



2023-2024

**FAMILY
HANDBOOK**

SUNAPEE CENTRAL ELEMENTARY SCHOOL

**22 School Street
Sunapee, NH 03782
603.763.5675**

www.sunapeeschools.org

Patrick Gordon, Principal

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SAU #85 – Sunapee School District 2023-2024 School Year Calendar

School Board approved
2/8/23

21 New Teacher Day
22-24 PD Days
28 First Day of School

Days 4

AUGUST '23						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY '24						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

26-29 Winter Break - NS

Days 17

1 & 4 Labor Day - NS

19 Days

SEPTEMBER '23						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MARCH '24						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 Winter Break - NS

20 Days

8 End of Trimester 2

9 Columbus Day - NS

21 Days

17 End of Trimester 1

OCTOBER '23						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL '24						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

19 – PD Day - NS

22-26 Spring Break - NS

16 Days

5 End of Q3

*Teacher Conferences

10 Veterans Day - NS

22-24 Thanksgiving Break - NS

18 Days

3 End of Q1

NOVEMBER '23						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY '24						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

27 Memorial Day - NS

22 Days

25-29 Holiday Break - NS

16 Days

DECEMBER '23						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE '24						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**11 Last Day of School
(Tentative – without additional 5
days for lost instructional time)

7 Days

11 End of Q4
End of S2
End of Trimester 3

01 Holiday Break - NS
15 Civil Rights Day - NS
12 – PD Day - NS

20 Days

19 End of Q2
End of S1

JANUARY '24						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Total Days = 180 for instruction (or the equivalent number of hours, as required by RSA 189:1 and Ed 306.18).

*K-12 Teachers will work with parents to schedule a conference during November, unless an earlier meeting is deemed necessary.

**An additional 5 days may be scheduled to provide for instructional time lost due to inclement weather or unexpected circumstances, if necessary.

PD – Professional Development (no school) – 5 days for staff development/in-service.

Note: Schools are in session M-F. The weekends have been included for clarity.

1/3/2023

SCES STAFF DIRECTORY

Patrick Gordon, Principal

Carrie Gross, Administrative Assistant

Teaching Staff

TBD, Preschool

Jacqueline Keegan, Kindergarten

Kelsey Pitkin, Kindergarten

Louise Nichols, 1st Grade

Jenna Darling, 1st Grade

Kathryn Scott, 2nd Grade

Olivia VanDenBerg, 2nd Grade

Michele Morse, 3rd Grade

Emily Nester, 3rd Grade

Katie Blewitt, 4th Grade

Lesley Scheele, 4th Grade

Mark VanDenBerg, 5th Grade

Michele Shepherd, 5th Grade

Unified Arts

Bonnie Cruz, Physical Education

Alex Ager, Music/Band and Chorus

Heidi Doyle, Media Center

Mary Willis, Art

Literacy

Jessica White, Interventionist

Deb Jensen, Title I Teacher

Special Education

TBD, Case Manager

TBD, Case Manager

Jennifer Kelleher, Case Manager

Guidance/Health

Natasha Hamel, School Counselor

Kathy Butcher, School Nurse

Related Services

Rachel Gregoire, Speech/Language

Sandra Olin, OTR

Monique Fong, Physical Therapist

TBD, School Psychologist

TBD, Adjustment Counselor

Technology

Jon Reed, Director of Technology

Adam Glass, Tech Support

Instructional Assistants

Gail Apley

Ryanna Burback

Janet Cain

Ruth Gallup

Valerie Gannett

Hannah Grant

Joel Rechisky

Bryce Whitlow

Food Service

Robert Fullerton, Supervisor

Custodial/Transportation

Mat Bouranis, Facilities Director

Brenda Thomas, Transportation

Director



MISSION STATEMENT

The mission of the Sunapee Central Elementary School is to empower students to become lifelong learners and contributing members of society by providing intellectual, social, and physical experiences.

SCHOOL PHILOSOPHY

The primary goal of Sunapee Central Elementary School is to empower students to become lifelong learners and contributing members of society. We recognize that children are individuals, learning in different ways and at different rates. Reasonable, yet challenging, goals for these differences are best met in a nurturing and safe environment where everyone is treated with respect and dignity.

The basic skills of language and mathematics are fundamental to learning. The sciences and unified arts are also important in developing well-rounded individuals. Student social emotional health determines availability for learning. All students shall be provided with intellectual, social, and physical experiences to learn these skills.

It is also important for students to have the opportunity to succeed in school, to develop a sense of self-worth and to take responsibility for their own learning. Learning how to find solutions and answers is as important as the answers themselves.

This responsibility is shared by the community, the home, and the school with everyone bringing individual strengths and talents to the learning environment. All must encourage children to become responsible members of society. Sunapee Central Elementary School is an important part of the foundation for our children's future. It is only by working together that we can build a community of lifelong learners.

SCHOOL CANCELLATION OR DELAY
(See School Board Policies [EBCD](#) and [EBCE](#))

The Superintendent of Schools decides when school is to be canceled or delayed due to inclement weather or unforeseen emergencies. Decisions are made usually by 6:00 AM. *Notice will be posted on the district website (<http://www.SAU85.org/>).* We also have a phone call and email notification system in place. It is imperative that parent contact information remain up-to-date in order for this system to work.

Information may be obtained also by tuning into:

WMUR Channel 9 TV – Manchester. www.wmur.com

In the rare event that weather conditions or some emergency causes school to be dismissed early during the school day, we will follow a planned specific procedure and all parents of K-5 students will be contacted via the automated messenger system.

In the case when school opening is delayed due to weather, there will be a morning recess and breakfast available. The schedule will pick up at that point in the students' daily schedules.

ATTENDANCE AND DISMISSAL
(See School Board Policies [JEA](#) and [JH](#))

Research shows that regular attendance is essential for successful performance in school. Regular attendance at school shall be required of all students throughout the 180-day school year. In New Hampshire, children are required to attend school from the time they are six years old until they are 18 years old. The school day starts at 8:10 AM and ends at 2:40 PM.

Parents are asked to call the school office before 8:00 AM each day their child will be absent or tardy. Students who have an unexcused absence are not allowed to attend any extracurricular after school that day.

TARDINESS

If your child is not in his/her classroom by 8:10 AM for morning attendance, he/she will be considered tardy. Before entering the classroom, tardy students must check in at the office. An excused tardiness indicates that a parent has notified the office, either by telephone or in writing, that the student will be late due to an appointment or other obligation. All other tardiness will be considered unexcused. Repeated tardiness to school will require a parent meeting.

ABSENTEEISM

It is recognized that there are occasions when a student is unable to attend school due to illness or other unavoidable circumstances. Children become ill and we want them to rest and recuperate at home until they are ready to participate fully in the school day. However, excessive absences due to illness are of concern.

The district considers up to 10 illness absences to be reasonable for most students and these will be considered 'excused' when a parent has called to report the absences. While additional illness absences might occur, the district requires documentation that the student has been seen by a physician for any absences due to illness after the 10 days have been exhausted. Such absences may be excused, but may also adversely affect the student's progress in schoolwork.

In the event a student is absent 10 or more days a meeting will be held between the family and school. The intent of this meeting is to discuss potential barriers that are hindering a student's ability to participate in their school experience.

SCES teachers believe that classroom instruction is the key for students to reach their academic potential. When students are absent, teachers will not send missed assignments. The teacher will ensure that appropriate instruction is provided for the student upon their return.

Family vacations when school is in session will be considered unexcused absences. Students and parents should avoid scheduled absences on days when tests or performance assessments are scheduled.

DISMISSAL ROUTINE CHANGES

SCES uses PickUp Patrol to ensure safe and accurate dismissal for our students. Through this program, parents submit plan changes for their children through the app on their smartphone or on a computer prior to 2:00 PM. After 2:00 PM, a list of plan changes is sent automatically to teachers, who then pass the information along to their students. For unexpected and last minute changes, please call the main office in those situations.

An approved adult must sign students who are dismissed early for appointments out of school in the main office. Students will not be released to meet parents outside the school building. Please plan to wait for your student in the main office.

BEHAVIOR EXPECTATIONS **(See School Board Policies [JICD](#), [JICBB](#), [JLDBA](#))**

The staff at SCES has developed behavioral expectations for our school community. Expectations are explicitly taught to students using common language and reinforced throughout the day in all settings.

There are various levels of support for students who are not meeting behavioral expectations. For students in need of additional support to meet the behavioral expectations, there are supports and interventions to provide instruction and support to meet those expectations in the future.

A graduated and age-appropriate system of supports and intervention strategies. Major behavioral problems that will be addressed by both the student's teacher and school principal are:

- Inappropriate language
- Aggression
- Noncompliance
- Disruption
- Taunting and harassment
- Technology violation
- Misuse of property or property damage
- Cheating or theft
- Possession of a controlled or illegal item
- Chronic behavior

Major behavior problems may result in the following consequences:

- | | |
|---|---|
| ● Loss of privilege | ● Behavioral Contract |
| ● Office referral | ● Detention –After school |
| ● Conference with student | ● Clean up and/or payment of damages |
| ● Parent contact | ● Counseling referral |
| ● Student Support Center visit | ● Referral to School Student Support Team |
| ● Individualized instruction | ● Suspension (In school/Out of School) |
| ● Community Service | ● Expulsion |
| ● Parent Conference | |
| ● Mediation | |
| ● Restitution or Restorative Strategies | |

The teacher may refer the student to the principal for persistent or problematic behaviors. The principal will discuss the situation with the student and take appropriate measures as necessary. The principal's primary objective is to modify the behavior through teaching the student coping strategies, positive replacement behaviors, etc. However, there are times when disciplinary action is necessary.

If this is the first office referral, the student will receive a warning and the parent may not be called. If, however, the behavior involves verbal or physical threatening (such as physical aggression, taunting or harassment, property damage, inappropriate language, cheating or theft), the parent will be informed immediately.

Depending on the severity of the offense, the principal may deem it necessary for a student to serve a detention or have an in-school or out of school suspension. Students assigned to a detention will be kept after school from 2:45 PM to 3:30 PM, at least one day after the parent/guardian has been notified. This will allow time for arrangements to be made to take the child home on the day he/she must remain after school. It is made clear to the students that they may be asked to make up time after school for misbehavior during the day.



BIRTHDAY CELEBRATIONS **(See School Board Policy [JLCE](#))**

Student and staff birthdays are announced each day during morning announcements.

Please check with your child's teacher before sending in birthday treats to ensure there is not a disruption to the instructional day and that students with allergies are considered and accommodated.

Please keep in mind that birthday party invitations can be distributed at school through the weekly communication folders. Flowers and/or balloon deliveries will not be accepted at school.

BULLYING/HARASSMENT PREVENTION
(See School Board Policies [JICBB](#), [JICD](#))

One of the guidelines supporting our five principles here at SCES is that students learn to respect the values and dignity of each individual. Students are expected to be kind and respectful to each other. Our school guidance program includes social skills, self-regulation, empathy, mindfulness, responsibility, cooperation, and empathy..

Unfortunately, student conflicts still arise. Most often, these conflicts are managed within individual classrooms. The guidance counselor may be called upon to facilitate a solution between the students. The principal may intervene if the conflict has escalated and disciplinary action is necessary. Policy JICBB outlines the procedures used by administration when it is reported that student conflicts have escalated to bullying. Thes SCES Student Conflict Team will investigate all reported instances of bullying.



Cafeteria Guidelines
(See School Board Policy [JLCF](#))

Breakfast and lunch are available to all students in our school cafeteria. Breakfast is available from 7:40-8:05 AM. There are three lunch periods. Students who bring their own lunch may purchase milk. Check the SAU 85 website for the current prices.

