

SECTION J: STUDENTS

Section J contains policies on students -- admissions, attendance, rights and responsibilities, conduct, discipline, health and welfare, and school-related activities

Code	Category	Title
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JECCC	P	Change of School Assignment & Unauthorized Assignment
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JECCD	P	Change of School Assignment
JF	O	Enrollment Policy
JFA	R	Residency/Admission Procedures
JFAA	P	Admission of Resident Students
JFAB	P	Admission & Tuition of Nonresident Students
JFABB	R	Admission of Exchange and Foreign Students
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JHBB	R	Attendance Monitoring/Accounting
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JICA	R	Student Dress
JICC	R	Student Conduct on School Buses (Also EEA & EEAEC)
JICD	P	Student Conduct in School/Safe School Zone (Also IHBA)
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JICH	R	Drug and Alcohol Use by Students
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SECTION J
(continued)

JIH	R	Student Interrogations, Searches, and Arrests
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JLA	O	Student Insurance Programs
JLC	R	Student Health Services and Requirements
JLCA	R	Physical Examinations of Students
JLCB	R	Immunization of Students
JLCC	R	Communicable Diseases
JLCCA	R	Students with HIV/AIDS (Also GBGAA & IHAMA)
JLCD	P	Administering Medicines to Students
JLCE	P	First Aid and Emergency Medical Care
JLF	R	Reporting Child Abuse/Child Protection
JLIA	R	Supervision of Students
JLIE	R	Student Automobile Use and Parking
JM	O	Student Awards, Honors, and Scholarships
JQ	O	Student Fees, Fines, and Charges
JRA	R	Student Records

Categories

O = Optional These policies should be reviewed to determine whether they meet a particular local need. Most are informational in nature.

P = Priority The subject matter of these policies is required by state and/or federal law.

R = Recommended While these policies are not required by law, they are highly recommended for effective and efficient school board operation.

SEXUAL HARASSMENT AND SEXUAL VIOLENCE

I. GENERAL STATEMENT OF POLICY

Sexual harassment is a form of sex discrimination which violates Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. §2000e, et seq., and Title IX. Sexual violence is a physical act of aggression that includes a sexual act or sexual purpose.

It is the policy of the District to maintain a learning and working environment that is free from sexual harassment and sexual violence. The District prohibits any form of sexual harassment and sexual violence.

It shall be a violation of this policy for any student or employee to harass a student or an employee through conduct or communication of a sexual nature as defined by this policy.

It shall be a violation of this policy for any student or employee to be sexually violent to a student or employee.

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

II. SEXUAL HARASSMENT/SEXUAL VIOLENCE DEFINED

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

1. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or

**SEXUAL HARASSMENT AND SEXUAL VIOLENCE
(continued)**

3. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or education environment.

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

- B. Sexual harassment may include but is not limited to:
1. verbal harassment and/or abuse of a sexual nature;
 2. subtle pressure for sexual activity;
 3. inappropriate patting or pinching;
 4. intentional brushing against a student's or an employee's body;
 5. demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status;
 6. demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status;
 7. any sexually motivated unwelcome touching; or
 8. sexual violence which is a physical act of aggression that includes a sexual act or sexual purpose.

III. REPORTING PROCEDURES

Any person who believes he or she has been the victim of sexual harassment or sexual violence by a student or an employee of the School District, or any third person with knowledge or belief of conduct which may constitute sexual

**SEXUAL HARASSMENT AND SEXUAL VIOLENCE
(continued)**

harassment or sexual violence should report the alleged acts immediately to an appropriate School District official as designated by this policy. The School District encourages the reporting party or complainant to use the report form available from the Principal of each building or available from the Superintendent's office.

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

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

The School District shall conspicuously post the name of the Human Rights Officer, including a mailing address and telephone number.

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

**SEXUAL HARASSMENT AND SEXUAL VIOLENCE
(continued)**

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

IV. INVESTIGATION AND RECOMMENDATION

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

In determining whether alleged conduct constitutes sexual harassment or sexual violence, the School District should consider the surrounding circumstances, the nature of the sexual advances, relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes sexual harassment or sexual violence requires a determination based on all the facts and surrounding circumstances.

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

In addition, the School District may take immediate steps, at its discretion, to protect the complainant, students and employees pending completion of an investigation of alleged sexual harassment or sexual violence.

**SEXUAL HARASSMENT AND SEXUAL VIOLENCE
(continued)**

V. SCHOOL DISTRICT ACTION

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

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

VI. REPRISAL

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

VII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

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

VIII. SEXUAL HARASSMENT OR SEXUAL VIOLENCE AS SEXUAL ABUSE

Under certain circumstances, sexual harassment or sexual violence may constitute sexual abuse under New Hampshire law. In such situations, the School District shall comply with said law.

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

**SEXUAL HARASSMENT AND SEXUAL VIOLENCE
(continued)**

IX. DISCIPLINE

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

X. BY-PASS OF POLICY

Any individual with a sexual harassment complaint may choose to bypass this Policy and accompanying regulation and proceed directly to: N.A. Commission on Human Rights or Office of Civil Rights

Administrative Rules
ED 303.01 (j)
Appendix: GBAA-R
JBAA-R
BBA-R

Adopted: September 1989
Revised: November, 1999
Revised: July, 1998

Approved: April, 2002

COMPULSORY ATTENDANCE AGE

Compulsory attendance shall be required of all children in accordance with RSA 193:1.

Statutory Reference:
RSA 193:1

Adopted: June, 1981
Revised: July, 1998

Approved: April, 2002

AGE OF ENTRANCE

A student may enter grade one if his/her chronological age will be six before September 30 of the year of entering school.

A student may enter kindergarten if his/her chronological age will be five before September 30 of the year of entering school.

A birth certificate must be presented upon registration as proof of the date of birth.

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

In-coming transfer students in grade 1 will only be initially admitted to grade 1 if their chronological age will be six before December 31 of the year of entering school or if previously enrolled in grade 1 in another community and attending local schools only on a temporary basis (10 months or less). Such placement is tentative and subject to reassignment by the Superintendent.

Parents may petition the Administration and/or Board to allow their child to Attend Chester Academy. The student must pass the evaluation/placement Exam that is administered to incoming 1st graders.

Statutory Reference:

RSA 193:1

Adopted: June, 1981

Revised: November, 1999

Revised: July, 1998

Approved: April, 2002

MANIFEST EDUCATIONAL HARDSHIP

Resident students of the District shall be assigned to a public school within the District by the Superintendent, or designee.

The Board recognizes that in unusual and extraordinary circumstances, parent(s) or guardian(s) may wish to request a change of assignment to another public school within the District, or a public school in another district. When the parent(s) or guardian(s) believe that the assignment which has been made will result in a manifest educational hardship to the student, the Board will consider these requests, according to the procedure outlined below.

PROCEDURE FOR CONSIDERATION OF A MANIFEST EDUCATIONAL HARDSHIP REQUEST

The following procedures will be utilized where a parent(s) or guardian(s) seeks a change of assignment within the District, or a waiver of assignment from attending any school in the District based on an assertion that the current assignment constitutes a manifest educational hardship:

1. The parent(s) or guardian(s) shall make a written request, through the Superintendent's office, detailing the specific reasons why they believe that the current assignment constitutes a manifest educational hardship. Any such written request shall be made by the parent(s) or guardian(s) within fifteen (15) days of the assignment made by the Superintendent or designee.
2. The Board will schedule a time at a regular board meeting held within thirty (30) days of receipt of the written request of the parent(s) or guardian(s) to hear the parent(s) or guardian(s) request. At such time, the parent(s) or guardian(s) may address the Board. The Board will hear the parent(s) or guardian(s) request in non-public session, subject to the right of the parent(s) or guardian(s) to have the matter heard in public session under RSA 91-A:3 II. (c).
3. The parent(s) or guardian(s) of the student may use whatever information which they deem is appropriate to support their request. At a minimum, however, the parent(s) or guardians(s) must submit information demonstrating to the School Board that the current assignment is detrimental or has a negative effect on the student.

