



Iber Holmes Gove Middle School  
Parent & Student Handbook  
2020-2021

**DRAFT**

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## WELCOME LETTER

July 2020

Dear IHGMS Parents and/or Guardians,

We are so glad that you have chosen to enroll your child at Iber Holmes Gove Middle School, a place where students can continue to develop their independence and grow both academically and socially. Our teachers and staff members are here to support your child throughout the journey of adolescence and middle school. In partnership with you, we are working to realize the mission of the Raymond School District, which is to ensure high levels of learning for all. Through innovation and collaboration, we will encourage and challenge each student with a rigorous and relevant program.

*Iber Holmes Gove Middle School is a community of learners and positive role models working and growing together to encourage all students to reach their highest academic potential.*

*Our vision is to provide a rigorous and engaging educational experience for all of our students, so they will become independent thinkers that are active and collaborative members of society who can communicate and lead effectively.*

We hope that you will consider becoming and staying involved in our school community by attending events, volunteering and/or joining our phenomenal Parent Core Group. Although your child is now in middle school, your ongoing attention to your child's classwork, homework and progress is still essential. Please stay in close communication with your child's teachers or other key professionals, and reach out to the school administration or the District office if you have questions or need assistance in any way. We are here for you and your child. We will also be providing weekly updates in our *Parent Ram Reminder*. It will be delivered to the email address that you provide us as part of the annual registration process.

This Student Handbook is a reference intended to provide clarity in relation to a range of issues that commonly arise in schools. Please familiarize yourself with it, and refer to it when you have a question about procedures in our school. No handbook can address every process or challenge, so please feel comfortable reaching out to the educators at IHGMS if you are in need of further clarification regarding any aspect of the handbook or if there is an issue that is not referred to in the document.

We are so excited to start the 2020-2021 school year at the Iber Holmes Gove Middle School, and we hope that your child and you are equally eager. There are so many fantastic curricular and extracurricular learning opportunities to look forward to in the upcoming year!

Sincerely,

Tina H. McCoy  
Superintendent

Bob Bickford  
Principal

~~Mike Chouinard~~  
Assistant Principal

## RAYMOND SCHOOL BOARD AND ADMINISTRATION

Raymond School Board	Joseph Saulnier Janice Arsenault Beth Paris <b>Anthony Clements</b> <b>Melissa Sytek</b>	Chairperson Vice-Chairperson Secretary Member Member
Superintendent of Schools Business Administrator <del>Special Education Director</del> <b>Director of Student Services</b> <b>Director of Curriculum Coordinator</b> <b>Director of Student Behavioral Health</b> Technology Director Safety & Facilities Director Food Service Director <b>Director of Youth Programs</b>	Dr. Tina H. McCoy Marjorie Whitmore <b>Scott Riddell</b> <b>Dr. Michael Whaland</b> <b>Jessica Caron</b> Kevin Federico Todd Ledoux Judy DiNatale <b>Patrick Arsenault</b>	
SAU 33 - Superintendent's Office 43 Harriman Hill Road Raymond, NH 03077 Tel. 603-895-4299 Fax 603-895-0147		
Raymond High School & <b>Raymond Preschool Program</b> 45 Harriman Hill Road Raymond, NH 03077 Tel. 603-895-6616 Fax 603-895-5415	Principal Assistant Principal Athletic Director	Steven Woodward Fiona Coomey Davinney Brazeau
Iber Holmes Gove Middle School 1 Stephen K. Batchelder Parkway Raymond, NH 03077 Tel. 603-895-3394 Fax 603-895-9856	Principal Assistant Principal	Robert Bickford <b>Michael Chouinard</b>
Lamprey River Elementary School 33 Old Manchester Road Raymond, NH 03077 Tel. 603-895-3117 Fax 603-895-9627	Principal Assistant Principal	Laura Yacek Dorothy Franchini

### Raymond School Board Meetings

The Raymond School Board meets regularly during the school year on the first and third Wednesday of the month at 6:00 PM. Members of the public are invited to attend. To place an item on the agenda, please contact the School Administrative Unit at 895-4299 for a request for inclusion on the agenda.