We use an outside vendor to administer our student lunch accounts. Through MySchoolBucks.com, you can add money to your child's account and view transactions. If you choose not to use the online system, please be sure to send lunch money to school in a sealed envelope, clearly labeled with your child's name and teacher name. It is important to use an envelope to be sure that credit is given to the correct student.

For all questions regarding student lunch accounts or lunch menus, please contact Rob Fullerton, Cafeteria Supervisor @SMHS: 763-2735, ext. 334. The week's menu is posted on the school website and is also sent home on a monthly calendar in class communication folders.

Free and reduced lunch forms are available online and through the school office throughout the year. The previous year's school status is honored for several weeks until a new form is processed. Our computer system keeps this information confidential. Families are encouraged to make use of this federally funded service.

COMMUNICATION

We have established a variety of ways to maintain communication between school and home:

1. Report cards on a trimester basis in November, March, and June
2. Parent conferences in November
3. August Back to School Night
4. Weekly communication folders, newsletters and/or announcements
5. Sunapee Parent Teacher Organization (SPTO)
6. E-mail access to each teacher
7. School website [www.sunapeeschools.org/sces]
8. District Facebook account
9. Google Classroom
10. Alma
11. School and Districtwide phone calls and emails



DRESS CODE

(See School Board Policy [JICK](#))

Students are expected to wear neat and clean clothing that is appropriate for a school setting. The dress code at SCES includes, but is not limited to, the following:

- Hats may be worn in the building, but hats or hoods that cover the face are prohibited.
- Spaghetti straps, halter tops and midriff shirts are prohibited.
- Tank tops and basketball type shirts are prohibited.
- Flip flops are not allowed.
- Short-shorts and mini-skirts are prohibited.
- Any article of clothing which displays inappropriate messages or symbols is prohibited.
- In the winter months, your child should dress in layers and have mittens, a warm hat, snow pants, a snow jacket and boots. (Please see Playground Guidelines.)
- Students must have a change of shoes for PE in the winter time. (Please see Unified Arts Schedule.)



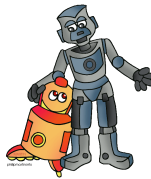
ELECTRONIC DEVICES (See School Board Policy [JICJ](#), [JICL](#), [JICL-R](#))

Electronic devices have become part of the educational environment. Students could be using school issued devices for many more activities using technology. However, there are strict guidelines regarding the use of such devices.

- Students are prohibited from carrying cell phones and other personal electronic devices, including smart watches, during the school day. Students who bring cellphones to school are required to keep them turned off and stowed in a backpack or cubby through the school day and on school buses. This device may be confiscated and a parent may be required to pick up the item.
- Students are only allowed to use e-readers and other electronic devices within the classroom and with teacher supervision and following prior approval from the principal. No devices are allowed in the cafeteria, on the playground, or on the school bus.
- Students who are using electronic devices in a manner other than directed by the classroom teacher or an administrator will be subject to disciplinary action. Electronic device use is a privilege and not a right. Every user accepts the responsibility to respect the rights of all other computer/network users and act in a responsible, polite, ethical, and legal manner at all times.
- Students are responsible for proper care and charging of District-owned Chromebooks or other devices issued to them for use at home. General school rules for behavior and communication apply.

ENGLISH LANGUAGE LEARNERS (ELL OR ESOL)

This program is designed to improve the education of limited English proficient (LEP) children and youths by helping them learn English and meet challenging state academic content and student academic achievement standards. The program provides enhanced instructional opportunities for immigrant children and youths. Funds are distributed to states based on a formula that takes into account the number of immigrant and LEP students in each state. If you have concerns about your child's learning, please contact your child's teacher or the Director of Student Services at 603-763-4627.



EXTRA CURRICULAR ACTIVITIES (See School Board Policy [JJA](#))

Throughout the year, After School clubs and activities may be offered and students may participate on a first come, first served basis.

FIELD TRIPS
(See School Board Policies [IJOA](#), [IJOA-R](#), [IJOA](#))

Several field trips are planned each year for each grade level. Field trips are intended for students in the grade levels involved; siblings and other family members may not attend. Individual classroom teachers, in consultation with the school principal, will determine the number of chaperones necessary. Chaperones must complete an application and background check available at the SAU office. Chaperones should park in the Sherburne Gym parking lot on the day of the trip. Permission slips must be received prior to any student going on a trip. Exceptions can only be made by the principal. Students must ride on the bus as a group to the activity. Parents wishing to pick up their child at the field trip or have their child leave the field trip site with another adult must make the request to the principal, in writing, at least one day prior to the trip.



GUIDANCE PROGRAM
(See School Board Policy [JLD](#))

SCES is committed to ensuring a high quality school guidance program that is comprehensive, developmentally appropriate, fosters academic achievement, and personal growth. Our responsive school guidance program aims to support students at those times when they face problems and make difficult decisions. The components of a comprehensive school counseling program are: classroom instruction, responsive services, and individualized planning with students, teachers, and families.

The School Counselor implements weekly classroom instruction for all students and is available to provide small group or individual sessions, with parental permission. Classroom lessons focus on conflict resolution, empathy training, and self-regulation strategies.



HEALTH SERVICES
(See School Board Policies [EBCG](#), [JLC](#), [JLCB](#), [JLCC](#), [JLCD](#), [JLCDA](#), [JLCD-R](#), [JLCE](#), [JLCJ](#), [JLDB](#))

The health office is open during school hours for general first aid care. Health office personnel do not assess or diagnose illness. If deemed necessary, health office personnel will contact parents or guardians when further medical attention is warranted for a student.

No medication is to be administered by school personnel except under the supervision of the school nurse. Over-the-counter medications must be properly labeled and accompanied by a parental permission form. Prescription medications must be in their original prescription container and accompanied by a

physician's orders. These medications are secured and administered by the school nurse, the principal, or their designee.

Parents are requested to inform school personnel of any change in the health status of their child. We request that parents and guardians submit up-to-date physical and immunization records.

The following procedures apply for the more common diseases:

- Chicken Pox: The student will be excluded from school after the rash eruption first appears and until the vesicle becomes dry and crusted over. Students may return to school with crusts, which must be very dry.
- Conjunctivitis (pink eye): The student may return 24 hours after beginning medication. If there is no goopy drainage, treatment is not needed and the student is not excluded from school.
- Impetigo: The student will be excluded from school for 24 hours from the time effective treatment with antibiotics has begun.
- Strep: The student will be excluded from school for 24 hours after beginning medication.
- Scabies: Students will be excluded from school for 24 hours after individual and family treatment has begun.
- Lice: When found during the school day, the student can remain in school until the end of the day. A student may return to school after treatment, even if nits are still present.

WHEN TO KEEP YOUR CHILD HOME FROM SCHOOL

Some general guidelines are listed below to help you decide whether to keep your child home from school. If your child has any of the following symptoms, we feel it is best to keep him or her at home. Your child will benefit from the extra rest, and it might help prevent the illness from spreading to other children. Here are the symptoms to watch for:

- A fever of more than 100°, especially if the fever is in addition to a sore throat, rash, vomiting, diarrhea, earache, irritability or confusion. Children should be fever-free without fever-reducing medication for 24 hours before returning to school.
- More than one episode of diarrhea in the past 24 hours
- Vomiting within the last 24 hours
- Severe coughing that keeps your child awake at night, worsens with increased activity or causes the child to become red or blue in the face
- Thick nasal secretions

Every child and every situation is different. Always call your child's doctor if you have any questions about your child's condition.

When your child is in school, we expect that he/she will participate in all school activities including recess and physical education. If a child is well enough to attend school, he/she is well enough to go outdoors to go outdoors to play. We are not prepared to keep children inside during recess for minor illnesses. Only under special circumstances and with written permission on the advice of a doctor will a child be kept indoors at recess or be excluded from physical education.

ALLERGIES AND CLASSROOM ENVIRONMENT

Many students suffer from various allergies and aspects of the school and classroom environments can cause moderate to severe allergic reactions, inhibiting the child's ability to access instruction. In order to minimize student reactions to environmental allergens, the following procedures are in place:

- Pets and other animals are not allowed in any classrooms. In rare circumstances, a presentation involving service animals or wildlife may occur in a public space where the students will not be subjected to residual dander or other allergens.
- Food allergies are carefully monitored and individual classrooms may be free of certain foods. Your child's classroom teacher will inform you of this and it may require increased diligence in foods your child brings to school as well as food preparation for holidays and celebrations in the classroom.

- We discourage the use of heavily scented soaps, lotions, and perfumes as many students have a heightened sensitivity to overpowering scents.

If you have questions or concerns about sensitivities in the classroom, please consult with the classroom teacher.

HEALTH SCREENINGS

Vision and hearing screenings may be conducted on PK-12 students with written consent of a parent or guardian.

SUICIDE PREVENTION

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

- Students will learn about recognizing and responding to warning signs of suicide in friends, using coping skills, support systems, and seeking help for themselves and friends. This curricular content will occur in all health classes throughout the school year, not just in response to a suicide, and the encouragement of help-seeking behavior will be promoted at all levels of the school leadership.
- Each school has designated building suicide prevention liaisons to serve as a point of contact for students in crisis and to refer students to appropriate resources. At SCES the liaison is the School Counselor, at SMHS the liaisons are the School Counselors, the School Psychologist is a district wide liaison and the Adjustment Counselor is the district Suicide Prevention Coordinator.
- Students will have access to national resources that they can contact for additional support, such as: — National Suicide Prevention Lifeline: 1-800-273-TALK (8255) suicidepreventionlifeline.org — The Trevor Lifeline: 1-866-488-7386 thetrevorproject.org/get-help-now — Trevor Lifeline Text/Chat Services, available 24/7 Text “TREVOR” to 678-678 — Crisis Text Line: Text TALK to 741-741 crisistextline.org

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

HIGHLY QUALIFIED TEACHER REQUIREMENTS

[See office copy of HQT Requirements, Procedures & Guidelines DHOE 6/04]

Currently all classroom teachers at SCES are certified educators. In response to the parent's right to know requirements, you have the right to seek information about the qualifications of teachers working with your children. The process by which you would gain that information is to contact the principal who will give you the appropriate information.



HOMEWORK

(See School Board Policy [IKB](#))

1. Homework assignments reinforce the objectives of the lesson, provide practice of skills taught during class and serve an instructional purpose important to what is being taught and learned.
2. Teachers use homework assignments to monitor student progress and to gather information to be used in planning subsequent instruction.
3. In determining how much homework will be required, the following guidelines may be helpful at 10 minutes per grade level number:

Grade K = 10 minutes	Grade 3 = 30 minutes
Grade 1 = 10 minutes	Grade 4 = 40 minutes
Grade 2 = 20 minutes	Grade 5 = 50 minutes

In addition to the assigned minutes listed above, students are expected to read independently at home.

PARENT EXPECTATIONS

It is the responsibility of the parent to:

- a. Plan for and reinforce the appropriate time and effort each night on homework and study according to the grade level or subject area. Guidelines may be reviewed under #3 above. When no specific homework assignments have been given, that time should be used for reviewing math facts, time-telling skills, writing, and reading.
- b. Establish a regular format for learning at home.
- c. Assist students to develop good study habits by providing a comfortable, well-lighted area away from distractions.
- d. Encourage students to set a regular time for study.
- e. Monitor and evaluate outside activities [e.g., sports, extra-curricular activities and television] to be sure that the student has sufficient study time.
- f. Recognize that homework is assigned and, if necessary, require the student to keep an assignment book that can be reviewed at home.
- g. Communicate with the classroom teacher if questions or concerns should arise over homework assignments or practices.
- h. Assist the school in developing within each child an attitude that homework is an important student responsibility.