**MANIFEST EDUCATIONAL HARDSHIP
(continued)**

4. In determining whether the current assignment of the student constitutes a manifest educational hardship, and what the corresponding appropriate action should be (which may include, but not be limited to, assignment to a public school in another district) the Board shall consider all information given it by the parent(s) or guardian(s), the recommendations of the Superintendent, and any other information which the Board deems relevant and useful.

5. The Board reserves the legal right to make a determination on whether a given request constitutes a manifest educational hardship, and what the corresponding action should be, on a case by case basis.

6. The Board will render its decision in writing within fifteen (15) days after the Board meeting in which the parent(s) or guardian(s) addressed the Board, and will forward its written decision to the parents or guardians via US mail.

7. If a parent or guardian is aggrieved by the decision of the Board, he/she may appeal to the State Board of Education in accordance with the provisions of Ed 200.

Statutory/Regulatory References

RSA 193:3, which requires each school district to establish a policy on change of assignment due to manifest educational hardship
RSA 193:14-a
RSA 91-A:3 II. (c)
Ed 320, which are the State Board of Education Rules concerning manifest educational hardship
Ed 200 et seq.
Lisbon Regional School District v. Landaff School District, 114 NH 674 (1974)

Revised: July, 1998

Approved: April, 2002

CHANGE OF SCHOOL ASSIGNMENT & UNAUTHORIZED ASSIGNMENT

Change of School Assignment – The school Board follows NH RSA 193:3 in which “any person having custody of a child may apply to the school board for relief if he/she thinks the attendance of the student at the school which such child has been assigned will result in a manifest educational hardship to the child. If the person having custody of the child is aggrieved by the decision of the school board, he/she may appeal to the NH State Board of Education, Educationally handicapped children as defined in NH RSA 186-C:2 shall be accorded a due process review pursuant to rules adopted under RSA 186-C:16.”

Unauthorized Assignment – The school board follows NH RSA 193:14 in which “no pupil who shall have Been assigned to a particular school by the school board shall attend any other school until assigned thereto.” Violation of NH RSA 193:14 may result in a misdemeanor offense as per NH RSA 195:15.

Statutory References:

NH RSA 193:3

NH RSA 186-C:2

NH RSA 186-C:16

NH RSA 193:14

NH RSA 195:15

Approved: April 2002

BIRTH CERTIFICATE REQUIREMENT

It is the policy of the Chester School District that all students attending and enrolled at Chester Academy shall provide a certified original copy of their birth certificate when the student is enrolled into the Chester School District.

The birth certificate will become part of the students' permanent record.

Adopted: May, 2001

Approved: April, 2002

CHANGE OF SCHOOL ASSIGNMENT

Reassignment of Resident Students

A. The Superintendent has the discretion to reassign a student from the public school to which the student is currently assigned to another public school in New Hampshire under NH RSA 193:3, III only if all the following conditions are met:

- (1) The student's parent or legal guardian petitions the Superintendent for a change of school assignment or consents to the Superintendent's recommendation for such a change; and
- (2) The Superintendent determines that such a change would be in the student's best interest as defined below; and
- (3) The total reassignments or transfers in any one school year shall not exceed one percent of the average daily membership in residence of the school district or exceed 5 percent of the average daily membership in residence of any single school, whichever is greater.

B. The parent or legal guardian has the burden of demonstrating that the reassignment is in the student's best interest.

C. "Best interest" does not mean that a parent has the right to select whichever public school the parent prefers or that a student has the right to attend a school that the parent or student believes is better suited to allow the student to reach his/her full potential. Rather, "best interest" means that the student's education will be adversely affected if the student continues to attend the public school to which the student is assigned.

The adverse effects must arise from:

- (1) Problems the student has in accessing the assigned school: or
- (2) The physical or mental condition of the student:
- (3) The availability at the school to which a reassignment is sought of academic courses which the student has an obvious educational need to access in order to benefit from education. General conditions or circumstances that affect or could affect numerous children attending the assigned school do not meet this requirement. For example, the availability of extra-curricular activities/athletics or certain advanced placement concerns in other schools cannot be the basis of a change of school assignment.

CHANGE OF SCHOOL ASSIGNMENT
(continued)

- D. The Superintendent's decision is final and conclusive and is not appealable. If the parent or legal guardian disagrees with the Superintendent's decision, the parent or legal guardian can file a request for a change of school assignment to the local School Board under NH RSA 193:3, I, and policy JECCD on the basis of a manifest educational hardship.
- E. The Superintendent shall notify the New Hampshire Department of Education within 30 days of any reassignment of a resident student.
- II. Requests To Assign Students From Other Public School Districts (Non-Resident Students)
- A. The Superintendent has discretion to approve a request from another Superintendent to accept a transfer from another school district if:
- (1) The conditions in Section (A) are met;
 - (2) Space is available within the school; and
 - (3) The student meets the school's admission requirements.
- B. The Superintendent is not required to accept the findings of the sending district's Superintendent concerning a student's best interest, and will make an independent decision on the reassignment request. The Superintendent's decision is final, conclusive and is not appealable.
- C. Any student accepted under this Section will be permitted to attend our schools for only so long as that student abides by the reasonable rules of the school, failing which the student's right to attend our schools will be terminated.

General Requirements for Resident and Non-Resident Students

A. The parent or legal guardian of any student reassigned or accepted under this policy shall sign an acknowledgement that he/she has received a copy of this policy, understands it, and agrees to be bound by its terms. All reassignments shall be limited to the current school year. The parent or legal guardian is responsible for the student's transportation. The Superintendent involved in the reassignment of a student shall jointly establish a tuition rate for each such student. Some or all of the tuition may be waived by the Superintendent of the receiving district for the good cause shown or pursuant to school board policy of the receiving district notwithstanding anything else to the contrary contained herein, the educational placement of disabled students shall be determined in accordance with the IDEA, NH RSA 186-C and Section 504. Any student reassigned under this policy whom the receiving district suspects has a disability will be referred to the student's district of residence for evaluation and possible identification. When a reassignment exceeds the percentage limitations set forth in Section (A) (3), the School Board must approve the reassignment.

CERTIFICATE OF RESIDENCY

It is the policy of the Chester School District that each family of a student(s) attending and enrolled at Chester Academy or Pinkerton Academy shall verify that they are a resident of the town of Chester, NH.

The certificate of residency shall be submitted annually to the institution the student(s) is/are attending.

Failure to comply will result in verification of residency by the District at the expense of the family. If found in violation, the family will be charged tuition for attendance to Chester Academy and/or Pinkerton Academy from the date of enrollment.

The school administration will give the family a letter stating that they understand the policy and that the SAU office will follow up on the matter. Copies of this letter will be given to the building Principal, SAU office, family, placed in the student's record, and one to the chairman of the School Board. The family will sign the letter agreeing to the terms and penalties if there is a failure to comply with this policy.

The SAU will notify the family in writing of this policy.

Index references:

Certificate of Residency for students attending Chester Academy
Certificate of Residency for students attending Pinkerton Academy

Adopted: May, 2001

Approved: April, 2002

ENROLLMENT POLICY

It is the policy of the Board that all students enrolling in school must do so on a full-time basis. "Full-time basis" shall be defined as attending classes for the full instructional day within the public school system or in conjunction with another state-accredited institution such as a vocational-technical school or a college or university for concurrent enrollment. The only exception to this policy shall be for fifth-year seniors and special education students who's IEPs require variations of student schedules. In the event the State Department of Education advises that part-time students can be counted for state aid purposes, the Board will reconsider this policy.

Revised: November, 1999

Revised: July, 1998

Approved; April, 2002

RESIDENCY

Residency for the purpose of enrollment in a District school shall be defined by RSA 193:12.

