet the following criteria:

- Provides for proper administration and supervision of the program or plan
- Provides that certified school personnel oversee and monitor the program
- Requirement that each extended learning opportunity, if included in the alternative learning plan, meets rigorous standards, including the minimum standards established by the State Board of Education and all other applicable District standards
- Includes age-appropriate academic rigor and the flexibility to incorporate the student's interests and manner of learning
- Are developed and amended, if necessary, in consultation with the student, a school Guidance Counselor, the school Principal and at least one parent/guardian of the student

Appeal Process

If the submitted plan is rejected, the Superintendent or designee will provide the student/parents with a rationale as to why the proposal was rejected. Students whose application has been denied by the Superintendent may appeal that decision to the School Board. The School Board will place the item on its agenda for its next regularly scheduled meeting. Alternatively, if scheduling and time constraints do not allow for the matter to be placed on the agenda at the Board's next meeting, the Board may hold a separate meeting to hear the matter. The matter will be discussed in non-public session, pursuant to RSA 91-A:3, II, unless the parents request the Board hear the matter in public session, in which case the request will be honored. If the School Board upholds the Superintendent's determination, the decision of the School Board may be appealed to the State Board of Education, consistent with applicable law. The School Board will inform the student/parents of their appeal rights.

Program Integrity

In order to insure the integrity of the learning experience approved under this program, the student will be required periodically or upon demand to provide evidence of progress. The Principal will be responsible for certifying completion of the plan or program and the award of credits, consistent with the District's policies on graduation.

If a student is unable to complete the alternative learning plan for valid reasons, the Principal will evaluate the experience completed to date and make a determination for the award of partial credit or recommend an alternative experience. The Principal will determine the validity of such reasons on a case-by-case basis.

If a student ceases to attend or is unable to complete the alternative learning plan for insufficient reason (lack of effort, failure to follow through, indecision, etc.), the Principal may determine that the student's transcript be adjusted to reflect the experience as a failure.

In order to certify completion of curricular programs and activities based upon specific instructional objectives aligned to the standards, the Principal will develop appropriate mechanisms to document student progress and program completion on student personnel records.

Extended Learning Opportunities (IHBH)

Purpose

The Board encourages students to pursue extended learning opportunities (ELO) as a means of acquiring knowledge and skills through instruction or study that is outside the traditional classroom methodology. Extended learning opportunities may include, but are not limited to, independent study, private instruction, performing groups, internships, community service, apprenticeships, online education, or other opportunities approved by the Superintendent or his/her designee, in conjunction with Board policies.

The purpose of extended learning opportunities is to provide educational experiences that are meaningful and relevant, and that provide students with opportunities to explore and achieve at high levels. In order to maximize student achievement and meet diverse pathways for learning, this policy permits students to employ extended learning opportunities that are stimulating and intellectually challenging, and that enable students to fulfill or exceed the expectations set forth by State minimum standards and applicable Board policies.

Extended learning opportunities may be taken for credit or may be taken to supplement regular academic courses. Extended learning opportunities may also be used to fulfill prerequisite requirements for advanced classes. If the extended learning opportunity is taken for credit, the provisions of *Policy IMBC, Alternative Credit Options*, will apply for high school graduation.

Roles and Responsibilities

All programs of study must meet or exceed the proficiencies and skills identified by the New Hampshire State Board of Education, applicable rules and regulations of the Department of Education, and all applicable Board policies. All programs of study proposed through this program shall have specific instructional objectives aligned with the State minimum standards and District curriculum standards. All extended learning opportunities will comply with applicable laws and regulations, including child labor laws and regulations governing occupational safety.
Students wishing to pursue programs of study under these guidelines must first present their proposal to the school's ELO coordinator(s) for approval. The name and contact information for the school's ELO coordinator(s) will be found in the Student/Parent Handbook or by contacting the Principal's office or the Guidance Department. The designated ELO coordinator will assist students in preparing the application form and other necessary paperwork.

Home Education Instruction (IHBG)

Eligibility:

The Board recognizes that RSA 193-A provides the legal right for parents to pursue home education within the parameters of certain requirements of enrollment and evaluation set by the New Hampshire State Department of Education (NHDOE). In order to provide home or non-public education, parents are required to notify either the Superintendent, the principal of a non-public school or the Commissioner of Education of their intention and must receive a letter from Commissioner of Education acknowledging the planned home education program meets state requirements. The procedures, which follow, are meant to:

1. Standardize the enrollment and evaluation process for parents who choose the School District as the agency to participate in home education program.

2. Make possible a fair and consistent relationship with all the home education programs for which the district is designated the participating agency, especially in those areas left by the state to the discretion of the local school district.

3. The recognition of home education programs will be limited to students aged 6-16 years.

Enrollment Procedures:

1. The Superintendent will develop and revise a form to be used by parents in registering their intent to

operate a home education. This form will be consistent with the requirements of RSA 193-A and the accompanying regulations of the NHDOE. The purpose of this form will be to provide for efficient and economical handling of program registration and to comply with RSA 193-A and ED 315.

2. Parents initiating home education programs with the Superintendent must file their letter of intent by August 1 pursuant to RSA 193-A. Parents wishing to initiate a home program after August 1 must file a letter of intent with the Commissioner of Education.

3. To facilitate the process of filing a letter of intent, parents are requested to use the Notification of Intent form prepared by the Superintendent. Upon receipt of parents' notification of intent before August 1, the Superintendent will provide notification to the NHDOE.

4. Parents must provide for their child's attendance at a school within the district, a state of New Hampshire approved private school or receive written acknowledgement by the Commissioner of Education of the establishment of a home education program.

Conventional attendance policies of the district and state law apply to all students within the district until the Commissioner of Education, the Superintendent or a non-public school principal acknowledges of the establishment of a home education program or immediately apply upon termination of any home education program so acknowledged.

Evaluation Procedures:

1. Parents must maintain a portfolio of records and materials relative to the home education program and must provide for an annual evaluation documenting the child's demonstration of education progress at a level commensurate with the child's age and ability in accordance with RSA 193-A and ED 315.05-09.

2. Parents electing to request the school district's participation in the annual evaluation must make arrangements to do so with the appropriate building administrator at least 30 days prior to the end of the public school year. Arrangements for the district's participation will be at the discretion of the building principal based upon the availability of necessary resources. Parents are responsible for making arrangements for formal assessments administered by the school 45 days prior to their student's participation.

3. In cases where the school district does not participate in the annual evaluation, parents are responsible for filing the results of the outside evaluation with the Superintendent's office by July 1 per ED 315-06(d) and (e).

4. The Superintendent will develop a form that may be used by parents in filing the results of the outside evaluation. The same form will be used by the building principal in filing the results of an evaluation with the Superintendent's office. Principals will send copies of said evaluation to the parents. The Superintendent will notify the parents if their child has demonstrated progress within 21 days of receiving the annual evaluation data. If progress is not demonstrated, the Superintendent will notify the parents in compliance with ED 315.08.

Re-enrollment into the District Program

1. Parents deciding to re-enroll their children into the school district program following a period of home education will make arrangements with the building principal to provide for an evaluation process to determine appropriate placement in the school's program. Placements will be consistent with the School Board's policy governing student placements and are subject to the same appeal process.

2. Parents are responsible to remain aware of the scope and sequence of the district curriculum and for aligning their home education program in ways that may eliminate conflicts to appropriate placements.

Parents must notify the Commissioner of Education and the resident district Superintendent or non-public school principal within 15 days of the termination of the home education program and shall promptly enroll their children with the district in a state of New Hampshire approved private school.