STUDENT EXPECTATIONS

Consistent with curriculum requirements, it is the responsibility of the student to:

- a. Recognize that it is the responsibility of the teacher to determine when a homework assignment is needed and how much will be required.
- b. Recognize that reading assignments or instructions to review notes and materials are, indeed, homework.
- c. Ask for clarification if the assignment is not clearly understood.
- d. Maintain a homework assignment book to record both daily and long-term assignments and due dates.
- e. Complete homework neatly, on time and in required form.
- f. Arrange a proper study area at home and organize time to accomplish homework assignments.

- g. Establish a study schedule free of distraction [television, telephone, etc.].
- h. Recognize that homework is an important part of learning and that it is a student's responsibility to accomplish these assignments.

INSTRUCTIONAL MATERIALS (See School Board Policy [IJA](#))

1. Textbooks and essential instructional materials are loaned to students without charge.
2. Students are held responsible for the loss or damage beyond normal wear of instructional materials.
3. Specific policies relative to the 1:1 initiative will govern those devices.



LIBRARY PROCEDURES

Frequently Asked Questions:

How many books are students allowed to borrow at one time?

- Pre School & Kindergarten – one book
- Grade 1 – two books
- Grade 2 – three books
- Grade 3 – four books
- Grade 4 – five books
- Grade 5 – ten books

Overdue reminders are sent home with the student each week. Reminders for overdue materials and replacement costs are mailed home at the end of each trimester.

How long is the loan?

All books are checked out for two weeks and may be renewed.

How much is the fine if I return a book late?

There are no fines. However, students who have an overdue book may not borrow another book until the overdue book is returned.

What happens if I lose a book?

A book is considered lost after being overdue for 8 weeks. At that time, a notice will be sent home requesting the replacement fee. Until the book is returned or paid for, additional books can be checked out but not brought home.

LOST AND FOUND

Unclaimed clothing is kept in a box in our school lobby. Any clothes left in this area will be donated to a local charity on the day before each prolonged vacation: before the holiday break in December, before the winter break in February, and before the spring break in April. Please remember to check the clothing box whenever your children's items are missing and periodically throughout the year.

NOTICE OF NONDISCRIMINATION **(See School Board Policy [AC](#), [IGBFA](#))**

It is the policy of the Sunapee School District that there will be no discrimination in its education programs, activities or employment practices on the basis of religion, race, color, national origin, age, sex, sexual orientation, handicap or disability, marital status, or age. It is the further policy of the Sunapee School District to comply with the provisions of Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1967, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Education for All Handicapped Children Act of 1975, and IDEA 97.

Any person having inquiries concerning compliance with the regulations or these laws may contact:

- Principal of Sunapee Central Elementary School, 22 School Street, Sunapee, NH 03782 [603-763-5675]
- Superintendent's Office, Title IX Coordinator for the Sunapee School District, 68 Main Street, Sunapee, NH 03782
- Section 504 Coordinator, NHDE 101 Pleasant Street, Concord NH 03301 [603-271-3610] for Section 504 of Rehabilitation Act of 1973
- Supervisor of National Origin & Equal Education Opportunity, NHDE, 101 Pleasant Street, Concord, NH 03301 [603-271-3582] for Title VI of the Civil Rights Act of 1964.

The Superintendent of Schools has been designated to handle inquiries regarding the nondiscrimination policies:

- Sunapee School District, 70 Lower Main Street, Sunapee, NH 03782, (603)763-4627

NOTIFICATION OF DISCLOSURE OF DIRECTORY INFORMATION

Directory information is defined as: name, address, telephone number, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, awards and most recent educational institution attended.

The Federal Educational Rights and Privacy Act (FERPA) requires that school districts provide parents/guardians and adult students with annual notice of their rights to inspect and review education records, amend education records, consent to disclose personally identifiable information in education records and file a complaint with the U.S. Department of Education. 34 C.F.R. 99.7.

Sunapee Central Elementary School reserves the right to exercise its judgment in releasing such directory information to requesting agencies, institutions and individuals. We endeavor to protect our students from invasion of privacy and we will not release directory information when it is to be used for solicitation. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent.

Sunapee Central Elementary School complies with all provisions of the Hatch Amendment Section 1017, Protection of Pupils. Copies of the complete act may be obtained through the Superintendent of Schools, SAU #85, Sunapee, NH 03782.

PARENT INVOLVEMENT POLICY - TITLE I
(See School Board Policy [KB](#), [KB-R](#))

Sunapee Central Elementary School believes that the education of children is a joint responsibility, one it shares with the parents of the school community. A high degree of parent involvement positively impacts student achievement and benefits the school and the classroom as well as the child. To ensure that the best interests of the child are served in this process, a strong program of communication between home and school must be maintained. Partnerships between families and schools that are child-centered and family-strengthening can engage, guide, and motivate students to be productive citizens in our community.

SCES'S RESPONSIBILITIES:

- a. Create an environment that is safe, respectful, and caring.
- b. Set high expectations for all students.
- c. Provide a supportive and challenging environment conducive to learning.
- d. Assess each student's skills and design a program to address individual needs and encourage individual talents.
- e. Encourage parents to support learning by providing them with information on appropriate activities through conferences, newsletters, and parent meetings.

SCES'S PARENT RESPONSIBILITIES:

- a. Ensure that your child is punctual and attends school regularly.
- b. Provide a home environment that welcomes your child's continuing academic progress, including establishing a time for homework.
- c. Keep informed of what your child is learning.
- d. Read to/with your child on a regular basis.
- e. Communicate regularly with your child's teacher.
- f. Help your child learn by encouraging effort, not perfection.



PLAYGROUND GUIDELINES

The staff of Sunapee Central Elementary School is interested in promoting the safety of all children on the playground. The following expectations have been set so that everyone can have fun and stay safe. We encourage you to follow them at all times, not only when school is in session. Generally, we have outdoor recess when temperatures are above 10°F. This number can vary depending upon sun, wind, precipitation etc.

Expectations

- **Boundaries**
 - Boundaries are set by fences on three sides and School Street on the fourth. These are to be observed by all students at all times.
 - Prior to the last bus's arrival, students are to remain behind the cones.
 - Students may not enter the building without permission.
- **Safety**

- Keep your hands to yourself. No games or activities that in any way threaten the physical well-being of students will be permitted. This includes, but is not limited to, tackle or touch football, piggyback fights, and King of the Hill.
- All students are required to wear snow pants and snow boots on the playground and field areas when snow is on the ground
- Snow, wood chips, or dirt must remain on the ground. No throwing.
- Remain off of the plowed snow mounds.
- “Play fighting” or imaginative games involving weapons or violence are not allowed.
- Sportsmanship
 - Be a good sport. Everyone is welcome when playing games - no closed games.
 - Games may be played as long as they remain fair. If students are playing in an unfair manner, adults will support play and determine if the game can continue.
 - Always use appropriate language - no name-calling, put-downs, or threats.

Equipment

- Use equipment the way it was designed to be used.
- School provided equipment and adult-approved sporting equipment brought from home is allowed at recess. Sport equipment brought to school for use on the playground are the student’s responsibility. Electronic devices or toys are not allowed on the playground.
- Students who are sledding should ride on their bottoms, either with legs forward or cross-legged. Students should never slide head-first. Never slide near equipment or near the fence. Only plastic, roll-up sleds are allowed to be used. Students should return to the top of the hill by walking up the side, not in the path of oncoming sleds. Allow enough space and time between sleds before beginning your ride.
- The duty teacher will determine the availability of any equipment based on the conditions.
- Mansion: No walking or sitting on top of the mansion.
- Pull Up Bars/Monkey Bars: No sitting, standing, or flips off of bars. No pulling on hanging students legs, jumping on another, or pushing others. No climbing over or crossing on top of the monkey bars.
- Slide: Slide down feet first only; no running or crawling up the slide or across the slide. One person at a time. No jumping over railings.
- Swings: No under/overs or flips, do not stand in front of moving swings. One person per swing.

REGISTRATION & PLACEMENT OF STUDENTS (See School Board Policy [JECB](#), [JECBA](#), [JFAA](#), [JG](#))

REGISTRATION

The Sunapee School District uses an online registration system for new and returning students.

During the school year and over the summer, new residents may register their children online at any time. Parents then must present an original birth certificate, proof of residency (available through the Sunapee Town Office), and immunization records upon enrollment. If applicable, custody documentation must be submitted at this time.

Registration is scheduled in the spring for children who will be entering public kindergarten at our school. Please contact the main office for registration and orientation information. A child must be five years old by September 30th of the school year in order to enter kindergarten or 6 years old by September 30th in order to enter first grade. Requests for exemptions from this policy must be submitted in writing to the Superintendent and approved by the School Board.

PLACEMENT

In the spring of each year, student placement is determined for the following school year. Final placement decisions reside with the school. Your child will receive a letter stating their class assignment by the first week of August.

Please note, we do not accept requests for specific teachers. We appreciate your understanding and continued support of the placement team's effort to create the best possible learning environment for all of our students.

TRANSFER PROCEDURES

If a student is transferring out of the Sunapee District, his/her parent is asked to notify our school office. We can then see that the child has time to say goodbye to peers and receives personal belongings and papers before leaving. We will send/fax the child's new school medical records and immunization information. The child's new school will ask the parents to sign a form requesting official records, and we will send those records to the receiving school upon receipt of this form. SCES will not release records to the receiving school until all school materials have been returned.



REPORT CARDS

Sunapee Central Elementary School operates on a 60-day trimester system for report cards. Trimesters increase the opportunities for classroom instruction while decreasing the impact of disruptions.

SCHOOL BOARD

The School Board consists of five members serving staggered three-year terms. Meetings are held at 6:00 pm on the first Wednesday of each month either at the Sunapee Middle High School Media Center. All meetings are open to the public and citizens of Sunapee are welcomed and encouraged to attend.

SECTION 504 PLANS

Section 504 of the Rehabilitation Act and the Americans with Disabilities Act specifies that no one with a disability can be excluded from participating in federally funded programs or activities, including elementary, secondary, or post-secondary schooling. The goal of a 504 plan is to remove barriers and allow students with disabilities to participate freely in public education or schools that receive public funding. A 504 plan provides accommodations in order for a student to learn in a classroom environment and participate in school just as they would if they didn't have a disability. These plans are specific to each student and are uniquely suited to their needs. If you have concerns about your child's learning, please contact your child's teacher or the Director of Student Services at 603-763-4627.



SECURITY AND SAFETY OF BUILDING **(See School Board Policies [ECA](#), [EEAA](#))**

In an effort to better protect our students, we have taken the following precautions:

- The school is monitored by security cameras at the main entrance and in common areas.
- All entrances are locked during the school day, including the Sherburne Gym. Visitors to the school must ring the doorbell at the Main Entrance and have identification verified by the office in order to gain access to the rest of the building.
- All visitors to the school, including parents, must register in the office and pick up a visitor's badge to wear while in the school. All badges are to be returned when they leave.
- Exiting either of the two doors on the playground side of the building can be extremely dangerous because of certain vehicles allowed to drive up School Street during school hours. Students must always exit the school from the lobby while supervised or accompanied by a staff member, parent.
- After entering school property by bus, automobile or other means, students may not leave the grounds or be dismissed from school without the permission of a parent/guardian and the approval of the principal or his/her designee.