Statutory Reference:

RSA 193:12

Technical Advisory JFA - R

Revised: November, 1999

Revised: July, 1998

Approved: April, 2002

ADMISSION OF RESIDENT STUDENTS

The school district of residence of a student is defined by RSA 193:12, II.

New Resident Students

All new resident students, accompanied by parent or guardian, should register at school before opening day and as early as possible.

Children entering school for the first time must have proof of physical examination, and immunization records, and the school must receive a copy of the child's birth certificate. Principals or their designees will meet with new children and parents and to explain school programs.

Statutory Reference:

RSA 193:12,II

Revised: November, 1999

Revised: July, 1998

Adopted: May, 2001

Approved: April 2002

**ADMISSION OF NON-RESIDENT STUDENTS
(And Tuition)**

1.) Non-Resident Students / Pending relocation to Chester

Non-resident students shall attend Chester Academy (grades 1 thru 8) tuition free for a period not to exceed 30 school days if the students(s) parents or guardian are in the process of constructing or purchasing a home in the Town of Chester, providing that said home is to become the student's permanent residence once purchased or constructed.

The tuition fee will be based upon the cost to educate a student in the Chester School District, which is set by the School Board annually, and then divided by 180 to get the daily tuition rate.

2.) Non-Resident Students / Application to attend Chester Academy

It is the policy of the Chester School Board that non-resident students will not be considered for acceptance to attend Chester Academy as tuitioned students.

The only exception to this policy is governed by JFABB Admission of Exchange and Foreign Students. The board shall accept foreign exchange students who meet the established guidelines for admission to district schools.

Statutory Reference:

RSA 193:12

Revised: May, 2010

Revised: November, 1999

Revised: July, 1998

Adopted: May, 2001

Approved: April, 2002

FOREIGN EXCHANGE STUDENTS

Purpose

In order to promote cultural awards and understanding and to provide diverse experiences to district students, the board shall admit foreign exchange students into the schools of the district.

Authority

The board shall accept foreign exchange students who meet the established guidelines for admission to district schools.

The board may accept exchange students on a J-1 Visa who reside within the district as participants in group-sponsored exchange programs approved by the board. The board may waive tuition for these exchange student(s).

The board shall accept privately sponsored exchange students on a F-1 Visa for attendance in secondary schools upon payment of tuition at the established district rate; tuition payments may not be waived. The period of attendance shall not exceed twelve (12) months.

The board reserves the right to limit the number of foreign exchange students admitted to the school.

Delegation of Responsibility

The superintendent or designee shall be responsible for determining the visa status and eligibility of foreign exchange students applying for admission to district schools.

Foreign exchange students shall comply with all immunization requirements for students. Once admitted, all exchange students shall be subject to all district policies and regulations governing students.

See appendix JFABB-R

Revised: November, 1999

Approved: April, 2002

STUDENT ABSENCES AND EXCUSES

Regular and punctual patterns of attendance will be required of each student enrolled in the District. Building Principals are responsible for developing Student Handbooks which will include rules regarding student absences, excuses and truancy. These rules will apply to all students.

Statutory References:
RSA 193:1,2,7 and 16
RSA 306.10 (a) (1)
See Appendix: JH-R

Revised: November, 1999
Revised: July, 1998

Approved: April, 2002

TRUANCY

Unauthorized absence from school is considered truancy and will be treated as such in accordance with the rules of the Parent-Student Handbook.

Any staff member aware of a student leaving a class or the school grounds without permission shall report the departure immediately to the Principal.

Statutory Reference:
RSA 193:1
See Appendix; JHB-R

Revised: July, 1998

Approved: April, 2002

ATTENDANCE MONITORING/ACCOUNTING

Each school principal is responsible for overseeing attendance procedures and ensuring that:

1. Attendance is accurately checked and reported to the school office daily for each class.
2. All student absences are recorded.
3. All permanent records of student attendance are maintained at the SAU office.

Statutory References:

RSA 193:8

Revised: July, 1998

Approved: April, 2002

STUDENT RELEASE PRECAUTIONS

All school personnel are to be instructed to refuse requests for children to leave the school grounds once they have come to the school or have been deposited there from the school buses or other vehicles. Children shall not leave the school grounds from the time they arrive until the time of their departure for home except as follows:

- a. No school or grade may be dismissed before the regular hour for dismissal except with the approval of the Office of the Superintendent of Schools.
- b. No teacher may permit any individual student to leave school prior to the regular hour of dismissal except by permission of the Principal or his/her designated representatives.
- c. No student may be permitted to leave school prior to the dismissal hour for any reason unless permission of the parent or guardian has been first secured, nor sent home unless a responsible adult is at the home. Any student being released during the school day must be released through the school office when he/she leaves and must report to the office when he/she returns, except that Students who are ill may also be released through the Nurse's office. Students will be released only when legally authorized by the parent or legal guardian. Students traveling on school buses to school-sponsored activities will return from the activity on the bus unless released to their parents.

Revised: November, 1999

Revised: July, 1998

Approved: April, 2002

STUDENT RIGHTS AND RESPONSIBILITIES

Student rights and responsibilities shall be published in the Parent-Student Handbook.

Revised: November, 1999

Revised: July, 1998

Approved: April, 2002

STUDENT DUE PROCESS RIGHTS

Student due process rights shall be printed in the Parent-Student Handbook.

Appendix: JICD - R

Revised: November, 1999

Revised: July, 1998

Approved: April, 2002

STUDENT INVOLVEMENT IN DECISION-MAKING

The role of the school is to create a stimulating learning climate which develops Active involvement of students in their education and develops a spirit of inquiry. The Board believes that a student should:

1. Be encouraged to participate in planning classroom activities and in improving courses of studies;
2. Feel free to express, without fear, their own opinions, recognizing that every privilege and right has a corresponding responsibility.
3. Be involved in the planning of assembly programs and school-sponsored forums of interest;
4. Be encouraged to participate in student government organizations that provide students with a voice in school affairs; and
5. Be encouraged to participate in a variety of extra-curricular activities to broaden their educational experiences.
6. The Board may choose to add a nonvoting student member from a high school in the District to the Board.

Statutory References:

RSA 189:1-c

RSA 194:23 (f)

Revised: November, 1999

Revised: July, 1998

Approved: April, 2002

STUDENT GOVERNMENT

The Board sanctions and recommends the organization of student government bodies in the middle and high schools.

Members to student councils shall be elected democratically. The rights and responsibilities of the council shall be clearly set forth. A staff advisor for each student council shall be chosen by the Principal.

Revised: November, 1999

Revised: July, 1998

Approved: April, 2002

STUDENT CONDUCT

All student behavior must be based on respect and consideration for the rights of others.

Students shall receive annually at the opening of school a publication listing the rules and regulations to which they are subject.

Students have a responsibility to know and respect the rules and regulations of the school. Students have the further responsibility to behave in a manner appropriate to good citizenship everywhere. This includes treating all students and staff with courtesy, consideration and respect. Insults, force, or sarcasm shall not be used.

See appendix: JICD – R

Revised: November, 1999

Revised: July, 1998

Approved: April, 2002

STUDENT DRESS CODE

The responsibility for the appearance of the students rests with the parents and the students themselves.

Parents have the right to determine each student's dress, providing that such attire complies with the health code of the State of New Hampshire, and does not interfere nor disrupt the educational process of the school.

Building principals are authorized to issue regulations to implement this policy, provided that such regulations are approved by the Superintendent.

Revised: November, 1999

Revised: July, 1998

Approved: April, 2002

CHESTER ACADEMY BULLY POLICY

I. General Statement of Policy

The Chester School Board is committed to providing a safe school environment in which all members of the school community are treated with respect and dignity. This policy is intended to comply with *RSA 193-F*. Conduct constituting bullying will not be tolerated and is prohibited by this policy, in accordance with *RSA 193-F*.