Limited English Proficiency Instruction (IHBBA)

It is the belief of the Board that students should strive to become proficient in the use of the English language. If the District receives federal funding for Limited English Proficiency (LEP) Programs, the following provisions and procedures will apply:

1. Parents will be notified of their student's placement in a language program and their options associated with that placement. Notification will include the reasons for identifying the child as LEP and the reasons for placing the child in the specific program.

2. Students will participate in regular assessments in a manner that will yield an accurate assessment. Test waivers may be granted on a case-by-case basis for LEP students who demonstrate unusual and unique circumstances; however, students who have been educated in the United States for three years are required to participate in reading/language arts assessment in English.
3. Teachers within the program are certified to teach bilingual or multilingual education.
4. The program will be evaluated for the academic success and language achievement of the students in the program. Parents will be notified of:
    A. Their child's level of English proficiency and how such level was assessed.
    B. Information as to how the program will meet their child's educational strengths, assist him/her to learn English, and meet age-appropriate academic achievement standards.
    C. A statement as to how the LEP will meet objectives of the child's IEP, if applicable.
    D. The method of instruction used in the program in which the child is placed, and the methods of instruction used in other available programs.
    E. The status of their child's academic achievement.

Exit requirements for the program.

Programs for Pupils with Disabilities (IHBA)

The District shall provide a free appropriate public education and necessary related services to all children with disabilities residing within the district, required under the Individuals With Disabilities Act (IDEA), Section 504 of the Rehabilitation Act of 1973, and the American With Disabilities Act.

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate education services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

For students eligible for services under IDEA, the district shall follow procedures for identification, evaluation placement, and delivery of services to children with disabilities provided in state statutes which govern special education. For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the district shall establish and implement a system of procedural safeguards. The safeguards shall cover students'

identification, evaluation, and educational placement. This system shall include notice, and opportunity for the student's parent(s)/guardian(s) to examine relevant records, and impartial hearing with opportunity for participation by the students' parent(s)/guardian(s), and representation by counsel, and review procedure.

Vocational Education (IHAO)

The Timberlane Regional School Board will approve the attendance of certain qualified district high school students at New Hampshire public vocational high schools outside the school district. Approval of attendance at these vocational schools is restricted to high school juniors and seniors, except that the attendance of sophomores will be approved when these students are enrolled in programs commencing in the sophomore year and requiring three consecutive years of study. The Board approves full tuition support of that portion of total tuition not funded by the State.

The Board may pay transportation expenses to parents of vocational students only to the extent of the amount funded by the state and may bear no responsibility to provide transportation. The administration, however, is directed to assist with arrangements for transportation, the cost of which may be paid from available state vocational transportation funds, directly to the carrier. If state funds are not sufficient, users of this transportation may be billed for their equal share of the balance. Students registered for district arranged transportation will not be reimbursed should they use private transportation from time to time.

The administration is expected to provide an accurate cost analysis for budget purposes by December 15th each year. Students not registered to attend vocational schools by that time have no assurance that they will be allowed to attend during the subsequent school year.

Safety and Wellness

Administering Medication to Students (JLCD-R)

A. **General Policy**

Prescription medication should not be taken during school hours, if at all possible. Medication is to be administered by the school nurse, principal, or other designee. Medication will be administered in school only after the following information has been received and filed in the student's health record. This includes self-carrying medications such as epinephrine auto injectors and inhalers.

1. A written statement from the licensed prescriber detailing the route of taking the medication, dosage, and time schedule of the medication.

2. A written authorization from the parent/guardian indicating that the school nurse/designee administer the prescribed medication to the student.

B. Responsibility of the Parent or Guardian

1. Parents and guardians shall be encouraged to cooperate with the licensed prescriber and the school nurse to develop a schedule so that the necessity for taking medications/treatments at school will be minimized or eliminated.

2. Parents or guardians will assume full responsibility for the supplying of all medication. All medications must be in its original container. No more than a 30 day supply will be kept and maintained by the school.

3. Parents or guardians must deliver any medications/treatments to be administered under this policy. All controlled medications (such as Ritalin or Dexedrine) will be counted and documented at the time of delivery by school personnel. Non-prescription medications shall be given only with the written

request of licensed prescriber and permission of parent/guardian.

4. Discontinued or unused medication must be picked up by the parent/guardian. If not claimed within ten days after its use is discontinued, the school nurse may dispose of the unused medication, and record as such in the student's health record file.

C. Responsibility of the Licensed Prescriber

A request form for each prescribed medication/treatment must be completed by the pupil's licensed prescriber, signed by the parent or guardian, and filed with the school nurse in the school's health office.

Communicable Diseases (JLCC)

This policy is adopted to carry out the provisions of RSA 200:38, and RSA 200:39.

Fever- any fever over 100 degrees during the night or morning before school. Students should be fever free for 24 hours without the use of fever reducing medications such as Tylenol or Motrin before returning to school. For fevers over 101 a call to the doctor may be necessary.

Head Lice- According to the Department of Health and Human Services recommendations, a student with a confirmed case of head lice may return to school after proper treatment. All cases of lice should be reported to the school nurse.

Conjunctivitis- (pink eye) According to the Department of Health and Human Services guidelines, students with crusty, itchy, red eyes with thick yellow drainage should be excluded from school. Once a diagnosis of conjunctivitis is made, the student may return to school after 24 hours of antibiotic treatment.

Strep throat- In accordance with the Department of Health and Human Services guidelines, students with strep throat may return to school after 24 hours of antibiotic treatment and be free of fever.

Staph Infections- In accordance with the Department of Health and Human Services guidelines, all infections should be reported to nurse and all open wounds must be covered while at school/ school activities.

Rashes- In accordance with the Department of Health and Human Services guidelines, any student with an unusual rash, or rash with fever should be evaluated by physician prior to returning to school.

Vomiting and/or Diarrhea- Students should be kept home for any episodes of vomiting or diarrhea occurring within 24 hours of the school day.

As referred to in RSA section 200:39, whenever any student exhibits symptoms of contagion or is a hazard to him/herself or others, they shall be excluded from the classroom. All other communicable diseases please refer to Department of Health and Human Services and the Office of Community and Public Health, Bureau of Communicable Disease Control.

Dangerous Weapons on School Property (JICI)

Weapons are not permitted 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 will be reported to local law enforcement authorities.

The term "weapons" includes, but is not limited to, firearms (rifles, pistols, revolvers, pellet guns, BB guns, etc.) knives,

slingshots, metallic knuckles, firecrackers, billy-clubs, stilettos, switchblade knives, swords, canes, pistol canes, black jacks, daggers, dirk knives, explosives, incendiaries, martial arts weapons or self-defense weapons (as defined by RSA 159:24 and RSA 159:20 respectively), or any other object or substance which, in the manner it is used or threatened to be used, is known to be capable of producing death or bodily injury.

In addition, any student who is determined to have brought a firearm (as defined by 18 U.S.C. §921) to school will be expelled for not less than one year (365 days). 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.

The threatened use of a weapon/object is also considered a serious offense, and will result in:

a. Notification of the student's parents.
b. Notification of the Superintendent of Schools.

In addition, the threatened use of a weapon/object may result in the following:

a. Notification of the police department.
b. Suspension from school.
c. *Expulsion from school.*

Hazing (JICFA)

It is the policy of this School District that no student or employees 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 shall engage or participate in hazing. This District does not permit or condone student hazing.

For the purposes of this policy, hazing is defined as any act directed toward a student, or any coercion or intimidation of a student to act or to participate in or submit to any act, when:

(1) Such act is likely or would be perceived by a reasonable person as likely to cause physical or psychological injury to any person; and
(2) Such act is a condition of initiation into, admission into, continued membership in or association with any organization.