## **RAYMOND SCHOOL DISTRICT MISSION, VISION AND BELIEF STATEMENTS**

### **Mission Statement**

The Mission of the Raymond School District is to ensure high levels of learning for all. Through innovation and collaboration with our community, we will encourage and challenge each student with a rigorous and relevant program.

### **Vision Statement**

Uniting our school district and community to prepare students for future success; *ready for anything!*

### **Belief Statements**

We Believe:

1. Acquiring and applying knowledge and skills is a lifelong collaborative process.
2. Each student must be valued, challenged and encouraged.
3. Each student will excel by engaging in diverse, rigorous and relevant experiences.
4. Innovation in teaching practices is essential to student success.
5. Service to community engenders pride, ownership and sense of belonging.
6. Community support and engagement is essential to students' academic success and personal growth.
7. Students will acquire and apply thinking and problem solving skills that are creative and adaptive for success.
8. We must ensure a healthy and safe environment for all.
9. Our school community values a positive attitude, hard work, high expectations, a shared vision, and effective communication.
10. We are committed to preparing our students to assume their roles as productive, responsible citizens.
11. Strong student-teacher relationships are the foundation of all meaningful learning.
12. Our core purpose is to ensure high levels of learning for all students to foster unlimited opportunities.

## **IBER HOLMES GOVE MIDDLE SCHOOL VISION STATEMENT**

### **Vision Statement**

Iber Holmes Gove Middle School is a community of learners and positive role models working and growing together to encourage all students to reach their highest academic potential.

Our vision is to provide a rigorous and engaging educational experience for all of our students, so they will become independent thinkers that are active and collaborative members of society who can communicate and lead effectively.

## **SCHOOL DELAYS AND CANCELLATIONS**

### **How do I find out if school is delayed or cancelled?**

In the event that inclement weather requires the school to open late, close early, or be cancelled, the Superintendent will notify the building principals and the media outlets listed below.

The Raymond School District also activates an automatic call and email notice to notify parents of school closings, delayed openings, early releases due to weather, and any emergency situation. Please be sure to keep us up to date on telephone numbers and email address changes.

#### **Internet**

[www.sau33.com](http://www.sau33.com)

[www.wmur.com](http://www.wmur.com)

#### **Television Stations**

RCTV	Raymond	Channels 13 and 22
WMUR	Manchester	Channel 9
WBZ	Boston	Channel 4

#### **Radio Stations**

WZLH	Manchester	95.7 FM
WBZ	Boston	1030 AM

### **How do I update my contact information?**

Our annual online registration allows parents/guardians to update contact information before the start of each school year. If your contact information changes during the school year, please contact your school's main office.



## SCHEDULE

Students will be allowed to go to classrooms at 7:35 AM. There is no supervision before that time. Students arriving to school prior to 7:35 must wait in the main entrance lobby. The school day begins at 7:55 AM and ends at 2:35 PM. Any students not in their class at 7:55 AM will be considered tardy and must report to the office for a tardy slip. Both tardiness and failure to sign in at the main office or leaving school grounds without authorization and approval from the main office will result in strict disciplinary action by the administration.

All students are dismissed from their classroom at 2:35 PM. Students waiting for buses remain in the gymnasium until their bus arrives. If you need to pick up your child prior to the end of school, you must sign your child out in the office. Students should not be in the building after 3:00 PM unless they are attending a specific scheduled event or after-school program/activity.

### Bell Schedule

All students must be in their homerooms by 7:55 AM. If later than 7:55 AM, students will be marked tardy.