II. Definition of Bullying

“Bullying” is conduct which is directed towards a member(s) of the school community and subjects the member(s) to the following behavior: insults, taunts, ridicule, challenges, threats, or humiliating acts, whether verbal or physical in nature, which is likely to cause intimidation, or provoke a violent or disorderly response from the school community member(s) being treated in this manner.

Actions that target those groups protected by anti-discrimination legislation, including but not limited to sex, race, creed, color, martial status, sexual preference, and national origin, as well as conduct which constitutes violence, hazing, or harassment, will be subject to the appropriate school district policy.

III. Reporting Procedures

Any school employee, or employee of a company under contract with a school in the Chester School District, or the Chester School District itself, who has witnessed, or has reliable information that a pupil or staff member has been subjected to bullying as defined above, shall report the incident to the principal, assistant principal, or other designated staff member, who shall in turn report the incident to the superintendent.

After receiving a report, the principal, assistant principal, or other designated staff member shall report the incident to the parent and superintendent in writing within two full school days. If the principal, assistant principal or other designated staff member received the information verbally, she/he must make a written response to the parent and superintendent within two full school days. If the principal, assistant principal or other designated staff member receives the report in writing, he/she shall forward a copy of the written report to the parent and superintendent within two full school days.

**CHESTER ACADEMY BULLY POLICY--
(continued)**

The Chester School District will make available forms for reporting incidents of bullying and shall require the use of these forms. Such forms will be available to all staff members in each building and available from the Superintendent's office.

Chester School District shall ensure that each school within the district has developed in writing a reporting procedure relative to bullying.

The reporting procedures relative to bullying shall require all school employees of the district to report all incidences of bullying to the principal, assistant principal, or other designated staff member.

The reporting procedure shall inform the staff, students and parents of the process of reporting an incident and to whom they shall report issues.

The reporting procedures must include a strong statement that all reports will be taken seriously.

The reporting procedures must state clearly that all incidences of bullying in school and in school related activities must be reported.

All reports of bullying shall be handled according to procedures developed by the Chester School District within two full school days, so that incidences are corrected, disproved or stopped.

The principal, assistant principal, or other designated staff member shall give written notice of bullying to the parent and superintendent within two full school days.

IV. Investigation

The Chester School District shall establish the process to use to determine what happened during an incident of bullying. This process will include who is authorized to investigate and conclude if particular conduct during an incident creates a hostile environment. The process should include the nature of the behavior, the relationships between the parties and the context in which the incident occurred.

**CHESTER ACADEMY BULLY POLICY
(continued)**

V. Training

The Chester School District shall develop age appropriate methods of discussing the meaning, substance, and application of this policy with staff, students, and parents in order to minimize the occurrence of bullying. Training for the staff shall be provided to allow them to effectively respond to any bullying incident.

VI. Notice of Policy

The Chester School District shall provide notice to students, parents, and staff of this policy through appropriate publication and reference in student/parent and employee handbooks. The Chester School District shall also make all contractors conducting business with the district aware of this policy.

VII. Discipline

If it is determined after an investigation that a student or staff member had engaged in bullying conduct prohibited by this policy and implementing administrative regulations, the student or staff member shall be subject to appropriate disciplinary action in accord with applicable school board policy.

Interventions shall be developed that are consistent with Chester School District policy and that effectively address issues of bullying. This can include those which are punitive to correct the behavior.

Chester School District shall also address the concerns for pupil bystanders who may unwittingly encourage or condone bullying behaviors.

Chester School District shall be clear about types of behaviors that are acceptable and not acceptable and that the bully has the capacity to correct inappropriate behavior patterns.

Appendix of definitions

- insult: A gross indignity, an affront
- taunt: A sarcastic insult, reproach, or challenge made in a mocking or jeering manner
- threat: An expression of intent to do harm, or to inflict injury or damage

**CHESTER ACADEMY BULLY POLICY
(continued)**

- ridicule: A deliberate, malicious belittling
- challenge: A summons that is threatening, inciting, or provocative, a dare, confrontation or bold defiance
- humiliating act: Conduct which causes injury to one's self respect, or reduces one to a lower position in one's eyes or other's eyes
- violent: Marked by extreme force or sudden intense activity for feeling, emotionally agitated, including but not limited to, the point of loss of self control
- intimidation: Conduct which compels, deters, frightens by or as if by threats
- provoke: To incite to action or feeling
- disorderly: Offensive to public order, disruptive to or disturbing the peace
- response: Something constituting a reply or reaction

Adopted: July, 2001

STUDENT CONDUCT ON SCHOOL BUSES

Students using District transportation must understand that they are under the jurisdiction of the School from the time they board the bus stop until they exit the bus stop.

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

The driver of the bus shall be held responsible for the orderly conduct of the students transported. Each driver has the support of the Board in maintaining good conduct on the bus. If a student is to lose the privilege of riding the bus, advance warning will be given, except for extreme misconduct.

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

Resolution of Conflicts

A parent who wishes to request a change or exemption from any of the Student Transportation policies shall direct that request first to the SAU Transportation Coordinator. If the parent is not satisfied by the ruling of the SAU Transportation Coordinator, he or she may appeal the ruling within five days to the School Business Administrator. If the parent is again not satisfied by the ruling, he or she may appeal to the Superintendent within the next five-day period. As a last appeal, the parent may request to appear before the Board's Transportation Committee.

Statutory References:

RSA 189:6-9a

Appendix: EEA - R & JICC - R

Adopted: April, 1987

Revised: November, 1999

Revised: July, 1998

Approved: April, 2002

STUDENT CONDUCT, DISCIPLINE AND DUE PROCESS

Safe School Zone

The Board endorses the following principles of student conduct:

1. Respect for law and those given authority to administer it shall be expected of all students. This included conformity to school rules as well as to general provisions of the law regarding minors.
2. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall be expected of all members of the school community.
3. Respect for the real and personal property, pride in one's work, and exemplary personal standards of courtesy, decency, honesty, and wholesome attitudes shall be maintained.
4. Respect for individual worth is the obligation of the school. Diligence and a desire to benefit from the opportunity is the obligation of the student.

The Board expects student conduct to contribute to a productive learning climate. Individual rights are to be honored and protected in all instances; however, the rights of one individual shall not take precedence over those of another individual or of the group itself, and all students shall have equal rights and equal responsibilities in the classroom or at any school-sponsored activity.

The Board further recognizes the right of each school to establish disciplinary procedures in accordance with RSA 193:13 and RSA 193-D through the development of administrative procedures which are approved by the Superintendent or his/her designee. Due process shall be afforded to any student involved in a proceeding which may result in suspension, exclusion, or expulsion. Students expelled from school may be reinstated by the Board under the provisions of RSA 193:13.

The Superintendent may modify expulsion requirements as provided in RSA 193:14, IV, and in accordance with JICD-R page 14.

Statutory References:

RSA 193:13

See appendix: JICD -R

Revised: July, 1998, November, 1999

Approved: April, 2002

EMPLOYEE-STUDENT RELATIONS

Employees and Students shall be expected to regard each other as individuals to be treated with courtesy and respect.

Revised: July, 1998

Approved: April, 2002

**STUDENT DISCIPLINE
OUT-OF-SCHOOL ACTIONS**

The Board recognizes that out-of –school conduct of students attending school within this district are not normally a concern of the Board. However, the Board believes that disciplinary action for conduct occurring off school property and not involving a school activity is proper if the conduct has an adverse effect upon the school.

Therefore, it is the policy of this Board that any student attending school within this District will be subject to disciplinary action including, but not limited to, suspension from school for any conduct that, in the opinion of the school administrators, has an adverse impact upon the school.

Such activity includes, but is not limited to, the following:

1. Damaging school property, e.g. a school bus;
2. Engaging in activity which causes physical or emotional harm to other students, teachers, or other school personnel;
3. Engage in activity which directly impedes discipline at school or the general welfare of school activities.