Hazing includes but is not limited to 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.

The Superintendent shall take reasonable measures within the scope of the District's authority to prevent student hazing. All hazing reported to the District or which any District staff member has knowledge of shall be promptly reported to law enforcement, as required by RSA 631:7, Student Hazing.

A copy of this policy will be furnished to each student and teacher in the School District, including being printed in the student handbook.

HIV Policy for Students (JLCC-R)

1. A student or a parent/guardian of a student may disclose the student's positive HIV status so as to become less isolated in coping with his/her diagnosis and to gain the support of the educational community and/or to seek modification of the student's educational program.
2. The Superintendent, upon being notified that a student infected with HIV, will consult with the infected student, his/her parents/guardians and his/her health care provider to determine whether there is any risk of transmission of HIV or other secondary infections.
3. Systems need to be designed to ensure that all meetings, correspondence, documentation and discussions are kept highly confidential to protect the privacy of the student, unless the student or the student's parents/guardians agree otherwise.
4. If the Superintendent determines that additional information is necessary, other persons such as a state public health official, may be consulted. However, the identity of the infected student shall not be divulged without express written consent of the infected student and the student's parents/guardians.
5. The Superintendent may recommend to parents that additional personnel be informed of the student's medical condition. Written consent shall be obtained from the adult (eighteen years or older) student or parents/guardians prior to disclosing to any additional personnel a student's HIV status.
6. HIV infection is not transmitted by casual contact and is not in itself a reason to exclude a student from school or to his alter his/her class assignment. However, the rights of these students will be protected by state and federal laws which are currently in effect.
7. The Superintendent in collaboration with the student's parents/guardians shall periodically review the health status and educational needs of the infected student to assure that the needs of the student are being met.
8. Appeal Procedure
    a. If the infected student or the student's parents/guardians do not agree with the decision of the Superintendent, s/he/they may appeal to the School Board.

b. In the event of an appeal, the student shall comply with the decision of the Superintendent pending final disposition of the appeal.

This procedure does not displace other remedies available under Section 504f or IDEA.

Immunizations and Physical Examinations (JLCB-R)

Immunization

The Board recognizes its responsibility under New Hampshire RSA 200:38 and New Hampshire RSA 200:39 with respect to immunization requirements of the State Public Health Agency. Accordingly, the Board authorizes the administration to exclude pupils who do not meet the following state public health immunization requirements.
In the absence of verification of immunization, the child may be excluded from school. Reasonable time of up to sixty (60) days may be permitted to procure records.
Measles Outbreak

1. In case of measles occurs in a school, the following action will be taken:
   a. For students with no history of vaccine or doctor documented history of the disease.
      1. The student will be excluded from school for two weeks
      2. If a medical or religious exemption is honored, this child must stay out of school until two (2) weeks after the last case is diagnosed.
   b. For those children immunized before 12 months of age or before 1968:
      1. The student will be immediately re-vaccinated or
      2. The student will be excluded from school until two (2) weeks after the last measles diagnosis has been made.

2. In schools where no case of measles has occurred: a. School nurses should review their records to identify children not immunized.

   b. Parents of non-immunized children should be advised to have their child vaccinated as soon as possible.

ANAPHYLACTIC REACTION

Students with known anaphylactic reactions (ie: severe bee sting reaction) are to have Epi-pen kits available. Epi-pen kits will be held in the health office or in medical kits distributed from the health office. Students may carry Epi-pen kits on their person only when the school is provided with written permission and verification from parent and physician that the student has a specific need and has had verifiable training in the use.

Under conditions that the parent is unable to accompany the student on field trips, trained personnel willing to accept the responsibility may assist with self-administration of Epi-pen to those students with known anaphylactic reactions. A parent statement form must be filled out by parent and returned to the school.

Prohibited Drug and Alcohol Use by Students (JICH)

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, and 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.)

Tobacco Products Ban (ADC)

Use of Tobacco Products Strictly Prohibited in/on all School Facilities and/or Grounds

No person shall use any tobacco, e-cigarette, liquid nicotine or electronic smoking or vaping apparatus product in any facility maintained by the School District, nor on any of the grounds of the District. Additionally, no person shall use, charge or plug into any school district charging device, any e-cigarette or electronic smoking or vaping device while on school district property.

“Tobacco products” means cigarettes, cigars, snuff, smokeless tobacco, smokeless cigarettes, products containing tobacco, e-cigarettes, or liquid nicotine, electronic smoking or vaping apparatus, and tobacco in any other form.

“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.

Signs shall be placed by the District in all buildings, facilities and School vehicles stating that the use of tobacco

products is prohibited.

It is the responsibility of the building Principal(s), or designee, to initially enforce this policy by requesting that any person who is violating this policy to immediately cease the use of tobacco products. After this request is made, if any person refuses to refrain from using tobacco products in violation of this policy, the Principal or designee may call the local police who shall then be responsible for all enforcement proceedings and applicable fines and penalties.

Student

No student shall purchase, attempt to purchase, possess or use any tobacco, e-cigarette, liquid nicotine or electronic smoking or vaping apparatus product in any facility, in any School vehicle or anywhere on School grounds maintained by the District. Additionally, no student shall use, charge or plug into any school district charging device, any e-cigarette or electronic smoking or vaping device while on school district property.

Enforcement of this prohibition shall initially rest with building Principals, or their designees, who may report any violation to the local police department. In accordance with state law, the police department shall be responsible for all proceedings and applicable fines and penalties.

The Principal will develop regulations, which cover disciplinary action to be taken for violations of this policy. These regulations will be communicated to students by means deemed appropriate by the Principal. In addition to disciplinary actions taken by the School, criminal penalties for fines may result from violations of this policy.

Employees

No employee shall use any tobacco, e-cigarette, liquid nicotine or electronic smoking or vaping apparatus product in any facility in any School vehicle or anywhere on School grounds maintained by the District. Additionally, no employee shall use, charge or plug into any school district charging device, any e-cigarette or electronic smoking or vaping device while on school district property.

Initial responsibility for enforcement of this prohibition shall rest with building Principals, or their designees. The Principal may report violations to the local police department. In accordance with state law, the police department shall be responsible for all proceedings and applicable fines and penalties.

The Principal will develop and implement the appropriate means of notifying employees of the possible disciplinary consequences of violating this policy. Any employee(s) who violate this policy are subject to disciplinary action, which may include warning, suspension or dismissal. In addition, fines or other penalties may result from enforcement of these prohibitions by other law enforcement officials.

All Other Persons

No visitor shall at any time use tobacco, e-cigarette, liquid nicotine or electronic smoking or vaping apparatus products in any facility, in any School vehicle, or anywhere on School grounds maintained by the District. Additionally, no visitor shall use, charge or plug into any school district charging device, any e-cigarette or electronic smoking or vaping device while on school district property.

Responsibility for enforcement of this prohibition shall rest with all School District employees who may report violations to the local police department. In accordance with state law, the police department shall be responsible for all proceedings and applicable fines and penalties.

Student Conduct and Discipline

Bus Procedure and Code of Conduct for Pupils (JICC-R)

The major concern with bus transportation is for the safety and welfare of all pupils. The school maintains jurisdiction over pupils from the time they enter the bus in the morning until they leave the bus in the afternoon. It is of paramount importance that we take precautions. Bus stop behavior is also a concern. Parents are requested to report any dangerous or hazardous situations which they may observe at the bus stop.

Section RSA 189 of the State Statutes authorizes the suspension of students from buses for misbehavior. This means that if a student receives 3 misconduct reports from the Principal's office, he/she will be suspended from riding the bus due to misbehavior, transportation of the student then becomes the responsibility of the parents or guardians until the suspension period is over.