4th Grade		5th Grade		6th Grade		7th Grade		8th grade	
7:35-8:00	Homeroom	7:35-8:00	Homeroom	7:35-8:00	Homeroom	7:35-8:00	Homeroom	7:35-8:00	Homeroom
8:00-8:30	Morning Meeting	8:00-8:30	Morning Meeting	8:00-8:25	Morning Meeting	8:00-9:20	Instructional Block	8:00-9:20	Unified Arts
8:30-9:10	Instructional Block	8:30-9:55	Instructional Block	8:35-9:10	Intervention Block	9:20-10:40	Unified Arts	9:20-12:10	Instructional Block
9:10-9:55	Intervention Block	9:55-10:40	Intervention Block	9:10-10:30	Instructional Block	10:40-12:10	Instructional Block	12:10-12:40	Lunch
9:55-11:05	Instructional Block	10:40-11:30	Unified Arts	10:40-11:10	Lunch	2:10-12:40	WIN	12:40-1:10	WIN
11:10-11:40	Lunch	11:40-12:10	Lunch	11:10-11:40	Recess	12:40-1:10	Lunch	1:10-2:35	Instructional Block
11:40-12:10	Recess	12:10-1:00	Instructional Block	11:50-1:10	Instructional Block	1:10-2:35	Instructional Block	2:35	Dismissal
12:10-12:50	Instructional Block	1:00-1:30	Recess	1:10-1:40	WIN	2:35	Dismissal		
12:50-1:40	Unified Arts	1:30-2:25	Instructional Block	1:40-2:35	Unified Arts				
1:50-2:30	Instructional Block	2:35	Dismissal	2:35	Dismissal				
2:35	Dismissal								

**WIN (What I Need)** - WIN block is time dedicated to students' individual academic needs. Students make decisions for themselves or are guided to activities that would benefit them most. They are able to go to their teachers with questions on current or past assignments, take part in re-teaching on current topics, complete a re-take on an assessment, or work collaboratively on current curriculum.

**SSR - Sustained Silent Reading** is where students and teachers quietly read a book, article, or magazine of their choice to enhance vocabulary and fluency as well as encourage the joy of reading. The act of listening to a book models reading fluency and supports reluctant readers.

**RtI - Response to Intervention** - RtI is a framework to provide all students with the best opportunities to succeed academically and behaviourally in school. RtI focuses on providing high-quality instruction and interventions matched to student need, monitoring progress frequently to make decisions about changes in instruction or goals. Data are used to allocate resources to improve student learning and support staff implementation of effective practices. The school year is divided up into six week RtI sessions with a one week intersession between each of the RtI sessions. During each RtI session students are assigned to either a math or reading RtI group for either intervention or enrichment. Students are grouped according to similar levels of performance. Each grade level is broken up into at least 12 separate RtI groups in order to maintain small group sizes with students of similar needs.

There are 5 Essential Components to our RtI process:

1. Universal School-wide screening
2. Data-driven decision making teams
3. Systematic tiered instruction and interventions
4. Progress Monitoring
5. Infrastructure and Fidelity

Universal Screening STAR 360 **and/or SAS Interim** assessments are being used as our universal screening tools in reading and math. The fall benchmark assessments will be completed by the second Friday in September in order to get a fresh set of data to examine. Benchmark assessments will also be taken in mid-winter and in the spring. We will be using a progress monitoring assessment at the end of each six week RtI session to constantly measure growth and to group students with similar knowledge and skills. Other student performance data points will also be used that will help us take a comprehensive look at the whole child. In particular, we will look first at adding the State Assessment System (SAS) data as a second source for analysis. This data will also be used to create enrichment groupings and activities.

The **RtI-CIA Team** is made up of a teacher from each team, the intervention specialists, and the school administrators. The RtI Team examines the STAR **and SAS** data at the end of each RtI session to review growth, make recommendations for adjustments to the RtI process and to create groupings and instructional focus. The RtI team analyzes benchmark assessment data to look for trends, to determine if the process is being effective and to make adjustments, if needed, to increase effectiveness.

Interventions will be used within student groupings for a six week time frame. Progress monitoring will be conducted at the end of the six week intervention time frame, preferably on the next to the last day of the six week session so the RtI instructors can review student progress reports with their students on the last day of the RtI session. The data from the progress monitoring will be used to inform adjustments in interventions and also for creating groupings for the next six week intervention period.