STUDENT PUBLICATIONS

School-sponsored student publications may be authorized by the Board. All such Publications will conform to rules established by the Superintendent and the building principal. Any publication not approved by the Board will not be considered a school publication, and it shall not be distributed on school property. All school publications will be under the supervision of the school principal or his/her designee.

Revised: July, 1998

Approved: April, 2002

SCHOOL-RELATED STUDENT PUBLICATIONS

Student productions are encouraged when such productions contribute positively to the educational goals of the District. All such productions will conform to rules established by the Superintendent and the building principal.

Revised: July, 1998

Approved: April, 2002

SECRET SOCIETY/GANG ACTIVITY

It is the policy of the District that membership in secret fraternities or sororities, or in other clubs or gangs not sponsored by established agencies or organizations, is prohibited.

Gangs which initiate, advocate, or promote activities which threaten the safety or well-being of persons or property on school grounds or which disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol or any other attribute which indicates or implies membership or affiliation with such a group, present a clear and present danger to the school environment and educational objectives of the community are forbidden.

Incidents involving initiations, hazing, intimidation, and/or activities of such group affiliations which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students are prohibited.

Any student wearing, carrying, or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or affect the attendance of another student will be subject to disciplinary action, including suspension and expulsion.

The Superintendent may provide in-service training in gang behavior and characteristics to facilitate staff identification of students at-risk and promote membership in authorized school groups and activities as an alternative.

Revised: November, 1999

Revised: July, 1998

Approved: April, 2002

HAZING

It is the policy of the District that no student or employee of the District shall participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. No student organization or any person associated with any organization sanctioned by the Board of Education shall engage or participate in hazing.

For the purposes of this policy, hazing is defined as an activity which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the Board of Education.

"Endanger the physical health" shall include, but is not limited to, any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug or controlled dangerous substance; or any forced physical activity which could adversely affect the physical health or safety of the individual.

"Endanger the mental health" shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity, upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by the Board of Education is conditioned, directly or indirectly, shall be presumed to be a forced activity, even if the student willingly participates in such activity.

This policy is not intended to deprive School District authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action which may include expulsion for students and employment termination for employees.

A copy of this policy will be furnished to each student and teacher in the school District.

Revised: July, 1998, November, 1999
Approved: April 2002

**TOBACCO PRODUCTS BAN
USE AND POSSESSION IN AND ON SCHOOL FACILITIES AND GROUNDS**

**USE OF TOBACCO PRODUCTS STRICTLY PROHIBITED IN/ON ALL
SCHOOL FACILITIES AND/OR GROUNDS**

No person shall use any tobacco product in any facility maintained by the School District, nor on any of the grounds of the District.

Tobacco products means cigarettes, cigars, snuff, smokeless tobacco, smokeless cigarettes, products containing tobacco, and tobacco in any other form.

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

Signs shall be placed by the District in all buildings, facilities and school vehicles stating that the use of tobacco products is prohibited.

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

Students

No student shall purchase, attempt to purchase, possess or use any tobacco product in any facility, in any school vehicle or anywhere on school grounds maintained by the District.

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

Also ADB, ADC, GBEC, & GBED

**TOBACCO PRODUCTS BAN
(continued)**

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

Employees

No employee shall use any tobacco product in any facility in any school vehicle or anywhere on school grounds maintained by the District.

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

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

All other persons

No visitor shall at any time use tobacco products in any facility, in any school vehicle, or anywhere on school grounds maintained by the District.

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

Statutory References:

RSA 155:64 - 76

RSA 126 – K:6 & K:7

Revised: July, 1998, November, 1999

Approved: April, 2002

DRUG AND ALCOHOL USE BY STUDENTS

Dangerous and narcotic drugs, which a student has on prescription and carries onto school property for ingestion as prescribed by a doctor, will be kept in the Nurse's or Principal's office.

Taking of illegal drugs, and/or possession of same, in any form, is not permitted at any time. Parents will be informed immediately if a student is in violation of this policy, and the matter will be brought to the attention of the Board and other proper authorities.

- a. In case a student appears to be under drug influence, the parent will be notified by school authorities to come for the student and remove him/her to his home or to medical facilities.
- b. In severe cases, if the parents or school doctor will not come to the school, the Principal is authorized to call an ambulance to remove the Student to the hospital. Parents will be notified of this action and be responsible for the incurred expenses.
- c. Upon reasonable evidence of the illegal possession and/or use of drugs by any student on District property, the student will be suspended from school for at least five days. A conference with the parents, child and principal should be held as soon as possible.
- d. Any student found selling, distributing, or giving away illegal drugs will be turned over to police authorities immediately and suspended from school at once pending Board action.
- e. Any student convicted in court for illegally selling drugs on or off school property will be suspended from school pending Board action.

Alcoholic beverages will not be permitted on school property at any time. Any Student in possession of or under the influence of alcohol will be immediately suspended from school for not less than five days

Statutory Reference:

RSA 571-C:2

Revised: November, 1999

Revised: July, 1998

Approved: April, 2002

DANGEROUS WEAPONS ON SCHOOL PROPERTY

Dangerous weapons, such as, but not limited to, firearms, explosives, incendiaries, martial arts weapons (as defined in RSA 159:24), electronic defense weapons (as defined in RSA 159:20), clubs, billies, metallic knuckles or containers containing chemicals such as pepper gas or mace, or the use of any object as a weapon are not permitted on school property, on school vehicles or at school-sponsored activities. Student violations of this policy will result in both school disciplinary action and notification of the police. Suspension or expulsion from school could result.

In addition, any Student who is determined to have brought a firearm (as defined by 18 US 921) to school will be expelled for not less than one year (365 days). This expulsion may be modified by the Superintendent upon review of the specific case in accordance with other applicable law.

Weapons under control of law enforcement personnel are permitted.

All Students will receive written notice of this policy at least once each year.

Statutory & Regulatory References:

RSA 193-D

RSA 193-13

Ed. 317

Appendix: JICD-R

Adopted: October 1994

Revised: November, 1999

Revised: July, 1998

Approved: April, 2002

UNAUTHORIZED COMMUNICATION DEVICES

The possession and/or use of unauthorized beepers, recording devices, portable cellular phones, and similar communication devices by any student in a school building, while in transit under the authority of the school, or while attending any function authorized by the school, is prohibited.

Appendix JICI - R

Approved: April, 2002

PREGNANT STUDENTS

Maternal or paternal status shall not affect the rights and privileges of students to receive a public education.

Pregnant students shall be permitted to continue in school in all instances when continued attendance has the sanction of the expectant mother's physician. The Board may require a physician's statement of activity limitations.

Revised: November, 1999

Revised: July, 1998

Approved: April, 2002

STUDENT SEARCHES AND THEIR PROPERTY

A student is subject to search by district staff if reasonable grounds exist to suspect that evidence of a violation of the law or school rules will be uncovered. School staff shall report a student's suspicious activity to the principal prior to initiating a search, except in emergency situations.

Establishing reasonable grounds. The following review of the basis for search should occur before conducting a search:

- A. Identify 1) the student's suspicious conduct, behavior, or activity; 2) the source of the information; and 3) the reliability of the source of information.
- B. If suspicion could be confirmed, would such conduct be a violation of the law or school rules?
- C. Is the student likely to possess or have concealed any item, material or substance which is itself prohibited or which would be evidence of a violation of the law or school rule?

Conducting the search. If the principal, or his/her designee determines that reasonable grounds exist to search a student's clothing, personal effects, desk, locker, assigned storage area or automobile, the search shall be conducted as follows:

- A. If evidence of criminal activity is suspected to be present, and prosecution by civil authorities will be recommended if confirmed by the search, consult law enforcement officials regarding the appropriateness of a search by a law enforcement officer.
- B. If evidence of violation of a school rule is suspected, and if that is confirmed by the search, the matter will be handled solely as a student discipline action. The principal or designee will proceed to search by asking the student to remove all items from pocket(s), purse(s), handbags, backpacks, gym bags, etc.