1. Students may ride only their own bus to and from school, unless pre-approved by the building principal.
2. Pupils must remain seated while the bus is in motion, and until the bus comes to a full stop.
3. Once seated, the student is not allowed to change seats. Students assigned to a seat MUST always sit in that specific seat.
4. Pupils should not open or adjust windows unless the bus driver gives his/her permission.
5. Pupils should not operate the front door or handle the emergency doors, except in an emergency as directed.
6. Pupils should be punctual, that is be at the bus stop when the bus arrives.
7. Pupils should not extend any portion of their bodies outside windows.
8. Pupils should not eat on the bus.
9. Pupils should not talk to the driver while the bus is in motion.

Care of School Property by Students (JICB)

Students are responsible for textbooks**,** library books, and school equipment**,** and must ensure they receive proper care. Any book or school equipment lost or defaced will result in the student/guardian paying for said item. Students will also be held accountable for the care of school buildings, and be responsible for reimbursing the district for repairs due to carelessness or vandalism. Payment is to be made to the School District. Report cards and diplomas or transfer of records may be withheld until all obligations are met.

Students may be assessed fees for use of instructional materials when the product is to be kept by the student, such as in industrial arts, under procedures established by the Principal and approved by the Superintendent.

Detention of Students (JKB)

A school administrator or teacher may detain a student for disciplinary reasons during school hours. Further, a school administrator or teacher may detain a student for disciplinary reasons beyond the school hours. Students assigned a detention will be given a 24-hour notice so that transportation may be arranged. Parents may be asked to arrange for the transportation of the detained student.

Detentions on school days may not exceed 60 minutes. Detentions on Saturdays may not exceed 3 hours.

Harassment and Sexual Harassment of Students (ACAA)

Harassment of students because of age, gender, gender identity and expression, race, creed, color, marital status, familial status, disability, national ethnic origin, economic status, genetics, retaliation, sexual orientation or any other characteristic protected under applicable federal or state law is prohibited. Such conduct is a violation of Board policy and may constitute illegal discrimination under state and federal laws.

Harassment includes, but is not limited to, verbal abuse based on age, gender, gender identity and expression, race, creed, color, marital status, familial status, disability, national ethnic origin, economic status, genetics, retaliation, sexual orientation or any other characteristic protected under applicable federal or state law. Complaints of pupil harassment and bullying (defined as insults, taunts or challenges, whether verbal or physical in nature, which are likely to intimidate or provoke a violent or disorderly response) may also be pursued under Board Policy JICK - Pupil Safety and Violence Prevention.

I. PURPOSE

The purpose of this policy is to maintain a learning environment for students that is free from sexual harassment or other improper or inappropriate behavior that may constitute harassment as defined below.

Sexual harassment is against the law and is against school board policy. Any form of sexual harassment is strictly prohibited.

It is a violation of this policy for any student to harass another student through conduct or communication of a sexual nature as defined by this policy.

The District will investigate all complaints, formal or informal, verbal or written, of sexual harassment and will discipline any student who sexually harasses another student

II. SEXUAL HARASSMENT/SEXUAL VIOLENCE DEFINED

Sexual harassment of students shall include, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal or physical conduct of a sexual nature when:

1. The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits;
2. Submission to, or rejection of, the conduct or communication is used as the basis for educational decisions affecting a student;
3. The conduct or communication is so severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with a student's educational performance or opportunities; or creates an intimidating, offensive or hostile educational environment.

Relevant factors to be considered will include, but not be limited to: did the student view the environment as hostile; was it reasonable to view the environment as hostile; the nature of the conduct; how often the conduct occurred and how long it continued; age and sex of the complainant; whether the alleged harasser was in a position of power over the student subjected to the harassment; number of individuals involved; age of the alleged harasser; where the harassment occurred; and other incidents of sexual harassment at the school involving the

same or other students.

Examples of sexual harassment may include, but not be limited to: physical touching or graffiti of a sexual nature; displaying or distributing of sexually explicit drawings; pictures and written materials; sexual gestures or obscene jokes; touching oneself sexually or talking about one's sexuality in front of others; or spreading rumors about or rating other students or others as to appearance, sexual activity or performance.

III. 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 all pertinent laws. Nothing in this policy will prohibit the School District from taking immediate action to protect victims of alleged sexual abuse.

IV. AGE-APPROPRIATE SEXUAL HARASSMENT POLICY
Per the requirements of Ed 303.01(j), the School Board is required to establish a policy on sexual harassment, written in age appropriate language and published and available in written form to all students. This policy is intended to apply to middle-school and highschool aged students.

The Superintendent and building Principal(s) are charged with establishing policies, rules, protocols and other necessary age-appropriate information or materials for the District's elementary schools.

V. 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 03301, phone 603-271-2767 or US Department of Health & Human Services, Office for Civil Rights, Region 1, JFK Building, Room 1875, Boston, MA 02203, phone 617-565-1340.

Modification of a Weapons Expulsion (JICI-R)

Pursuant to RSA 193:13, IV, the Superintendent may, upon written application of an expelled pupil, recommend modification to the expulsion. Prior to consenting to such a modification, the pupil/parent shall be required to submit to the Superintendent sufficient evidence in the form of letters, work history or other documents or testimony demonstrating that it is in the school's best interest and the pupil's best interest to allow a modification. In making such a decision, due regard will be given to other pupils and staff whose safety and well-being shall be of paramount importance.

Nondiscrimination/Equal Opportunity (AC)

It is the policy of the School Board that there will be no discrimination on the basis of age, gender, gender identity and expression, including a transgender identity, race, creed, color, religion, marital status, sexual orientation, national ethnic origin, economic status, disability, veteran status, genetics, retaliation; and any other characteristic protected under applicable federal or state law for employment in, participation in, admission/access to, or operation and administration of any educational program or activity in the School District.

The District will not discriminate against any employee who is a victim of domestic violence, harassment, sexual assault, or stalking.

The Superintendent or his/her designee will receive all inquiries, complaints, and other communications relative to this policy and the applicable laws and regulations concerned with non-discrimination.

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

All inquiries, complaints or other communications relative to this policy and applicable laws and regulations concerned with non-discrimination:

Dana O'Gara, Director of Human Resources
SAU 106 - 30 Greenough Road
Plaistow, New Hampshire 03865 Telephone: 603-382-6119

Inquiries concerning the application of non-discrimination policies may also be referred to:
The Regional Director, Office of Civil Rights
U.S. Department of Education
J.W. McCormack, POCH, Room 222
Boston, Massachusetts 02109-4557

Student Conduct (JIC)

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

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

Terms and levels of discipline are established in Policy JICD. Disciplinary measures include, but are not limited to, removal from the classroom, detention, in-school suspension, out-of-school suspension, restriction from activities, probation, and expulsion.

Student Conduct on School Buses (EEAEC)

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 or similar school district vehicle 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 SAU Transportation Coordinator. If the parent is not satisfied by the ruling of the SAU Transportation Coordinator, 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 School Board.

Student Discipline and Due Process (JICD)

Definitions

1. Disciplinary measures include, but are not limited to, removal from the classroom, detention, in-school suspension, out-of-school suspension, restriction from activities, probation, and expulsion.

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

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

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

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

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

7. Probation means a student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension will mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms will result in immediate reinstatement of the penalty.
8. Expulsion means the permanent denial of a pupil's attendance at school for any of the reasons listed in RSA 193:13, II and III.