Progress Monitoring - STAR 360 Enterprise and/or **SAS Module assessments** in Reading and Math are used for both progress monitoring for RtI and for the three times per year benchmark assessment...fall, winter, spring identified

in the assessment calendar. The Enterprise assessment in the subject of the RtI intervention/ enrichment is used for progress monitoring and both the Reading and Math Enterprise assessment is used for the benchmarking.

Infrastructure and Fidelity - Grade level teams have an opportunity to discuss, learn from each other and revise their instructional strategies at their weekly Professional Learning Communities (PLC's) sessions. Data is shared with teams so that they can analyze their effectiveness based on student performance. There is a week interim break between the six week RtI sessions. These intercessions are when teams can plan and prepare for the upcoming RtI session based on the data that they have before them. This is also a time when teachers can work on projects that support team building within their students.

## ATTENDANCE REGULATIONS

Classroom activities that take place in our schools are a vital part of the teacher-students learning process. Regular daily attendance and being on time for school is essential and expected if students are to derive maximum benefit from school and the very best education. Please make every effort to ensure that your child is in school every day. Absenteeism is considered a serious matter for all students. Students are expected to attend school unless the student is ill or involved in an emergency situation. The active design of learning experiences in our schools incorporates group process and interaction with other students to a great degree. Those aspects of missed lessons cannot be replicated. The end result could be harmful to student achievement. School vacation times are provided on the [school calendar](#).

The Raymond School Board considers regular attendance essential to success in school. As the student progresses through school, the major responsibility for attendance shifts from parent/guardian to the student. Therefore, the school's response to an excessive number of absences will differ from level to level. Each school will develop procedures outlining how to address students who have an excessive number of absences.- There are a number of items that are common to all schools. They include:

- Students are expected to make up all work missed due to absence, tardiness, dismissal, or suspensions.
- Students who do not attend school will not be allowed to participate in or attend school activities on that day.
- Any procedures that impact a student's grades due to excessive absences will contain an appeals process.

### Regulations

Each student enrolled in Raymond School District is required to attend school on a regular basis. In order to take maximum advantage of the education opportunities offered by the Raymond School District, students need to establish a pattern of regular and punctual attendance. Student attendance is the responsibility of the parent/guardian and student. Students should always be in school except when:

- The student's health prohibits attendance;
- The student's presence is required elsewhere by a sound, pressing, and unavoidable out-of-school activity;
- The student, the student's parent/guardian, and the principal agree that the reason for absence is in the best interest of the student.

Parents/guardians are expected to notify the school when their student is absent. If the school does not receive a call notifying of the absence, then the school will call the parent/guardian to inform them of the absence. All absences will be unexcused unless the school receives a note indicating why the student is absent. Absences will only be excused for one of the following reasons:

- Illness (Physician statement required for more than three consecutive days)
- Recovery from an accident/natural disaster
- Required court attendance
- Medical and dental appointments
- Death in the family
- Observation or celebration of a bona fide religious holiday
- Approved school activity

- Individual Education Program/Alternative Education Program
- College visitations

**\*Due to the COVID-19 related impact on medical centers and their ability to schedule appointments, physician notes for absences of more than 3 days will be accepted as a result of triage calls, telehealth visits, or face to face visits. The doctor's note can be in the form of an email to the school, or a fax to the school from the medical center.**

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

Taking children out of school for family vacations is strongly discouraged and will be recorded as unexcused absences.

Students who do not attend school for at least 3 ½ hours on a regularly scheduled school day will not be allowed to participate in any school related activities on that day. In the case of a weekend activity, the student is expected to follow this guideline on the Friday prior to the event. Dismissals will be allowed for a legitimate reason when substantiated by the school nurse or appropriate designee. A parent/guardian wishing to dismiss their child from school must sign the dismissal register in the main office.