**STUDENT SEARCHES AND THEIR PROPERTY
(Continued)**

- C. If the student refused to cooperate in a personal search, the student should be held until the student's parents or guardian is available to consent to the search. If a parent or guardian cannot be reached in a reasonable time, the principal may conduct the search without the student's consent.

Locker Searches

Lockers, desks, and storage areas are the property of the school district. When assigned a locker, desk or storage area, a student shall be responsible for its proper care. A student may be subject to a fine for any willful damage to school property. Students are encouraged to keep their assigned lockers closed and locked.

A student's locker, desk or storage area may be searched by district staff if reasonable grounds exist to suspect that evidence of a violation of the law or school rules will be uncovered. School staff shall report a student's suspicious activity to the principal prior to initiating a search, except in emergency situations when the risk of harm to students or staff demands immediate action.

Building principals should refer to these procedures for conducting searches of students and their property for guidance in establishing whether a search is reasonable under the circumstance.

Principals may search all lockers, desks, or storage areas without prior notice given to students and without reasonable suspicion that the search will yield evidence of any particular student's violation of the law or school rules.

Administrative inspections, or health and welfare inspections, may be conducted at any time for the purpose of locating misplaced library books, textbooks or other school property or to ensure that all lockers, desks, or storage areas are being kept clean and free from potential health or safety hazards. Periodic inspections of lockers will reinforce the district's ownership of lockers and the minimal expectation of privacy students have is the contents of their lockers.

**STUDENT SEARCHES AND THEIR PROPERTY
(Continued)**

During a search of all student lockers, if the school official conducting the search discovers any container within the locker which may conceal contraband, the container may be searched according to the districts procedures governing searches of students and their property. A "container" for the purpose of this policy may include, but is not limited to: an article of clothing, a handbag, purse, backpack, gym bag, or any other item within which contraband material may be concealed.

References

NH Constitution, Pt.1, Art.19

State v. Drake, 139 NH 662 (195)

Appendix JIH-R

Approved: April, 2002

USE OF METAL DETECTORS

When the administration has reasonable cause to believe that weapons are in the possession of unidentified students, when there has been a pattern of weapons found at school, or when violence involving weapons has occurred at the school, the administration is authorized to use stationary or mobile metal detectors in accordance with procedures approved by the board. Any search of a student's person as a result of the activation of the detector will be conducted in accordance with the policy on personal searches.

STUDENT ACTIVITIES, ORGANIZATIONS

Student activities are an important part of the educational process, the Board encourages students to participate in a wide variety of co-curricular activities.

Any student organization must be recommended by the Principal and approved by the Board.

Revised: November, 1999

Revised: July, 1998

Approved: April, 2002

STUDENT FUND-RAISING ACTIVITIES

The Board recognizes that students may wish to engage in fundraising activities. All such fundraising activities require prior approval of the Superintendent.

Student fundraising activities must be for the support of the school mission. Fundraising will not be school sponsored unless it is approved by the Superintendent. All fundraising money must be deposited in the school activity accounts which shall be maintained according to standards and procedures established by the Superintendent or his/her designee, and these accounts shall be audited annually.

Revised: November, 1999

Revised: July, 1998

Approved: April, 2002

STUDENT ACTIVITIES FUND MANAGEMENT

The Principal of the school shall be responsible for the proper administration of the financial activities of the Student activities fund in accordance with state law and appropriate accounting practices and procedures. All monies collected shall be deposited to the Student body activities account at the local banks. All payments made from the student activities account shall have approval of the Principal or his/her designate.

Monies raised by student organizations or class activities must be expended for the benefit of students.

Student activity accounts are subject to auditing at any time by the Business Administrator or his/her designate.

Revised: November, 1999

Revised: July, 1998

Approved: April, 2002

NON-SCHOOL SPONSORED CONTESTS FOR STUDENTS

Non-school sponsored contest may be permitted when the Principal and Superintendent judge that the contest fits into the overall instructional objectives of the school and shall have prior approval of the Superintendent.

Revised: July, 1998

Approved: April, 2002

INTERSCHOLASTIC ATHLETICS

The Board will offer interscholastic athletics subject to budgetary considerations. The purpose of interscholastic athletics is both educational and recreational. The athletic program should encourage participation by as many students as reasonably possible and should be carried on with the best interests of the participants as the first consideration. This should be done in conjunction with the academic program.

Participation in interscholastic athletics is subject to the rules adopted by the New Hampshire Interscholastic Athletic Association and other rules adopted by the Superintendent and the Principal.

See Appendix: IJOC-R

Revised: July, 1998

Approved: April, 2002

CORPORAL PUNISHMENT

No teacher, administrator, student, or other person will subject a student to corporal punishment or condone the use of corporal punishment by any person under his or her supervision or control, except in self-defense or in exigent circumstances. Permission to administer corporal punishment will not be sought or accepted from any parent, guardian, or school official.

Physical restraint is authorized when needed to protect the safety of the individual student and/or other students and employees. Documentation of any incident requiring such restraint will be given to the Principal.

Statutory & Regulatory References:

RSA 627:6, II

Revised: November, 1999

Revised: July, 1998

Approved: April, 2002

DETENTION OF STUDENTS

A school administrator or teacher may detain a student for disciplinary reasons during school hours. Further, a school administrator or teacher may detain a Student for disciplinary reasons after school hours, provided the parent has been notified of the detention and, in the case of bus students, arrangements have been made for the student's transportation home. In cases where transportation is required, 24-hour notice will be given so that transportation may be arranged.

Parents may be asked to arrange for the transportation of the detained student.

Detention in one day is to be limited to 60 minutes.

Revised: November, 1999

Revised: July, 1998

Approved: April, 2002

STUDENT INSURANCE PROGRAM

The Board makes available a student accident policy, but the student's parents must pay for the policy if the coverage is taken. The District does not provide student accident coverage.

Revised: November, 1999

Revised: July, 1998

Approved: April, 2002

STUDENT HEALTH SERVICES

The Board may appoint a school nurse to function in the school health program. A school nurse shall be a registered professional nurse licensed in New Hampshire.

The Board may employ or contract with a licensed practical nurse or a certified nursing assistant, to work under the direct supervision of the school registered nurse. Treatment is limited to first aid care. The administration will attempt to notify parents before a Student who is ill is permitted to go home.

1. Any student not in class because of illness must report to the nurse.
2. All student medications must be kept in the custody of the school nurse. No medication is to be administered by school personnel except as prescribed by a doctor and accompanied by a parental permission form.
3. All accidents occurring on school property are to be reported to the school nurse and the school principal immediately. Students attending school during the extended day, night, or summer school or any other time when the school nurse is not in the building are to report to the main office immediately in case of illness or accident.

Statutory References:

RSA 200:27,29,31

Revised: November, 1999

Revised: July, 1998

Approved: April, 2002

PHYSICAL EXAMINATIONS OF STUDENTS

Each child should have a complete physical examination within a one-year period before entry first to school.

However, no medical examination shall be required of a child whose parent or guardian objects thereto in writing on the grounds such medical examination is contrary to his/her religious tenets and teachings.

Parents of students transferring to the District must present proof of meeting the physical examination and immunization requirement within thirty days of entrance. Failure to comply with this provision may result in exclusion from school for the child.

A child shall be exempted from the above immunization requirements if he/she presents evidence from his/her physician that immunization will be detrimental to his/her health. A child shall be excused from immunization for religious reasons upon signing of a notarized form by the parent/guardian stating that the child has not been immunized because of religious beliefs.

Students must pass a physical each year to be eligible for athletics for that school year. Physical exams are scheduled by the school; a student who misses the scheduled physicals must present evidence of a physical exam from his or her own physician. Any injured Student excused from athletic practice for three or more days while under a physician's care must provide written authorization from a physician to the coach to resume practice.