EMERGENCY DRILLS (See School Board Policy [EBCB](#))

A number of emergency drills (including fire and lock-down) are conducted during the school year. Emergency procedures are not made public for the safety of the school community.

STUDENT INTERVIEWS (See School Board Policy [JIHD](#))

Students may not be interviewed on school premises by any outside authority without the knowledge of the school principal and without obtaining parent/guardian notification and consent. However, under certain circumstances, a student may be interviewed by law enforcement personnel or trained case managers [such as DCYF] without such notification and consent.

SPECIAL EDUCATION RIGHTS NOTICE

Special education is specially designed instruction, at no cost to parents, to meet the unique needs of a child with a disability. Special Education is governed by the Individuals with Disabilities Education Act (IDEA) (20 U.S.C.S. § 1400 et seq.) which is the federal statute that requires states receiving federal education funds to provide each child with a disability between the ages of 3 and 22 with a free appropriate public education (FAPE). Special education provides additional services, support, programs, specialized placements or environments to ensure that all students' educational needs are provided for. If you have concerns about your child's learning, please contact your child's teacher or the Director of Student Services at 603-763-4627.

STUDENT SUPPORT TEAM

At SCES, we strive to identify individual student needs and design interventions and enrichment to address those needs. Through collaborative grade-level meetings and our Student Support Team (SST), we determine individual and/or group supports that are most appropriate for each student. We review these supports and make adjustments based on the student's response and the need for further or re-designed assistance.

SUNAPEE PARENT-TEACHER ORGANIZATION (SPTO)

This is an active group of parents and teachers, led by a hard-working executive board. This organization meets each month during the school year for the purpose of supporting school activities. All SCES parents are automatically members of the SPTO.

TESTING

The assessment of student learning is important for monitoring student progress and for designing differentiated instruction. Formal and informal assessment methods are used at every grade level and address a range of skills and concepts. These assessments may include curriculum-based measures, quizzes and tests, projects, presentations, reports, demonstrations, various written and oral activities, etc.

Assessment	Purpose	Grades
Fountas and Pinnell Benchmark Assessment	This assessment is administered throughout the year to observe and quantify specific reading behaviors, such as, accuracy, fluency, and reading comprehension.	Kindergarten through Fifth Grade
i-Ready Math Diagnostic	The i-Ready Math Diagnostic is an adaptive assessment that adjusts questions to suit your student's needs. Each item a student sees is individualized on their answer to the previous question. The purpose of this is to determine how to best support students' learning.	Kindergarten through Fifth Grade
Northwest Evaluation Association (NWEA) MAPS	This assessment is administered to target a student's academic performance in mathematics and reading. The tests are tailored to an individual's current achievement level.	Kindergarten through Fifth Grade
New Hampshire Statewide Assessment System (SAS)	This assessment helps educators and parents target instruction and monitor student growth in reading, writing, and mathematics.	Third through Fifth Grade

New Hampshire Dyslexia Screening	New Hampshire state law requires schools to assess for potential indicators of dyslexia and other related disorders (i.e., dysgraphia, dysphasia, phonological processing disorder, reading fluency disorder).	First Grade
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TRANSPORTATION

(See School Board Policies [ECAE](#), [EEA](#), [EEACC](#), [EEAE](#), [EEAE-R](#), [JFCC](#), [JFCC-R](#), [JICC](#), [JICC-R](#))

BUSES

Student safety is our primary concern; therefore, we have a very strict behavior policy for our students while riding the bus. Pursuant to NH RSA 189:9A, the School Board has adopted the following policy and regulations related thereto. The Superintendent of Schools has designated the principal as the school official having authority to suspend students from riding the bus. Parents are urged to read and discuss the following policy with their children:

- Under most circumstances bus transportation is available to students who live beyond a radius of 1-1/2 miles from the school grounds. Only the recorded bus students may board these vehicles except when shuttle service is provided between schools.
- The school district will provide bus service for all school-sponsored events. No other means of transportation will be permitted without permission from the principal. Students, however, may return from a school-sponsored activity with another adult if arrangements are made with the principal and a request in writing, signed by the parent/guardian, is received at least a day in advance.
- It is the duty of the driver to seat pupils so as to produce the least amount of confusion during loading and unloading.
- The driver will have the authority to assign seats. The driver shall not take it upon himself/herself to suspend a student's bus privileges.
- Students are urged to be at the bus stop at least five minutes before the school transportation vehicle is scheduled to arrive. All applicable school regulations, including rules of behavior, will be in effect while students are on the bus or at the bus stop.
- Students will board the bus immediately, go directly to their seats, and remain seated while the bus is in motion.
- Students will not shout or put any object out of the window.
- Students will not be let off at a different stop or be allowed to ride a different bus than usual without a written permission note from the parent/guardian which has been initiated by the principal or his/her designee.
- Students in grades K-2 will not be let off the bus unless an adult is there to meet them. In such cases, the driver may radio back to the school to ask us to contact the parent or the child may be returned to school to await parent pick up.

INFRACTIONS

- Written reports of violations are given to the principal by the driver
- The principal determines consequences, if any, for bus infractions.
- Some violations will result in immediate suspension from riding the bus as determined by the principal.
- Length of suspension for any offense may be determined by the principal in consultation with the transportation director.
- When a child is suspended from riding the bus, it becomes the parent/guardian's responsibility to transport the child according to NH law. Suspension shall not begin until the next school day following the day notification of suspension is sent to the student's

parent/guardian. This is a suspension from riding the school bus and not to be considered a suspension from school.

Other Notes Regarding Buses:

1. All questions relating to the daily bus operation or transportation on field trips should be directed to the Transportation Director at 763-5615, ext. 371.
2. There is never to be a change from a student's assigned bus without parent notification through the PickUp Patrol program. If there are requested changes involving several students because of specific after-school activities, the Director of Transportation must first be contacted for permission.

BICYCLES

During good weather, students are allowed to ride bicycles to school. Upon arrival, bicycles should be walked up School Street and around the school building to the bike rack located at the side of the building facing the gym. At dismissal times, after the buses have left the playground, bikes are walked around the building and all the way down to the bottom of School Street. After one warning for not complying with this safety rule, the student will lose bike riding privileges for a week or more, as determined by the principal. The use of helmets while riding bicycles is mandatory for children under the age of 16 (RSA 265:144X).

WALKERS AND CAR RIDERS

Parents who drive their children to school may drop off after 7:40 AM and before 8:00 AM at the Sherburne Gym.

The Sunapee Town Ordinance states that School Street is closed from 7:30 - 8:15 AM and from 2:30 – 3:30 PM. Buses load and unload on the playground. Please do not drop children off at the bottom of School Street as it is dangerous for your child and your vehicle. Please do not use private driveways on School Street to turn around. The police monitor School Street and may issue tickets. We urge your cooperation as students are often playing on the playground or crossing from the main building to the modular classrooms.

In the afternoon, parents may pick up their children by the Sherburne Gym, generally by 2:40 PM. If a parent is late, students are directed to return to the main school building and wait to be picked up in the office. Please do not drive up School Street before 3:30 PM as there are students on the playground waiting for the second bus run. Should you need to take your child before dismissal, please notify the office through the PickUp Patrol program. For the safety of students, they must be signed out and picked up in the office when they need to leave early. Please park at the Sherburne Gym and walk up the hill to the office to get your child.

Walkers who must cross Route 11 are dismissed with car riders and use the crosswalk at the exit from the gym parking lot. Only students in Grades 4 and 5 will be allowed to walk home from school without an adult. Walkers to Lower Main Street are escorted down School Street by a staff member at the end of the day.

FIRE LANE

A lane between School Street and the Sherburne Gym is located right next to the south side of the building. Please be aware that this roadway/walkway is a lane for emergency use only. It is also used by staff, students, parents and visitors walking up the hill. No vehicles should be parked in or driven up or down this lane at any time. At the top of the hill, those walking should continue up the steps and around the building to the playground and the main entrance.



UNIFIED ARTS

Art and music periods are scheduled once a week for each class. All classes have one scheduled library class, but may schedule additional library periods. Physical education classes are scheduled twice a week.

PE classes require walking to the Sherburne Gym throughout the year. From late November through April vacation, students are required to bring a second pair of shoes/boots. This allows for the pair worn in transit to be left in the lobby, along with most grit and moisture, therefore leaving the gym floor safer and cleaner for activities.

For your child's health and safety, soft-soled, non-marking shoes (such as sneakers) are required for participation in PE. These should have the ability to be fastened for foot support during movement. Loose fitting, comfortable clothes are also beneficial.

USE OF BUILDING

If individuals or groups wish to use any part of the building for co-curricular or non-school activities, the office must be notified and a request form completed with the following information:

1. Name of individual or group
2. Person in charge of the activity
3. Weekly or monthly schedule, if more than one meeting
4. Areas of the building requested for use

Non-school activities involve a special list of procedures. Prior arrangement is necessary. Adults are expected to closely supervise children and observe school safety rules at all times when in the building. Please contact the school office for more information.

VOLUNTEERS

(See School Board Policy [IJOC](#))

SCES supports and encourages parents and community member volunteers in our schools. Volunteers must first go to the SAU office to complete the Volunteer Application and Background Investigation and Criminal Records Check. This process must be completed to chaperone field trips or volunteer at other school events.

Appendix
Board Policies

A. POLICY:

Students and employees of the District are expected to attend the schools of the district without being infected with serious communicable diseases. Nonetheless, the Board recognizes that staff, students, volunteers and others may come in contact with bloodborne pathogens, viruses and other communicable diseases during the school day or school sponsored activities, or may carry those pathogens, viruses and diseases unknowingly into the school community. The Board adopts this policy as a means to minimize risk and respond to these health concerns while respecting the rights of all students and employees, including those who are so infected.

As described in Board Policy JLCG, RSA 200:39 permits the exclusion from school of students who exhibit symptoms of contagion, or are a hazard to him/herself or others. As provided in this policy, determinations as to inclusion or exclusion of students or employees with communicable diseases from school will take into account the educational implications for the student and others with whom he or she comes into contact, recommendations from the New Hampshire Department of Health and Human Services (“NHDHHS”), the New Hampshire Department of Education, and the United States Public Health Services Centers for Disease Control (“CDC”). Diseases which will implicate this policy, include, but are not necessarily limited to, HSV related diseases such as Chickenpox, Shingles, Hepatitis B, and Infectious Mononucleosis, Acquired Immune Deficiency Syndrome (AIDS), Cytomegalovirus (CMV), or Herpes Simplex Virus (HSV), and other diseases which are from time-to-time identified by public health agencies such as the CDC and NHDHHS.

1. Students

It is the policy of the District that students with communicable diseases should not be excluded from attending school in their regular classrooms so long as their attendance results in a situation where the risk of transmission of illness to students or employees of the School District, or hazard to themselves, is negligible. All decisions regarding inclusion or exclusion shall be made consistent with this section and the procedures set forth in section B of this policy.

2. Employees

It is the policy of the School Board that employees (which for the purposes of this policy will include individual consultants/contractors, and volunteers) with communicable diseases not be excluded from attending to their customary employment and duties so long as they are physically able to perform tasks assigned to them and so long as their employment results in a situation where the risk of transmission of illness to students or other employees of the District, or hazard to themselves, is negligible.

3. Special Circumstances and Conditions.

The School Board recognizes that some students or employees, because of age, disability or other special conditions, may pose greater risks for the transmission of communicable diseases than other persons infected with the same illness. Examples include children who display biting behavior and students and employees who are unable to control their body fluids or have uncovered wounds. These conditions need to be taken into account and considered in assessing the risk of transmission of the disease and the resulting effect upon the educational program of the student or employment of the employee.