### **Perfect Attendance**

The only consideration given for qualifying for perfect attendance is an absence due to a scheduled school activity. Restriction, bereavement, any absence, tardy, or dismissal days will not be considered perfect attendance.

### **Absences**

Please remember to call us (895-3394) when your child is going to be absent and please also send us a note when your student returns so that we can document the absence. We can only excuse those absences that we have a note for which meets the School Board criteria for excused absences.

In the event of an illness, parents/guardians must call the school and inform the District of the student's illness and absence. Parents/guardians must provide written notice or a written excuse that states ~~one of~~ the reasons for non-attendance within two days of the student's return. The Principal may require parents/guardians 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.

### **Dismissals**

All changes to student dismissal must be made in writing - signature required. NO changes may be made over the phone. Please plan ahead when dismissing students before the end of the day. Please refrain from calling during dismissal time.

### Make-Up of Work

The actual make-up period will vary at the discretion of the teacher, but shall not be less than the number of days for which the student was absent. Students will be encouraged to collect work before an absence when it can be anticipated. Allow 24 hours notice. Work provided for a student prior to an absence is due within upon the student's return to school.

### Truancy Procedure

Truancy is defined as any unexcused absence from class or school. Any absence that has not been excused as per policy [JH Student Absences and Excuses](#) will be considered an unexcused absence.

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

A full-day presence is defined as a student who attends 4 or more hours of instructional time. A half-day presence is defined as a student attending at least 3, but less than 4, hours of instructional time. A full-day absence is defined as a student attending less than 3 hours of instructional time.

See the complete policy [JHB Truancy](#) in our regulations section at the end of this handbook or at [www.sau33.com](http://www.sau33.com).

### Tardy Procedure

A student arriving to school after 7:55 AM is considered tardy.

Students tardy to school will be subject to the following per ~~quarter~~ **trimester**:

- On the 4th day of tardiness a student will receive a detention.
- **A lunch detention will be served for every additional tardy beyond four per trimester.**
- ~~On the 7th day of tardiness a student will receive a half-day of in-school restriction.~~
- ~~On the 10th day of tardiness a student will receive a full day of in-school restriction.~~
- ~~10+ days of tardiness will result in a detention for each subsequent day of tardiness.~~

## STUDENT INFORMATION

### After School Program - LEAP

IHGMS has been awarded the 21st Century Community Learning Centers Grant for the ~~2019-2020~~ **2020-2021** school year! Our program, named LEAP, is open everyday after school until 5:45. Our daily schedule consists of a healthy snack; homework support facilitated by certified teachers; enrichment clubs including cooking, science, gardening, crafts, sports, and other fun recreational activities; and general social time with friends. There is a one time registration fee of \$50 which will enroll your student(s) in our program for the entire year! A late bus will be available for an additional \$25 for families that wish to take advantage of this service, which departs the middle school at 5:00. Registration will begin mid-summer. If you have any questions, you can contact Pat Arsenault at [p.arsenault@sau33.com](mailto:p.arsenault@sau33.com) or call 895-3394 ext. 4308

### Bicycles

Students are extended the privilege of bringing bicycles to school as long as they respect the safety and rights of others and obey school rules. Any student seen operating his/her bike in an unsafe manner will have the privilege suspended temporarily or for the remainder of the school year. Students are required by law to wear helmets. The school district is not responsible for damage to/loss of bicycles brought onto school property. Students are not to bring bicycles on the athletic fields. Bicycle racks are provided outside the school. The student must place his/her bike in a rack immediately upon arrival to school and it must be left for the entire day.

NH RSA 265:144 states that anyone under the age of 16 may not ride a bike on a public way without wearing a helmet. This means that **any student riding a bike to school must have a helmet on**. Students who do not wear helmets will be reported to the School Resource Officer.

### Change of Pertinent Information

Any change of name, address, telephone number, immunization updates, etc., should be given to school officials immediately. In case of emergencies, it is very important that we have the most current information. A legal document must be provided for any changes in a student's custody or guardianship.