No child shall be excused from regular physical education except on the written notice of a duly licensed physician or on the written request of the parents, subject to Board approval, in which case an alternative program shall be provided. Temporary excuses on a day-to-day basis may be granted by the Teacher upon the request of the parents.

Regulatory & Statutory References:

Ed. 306

RSA 141-C:20-c

RSA 200:32, RSA 200:38

Appendix: JLCA-R

Revised: July, 1998, November, 1999

Adopted: August, 1987

Approved: April, 2002

IMMUNIZATIONS OF STUDENTS

Any child being admitted to the District must present proof of meeting the physical examination and immunization requirements within thirty (30) days of entrance. Failure to comply with this provision may result in exclusion from school for the child.

Principals will notify parents of this requirement at the earliest possible date, so that the necessary plans can be made with the family physician or other medical resources to accomplish this standard prior to a child being admitted to school.

A child shall be exempted from the above immunization requirements if he/she presents evidence from his/her physician that immunization will be detrimental to his/her health. A child shall be excused from immunization for religious reason, upon the signing of a notarized form by the parent or guardian stating that the child has not been immunized because of religious beliefs.

Statutory & Statutory References:

RSA 141-C:20-c

RSA 200:38

Ed. 301:14

Revised: November, 1999

Revised: July, 1998

Approved: April, 2002

COMMUNICABLE DISEASES

The following policy is adopted to carry out the provisions of New Hampshire Statutes RSA 200:32, RSA 200:38, and RSA 200:39.

Tuberculosis: A screening for tuberculosis, to be performed by the School Nurse under the direction and supervision of the school physician, will be offered to students in the 4th, 8th, and 12th grades to supplement the examination required by the above statute prior to school entrance. Written consent from the parent or adult student shall be obtained for each student participating in the screening program, and parents will be notified, in writing, of any positive reaction.

All students with a positive reaction to the screening procedure will be referred to the students' physician of record or the school physician for further testing, and a report from the physician will be required so as to protect the health of the student and his or her contacts.

Throat Cultures: Whenever the School Nurse has reason to suspect a student is suffering from a throat infection, the Nurse shall contact the parent to arrange for follow-up by the family's physician.

Upon notification from the State Department of Health that the student has a positive result from the throat culture, the student shall immediately be excluded from school attendance by the building Principal, and may be re-admitted only on written certification by the student's physician or school physician.

Pediculosis: The School Nurse shall conduct periodic examinations of students' heads at appropriate times. Such examinations may be of an entire class or of students selected at random.

Students found to have pediculosis (head lice and nits) by the School Nurse shall be immediately suspended from attendance. The student may be re-admitted only by the School Nurse after an examination.

No one other than the school physician is authorized to make medical Exceptions to the provisions of this policy.

Statutory References:

RSA 200:32, 200:38, 200:39

Appendix JLCC-R

Revised: November, 1999

Revised: July, 1998

Approved: April, 2002

HIV/AIDS POLICY

Preamble

Acquired Immunodeficiency Syndrome (AIDS) is a disease in which the body's immune system is impaired by the Human Immunodeficiency Virus (HIV). The virus leaves its victim unable to fight off infections. As a result, persons with AIDS are susceptible to serious secondary infections, such as pneumonia and certain malignancies. Some, but not all, persons infected with HIV develop AIDS. To assist the School District and infected persons, the School District has developed the following policy.

I. General Principles:

(A) HIV is not spread by casual, everyday contact. Therefore, absent a serious secondary infection that may be transmitted to others or a significant health problem that restricts the infected person's ability to attend School, a student who is infected with HIV or AIDS shall attend the School and classroom to which he or she would be assigned, and shall receive the rights, privileges and services to which he or she would be entitled if not infected. Decisions about any changes in the educational program of a student who is infected with HIV or AIDS shall be made on a case-by-case basis.

(B) There shall be no discrimination in employment against a person infected with HIV or AIDS based solely upon said infection. No School District employee shall be terminated, non-renewed, demoted, suspended, transferred or subjected to adverse action based solely upon his/her infection with HIV or AIDS, or the perception that he or she is so infected. However, the School District may take whatever action is appropriate as to an employee who, despite reasonable accommodation, is unable to perform his/her duties due to an illness, including an illness related to HIV or AIDS.

(C) The School District shall provide a sanitary environment and shall establish procedures for handling bodily fluids, pursuant to Section V.

**HIV/AIDS POLICY
(continued)**

(D) The School District shall administer a program of education about HIV or AIDS for students, their families, and School District employees to ensure that they are informed about the following:

- (1) The nature of HIV, including how HIV is transmitted, according to current scientific evidence;
- (2) School District policies and procedures relating to employees and students with diseases such as HIV or AIDS;
- (3) Resources within the School District and elsewhere for obtaining additional information or assistance; and
- (4) Procedures to prevent the spread of communicable diseases at School.

II. Evaluation of Infected Students and Staff

(A) HIV is not transmitted casually. Accordingly, infection with HIV or AIDS is not, by itself, sufficient reason to remove a student or staff member from the School. When the Superintendent has been notified that a student or staff member is infected with HIV or AIDS, the Superintendent shall act appropriately to ensure the safety of persons in the School setting and to plan to support the infected person.

(B) When the School District learns that a student is infected with HIV or AIDS, the appropriate procedures under State and Federal Law with regard to evaluation and educational programming shall be followed if the student is or may be educationally handicapped.

(C) (1) When notified that an employee is infected with HIV or AIDS, the Superintendent shall determine whether the infected person has a significant health problem that will restrict his/her ability to work and shall determine whether the infected person has a secondary infection (e.g., tuberculosis) that poses a medically recognized risk of transmission of disease. The Superintendent shall make this determination by consulting with the infected person's physician and the infected person.

**HIV/AIDS POLICY
(continued)**

The Superintendent also may consult with public health officials and other persons, subject to the confidentiality provisions in this policy. The Superintendent shall consider methods in which the School District may anticipate and meet the needs of persons infected with HIV or AIDS.

(2) Absent a secondary infection which creates a medically recognized risk of transmission of disease, or a significant health problem which restricts the infected person's ability to work, the Superintendent shall not alter the job assignment of the infected person. However, the Superintendent shall periodically review the case with the persons described in Section II(C) (1).

(3) If the Superintendent determines that a secondary infection poses 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, the Superintendent shall consult with the persons described in Section II(C) (1). After said consultation, the Superintendent shall, if necessary, develop an individually tailored plan to accommodate the staff member if reasonably 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 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 shall be medically, legally, educationally and ethically sound.

(D) Infected 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 he is eligible for special education or special education and related services. Infected persons 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 School Board.

(E) Confidentiality shall be observed throughout the foregoing process.

HIV/AIDS POLICY
(continued)

III. Confidentiality

(A) The identity of a student or staff member who is infected with HIV or AIDS may be disclosed to those persons who determine whether the infected person has a secondary infection that poses a medically recognized risk of transmission of disease in the School setting or whether a significant health problem will restrict the infected person's ability to work or attend class. These persons include:

- (1) The Superintendent or a person designated by the Superintendent to be responsible for the determination, or, in the case of a student who is identified as educationally handicapped or who is claimed or believed to be educationally handicapped, the special services team.
- (2) The physician of the infected person.
- (3) Public health officials, to the extent that their knowledge of the infected person's identity is necessary.

(B) The persons listed in Section III (A) (1) - (2) and the infected person (or his/her parents or guardians) shall determine whether additional persons need to know the identity of an infected person. The identity of an infected person shall not be disclosed to persons who are not listed in Section III (A) without the consent of the infected person, or the infected person's parents or guardians. The persons to whom the infected person's identity may be disclosed with the aforementioned consent include the School nurse, the School Principal or other persons necessary to protect the health of the infected person or to evaluate and monitor the case.