In the instance of diseases causing suppressed immunity, attendance may be denied to a child with suppressed immunity in order to protect the welfare of the child with suppressed immunity when others in the school have an infectious disease which, although not normally life threatening, could be life threatening to the child with suppressed immunity.

B. PROCEDURES WHEN COMMUNICABLE DISEASE IS SUSPECTED:

1. **Reporting** School District employees, including contracted individuals and/or agencies who are performing contracted responsibilities for the School District, and who become aware of a communicable disease or other potentially serious health problem regarding themselves, or of students or other employees, unless prohibited by statutory confidentiality, they will report it to the school nurse, or building Principal/designee.

2. **Response** The health risk to others in the school district environment from the presence of a student or employee with a communicable disease shall be determined on a case-by-case basis. In all cases in which the school nurse, or other person designated by the Superintendent, becomes aware that a student or employee of the School District has contracted a communicable disease of the kind in section A of this policy, s/he will take the following steps:

A. The parent/guardian(s) of a student will be contacted in order to discuss the situation and determine whatever facts are available; the same information will be communicated promptly among the Superintendent/designee, school nurse and Principal/designee.

B. Upon receiving written consent from the parent(s) or guardian of a student or, in the case of an employee, the employee or his/her health care agent (i.e., adult to whom authority to make health care decisions is delegated under an advance directive meeting the requirements of RSA 137-J:20), the school nurse/Superintendent's designee will attempt to confer with the treating physician, if any, in order to determine any significant medical facts concerning the diagnosis of the disease or factors affecting the possible transmission of the disease.

C. Notify and consult with the health care professionals knowledgeable about the particular disease. Following such consultation, the school nurse, Superintendent or his/her designee, shall determine the immediate, short-term action to be taken relative to educational placement of the student or work assignment for the employee.

D. When a communicable disease of the kind identified in section A of this policy is suspected or confirmed in an individual, the school nurse shall consult with the Superintendent or designee and appropriate public health officials, to determine whether a student or employee shall be excluded from school or from attending to their customary employment, and whether additional measures are required to protect other members of the school population. Factors specific to individuals, such as biting behaviors, lack of control of body fluids, existence of uncovered wounds or other medically identifiable conditions may also be considered. Recommendations regarding the least restrictive educational placement for a student or continued attendance at work for an employee may be sought on a case by case basis.

In addition to the information obtained in steps a-c, decisions to exclude shall consider criteria from NHDHHS Bureau of Infectious Disease included in its publication *"When Children Should be Excluded or Dismissed from a Childcare Setting"*, or the American Academy of Pediatrics' *"Red Book: Report of the Committee on Infectious Diseases"*, or other general or specific guidance from the NHDHHS or the United States Centers for Disease Control.

i. **Decisions regarding students.** Unless the school nurse is unavailable, the ultimate decision to exclude a child from school under this Policy due to a contagious or communicable illness shall be made by the school nurse after consulting with the Superintendent/designee and Principal/designee.

If the school nurse is unavailable, a decision to exclude shall be made by the Superintendent/designee.

If the student is a student with an IEP, 504 plan, or other such individualized learning plan, then decisions regarding alternative settings shall be made according to the applicable laws, regulations and policies.

Students who are aggrieved by the education plan determinations may appeal said determinations pursuant to state and federal special education law if the infected student is eligible for or claims that s/he is eligible for special education or special education and related services. Excluded students who do not claim that they are eligible for special education or special education and related services, but who are aggrieved by the Superintendent's determinations, may appeal said determinations to the Board.

ii. Decisions regarding employees. Determinations regarding exclusion or reassignment of employees shall be made by the Superintendent/designee. Absent significant risk to the employee or risk of transmission to students or other employees, the Superintendent shall not alter the job assignment of the infected person. Volunteers are subject to any directives issued by the administration, as are contractors and consultants, subject to the terms of their respective agreements.

If the Superintendent/designee, after taking the steps above, determines that there is a medically recognized risk of transmission of disease in the School setting or that a significant health problem restricts the infected person's ability to work, or presents a substantial hazard to the employee, the Superintendent/designee shall, if necessary, develop an individually tailored plan to accommodate the staff member if possible. Additional persons may be consulted if necessary for gaining additional information, but the infected person must approve of the notification of any additional persons who are informed of the infected person's identity. The Superintendent/designee may consult with legal counsel to ensure that any official action is consistent with state and federal law. If an individually tailored plan is necessary, said plan should be medically, legally, educationally and ethically sound.

iii. Testing, Social Distancing and Other Extraordinary Measures. Some infectious diseases, viruses, etc., may be so dangerous and or the risk of casual transmission so great, that effective response will require broader measures. Based upon specific recommendations of local, state and/or federal health authorities, the Superintendent is authorized to implement such additional, extraordinary emergency measures as may be necessary and appropriate to address the health risk: e.g., school closure, population exclusion (stay-at-home type instructions), mandatory screenings, mandatory use of personal protective equipment (PPE's), social distancing orders, administrative leaves or temporary adjustments in duties. Such measures should be taken with prior notice to the Board, if practicable, or as soon as possible thereafter.

3. Practices to Minimize Contamination in Schools

Good hygiene practices as recommended by local, county and state health authorities are to be followed at all times when handling blood or other body fluids of any student or employee. Parents and employees are not generally required to advise the school if their child has a communicable disease. (Some exception may exist under specific legislation or Executive/emergency orders, in which, such legislation or Executive orders shall supersede this policy to the extent necessary to remove any conflict.) Because the District may not rely on self-reporting, it is appropriate to adopt procedures for the handling of body fluids from any child or employee. This also eliminates the need

to notify all maintenance, transportation and building personnel if the District becomes aware of a student or employee with communicable diseases. It is recommended the following procedures be used on a routine basis when blood or any other body fluids including vomitus and fecal or urinary incontinence are involved.

- a. Gloves should be worn when cleaning up any body fluids.
- b. Spills should be cleaned up, the affected area appropriate disinfected
- c. All disposable materials, including gloves and diapers, should be discarded into a plastic bag before discarding in a conventional trash system. The mop should also be disinfected.
- d. Other personal non-disposable items should be cleaned with appropriate disinfection solution before passing to another person.
- e. Persons involved in the clean-up should wash their hands afterward.

Additional precautions may be recommended or required in certain instances (e.g., social distancing, masks, etc.).

4. Confidentiality and Data Privacy

Public concern regarding communicable diseases is neither an excuse nor defense for the violation of data privacy rights of students or employees who have or are rumored to have such illnesses.

- A. Personally identifiable health information regarding students is private data and is not to be disseminated to the public or to staff without the strict observance of student privacy rights.
- B. Personally identifiable health data and information regarding employees is private data and may not be released to the public nor to fellow employees without strict observance of privacy rights of public employees.
- C. Parents of other children attending the school, or other school employees, may only be notified of a possible exposure to a communicable disease to the extent permitted, or required, under applicable law, regulations or Executive order. In general, such information will not identify the particular student or employee who has the disease.
- D. Any District employee who violates the confidentiality provisions of this policy shall be subject to discipline.

5. Staff and Student Education

The School Board recognizes that the education of its residents, staff, and students regarding the risks involved in the spread of infectious diseases in the school setting will help to minimize the risk of transmission to other students and employees while protecting the rights of infected students and employees.

- A. All school district employees should receive instruction regarding appropriate hygienic practices for use in school settings, precautions to be employed where contagious diseases may be encountered and community resources for referral and information.
- B. Any information provided as part of a student's instruction pertaining to sexually transmitted diseases shall comply with Board policy IHAM.

6. Implementation

The Superintendent is authorized to implement this policy through and procedures, or administrative directives which s/he deems necessary or appropriate.

Legal References:

RSA 189:1-a, Duty to Provide Education

RSA 189:31, Removal of Teacher

RSA 186-C, Special Education

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

RSA 193:3, Change of School or Assignment, Manifest Educational Hardship or Best Interest, Excusing Attendance

RSA 200:32, Physical Examination of Student

RSA 200:36, Medical Examination of School Personnel

RSA 200:39, Exclusion from School

NH DHHS Bureau of Infectious Disease's: "When Children Should be Excluded or Dismissed from a Childcare Setting,"

First Reading: August 5, 2020

Second Reading & Approval: August 19, 2020

Absences

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

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

The Board considers the following to be excused absences:

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

Any absence that has not been excused for any of these reasons will be considered an unexcused absence.

In the event of an illness, parents or guardians must call the school and inform the District of the student's illness and absence. If the school does not receive a call from the parent/guardian of a student who is not in attendance, the school will call the parent/guardian. For other absences, parents must provide written notice or a written excuse that states one of the above listed excused absence reasons for non-attendance. The failure to provide the written excuse will result in the absence being an unexcused absence. The Principal may require parents to provide additional documentation in support of their written notice, including but not limited to doctor's notes, court documents, obituaries, or other documents supporting the claimed reason for non-attendance.

If parents wish for their child to be absent for a reason not listed above, the parent must provide a written explanation of the reason for such absence, including why the student will be absent and for how long the student will be absent. The Principal will make a determination as to whether the stated reason for the student's absence constitutes good cause and will notify the parents via telephone and writing of his/her decision. If the Principal determines good cause exists for the absence, the absence will become an excused absence. If the Principal determines that good cause does not exist, the parents may request a conference with the Principal to again explain the reasons for non-attendance. The Principal may then reconsider his/her initial determination. However, at this juncture, the Principal's decision shall be final.

Family Vacations/Educational Opportunities

Generally, absences other than for illness during the school year are discouraged. The school principal or his/her designee may, however, grant special approval of absence for family vacations, provided written approval is given in advance. Parents are asked to write a note to their child's teacher at least two weeks before the trip. This advance planning will allow the teacher enough time to work with parents and the student regarding homework completion. When special approval is granted, the absence shall become an excused absence.

Truancy

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

Ten half-days of unexcused absence during a school year constitutes habitual truancy.

A half-day absence is defined as a student missing more than two hours of instructional time and less than three and one-half hours of instructional time.

Any absence of more than three and one-half hours of instructional time shall be considered a full-day absence.

The Principal or Truant Officer is hereby designated as the District employee responsible for overseeing truancy issues in each school.

Intervention Process to Address Truancy

The Principal shall ensure that the administrative guidelines on attendance properly address the matter of truancy by including a process that identifies students who are habitually truant, as defined above.

When the Principal identifies a student who is habitually truant or who is in danger of becoming habitually truant, he/she shall commence an intervention with the student, the student's parents, and other staff members as may be deemed necessary. The intervention shall include, but is not limited to the following processes:

1. Investigation of the cause(s) of the student's truant behavior;
2. Consideration of, when appropriate, modification of his/her educational program to meet particular needs that may be causing the truancy;
3. Involvement of the parents in the development of a plan designed to reduce the truancy;
4. Seeking alternative disciplinary measures, while retaining the right to impose discipline in accordance with the District's policies and administrative guidelines on student discipline;

Parental Involvement in Truancy Intervention

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

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

Developing and Coordinating Strategies for Truancy Reduction

The Board encourages the administration to seek truancy-prevention and truancy-reduction strategies along the recommendations listed below. However, these guidelines shall be advisory only. The Superintendent is authorized to develop and utilize other means, guidelines and programs aimed at preventing and reducing truancy.

1. Coordinate truancy-prevention strategies based on the early identification of truancy, such as prompt notification of absences to parents.
2. Assist school staff to develop site attendance plans by providing development strategies, resources, and referral procedures.