Standards for Removal from Classroom and Detention
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 rules or policies, or otherwise impedes the

educational purpose of the class.
Likewise, classroom teachers may assign students to detention for similar conduct.
The building principal or designee may assign students to detention under the same standard.

Standards for In-School Suspension, Restriction of Activities, and Probation
The building principal or designee is authorized to issue in-school suspensions, restrictions of activities, or place a student on behavior probation for any conduct that causes material or substantial disruption to the school environment, interferes with the rights of others, presents a threat to the health and safety of students, employees, and visitors, violates other board Policies or is otherwise inappropriate is prohibited.

Process for Out-of-School Suspension:
The power of suspension is authorized as follows:
1. The building principal or designee is authorized to suspend a student for 10 school days or less for gross misconduct or for neglect or refusal to conform to school district policies or rules. The principal or designee shall consult with the Superintendent prior to issuing any suspension.
A. Pursuant to Ed 317.04(a)(1), a suspension of 10 school days or less shall be considered a "short-term suspension" and may be issued for gross misconduct or for neglect or refusal to conform to the reasonable rules of the school under RSA 193:13,I.
B. As required by RSA 193:13(a), educational assignments shall be made available to the suspended pupil during the period of suspension.

2. The Superintendent is authorized to continue the suspension of a pupil for a period in excess of 10 school days. Prior to this extended suspension, the Superintendent will provide an informal hearing on the matter. The informal hearing need not rise to the level and protocol of an official hearing before the school board.
A. Pursuant to Ed 317.04(a)(2), a suspension in excess of 10 school days shall be considered a "long-term suspension."

3. A long-term suspension may be issued for an act of theft, destruction, or violence as defined in RSA Chapter 193-D, for possession of a pellet paint ball gun or BB gun or rifle as provided by RSA 193:13, II, or for any violation of any rule established using the authority granted by RSA 189:15, provided the rule includes notice that a student may receive a long-term suspension and/or may be expelled for violation of the rule and the rule has been recorded in the official records of the School Board. Any suspension in excess of 10 school days, as described in Paragraph 2 of this Section, is appealable to the school board, provided the Superintendent receives the appeal in writing within 10 days after the issuance of the Superintendent's decision described in Paragraph 2. Any suspension in excess of 10 school days shall remain in effect while this appeal is pending.

4. Due process standards for short-term suspensions (10 days or less) will adhere to the requirements of Ed 317.04(d)(1).

5. Due process standards for long-term suspensions (more than 10 days) will adhere to the requirements of Ed 317.04(d)(2)

Process for Expulsion
1. Any pupil may be expelled by the School Board for an act of theft, destruction, or violence as defined in RSA Chapter 193-D, for possession of a pellet paint ball gun or BB gun or rifle as provided by RSA 193:13, II, or for any violation of any rule established using the authority granted by RSA 189:15, provided the rule includes notice that a student may receive a long-term suspension and/or may be expelled for violation of the rule and the rule has been recorded in the official records of the School Board. .

2. Additionally, any pupil may be expelled by the School Board for bringing or possessing a firearm as defined in Section 921 U.S.C. Title 18 in a safe school zone, as defined in RSA 193-D:1, unless such pupil has written authorization from the Superintendent. Any expulsion under this provision shall be for a period of not less than 12 months.

3. The District will ensure that the due process standards set forth in Ed 317.04(d)(3) are followed.

4. The Superintendent is authorized to modify the expulsion requirements of any student on a case-by-case basis.

NOTE: Students with disabilities, 504, and/or students receiving special education services will be disciplined in accordance with the student's IEP and all applicable provisions of the Individual with Disabilities Education Act (IDEA). Discipline matters for students with disabilities will be addressed on a case by case basis by administration. As such, and depending on the disability, consequences set forth in the Code of Discipline may vary or be waived, in whole or in part

This policy and school rules which inform the student body of the content of RSA 193:13 shall be printed in the student handbook and made available on the District's website to students, parents, and guardians. The Principal or designated building administrator shall also inform the student body concerning this policy and school rules which address the content of RSA 193:13 through appropriate means, which may include posting and announcements. See: Ed. 317.04(d). See also policies JI, JIA, JIC, JICC, JICD, JIC

Student Expulsion (JKE-R)

The following procedures will be used when the school administration makes a recommendation for exclusion or expulsion of a student:

1. Written notice of intent to take action will:

    a. Be served upon the student and parent or guardian by certified mail;
    b. Contain a complete statement of the facts alleged;
    c. State the date, time, and place of the hearing;
    d. Be accompanied by a copy of the pupil suspension and dismissal law (RSA 193:13);
    e. Describe alternative educational programs accorded the student prior to commencement of the expulsion or exclusion proceedings if any; and
    f. Inform the student and parent or guardian of the right to:
        (1) have legal counsel at the hearing,
        (2) examine the student's records before the hearing,
        (3) present evidence, and
        (4) confront and cross-examine witnesses
    g. If a student has a disability, complete the "Suspension and Expulsion of Students with Disabilities" form and state how the cause of the proposed action is unrelated to the disability.

    h. In the case of students with disabilities, the report will set forth the following: the nature of the disability; the relation of the disability to the grounds for expulsion or exclusion; and the nature and adequacy of the special education services accorded the student.

2. The hearing will be scheduled within 15 days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the Board, student, parent, or guardian.

The hearing will be at a time and place reasonably convenient to student, parent or guardian.

Student Suspension (JKD-R)

Hearing Prior to Suspension

Prior to suspension of a student, at least a rudimentary hearing shall be conducted by the Administration. This hearing shall include at least:

1. Notification of student that alleged violation is grounds for suspension.
2. Specification of violation, in detail.
3. Opportunity for student to respond.

In the event that student denies wrongdoing or claims extenuating circumstances, and the Principal was not a witness, the Principal shall make further inquiries.

Access to Student Records

Pupil Safety, Violence Prevention and Anti-Bullying (JICK)

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.

   Bullying is defined as actual or perceived verbal or physical conduct that denigrates or shows hostility or aversion toward an individual on the basis of race, color, religion, national origin, ancestry or ethnicity, sexual orientation, socioeconomical status, age, physical, mental, or leaning disability, gender, gender identity and expression, obesity, or other distinguishing personal characteristics, or based on association with any person identified in any of the above categories.

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.

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.

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.

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

IV. Protection of all Pupils (RSA 193-F:4, II(c))
This policy shall apply to all pupils on school district grounds and participating in school district functions, regardless of whether or not such pupil 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 or interventions, or both, 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.

VI. Distribution and Notice of This Policy (RSA 193-F:4, II(e))
The district shall inform annually school employees, regular school volunteers, pupils, parents, legal guardians, or employees of a company under contract to the school district or its schools. All district employees shall receive annual training.

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

1. At each school, the Principal or designee shall be responsible for receiving complaints of alleged violations of this policy. If the student is more comfortable reporting the alleged act to a person other than the Principal or designee, the student may tell any school district employee or volunteer about the alleged bullying.

2. Any school employee or volunteer who witnesses, receives a report of, or has knowledge or belief that bullying may have occurred shall inform the Principal or designee as soon as possible, but no later than the end of that school day.

3. The Principal or designee may develop a system or method for receiving anonymous reports of bullying. Although students, parents, volunteers and visitors may report anonymously, formal disciplinary action or intervention, or both, 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. Upon receipt of a report of bullying, the Principal or designee shall commence an investigation consistent with the provisions of Section XI of this policy.

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 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 or designee shall report to the parents of a student who has been reported as a victim of bullying and to the parents of a student who has been reported as a perpetrator of bullying within 48 hours of receiving the report. Such notification may be made by telephone, writing or personal conference. The date, time, method, and location (if applicable) of such notification and communication shall be noted in the report. All notifications shall

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 or designee may, within a 48 hour time period, grant the Principal or designee 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 or the Principal's designee 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.