### Crisis Protocol

Safety drills are held at each school periodically throughout the year. Instructions are posted in each classroom indicating how to leave the building in case of evacuation. Walk - Don't Run! No Talking! Move quickly and quietly to designated areas. Students will not enter any vehicles during a fire drill.

In the event that our students and staff find themselves in a potentially violent or life-threatening situation, the District has adopted the A.L.I.C.E. protocol: Alert, Lockdown, Inform, Counter, and Evacuate. Training is provided to all students and staff.

## Drop-off/Pick-up

We have three lanes of travel in front of our school; the one closest to the building is for school buses only and two drop off/pick-up lanes through the parking lot. For students being dropped off at school it is safest if they exit/enter your vehicle at or before the crosswalk that leads to the front of the school. Beyond the crosswalk the three lanes of traffic merge into one and we don't feel that it is safe to have students in an area where drivers are focused on merging into a single line to exit the school grounds.

A staff member is always in the parking lot near the bus lane starting at 7:35 in the morning to help ensure student safety as they enter the school. Students who arrive before 7:35 are to come into the school and wait in the lobby. From there they can proceed to their classroom areas once the teachers are in place.

At 2:35 pm dismissal our walkers/bike riders and students being picked up exit the main entrance of the building. We will have three staff members in the parking lot, one in each of the travel lanes to assist with the safe dismissal of our students. All students leaving the building by the front entrance must use the lined crosswalk where we have folks stationed. We welcome you to use both of the pick-up lanes in the parking lot, staying to the right of each lane, and having your students enter your vehicle at or before the crosswalk. Please do not park near the stonewall to pick up your students.

All of our students riding buses exit through the gym entrance of the school to their buses. For students whose buses are not at the school at dismissal we have them wait in the gym on the bleachers with adult supervision until their bus arrives.

When parking at school please use only the designated parking spaces in the parking lot. Please do not park on either side of the exit from the parking lot (no parking alongside either the school or the stone wall).

## Extracurricular Activities and Athletics

The following interscholastic/intramural activities may be conducted during the school year. To be eligible to try out or participate in the following activities, all students must have a current written physical on file in the nurse's office.

Fall: Soccer

Winter: Boys & Girls Basketball, Cheerleading, ~~Volleyball~~

Spring: Baseball and Softball

Following are some of the extracurricular activities that may be conducted throughout the school year:

Drama Club

Chorus (After School)

Intramural Soccer

~~Piano & Guitar Help~~

Yearbook

Math Counts

Jazz Band

**Volleyball**

Student Council

Junior National Honor Society

Art Club

Parents/guardians are required to pick up their children within 15 minutes after the activity ends or your child will be denied participation at the next session of this school activity.

Information regarding these activities will be made available to students at the appropriate times throughout the year.

### **Extracurricular Eligibility Guidelines**

An important goal at the middle school is to provide students with a well-rounded academic and exploratory education. Participation in extracurricular activities is an important part of that process. However, there are occasions when involvement in extracurricular activities can be detrimental to an individual's academic success. For that reason, the following guidelines have been established.

Extracurricular activities include all interscholastic/intramural sports, school clubs and organizations. Eligibility rules apply to both boys and girls in all activities. An ineligible student shall not be allowed to be a member of any extracurricular organization.

To be eligible for any extracurricular activities:

1. Students must be present on the day of the activity for a minimum of 3.5 hours; if the activity is on Saturday, the student must be present in school on the preceding Friday for a minimum of 3.5 hours. Students are not exempt from detentions because of extracurricular activities, including sports.
2. Students must be passing all classes.
  - a. If a student receives a failing grade on a progress report or report card while participating in an extracurricular activity, the student will automatically be suspended from the activity for a period of 10 school days.
  - b. At the end of the 10-day suspension, the student will be reinstated provided that the student is passing all classes and reported to advisors/coaches and assistant principal. If at any time during the season after the first suspension the student receives a failing grade, he/she will be removed for the remainder of the season. Students involved in year-long activities will be reviewed quarterly.
3. Students must abide by all school rules:
  - a. Students who violate policy JICI regarding possession, use, and/or transfer of drugs, alcohol and tobacco products will lose their eligibility to participate in athletics and all other extracurricular activities for the remainder of the school year.
  - b. A student may not participate in extracurricular activities while suspended from school.