3. Encourage and coordinate the adoption of attendance-incentive programs at school sites and in individual classrooms that reward and celebrate good attendance and significant improvements in attendance.

Parental Notification of Truancy Policy

Prior to adopting a truancy policy, the Board will place the item on the agenda of a public school board meeting and will allow two weeks for public input as to the policy's provisions. Any public input shall be advisory only and final adoption as to the policy's provisions will remain solely with the Board.

Additionally, the Superintendent shall also ensure that this policy is included in or referenced in the student handbook and is provided to parents annually at the beginning of each school year.

Legal References:

RSA 189:34, Appointment

RSA 189:35-a, Truancy Defined

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

RSA 193:7 Penalty

RSA 193:8, Notice Requirements

RSA 193:16 Bylaws as to Nonattendance

NH Code of Administrative Rules, Section Ed 306.04 (a)(1), Attendance and Absenteeism

NH Code of Administrative Rules, Section Ed 306.04 (c), Policy Relative to Attendance and Absenteeism

Revised: July 1998, November 1999, February 2006, May 2008, September 7, 2011

Reviewed: First Reading October 6, 2010

Second Reading and Adoption: November 3, 2010

Second Reading and Adoption of Revision: October 5, 2011

Reviewed: December 3, 2014

I. Definitions (RSA 193-F:3)

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

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

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

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

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

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

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

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

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

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

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

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

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

False Reporting

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

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

Reprisal or Retaliation

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

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

Process To Protect Pupils From Retaliation

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

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

IV. Protection of all Pupils (RSA 193-F:4, II(c))

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

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

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

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

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

Staff and Volunteers

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

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

Students

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

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

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

Parents

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

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

Additional Notice and School District Programs

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

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

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

Student Reporting

1. Any student who believes he or she has been the victim of bullying should report the alleged acts immediately to the Principal. If the student is more comfortable reporting the alleged act to a person other than the Principal, the student may tell any school district employee or volunteer about the alleged bullying.
2. Any school employee or volunteers who witnesses, receives a report of, or has knowledge or belief that bullying may have occurred shall inform the Principal as soon as possible, but no later than the end of the that school day.
3. The Principal may develop a system or method for receiving anonymous reports of bullying. Although students, parents, volunteers and visitors may report anonymously, formal disciplinary action may not be based solely on an anonymous report. Independent verification of the anonymous report shall be necessary in order for any disciplinary action to be applied.
4. The administration may develop student reporting forms to assist students and staff in filing such reports. An investigation shall still proceed even if a student is reluctant to fill out the designated form and chooses not to do so.
5. Upon receipt of a report of bullying, the Principal shall notify the Conflict Resolution Committee to commence an investigation consistent with the provisions of Section XI of this policy.

Staff Reporting

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

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

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

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

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

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

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

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

1. Upon receipt of a report of bullying, the Conflict Resolution Committee shall, within 5 school days, initiate an investigation into the alleged act. If a committee member is directly and personally involved with a complaint or is closely related to a party to the complaint, then the Principal shall direct another district employee to the committee.
2. The investigation may include documented interviews with the alleged victim, alleged perpetrator and any witnesses. All interviews shall be conducted privately, separately and shall be confidential. Each individual will be interviewed separately and at no time will the alleged victim and perpetrator be interviewed together during the investigation.
3. If the alleged bullying was in whole or in part cyberbullying, the Principal may ask students and/or parents to provide the District with printed copies of e-mails, text messages, website pages, or other similar electronic communications.
4. A maximum of 10 school days shall be the limit for the initial filing of incidents and completion of the investigative procedural steps.
5. Factors the Committee may consider during the course of the investigation, including but not limited to:
 - Description of incident, including the nature of the behavior;
 - How often the conduct occurred;
 - Whether there were past incidents or past continuing patterns of behavior;
 - The characteristics of parties involved, (name, grade, age, etc.);
 - The identity and number of individuals who participated in bullying behavior;
 - Where the alleged incident(s) occurred;
 - Whether the conduct adversely affected the student's education or educational environment;
 - Whether the alleged victim felt or perceived an imbalance or power as a result of the reported incident; and
 - The date, time and method in which parents or legal guardians of all parties involved were contacted.
6. The Committee shall complete the investigation within 10 school days of receiving the initial report. If the Committee needs more than 10 school days to complete the investigation, the Superintendent may grant an extension of up to 7 school days. In the event such extension is granted, the all parties involved shall notify in writing.
7. Whether a particular action or incident constitutes a violation of this policy shall require a determination based on all facts and surrounding circumstances and shall include recommended remedial steps necessary to stop the bullying and a written final report to the Principal.
8. Students who are found to have violated this policy may face discipline in accordance with other applicable board policies, up to and including suspension. Students facing discipline will be afforded all due process required by law.

9. Consistent with applicable law, the District will not require or request that a student disclose or provide to the District the student's user name, password or other authenticating information to a student's personal social media account. However, the District may request to a student or a student's parent/guardian that the student voluntarily share printed copies of specific information from a student's personal social media account if such information is relevant to an ongoing District investigation.

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

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

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

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

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

In support of this policy, the Board 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.

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

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

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

1. Within two school days of completing an investigation, the Principal will notify the students involved in person of the findings and the result of the investigation.
2. Parents of the alleged victim and alleged perpetrator will be called with the results of the investigation.

3. If the parents request, the Principal shall schedule a meeting with them to further explain the findings and reasons for actions.

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

XV. Appeals

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

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

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

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

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

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

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

XVII. 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 ECAF.

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.

Legal References:

RSA 189:70, Educational Institution Policies on Social Media

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

First Reading: December 5, 2018

Second Reading & Approval: January 9, 2019

STUDENT DISCIPLINE AND DUE PROCESS	JICD
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A. Policy Statement

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

B. Standards and Procedures Relative to Disciplinary Consequences.

1. **"Removal from the classroom"** means a student is sent to the building Principal's office or other designated area during the same school day. It is within the discretion of the person in charge of the classroom or activity to remove the student.

Students may be removed from the classroom at the classroom teacher's discretion if the student refuses to obey the teacher's directives, becomes disruptive, fails to abide by school or District rules, or the behavioral expectations, or otherwise impedes the educational purpose of the class. Before ordering the removal, the staff member ordering the removal shall warn the student of the infraction and allow the student to respond.

Detentions are not appealable.

2. **"Restriction from school activities"** means a student will attend school, classes, but will not participate in other school extra-curricular activities, including such things as competitions, field trips, and performances. A student who has been restricted from school activities may participate in practices at the discretion of the person imposing the restriction.

Before ordering the restriction, the supervising employee (e.g., teacher, coach, director, Principal, etc.) ordering the restriction shall warn the student of the infraction and allow the student to respond. If the restriction is immediate and outside of school hours, provision must be made to assure the student is not left unsupervised. The terms of the restriction shall be communicated to the Principal and the student's parent/guardian.

Restrictions under this policy are not appealable.

3. **"Detention"** means the student's presence is required for disciplinary purposes before or after the hours when the student is assigned to be in class, and may occur on one or more Saturdays.

Students may be assigned classroom detention at the classroom teacher's discretion, and building detention at the Principal's discretion, if the student refuses to obey the teacher/employee's directives, becomes disruptive, fails to abide by printed classroom, school or District rules, or the behavioral expectations, or otherwise impedes the educational purpose of the class. Before ordering the detention, the staff member ordering the detention shall warn the student of the infraction and allow the student to respond. Parents/guardians shall be notified at least 24 hours prior to a student serving detention.

Detentions before or after school shall not exceed one hour, and Saturday detentions shall not exceed three hours. The building Principal is authorized to establish, announce and post additional guidelines and rules regarding detention, supervision, building access, etc. The length

and timing of the detention, is within the discretion of the licensed employee disciplining the student or the building Principal, pursuant to the posted rules of the school.

Detentions are not appealable.

4. **"Temporary Reassignment"** or "in-school suspension" means the student will attend school but will be temporarily isolated from one or more classes while under supervision. A temporary reassignment should not exceed five consecutive school days. Parents/guardians shall be notified on the day of the incident/infraction by the administration of any temporary reassignment.

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

5. **"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 reinstatement of the penalty. Notwithstanding the assignment of probation, no imposition of the suspended consequence may be administered unless and until all of the provisions of this policy applicable to the suspended consequence (i.e., long-term suspension, expulsion, etc.) are satisfied.

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

a. **Short-term suspension.** A "short-term suspension" means an out-of-school suspension of ten (10) consecutive school days or less. RSA 193:13, I (a).[1]

The Superintendent or his/her written designee[2] is authorized to suspend a student for ten (10) school days or less.

A short term suspension may be imposed only for:

- i. Behavior that is detrimental to the health, safety, or welfare of pupils or school personnel (including, but not limited to, an act of theft, destruction or violence, as defined in RSA 193-D:1); or
- ii. Repeated and willful disregard of the reasonable rules of the school that is not remediated through imposition of the District's graduated sanctions described in JIC and the Behavioral Expectations.

Pursuant to RSA 193:13, XI(b) and Board Policy JIC, a short-suspension over 5 days must conform to the standards included in the Behavioral Expectations.

Before any short-term suspension may be imposed, a student is entitled to the minimum due process (notice before meeting of the charge and explanation of evidence, notice of the possibility of suspension, opportunity for the student to respond, and a written decision explaining the discipline taken).

b. **Long-term suspension.** A "long-term suspension" is the extension or continuation of a short-term suspension for a period **not to exceed an additional 10 days** beyond the duration of the short-term suspension.

The Superintendent is authorized to continue the suspension and issue a long-term suspension of a pupil for a period in excess of ten (10) school days, provided only that if the Superintendent issued the original short-term suspension, then the School Board may

designate another person to continue the short-term suspension and issue the long-term suspension.

A long-term suspension may only be imposed for:

- i. an act that constitutes an act of theft, destruction or violence, as defined in RSA 193-D[3];
- ii. bullying pursuant to Board Policy JICBB when the pupil has not responded to targeted interventions **and** poses an ongoing threat to the safety or welfare of another student; or
- iii. possession of a firearm, BB gun, or paintball gun.

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

c. Appeal of long-term suspension. Any long-term suspension issued other than by the School Board under this policy, is appealable to the School Board, provided the Superintendent or School Board chair receives the appeal in writing within ten (10) days after the issuance of the Superintendent's hearing and written decision required under N.H. Dept. of Education Rule Ed. 317.04 (f)(2) c, and sub-paragraph B.6.b, above. The Board shall hold a hearing on the appeal, but will rely upon the record of the decision being appealed from.

Any suspension in excess of ten (10) school days shall remain in effect while this appeal is pending unless the School Board stays the suspension while the appeal is pending. Any request to stay a long-term suspension should be included in the original appeal.

d. Educational Assignments. As required by RSA 193:13, V, educational assignments shall be made available to students during both short and long term suspensions.

e. Alternative Educational Services. The school shall provide alternative educational services to a suspended pupil whenever the pupil is suspended **in excess of 20 cumulative days** within any school year. The alternative educational services shall be designed to enable the pupil to advance from grade to grade.

f. Re-entry Meetings and Intervention Plans. Prior to returning to regular classes, a suspended student, and parent/guardian (when available) shall meet with the building Principal or his/her designee to assist the student in smoothly returning to the school setting.

Any time a pupil is suspended **more than 10 school days in any school year**, upon the pupil's return to school the school district shall develop an intervention plan designed to proactively address the pupil's problematic behaviors by reviewing the problem behavior, re-teaching expectations, and identifying any necessary supports.

g. Attendance Safe Harbor. A student may not be penalized academically solely by virtue of missing class due to a suspension.