(C) All staff members who know the identity of persons infected with HIV or AIDS shall treat said information as confidential. No information shall be divulged directly or indirectly to any individuals or groups, except as noted in Section III (A) - (B). All medical information and written documentation of discussions, telephone conversations, proceedings, and meetings concerning the HIV or AIDS infection shall be maintained in a locked file. Access to said file shall be granted only to those persons

**HIV/AIDS POLICY
(continued)**

who have the written consent of the infected person or his/her parents or guardians. The names of infected persons shall not be used in documents, except when essential. No document containing the name or other information which reveals the identity of an infected person may be shared with any person for any purposes without the consent of the infected person or the infected person's parents or guardians. Any School staff member who violates the confidentiality provisions of Section III shall be subject to discipline. Test results and medical records shall be disclosed only with the consent of the infected person (or that person's parent if he is a minor), pursuant to a subpoena or order of a court or administrative agency, or otherwise in accordance with law.

IV. Testing

Mandatory testing for communicable diseases that are not spread by casual, everyday contact (e.g., HIV or AIDS) shall not be a condition for School entry or attendance, or for employment or continued employment.

V. Control of Infections

(A) HIV cannot penetrate unbroken skin, and there is no evidence that HIV has been transmitted through contact with vomit, nasal discharge, saliva, urine, or feces. However, said body fluids commonly transmit infections such as Hepatitis, colds and flu. Accordingly, direct skin contact with body fluids should be avoided whenever possible.

(B) Staff members shall follow the Universal Precautions in handling body fluids in the Schools.

(C) The School District shall cooperate with local, state and federal health agencies in controlling infections.

Statutory References:

RSA 193:1

RSA 189:1-a

RSA 186-C:2,I

RSA 193:3

Adopted: June, 1986

Approved: April, 2002

HEALTH EDUCATION

The School Board recognizes that (HIV) AIDS education should be integrated into the health and family life curriculum, but may also be applied to other Curriculum areas..

The District's (HIV)AIDS education program must address, at a minimum, the nature, transmission, prevention, and effects of the disease. The program shall be provided in a sequential manner in all grades, taking into consideration the age and maturity of the students and the subject matter of the course. Development of the program should take into account the instructional needs of all students in the District.

The Superintendent shall ensure that the information presented as a part of the (HIV)AIDS program is articulated in such a way that transition from grade to grade in the elementary Schools and from elementary to secondary approaches to the material will be appropriate for all students.

The Superintendent shall ensure that all staff involved in teaching the (HIV) AIDS education program are properly certified and adequately prepared to teach the material. As necessary, appropriate staff training shall be provided. All employees shall have training in Universal Precautions.

Revised: July, 1998

Approved: April, 2002

ADMINISTERING MEDICINES TO STUDENTS

Whenever a student has health needs which require taking medication during the school day, it will be considered as a program adjustment. The school nurse shall be responsible for establishing specific procedures to protect and control medications administered in schools.

Prescribed medication should not be taken during school hours, if it is possible to achieve the medical regimen at home during other than school hours.

Non-Prescribed Medication shall not be taken by Students during the school day. No non-prescribed oral medication will be made available to Students or staff members by the school authorities.

Regulatory Reference:

Ed. 311.02(d)

See Appendix JLCD-R

Revised: November, 1999

Revised: July, 1998

Approved: April, 2002

**FIRST AID AND EMERGENCY MEDICAL CARE
(STUDENT ACCIDENTS AND ACCIDENT REPORTS)**

School personnel have responsibilities in connection with accidents occurring in school which may be classified as follows:

1. Administering first aid.
2. Summoning medical assistance.
3. Notifying administration.
4. Notifying parents.
5. Filing accident reports.

Teachers must use reasonable judgment in handling accident cases. Extreme caution should be exercised not to minimize any accident.

All Teachers should make a concerted effort to increase their understanding of proper steps to be taken in the event of an accident. Teachers should also have knowledge of the physical condition of Students so that they may be prepared to meet any emergency which may arise.

The school physician, school nurse, and specially trained staff members shall stand ready to assist in treatment of accident victims.

Regardless of the seriousness of the accident, the teacher in charge must submit an accident report so that the administrators are informed and a basis is established for the proper processing of insurance claims.

The District makes it possible for parents to subscribe to student accident insurance at low rates. This program is offered each year during September. The District does not provide student accident insurance.

The policy on accidents and accident reporting is to be reviewed in September by the Principals, with the staffs of each school.

**FIRST AID AND EMERGENCY MEDICAL CARE
(STUDENT ACCIDENTS AND ACCIDENT REPORTS)
(continued)**

An Accident Log is to be maintained daily at each school, in which is recorded all accidents.

All accidents judged to be other than minor require that an accident report be filled out. If the accident involves the services of a physician and/or is likely to result in an insurance claim, two accident reports are to be prepared: one copy filed at the school office, and one copy to the District's insurance agent. If the incident is not one involving a physician and is unlikely to be an insurance case, it will be sufficient to prepare one copy to be filed at the school.

Statutory Reference:

RSA 200:40

Appendix: JLCE-R

Revised: July, 1998, November, 1999

Approved: April, 2002

REPORTING CHILD ABUSE

If a staff member suspects that a child is being abused or neglected, a report will be made immediately to DCYF and second notification to the school principal that a report has been made.

The Principal will notify the Superintendent and will report to the office as required by law.

All school employees having reason to suspect that a child has been abused or neglected shall report to DCYF the same as required by law.

An oral report shall be made immediately by telephone and followed within 48 hours by a report in writing, if so requested, by DCYF Central Intake. Such report shall, if known, contain the name and address of the child suspected of being neglected or abused and the person responsible for the child's welfare, the specific information indicating neglect or the nature and extent of the child's injuries (including any evidence of previous injuries), the identity of the person or persons suspected of being responsible for such neglect or abuse, and any other information that might be helpful in establishing neglect or abuse or that may be required by the Division of Children Youth and Family Services.

Staff training is recommended at the building level on an annual basis.

Statutory References:

RSA 169-C:29

RSA 169-C:30

RSA 169-C:34, III

RSA 169-C:31

Adopted: April 1985

Revised: November, 1999

Revised: July, 1998

Approved: April, 2002

SUPERVISION OF STUDENTS

During school hours, or while engaging in school-sponsored activities, students will be released only into the custody of parents or other authorized persons.

Revised: July, 1998

Approved: April, 2002

STUDENT AUTOMOBILE USE

Improper use of a motor vehicle on school grounds can result in suspension from school (in school or away from school) for a period of time not to exceed five (5) days. Driving a motor vehicle from school grounds during the school day without written authorization will be considered improper use of a motor vehicle and will be considered grounds for suspension.

Parking at the school is a privilege granted by the school and the privilege will be withdrawn if it is abused.

Prior to driving or parking on school grounds, Students will be required to register motor vehicles in the main office and will be required to have a school sticker on the motor vehicle.

If a student leaves the school grounds in a motor vehicle without authorization, parents will be notified and the Student will be subject to disciplinary action, including suspension from school.

Revised: July, 1998

Approved: April, 2002

STUDENT AWARDS

The Board offers a variety of awards sponsored by groups and individuals. Any new award must be approved by the Board. The Board will not accept the offer of any award which is discriminatory on the basis of religion, race, color, creed, national origin or sex.

Revised: July, 1998

Approved; April, 2002

STUDENT FEES, FINES, AND CHARGES

Students are responsible for all textbooks and school property entrusted to them and must ensure they receive proper care in accordance with the Student Handbook. Damage, destruction or disappearance of school property is the responsibility of the student, and reimbursement up to replacement cost may be required by the District.

Revised: July, 1998

Approved: April, 2002

STUDENT RECORDS AND ACCESS

The Superintendent shall develop such procedures as are necessary to comply with the federal "Family Educational and Privacy Act of 1974" (FERPA) and other applicable statutes governing student records.

Appendix: JRA-R

Revised: November, 1999

Revised: July, 1998

Adopted: May 1978

Approved: April, 2002