A student with a prolonged illness or injury must have written permission from the parent and physician to participate in extracurricular activities.

Students will also be expected to follow any guidelines set forth by the coach or advisors.

### **Field Trips**

The Raymond School District considers field trips integral to the student's learning experience. Students and their families must have completed their annual school registration process and have a signed permission slip to attend all field trips. Students are expected to be on their best behavior and to follow all school regulations regarding dress and conduct. Any misconduct may result in the loss of field trip privileges for the remainder of the school year and any further disciplinary action as deemed appropriate by administration.

## Food or Beverages

Clear water, as well as foods that are in compliance with the Wellness Policy, will be allowed in classrooms at the teacher's discretion for snack time, and providing such does not create a distraction or result in spills. Other food or beverages are not allowed in the classroom, hallways or gymnasium unless authorized in writing by the teacher, school nurse, or administration. There will be no food or beverage of any kind on or near electronic equipment under any circumstances.

## Freshmen Orientation Program

*Jumpstart* is the freshmen orientation program to assist rising 9th graders with their transition from middle school to high school. It is open to all incoming freshmen and it takes place during the summer, over the course of three days.

## ID Badges

Students in grades 5-12 will be required to wear ID badges, as per [policy ECAB](#).

All students are issued a school photo identification badge indicating their name, their photo, school and school year. All students will also be issued a school breakaway lanyard

- The current year school issued ID must be worn at all times when at school in a visible location using either a breakaway lanyard or a clip. The ID is to remain as issued and not be decorated or altered in any way.
- Each student is responsible for their ID and lanyard; properly cared for these items will last the entire school year. If any of the above need to be replaced it will be at the student's expense.
- Student ID's will be checked by each homeroom teacher at the beginning of the day and randomly throughout the day by any school personnel. Students who do not have their ID on and visible will be sent to the front office to receive a sticker that must be worn by the student and displayed in plain view for that entire school day. *Any student sent to the front office on five (5) occasions to get a sticker will be issued a new ID at a cost of \$3.00.*

*Excessive failure to properly display an ID or a temporary ID (sticker) may result in disciplinary action.*

## Lockers

Each student may be assigned a locker either to use alone or share with another student. Students are only to use the locker assigned to them. Lockers are the property of the Raymond School District. They are subject to inspection by school authorities for such purposes as checking cleanliness, inspection for damage, and assuring that items that present a health, safety, or legal hazard are not present. Locks will be issued at no charge to the students. If a lock is lost or damaged, however, the student will be charged a \$5.00 replacement fee.

## Lost and Found

The school cannot be responsible for items that have been misplaced or taken. We urge you to have your child's name on ALL PERSONAL ARTICLES, INCLUDING LUNCH BOXES. The lost-and-found department is located in the cafeteria. All inquiries regarding lost-and-found articles should be made at the main office. If an article is found, it should be taken to the lost-and-found department. If any student must bring in

something of great value, PLEASE BE SURE PRIOR ARRANGEMENTS HAVE BEEN MADE FOR ITS SAFEKEEPING.

### **Media Services**

The purpose of the media center is to enrich the lives of our students. It offers many different types of printed materials: books, magazines, audio/visual materials, and computer access. The media center is a place to do reference work, read for pleasure, or simply learn how to access information. It is important that students be orderly and quiet when using the library so as not to disturb the work of others. Regulations established by the librarian must be followed at all times. Students must have an official pass and sign in, to be allowed in the media center. Books borrowed from the library should be returned on time so that others may use them. Overdue notices are sent to students notifying them of the overdue book/books. Replacement charges will be billed for all damaged or lost books.

Only students with official library passes will be allowed in the media center.