7. **“Expulsion”** means the complete denial of a pupil's attendance at school for any of the reasons listed in RSA 193:13, II and IV. An expulsion may be for either a stated duration or permanent.

a. Grounds for Expulsion. Any pupil may only be expelled by the School Board, and only for the following grounds:

- i. A repetition of an act that warranted long term suspension under section B.6.b, above;

- ii. Any act of physical or sexual assault that would be a felony if committed by an adult;
- iii. Any act of violence pursuant to RSA 651:5, XIII[4];
- iv. Criminal threatening pursuant to RSA 631:4, II(a)[5]; or
- v. For bringing or possessing a firearm as defined in Section 921 U.S.C. Title 18 within a safe school zone as prohibited under RSA 193-D:1[6], or under the Gun Free School Zones Act, unless such pupil has written authorization from the Superintendent.

Before expelling a pupil, the Board shall consider each of the following factors:

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

b. Due Process to Be Afforded Prior to Expulsion. Prior to any expulsion, the District will ensure that the **due process standards set forth in Ed 317.04(f)(3) through 317.04 (m)[7]** are followed.

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

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

C. Modification or Reinstatement After Suspension or Expulsion.

Expelled or suspended students may request a modification of, or reinstatement from, an expulsion or suspension as provided below. Except for students establishing residency from out-of-state, requests for modification or reinstatement from expulsion/suspension shall be submitted in writing to the Superintendent no later than August 15. The request should set forth the reasons for the request, and include additional information to establish that it is in the best interest of the student and school community to reinstate the student. Such additional information may include such things as work history, letters of reference, medical information, etc. All reinstatements shall include an Intervention Plan as described in paragraph B.6.f, above, including such conditions as the reinstating authority (Superintendent or Board) deem appropriate.

1. **Modification by Superintendent.** Subject to all other applicable laws, regulations and Board policies, and paragraph C.3, below (relating to firearms), the Superintendent is authorized to reinstate any student who has been suspended or expelled from a school in this District, and or enroll a student suspended or expelled from another school or district, on a case-by-case basis.

2. **Review and reinstatement by Board.** A student may request the School Board (of the district

of attendance) to review an expulsion decision prior to the start of each school year by filing a written request with the Superintendent detailing the basis of the request. The Board will determine whether and in what manner it will consider any such request after consultation with the Superintendent.

3. Modification of Expulsion for Firearms. A student who has been expelled from this District or any other public or private school for bringing or possessing a firearm in a safe school zone as prohibited under RSA 193-D1, or under the Gun Free Schools Act, may only be reinstated or enrolled if the Superintendent first determines: possession of the firearm was inadvertent and unknowing; the firearm was for sporting purposes and the student did not intend to display the firearm to any other person while within the safe schools zone; the student is/was in the fifth or lower grade when the incident occurred; or the Superintendent determines that the firearm was not loaded; and that no ammunition was reasonably available; and that the pupil had no intention to display the firearm to other students.

Additionally, the School Board may enroll a student expelled from a school outside of New Hampshire for a violation of the Gun Free Schools Act upon the student establishing residency.

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

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

F. Superintendent and Principal Designees.

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

G. Disciplinary Removal of Students with Disabilities.

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

H. Notice and Dissemination.

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

I. Conflict in Law or State Regulation.

If any provision of this policy shall conflict with State or Federal law, or regulation of the New Hampshire Department of Education, then such law or regulation shall apply, and the remainder of the policy shall be read and interpreted to be consistent with the law or regulation. School administrators and families are strongly encouraged to review the links for pertinent statutes and laws as referenced in this policy.

First Reading: May 5, 2021
Second Reading & Approval: June 2, 2021

UNAUTHORIZED COMMUNICATION DEVICES	JICJ
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Unauthorized student use of cell phones, camera phones, pagers, beepers, and other similar electronic communication devices is strictly prohibited during the school day. This includes lunch periods and passing periods, as well as on school sponsored trips and driver education classes. Such devices are to be kept with the student or in their backpacks turned off. Board supports the use of these devices for educational purposes.

Additionally, it is prohibited for students to take, store, disseminate, transfer, view, or share obscene, pornographic, lewd, or otherwise illegal/inappropriate images or photographs, whether by electronic data transfer or other means, including but not limited to texting and e-mailing.

Any student found to have engaged in such conduct may be reported to local law enforcement authorities and may face criminal penalties in accordance with applicable law. School administrators may refer such matters to local law enforcement if the administrator believes student action in this regard involves illegal activity (e.g., pornography.)

The school district will not be responsible for loss, damage or theft of any electronic communication device brought to the school.

First Reading:	February 11, 2015
Second Reading & Approval:	March 11, 2015
First Reading:	December 5, 2018
Second Reading & Approval:	January 9, 2019

The Sunapee School Board recognizes that technological resources can enhance student performance by offering effective tools to assist in providing a quality instructional program, facilitating communications with parents/guardians, teachers, and the community, supporting District and school operations, and improving access to and exchange of information. The Board expects all students to learn to use the available technological resources that will assist them in the performance of their education. As needed, students shall receive lessons and instruction in the appropriate use of these resources.

Students shall be responsible for the appropriate use of technology and shall use the District's technological resources primarily for purposes related to their education. Students are hereby notified that there is no expectation of privacy on district computers, computer files, email, internet usage logs, and other electronic data.

The Superintendent or designee shall ensure that all District computers with Internet access have a technology protection measure that prevents access to visual depictions that are obscene or pornographic and that the operation of such measures is enforced. The Superintendent or designee may disable the technology protection measure during use by an adult to enable access for bona fide research, educational or other lawful purpose.

The Superintendent shall establish administrative regulations and an Acceptable Use Agreement that outlines student obligations and responsibilities related to the use of District technology. He/she also may establish guidelines and limits on the use of technological resources. Inappropriate use may result in a cancellation of the student's user privileges, disciplinary action, and/or legal action in accordance with law, Board policy, and administrative regulations.

The Superintendent or designee shall provide copies of related policies, regulations, and guidelines to all students. Students shall be required to acknowledge in writing that they have read and understood the District's Acceptable Use Agreement.

Legal References:

RSA 194:3-d, School District Computer Networks

47 U.S.C. §254, Requirements For Certain Schools – Internet Safety

20 U.S.C. §6777, Enhancing Education Through Technology – Internet Safety

New Policy: April 2010 (replaces EGA and IJNDB)

First Reading: August 7, 2013

Second Reading and Approval: November 6, 2013

Computer information systems and the abundant sources of information available on the internet greatly enhance the quality of education available to all students. Therefore, use of computers, networks, electronic sources and access to the Internet will be made available to students and staff in the Sunapee School District for the purpose of conducting research, communicating with others for educational purposes, exchanging information and ideas, and as an audience for student writing and a natural environment for collaborative work.

Purpose of this document

To establish a policy to ensure efficient, safe, ethical and legal use of the Sunapee District's computer information systems. These policies apply to all users of computer information systems located or accessed in the District as well as users who obtain their access privileges through associations with the District.

Definition

The definition of "computer information systems" is any configuration of computer hardware and software that connects users. This includes all internal (intranet) and external (Internet) connections, as well as all of the computer hardware, operating system, software, application software, stored texts and data files. This also includes electronic mail, local database, externally accessed databases, CD-ROM, recorded magnetic or optical media, clip art, digital images, digitized information, portable communication technologies, and new technologies as they become available. Stand-alone workstations are also governed by this agreement.

Educational Purpose

The Sunapee 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. Members of the school community will use the Sunapee School District computer information resources with respect for the public trust that they have been provided and in accordance with policy and regulations established by the Sunapee School District. Only authorized students and staff may use School District information networks, and the network shall not constitute a public forum. This policy/agreement does not attempt to articulate all required and prescribed behavior by computer information system users.

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

The District will endeavor to provide a safe and wholesome Internet environment. However, it is possible that a user will be able to find ways to circumvent Internet access limits and controls. For that reason, parents will be warned of the potential availability of offensive material on the Internet, and students and parents will both be advised that the student is ultimately responsible for his/her own conduct on the Internet. The written permission of parent/guardian is required before students may use the School District's computer information systems. The permission must be updated yearly.

Responsibilities

Computer use is a privilege and not a right. Every user accepts the responsibility to respect the rights of all other computer/network users and to act in a responsible, polite, ethical and legal manner at all times.

Students are responsible for proper behavior on school computers and networks just as they are in the classroom. General school rules for behavior and communications apply. Because in-school computer access is a privilege, and because each user is personally responsible for his or her own actions, unacceptable behavior may result in the suspension or revocation of computer/network and/or Internet access.

Staff are responsible for following the school board policy pertaining to staff ethics (GBC), staff conduct (GBCB), staff-student relations (GBH).

Levels of Access

Computer and Electronic Resources: Access to computers gives students an opportunity to use a wide range of electronic resources in their class work and research, explore their own interests, and pursue independent study. All students have access to computers and electronic resources.

Internet: All computers district wide have been set up for Internet use. All students, with parental approval, may use the World Wide Web to search for information, save or print text files, download images, format documents and computer programs with faculty permission and guidance.

E-mail: Some students are issued email accounts for educational purposes.

Monitoring and Data Retention Policy

1. Network administrators may review files and communications to maintain system integrity and ensure that users have used or are using the system responsibly.
2. All log files used by the School District for monitoring purposes generally will be purged from the system 90 days after the file creation data. These will include all logs currently generated by the Proxy server in all schools and the SAU office.
3. All log files and files created on the servers are considered School District Property.

Acceptable Use

1. Access to the computer information systems within the District is a privilege and must be treated as such by all users.
2. Computer information systems will be used only for the purposes of academic research, education, and school-related business and operations. Computer information systems may not be used for recreational, personal or commercial purposes.
3. Any system which requires password access or for which the District requires an account will only be used by the authorized account user. Account owners are ultimately responsible for all activity under their accounts.
4. The resources of the District are limited. All users must exercise prudence in the shared use of this resource.
5. All communications and information accessible via any District computer information system shall be treated as School District property.
6. All software used on District equipment must be licensed to the district.
7. All software installation will be done by District authorized personnel only.
8. Use of non-district computers on district network is not allowed.

Unacceptable Use

The District has the right to take disciplinary action, remove computer and networking privileges and/or take legal action, for any activity characterized as unethical and unacceptable. Unacceptable activities constitute, but are not limited to, any activity through which any user:

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.

Interferes with or disrupts other network users, services or equipment. Disruptions include, but are not limited to: distribution of unsolicited advertising, propagation of computer worms or viruses, distributing quantities of information that overwhelm the system, and/or using a District network to make unauthorized entry into any other resource accessible via the network.

Seeks to gain or gains unauthorized access to information resources.

Uses or knowingly allows another to use any computer or computer system to devise or execute a scheme to defraud, obtain money, property, services, or other things of value by false pretenses, promised or representations.

Destroys, alters, dismantles or otherwise interferes with the integrity of computer based information and/or information resources.

Invades the privacy of individuals or entities.

Uses the information systems for commercial or political activity.

Destroys, modifies or abuses the hardware or software in any way.

Installs unauthorized software for use on District computers.

Modifies computer configuration settings including but not limited to screen resolution, desktop patterns/pictures, file sharing configurations, printers and network settings without prior authorization of the Technology Coordinator.

Uses the computer information systems to access inappropriate materials.