3. If the alleged bullying was in whole or in part cyberbullying, the Principal or designee may ask students and/ or parents to provide the District with printed copies of e-mails, text messages, website pages, or other similar electronic communications.

4. An investigation shall be completed within 5 school days. If the Principal or designee needs more than 5 school days to complete the investigation, the Superintendent may grant an extension of up to 7 school days. In the event such extension is granted, the Principal or designee shall notify in writing all parties involved of the granting of the extension.

5. Whether a particular action or incident constitutes a violation of this policy shall require a determination based on all facts and surrounding circumstances and shall include recommended remedial steps necessary to stop the bullying and a written final report to the Principal or designee.

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

Consequences and appropriate remedial actions for a student 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.

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, his/her IEP, 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. In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying. The Board encourages the Superintendent to work collaboratively with all staff members to develop responses other than traditional discipline as a way to remediate substantiated instances of bullying. Each school shall develop and maintain a program for bullying prevention.

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

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

XIV. Communication With Parents Upon Completion of Investigation (RSA 193-F:4, II(m)

1. Within 10 school days of completing an investigation, the Principal or designee will notify the parents/ guardians of the victims and perpetrators regarding the school's remedies and assistance, within the boundaries of applicable state and federal law.

2. At the parent's request, the Principal or designee shall schedule a meeting with them to further explain his/her findings and reasons for his/her actions.

3. In accordance with the Family Educational Rights and Privacy Act and other law concerning student privacy, the District will not disclose educational records of students including the discipline and remedial action assigned to those students and the parents of other students involved in a bullying incident.

XV. School Officials (RSA 193-F:4, II(n)

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

XVI. Capture of Audio Recordings on School Buses

Pursuant to RSA 570-A:2, notice is hereby given that the Board authorizes audio recordings to be made in conjunction with video recordings of the interior of school buses while students are being transported to and from school or school activities. The Superintendent shall ensure that there is a sign informing the occupants of school buses that such recordings are occurring.

XVIII. Use of Video or Audio Recordings in Student Discipline Matters

The District reserves the right to use audio and/or video recording devices on District property (including school buses) to ensure the health, safety and welfare of all staff, students and visitors. Placement and location of such devices will be established in accordance with the provisions of Policies EEAA, EEAE and EEACD.

In the event an audio or video recording is used as part of a student discipline proceeding, such video may become part of a student's education record. If an audio or video recording does become part of a student's education record, the provisions of Policy JRA shall apply.

The Superintendent is authorized to contact legal counsel for matters relative to bullying.

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

Annual Notice of Student Education Records and Information Rights (JRA-E)

The Family Educational Rights and Privacy Act ("FERPA") provides certain rights to parents and eligible students with respect to the student's education records.

A. Definitions.

1. "Parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian.

2. "Eligible student" means a student who has reached 18 years of age or who is attending an institution of postsecondary education. Generally, once a student becomes an eligible student, rights under FERPA transfer from the parents to the eligible student. The School District may, however, continue to disclose education records to a parent without prior written consent if the student qualifies as a dependent under the Internal Revenue Code.

B. Inspection of Records

Parents/eligible students may inspect and review the student's education records within 45 days of making a request, or before an IEP Team meeting or due process hearing. Such requests must be submitted to the Superintendent or building administrator in writing and must identify the record(s) to be inspected. The Superintendent or building administrator will notify the parent/eligible student of the time and place where the record(s) may be inspected in the presence of school staff. Parents/eligible students may obtain copies of education records at a cost of $.10 per page, subject to reasonable limitations.

C. Amendment of Records

Parents/eligible students may ask the School District to amend education records they believe are inaccurate, misleading or in violation of the student's right to privacy. Such requests must be submitted to the Superintendent or building administrator in writing, clearly identify the part of the record they want changed and how they want it changed, and specify why it is inaccurate or misleading or in violation of the student's right of privacy. If the Superintendent or building administrator decides not to amend the record as requested, the parent/eligible student will be notified of the decision, their right to request a hearing and information about the hearing process.

D. Disclosure of Records

The School District must obtain a parent/eligible student's written consent prior to disclosure of personally identifiable information in education records except in circumstances permitted by law or regulations as summarized below.

1. **Directory Information**

   The School District designates the following student information as directory information that may be made public at its discretion: name, participation and grade level of students in officially recognized activities and sports, height and weight of student athletes, dates of attendance in the school district, honors and awards received, and photographs and videos relating to student participation in school activities open to the public. Parents/eligible students who do not want the School District to disclose directory information must notify the Superintendent in writing by September 15th of the school year or within thirty (30) days of enrollment, whichever is later. This opt-out shall remain in effect until the following school year, unless the parent or eligible student rescinds it earlier, or unless the student no longer attends the School District, in which case the opt out will remain in effect unless it is rescinded.

   Absent an opt out, the School District may disclose directory information about former students without the consent of the parent/eligible student.

2. **Military Recruiters/Institutions of Higher Education**

   Military recruiters and institutions of higher education are entitled to receive the names, addresses and telephone numbers of secondary students and the School District must comply with any such request, provided that parents have been notified that they and secondary school students have the right to request that this information not be released without their prior written consent. Parents/students who do not want the School District to disclose this information without their prior written consent must notify the Superintendent in writing by September 15th or within thirty (30) days of enrollment, whichever is later.

3. **School Officials with Legitimate Educational Interests**
   Education records (and personally identifiable information from an education record) may be disclosed to school officials with a "legitimate educational interest." A school official has a legitimate educational interest if he/she needs to review an education record (or to receive personally identifiable information from an education record) in order to fulfill his/her professional responsibility. School officials include persons employed by the School District (or the School District's school administrative unit) as an administrator, supervisor, instructor or support staff member (such as guidance, health or medical staff and the district's law enforcement personnel, if any); members of the School Board; persons or companies with whom the School District or school administrative unit has contracted to provide specific services (such as attorneys, auditors, medical consultants, athletic trainers, evaluators, experts, or therapists); and volunteers who are under the direct control of the School District with regard to education records.

4. **Health or Safety Emergencies**
   In accordance with federal regulations, the School District may disclose education records in a health or safety emergency to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals without prior written consent.

5. **Other Schools**
   The School District sends student education records to schools, school systems, or institutions of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled, if the school, school system, or institution of postsecondary education has requested the records and so long as the disclosure is for purposes related to the student's enrollment or transfer. Such records shall include, but are not limited to, grades, report cards, disciplinary records, attendance records, special education records and health records.

6. **Other Entities/Individuals**
   Education records may be disclosed to other entities and individuals as specifically permitted by law. Parents/eligible students may obtain information about other exceptions to the written consent requirement by request to the Superintendent or building administrator.

E. Complaints Regarding School District Compliance with FERPA

Parents/eligible students who believe that the School District has not complied with the requirements of FERPA have the right to file a complaint with the U.S. Department of Education. The office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Drug or Alcohol Treatment Records (JICH-R)

Policy on Drug or Alcohol Treatment Records of Students in programs within 42 U.S.C.S. Section 290 dd-3 and 290 ee-3, and 42 CFR Part 2

This policy only applies to a school-based drug or alcohol abuse treatment program if that program:

(1) is federally assisted - virtually all public school programs are federally assisted because of their tax exempt status; and

(2) holds itself out as providing and does provide drug or alcohol abuse diagnosis, treatment, or referral for treatment.

Programs which meet those two requirements are subject to federal confidentiality requirements which restrict the use and disclosure of information which was obtained for the purpose of treating alcohol or drug abuse, making a diagnosis for treatment, or making a referral for treatment. The purpose of the federal confidentiality law is to encourage treatment by protecting a patient's privacy rights.

1. Notice to Student

At the time of a student's admission into a drug and/or alcohol abuse counseling program, the program must give the student a copy of the Notice of Rights form set forth in Appendix A.

2. Parental Consent to Treatment

RSA 318-B:12-a does not list school districts as one of the entities to which a minor 12 years of age or older may voluntarily submit himself for treatment for drug dependency. Therefore, New Hampshire Law requires the school to obtain parental consent for the minor to be treated. However, even though state law requires consent to treatment, the program cannot notify the parents of a student's application for treatment unless:

a. the student gives written consent; or

b. the program director finds:

(1) That the minor lacks capacity because of extreme youth or mental or physical condition to make a rational decision on whether to consent to a disclosure to his parents; and

(2) The student's situation poses a substantial threat to the life or physical well-being of the student or any other individual and that threat may be reduced by communicating relevant facts to the student's parents. (The practical effect of this requirement is that the school may not be able to get parental consent to treatment. In that case, the school need not provide services to the minor.)

3. Security for Program Records

Written program records must be maintained in a secure room, locked file cabinet, safe or other similar container when not in use. The program must also adopt written procedures on access to written records.

4. Access to Records

Access to said records shall be furnished to the following persons:

a. Personnel within the program who have a need for the information in connection with their duties that arise out of the provision of diagnosis, treatment, or referral for treatment of alcohol or drug abuse.

b. Personnel within entity that has direct administrative control over the alcohol or drug abuse program who have a need for the information in connection with their duties that arise out of the provision of diagnosis, treatment or referral for treatment of alcohol or drug abuse.

c. If the program is not under the school system's direct administrative control, other school personnel cannot have access to the program's records unless the program enters into qualified service organization agreement ("QSOA") with school officials.

(1) QSOA requirements:

(A) the official provides services to program

(B) the official acknowledges that he will be bound by the federal confidentiality of the records

(C) if needed, the official will fight in court to protect the confidentiality of the records

d. Persons identified in the written consent form signed by both the student and parent (see Appendix B). Federal law requires both student and parent to sign so that it takes precedent over RSA 318B.

e. Medical personnel to the extent necessary to meet a bona fide medical emergency.

f. Qualified personnel for the purpose of conducting scientific research, management audits, financial audits or program evaluations.

g. Persons listed in a court order and subpoena after a court has made a finding of good cause. (The federal regulations, 42 CFR Part 2, list in detail the procedures for court-ordered disclosure.)

5. Procedure Governing Access
   a. The program director shall respond to all requests for access to program records.
   b. In responding to a request for information, the program director cannot acknowledge that a particular student is in the program if the program deals only with drug and alcohol abuse. In that situation, the program director should respond to the request by giving the inquiring party a copy of the federal regulations.
   c. Access will be refused or granted depending upon the propriety and validity of the request under the federal statute and regulations.

6. Reports of Suspected Child Abuse and Neglect
   The restrictions on disclosure and use of drug or alcohol treatment information do not apply to the reporting under state law of incidents of suspected child abuse and neglect. However, the restrictions do apply to the alcohol or drug abuse patient records maintained by the school program which includes the disclosure and use of the records for civil or criminal proceedings which may arise out of the report of suspected child abuse and neglect.

NOTICE OF RIGHTS

The confidentiality of alcohol and drug abuse patient records maintained by the program is protected by Federal law and regulations. Generally, the program may not say to a person outside the program that a patient attends the program, or disclose any information identifying a patient as an alcohol or drug abuser unless:

(1) The patient consents in writing;

(2) The disclosure is allowed by a court order; or

(3) The disclosure is made to medical personnel in a medical emergency or to qualified personnel for research, audit, or program evaluation.

Violation of the Federal law and regulations by a program is a crime. Suspected violations may be reported to appropriate authorities in accordance with Federal regulations.

Federal law and regulations do not protect any information about a crime committed by a patient either at the program or against any person who works for the program or about any threat to commit such a crime.

Federal laws and regulations do not protect any information about suspected child abuse or neglect from being reported under State law to appropriate State or local authorities (see 42 U.S.C. 290dd-3 and 42 U.S.C. 290ee-3 for Federal laws and 42 CFR Part 2 for Federal regulations).

(Approved by the Office of Management and Budget under Control No. 0930-0099).

This information has been disclosed to you from records protected by Federal confidentiality rules (42 CFR Part 2). The Federal rules prohibit you from making any further disclosure of this information unless further disclosure is expressly permitted by the written consent of the person to whom it pertains or as otherwise permitted by 42 CFR Part 2. A general authorization for the release of medical or other information is NOT sufficient for this purpose. The Federal rules restrict any use of the information to criminally investigate or prosecute any alcohol or drug abuse patient.

Student Education Records and Information (JRA)

The Timberlane Regional School District shall comply with the Family Educational Rights and Privacy Act ("FERPA") and all other federal and state laws and regulations concerning confidentiality and maintenance of student records and information.

A. Directory Information

The Timberlane Regional School District designates the following student information as directory information: name, participation and grade level of students in recognized activities and sports, height and weight of student athletes, dates of attendance in the school district, honors and awards received, and photographs and videos of student participation in school activities open to the public[1]. The Timberlane Regional School District may disclose directory information if it has provided notice to parents (and eligible students) and has not received timely written notice refusing permission to designate such information as directory information.

B. Military Recruiters/Higher Education Access to Information

Under federal law, military recruiters and institutions of higher education are entitled to receive the names, addresses and telephone numbers of secondary students and the Timberlane Regional School District must comply with any such request, provided that parents have been notified that they and secondary school students have the right to request that this information not be released without their prior written consent.

C. Health or Safety Emergencies

In accordance with federal regulations, the School District may disclose education records in a health or safety emergency without prior written consent to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals.

D. Transfer of Student Records

The Timberlane Regional School District sends student education records to a school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled, if the school, school system, or institution or postsecondary education has requested the records, so long as the disclosure is for purposes related to the student's enrollment or transfer. Such records include, but are not limited to, grades and report cards, disciplinary records, attendance records, special education records and health records.

E. Designation of Law Enforcement Unit

The Board hereby designates its School Resource Officer(s) as the Timberlane Regional School District's law enforcement unit.

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[1] *"Open to the public" means that outsiders (non school employees) are invited to attend and view or participate in the event. The invitation must be to the public: at least parents, relatives, guardians, etc. Beyond relatives, etc, it may also, but not necessarily, include non-relatives, but non-relatives alone do not count for "public." "Open to the public" does not mean that ALL public are invited, it may be segregated to family members. "Open to the public" does not cover outsiders (non school employees) invited to provide an educational experience or service. These providers are not the public; they are contractors, employees or volunteer instructors. Nor does it mean the media alone may attend an event, though the media may attend if the public is invited.*

F. Administrative Procedures and Notices

The Superintendent is responsible for developing and implementing any administrative procedures and parent notices necessary to comply with the applicable laws and regulations concerning student education records and information. Notices shall be distributed annually to parents and eligible students concerning their rights under these laws and regulations. A copy of this policy shall be posted in each school.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

    - School officials with legitimate educational interest;
    - Other schools to which a student is transferring;
    - Specified officials for audit or evaluation purposes;
    - Appropriate parties in connection with financial aid to a student;
    - Organizations conducting certain studies for or on behalf of the school;
    - Accrediting organizations;
    - To comply with a judicial order or lawfully issued subpoena;
    - Appropriate officials in cases of health and safety emergencies; and
    - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students

annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For more information on FERPA, visit the USDOE website at: http://www2.ed.gov/policy/gen/guid/fpco/ferpa

Health Insurance Portability and Accountability Act (HIPAA)

The HIPAA Privacy Rule provides federal protections for individually identifiable health information held by covered entities and their business associates and gives patients an array of rights with respect to that information. At the same time, the Privacy Rule is balanced so that it permits the disclosure of health information needed for patient care and other important purposes.