Acquires, communicates, creates, submits, publishes, displays or participates in any defamatory, inaccurate, racially orientated, offensive, abusive, obscene, pornographic, profane, sexually -orientated, illegal, harassing, vandalizing, violent, inappropriate or threatening materials, messages or activities on a District computer information system.

Notwithstanding the District's right to retrieve and monitor any e-mail messages, such messages should be treated as confidential by other employees and students and accessed only by the intended recipient. Employees and students are not authorized to retrieve or read any email that is not sent to them. Any exception to this policy must receive prior approval by the superintendent.

Violating school policies and standards of behavior or any other illegal activities including copyright violation and unauthorized access to restricted materials.

Sending, downloading, storing, printing, or displaying files or messages that are profane, obscene, offensive or harassing.

Damaging computer systems or disrupting network users, services or equipment.

Using computers or networks for personal, financial or commercial gain.

Submitting a copy or revision of another file, if represented exclusively as your own work.

Creating, reproducing, or revising a file for use by another student, when that file is represented exclusively as your own work.

Unauthorized entry into computers, changing or destruction of computer files, tampering or changing computer hardware/software, or altering computer/network operating environments, or other vandalism.

Using the school's Internet connection for any illegal activity, including copyright violation.

Disrupting or interfering with network users, services, or equipment, including (but not restricted to) sending chain letters or broadcasting messages to multiple lists or individuals.

Using the school's Internet connection to access Internet Relay Chat (IRC) and unsupervised interactive games.

Users are not to reveal, forward, or publicize identifying information (name, personal address, phone number) of themselves or others.

User is solely responsible for an assigned account. The responsibility for security of files is yours. Under no conditions should you give your password to anyone. If another student gains access to your files, even if unauthorized by you, and submits a copy of your work, you could be held responsible.

Students should be aware that all on-line sessions can be monitored and those site names visited are recorded and the log is periodically checked. It is to be noted that the system administrator has access to all files. The administrator reserves the right to log and monitor network use and file server space by users. The administrator assumes no responsibility or liability for deleted or damaged files due to violation of fileserver space allotments.

Restricted Materials and Actions

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

No use of personal email accounts. Users may not access these accounts from the school network. This includes, but is not limited to Hotmail, AOL mail, Yahoo mail, and personal mail accounts through an Internet Service Provider account.

No use of peer-to-peer file sharing programs. Examples of this would be sites such as Sharaza, Limewire or Kazaa.

No use of Instant Messaging, including, but not limited to AOL Instant Messenger, MSN Messenger, ICQ, and Yahoo Messenger, unless specifically authorized by the Technology Coordinator.

No use of online games, unless for educational purposes.

No use of chat rooms unless specifically authorized by the Technology Coordinator. Authorization will be for one session only and must be requested if access is needed after the first session.

No downloading and/or storage of illegal MP3 files or Gaming files on District equipment.

For students: Disclosure of personal contact information such as name, address, or phone number. Do not give out any personal information except for academic purposes such as college

applications and scholarships. Never arrange to get together with someone you meet online.

For web pages: No use of student's full name, address or email address in conjunction with a photograph.

Do not respond to any illicit or suspicious activities, and immediately report them to a School District administrator.

Consequences of Violations

The Sunapee School District values the appropriate and responsible use of its computer information systems. Any system user identified as a security risk or violating district computer guidelines will face consequences that may include denial of access to the District's system. A violation of any of the rules and guidelines outlined in this agreement will result in the following consequences:

Student consequences
First Infraction: may result in any of the following: afterschool detention, Saturday detention, removal from the computer information systems for ONE to FIVE school days. Notification sent to parent. Such notification will require parental signature before access is re-established.
Second infraction: may result in any of the following: one or more after school detentions, Saturday detention, removal from the computer information systems for one to fifteen consecutive school days. Notification sent to parents. A student, parent, and staff conference is required before access will be re-established.
Third infraction: may result in any of the following: one or more Saturday detentions, removal from the computer information systems for one to thirty consecutive school days. Notification sent to parents. A student, parent, and staff conference is required before access will be re-established.
Subsequent infractions: removal from the computer information systems for one to forty-five consecutive school days. Notification sent to parents. A student, parent, and staff conference is required before access will be re-established.
Note: accelerated consequences may be applied at the discretion of the administration in any case, regardless of whether or not it is a first, second, third, or subsequent offense. Note: students will be given one to five days to complete make-up work after privileges have been restored at the discretion of the teacher.

The District reserves the right to:

1. Monitor all activity.
2. Make determinations on whether specific uses of a network are consistent with network usage guidelines.
3. Log network and monitor disk space utilization by users.
4. Determine what is appropriate use.
5. Remove a user's access to the network at any time it is determined that the user engaged in unauthorized activity or violated acceptable use procedures.
6. Cooperate fully with any investigation concerning or relating to the District's network activity.
7. Read, review, audit, intercept, access or disclose any and all information on an employee's or student's computer system any messages created, received or sent over the electronic mail system for any purpose, even if coded or password protected without prior notice.

Sunapee School District Internet Safety Policy

Internet Resources

The Internet is a global computer network of schools, libraries, businesses, governments, organizations and millions of individuals all exchanging or publishing ideas and information. Access to the Internet will enable students to explore thousands of libraries, databases and bulletin boards while exchanging messages and ideas with Internet users throughout the world. The Internet includes outstanding government and scientific information, as well as valuable material on business, current events, the arts and popular culture. Its resources change constantly and are not always authoritative or accurate.

Because the Internet is largely unregulated, not all the information it carries is suitable for school children. During school, teachers will guide students toward appropriate materials and insofar as possible, monitor students' use. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials. Within reason, freedom of speech and access to information resources and opportunities for collaboration far exceed any of these disadvantages. To gain access to the Internet, all students under the age of 18 must obtain parental permission.

Recognizing that the resources of the internet are becoming more and more important as an educational resource, and noting that at the same time the internet's content is broad and unrestricted, the Sunapee School District wishes to assure that Sunapee students and staff have ready access to the internet, while minimizing the risk of accidental or purposeful contact with inappropriate material.

We are required, and intend, to comply with Title XVII Children's Internet Protection and assure that the school district:

- A. has in place a policy of Internet safety for minors that includes the operation of a technology protection measure with respect to any of its computers with Internet access that protects against access through such computers to visual depictions that are
 - a obscene
 - b child pornography; or

c harmful to minors; and

d is enforcing the operation of such technology protection measure during any use of such computers by minors; and

B. has in place a policy of Internet safety that includes the operation of a technology protection measure with respect to any of its computers with Internet access that protects against access through such computers to visual depictions that are

a. obscene; or

b child pornography; and

In addition we wish to assure that our students are provided with appropriate guidance as they use the internet for research, cooperative learning, etc.

Therefore, it shall be the policy of the Sunapee School District to:

a prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;

b prevent unauthorized access and other unlawful online activity;

c prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and

d comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions

Key terms are as defined in the Children's Internet Protection Act.

Access to Inappropriate Material

To the extent practical, technology protection measures (or "internet filters") shall be used to block or filter internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. No filter is more than 60% effective at blocking access to inappropriate material. Therefore, no K-5 student shall use the internet except when under the direct supervision of a school staff member. Grades 6-8 may have less supervised access in computer labs and the library. Grades 9-12 require less direct supervision.

We recognize that human supervision cannot assure that continuous observation is possible; therefore, we will provide an internet proxy server with a commercially available filtration system which will be used to filter all internet access from any computer in the Sunapee School District. Access will be controlled through the proxy server. Filtering will be imposed on a graduated basis. There will be increasingly restrictive levels of filtration with administrators, and teachers having the fewest restrictions and K-5 students the most. This filter may also be used to filter other inappropriate material beyond that included in CIPA as directed by the administrators of each building (i.e. Drugs, Alcohol, Games, etc.).

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes. From time to time, the filter may block sites which are appropriate for legitimate educational use. In those cases, the staff member shall make a request to the helpdesk to have the block removed.

Additionally, each student is responsible for following the Acceptable Use Policy (AUP) (which is included in the Parent/Student Handbook). These responsibilities include maintaining appropriate network and computer use. To the extent practical, steps shall be taken to promote the safety and security of users of the Sunapee School District online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communication.

Specifically, as required by the Children's Protection Act, prevention of inappropriate network usage includes:

- (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and
- (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Additionally, use of instant messaging by minors to communicate with anyone outside the district without a specific waiver (i.e. exchange student communication, communication as part of an online class) is specifically forbidden.

This is monitored both directly and through periodic, online spot checks of student and staff use. Violations of the AUP may have consequences ranging from a request to change sites, a direction to discontinue computer use for the balance of the period, loss of internet access privileges, loss of computer privileges, detention, and/or suspension.

We look forward to the continued integration of the internet into the education of our children. We want to use this material to provide a broader view of the world consistent with our mission. A continued careful approach to internet safety will assure that the best possible use of the internet will continue.

Adopted by the Sunapee School Board at their October 2011 school board meeting. This policy remains in effect until amended or revoked.

First Reading: August 7, 2013

Second Reading and Approval: November 6, 2013

Appendix:

Technology Protection Measure- The term technology protection measure means a specific technology that blocks or filters Internet access to visual depictions that are:

1. Obscene, as that term is defined in section 1460 of Title 18, United States Code;
2. Child Pornography, as that term is defined in section 2256 of Title 18, United States Code; or
3. Harmful to Minors. The term harmful to minors means any picture, image, graphic image file, or other visual depiction that:
 - a. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
 - b. depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - c. taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
4. Sexual Act; Sexual Contact. The terms sexual act and sexual contact have the meanings given such terms in section 2246 of Title 18, United States Code.

Please consider very carefully your decision to withhold any item of “directory information.” Should you decide to inform the school district not to release any or all of the items listed above, any future requests for such information from individuals or entities not affiliated with the school district will be refused. This would mean scholarship information, news releases, college transcripts, etc.

Information to be withheld: _____

_____ Yes, I will allow my child’s picture, movie or sound recording to be published on the school Website.

_____ No, I will not allow my child’s picture, movie or sound recording to be published on the school Website.

If this form is not received by the school district by **Date**, it will be assumed that the above information may be released for the remainder of the current school year. A new form for non-release must be completed each year.

Student’s Name: _____

Parent’s Name: _____

Parent’s Signature: _____ Date: _____

It is the policy of the Board to promote good behavior in a safe and orderly environment where all students can be fully engaged in the learning process. To ensure that our students and staff are protected against disruptive behavior, the board directs the Superintendent to set forth procedures for behavior management and interventions that are designed to maintain a positive environment conducive to learning.

Student conduct that disrupts class work, involves disorder, or invades the rights of others will not be tolerated and may be cause for suspension or other disciplinary action.

The administration of disciplinary action will focus both on consequences and on changing or managing inappropriate behavior.

It is important that there be careful evaluation of the individual situation so that the school's response to the student is appropriate.

If the student has an Individualized Education Program (IEP), the process will follow federal and state laws governing special education.

All available resources should be utilized, including preventive and responsive interventions to support students' needs. These interventions should include psychological, curricular, and behavioral services, which should take place within classrooms, schools, and alternative settings. Exclusion from the classroom should be the disciplinary action of last resort.

The Superintendent will also ensure that classroom behavior management skills are addressed through professional development, and that there is an adequate system of record keeping regarding disciplinary infractions and interventions.

The use of corporal punishment is prohibited in District schools.

This policy will be reviewed on an ongoing basis in accordance with the Board's policy review process.
Legal References:

Ed 306.04(a)(18), Behavior Management and Intervention for Students

First Reading: June 6, 2007
Second Reading & Approval: August 1, 2007
Reviewed: February 11, 2015