For more information on HIPAA, visit the HHS website at: http://www.hhs.gov/ocr/privacy/index.html

Rules and Regulations

The following are some additional major Federal Rules and Regulations that affect school districts. They outline school district rights and responsibilities, as well as rights for parents/guardians.

Children's Internet Protection Act (CIPA)

The Children's Internet Protection Act (CIPA) was enacted by Congress in 2000 to address concerns about children's access to obscene or harmful content over the Internet. CIPA imposes certain requirements on schools or libraries that receive discounts for Internet access or internal connections through the E-rate program – a program that makes certain communications services and products more affordable for eligible schools and libraries. In early 2001, the FCC issued rules implementing CIPA and provided updates to those rules in 2011.

What CIPA requires

Schools and libraries subject to CIPA may not receive the discounts offered by the E-rate program unless they certify that they have an Internet safety policy that includes technology protection measures. The protection measures must block or filter Internet access to pictures that are: (a) obscene; (b) child pornography; or (c) harmful to minors (for computers that are accessed by minors). Before adopting this Internet safety policy, schools and libraries must provide reasonable notice and hold at least one public hearing or meeting to address the proposal.

Schools subject to CIPA have two additional certification requirements: 1) their Internet safety policies must include monitoring the online activities of minors; and 2) as required by the Protecting Children in the 21st Century Act, they must provide for educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

Schools and libraries subject to CIPA are required to adopt and implement an Internet safety policy addressing:

- Access by minors to inappropriate matter on the Internet;
- The safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications;
- Unauthorized access, including so-called "hacking," and other unlawful activities by minors online;

•Unauthorized disclosure, use, and dissemination of personal information regarding minors; and

•Measures restricting minors' access to materials harmful to them.

Schools and libraries must certify they are in compliance with CIPA before they can receive E-rate funding.

•CIPA does not apply to schools and libraries receiving discounts only for telecommunications service only;

•An authorized person may disable the blocking or filtering measure during use by an adult to enable access for bona fide research or other lawful purposes.

•CIPA does not require the tracking of Internet use by minors or adults.

For more CIPA information, visit the FCC website at: https://www.fcc.gov/guides/childrens-internet-protection-act

Children's Online Privacy Protection Act (COPPA)

COPPA imposes certain requirements on operators of websites or online services directed to children under 13 years of age, and on operators of other websites or online services that have actual knowledge that they are collecting personal information online from a child under 13 years of age.

COPPA and Schools

Effective January 1, 2016, a new section RSA 189:68-a is added to establish privacy protections for student online personal information.

The new statute applies to the operator of a website, online service, online application, or mobile application with actual knowledge that the site, service, or application is used primarily for K-12 school purposes or was designed and marketed for K-12 purposes. That statute forbids online operators from conducting any of the following activities:

1. Targeted advertising on the operator's site when the targeting of the advertising is based on any information that the operator has acquired because of the operator's use of the site;

2. Use of information, including persistent unique identifiers, created or gathered by the operator's site, service, or application, to amass a profile about a K-12 student;

3. Sale, lease, rent, trade, or otherwise make available a student's information; or

4. Disclosing protected information unless the disclosure is made to respond to or participate in the judicial process.

An operator is required to:

1. Implement and maintain reasonable security procedures and practices appropriate to the nature of the covered information; and

2. Delete a student's information if the school or district requests deletion of data under its control.

Covered information means personally identifiable information or materials in any media or format that meets any of the following:

1. Is created or provided by a student, or the student's parent or legal guardian, to an operator in the course of the student's, parent's and legal guardian's use of the operator's site, service or application for K-12 school purposes.

2. Is created or provided by an employee or agent of the K-12 school, school district, local education agency, or county office of education, to an operator.

3. Gathered by an operator and is descriptive of a student or otherwise identifies a student including but not limited to, information in the student's educational record or email, first and last name, home address, date of birth, telephone number, unique pupil identifier, social security number, financial or insurance account numbers, email address, other information that allows physical or on-line contact, discipline records, test results, special education data, juvenile dependency records, grades, evaluations, criminal records, medical records, health records, biometric information, disabilities, socioeconomic information, food purchases, political affiliations, religious information, text messages, documents, other student identifiers, search activity, photos, voice recordings, or geolocation information.

The statute does not prohibit operators from using deidentified student covered information: (1) within the operator's site, service, application, or other sites, services or applications owned by the operator to improve educational products; and (2) to demonstrate the effectiveness of the operator's products or services including its marketing.

The new statute also does not prohibit an operator from sharing aggregated deidentified student covered information for the development and improvement of educational sites, services, or applications.

The statute does not apply to general audience internet websites, on-line services, on-line applications, or mobile applications, and does not impede the ability of students to download, export, or otherwise save or maintain their own student-created data or documents.

For more COPPA information, visit the FTC site at: https://www.ftc.gov/enforcement/rules/rulemaking-regulatory-reform-proceedings/childrens-online-privacy-protection-rule

Individuals with Disabilities Education Act (IDEA)

The Individuals with Disabilities Education Act (IDEA) is a federal law that requires schools to serve the educational needs of eligible students with disabilities. For more information about the District's implementation of IDEA requirements in providing programs for children with disabilities, please see the TRSD Special Education Plan located on the District's website.

For more information on IDEA, visit the USDOE website at: http://idea.ed.gov

Section 504

Section 504 is a federal law designed to protect the rights of individuals with disabilities in programs and activities that receive Federal financial assistance from the U.S. Department of Education (ED). Section 504 provides: "No otherwise qualified individual with a disability in the United States . . . shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance . . . ."

OCR enforces Section 504 in programs and activities that receive Federal financial assistance from ED. Recipients of this Federal financial assistance include public school districts, institutions of higher education, and other state and local education agencies. The regulations implementing Section 504 in the context of educational institutions appear at 34 C.F.R. Part 104.

The Section 504 regulations require a school district to provide a "free appropriate public education" (FAPE) to each qualified student with a disability who is in the school district's jurisdiction, regardless of the nature or severity of the disability. Under Section 504, FAPE consists of the provision of regular or special education and related aids and services designed to meet the student's individual educational needs as adequately as the needs of nondisabled students are met.

For more information on Section 504, visit the OCR website at: http://www2.ed.gov/about/offices/list/ocr

McKinney-Vento Homeless Assistance Act

Statement of Policy

(1) Each State educational agency shall ensure that each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, including a public preschool education, as provided to other children and youths.

(2) In any State that has a compulsory residency requirement as a component of the State's compulsory school attendance laws or other laws, regulations, practices, or policies that may act as a barrier to the enrollment, attendance, or success in school of homeless children and youths, the State will review and undertake steps to revise such laws, regulations, practices, or policies to ensure that homeless children and youths are afforded the same free, appropriate public education as provided to other children and youths.

(3) Homelessness alone is not sufficient reason to separate students from the mainstream school environment.

(4) Homeless children and youths should have access to the education and other services that such children and youths need to ensure that such children and youths have an opportunity to meet the same challenging State student academic achievement standards to which all students are held.

For more information on the McKinney-Vento Homeless Assistance Act, visit the National Center for Homeless Education (NCHE) at: http://center.serve.org/nche/legis/mv.php

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