### **Personal Articles**

See sections on Student Conduct and Discipline for other personal items that cannot be brought to school. The School District is not responsible for lost or stolen personal items, including musical instruments that are brought onto school property.

### **Recess**

~~Fifth and sixth~~ **Fourth through sixth** grades have daily recess. The purpose of recess is to give children a time to release energy and get some fresh air. Recesses are planned to make the students' day in school more profitable. Therefore, it is the parent's responsibility to see that the students come to school dressed appropriately to go outside for recess. If the student is well enough to be in school, he/she is usually well enough to go outside for recess. During inclement weather, indoor recesses will be planned.

We have outside recess any day that we don't have precipitation and the "Real Feel" (includes the wind chill) temperature is 20 degrees or higher. *Warm coats, hats and gloves/mittens are needed.* If you need assistance with these items please contact our school nurse.

A large play area behind the school is plowed and maintained when we have snow on the ground. Students are restricted to this area for recess unless they have the appropriate attire to stay warm and dry (snow pants & boots) off of the maintained area.

Even though we have a wonderful playground structure and swing set, once the ground freezes, along with the mulch padding in this area, students will not be allowed to climb and swing until the mulch thaws out in the spring.

### **Court Orders**

If an adult is under court order to not see a child, and that individual comes to school in an effort to see that child, she/he shall be refused permission. The responsibility for showing such a court order to the proper school officials rests with the parent/guardian who procured it. Word of mouth is not proof. The actual court order must be presented to school officials so that a photocopy can be made and kept in the office files at all times for reference.

### **School Resource Officer**

Raymond School District has a School Resource Officer (SRO) assigned by the Raymond Police Department, as approved by the Raymond School Board. The presence of this SRO is to serve as a resource for students, teachers, and administrators in establishing and maintaining an orderly and safe school environment. The SRO is a professional with a legitimate educational interest in the students at IHGMS.

### **Skateboards/Rollerblades**

Use of skateboards, rollerblades, stunt bicycles, and scooters are prohibited on school grounds during school hours.

### **Student Assistance Program**

The Student Assistance Program (S.A.P.) is a short-term counseling and referral service available to all students at the school who may be experiencing a dramatic change in performance or behavior. These services include: screening for substance abuse and other mental health issues, motivational counseling, psychological-educational support group experiences, and referrals to outside service providers.

### **Student Dress Code**

**All students are expected to adhere to the Raymond School District Dress Code Policy JICA.**

**POLICY JICA WILL BE PRINTED HERE UPON ADOPTION.**

~~Iber Holmes Gove Middle School student dress code supports equitable educational access and is written in a manner that does not reinforce stereotypes.~~

~~Iber Holmes Gove Middle School expects that all students will dress in a way that is appropriate for the school day or for any school sponsored event. Student dress choices should respect the District's intent to sustain a community that is inclusive of a diverse range of identities. The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, that student attire does not create a disruption or distraction to teaching and learning, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size. Any restrictions to the way a student dresses must be necessary to support the overall educational goals of the school and must be explained within this dress code.~~

Our values are:

- All students should be able to dress comfortably for school and engage in the educational environment without the need to be dress-coded, provided they are following the dress code.
- All students and staff should understand that they are responsible for managing their own personal "distractions" without regulating individual students' clothing/self-expression within the dress code.
- Student dress code enforcement should not result in unnecessary barriers to school attendance.
- School staff should be trained and able to use student/body-positive language to explain the code and to address code violations.
- Reasons for conflict and inconsistent and/or inequitable discipline should be minimized whenever possible

Our student dress code is designed to accomplish several goals:

- Maintain a safe learning environment in classes where protective and/or supportive clothing is needed, such as science (eye or body protection), or PE (athletic attire/shoes).
- Allow students to wear clothing of their choice that is comfortable and is appropriate for school within the dress code.
- Allow students to wear clothing that expresses their self-identified gender.
- Allow students to wear religious attire without fear of discipline or discrimination.
- Prevent students from wearing clothing or accessories with offensive images or language, including profanity, hate speech, and pornography.
- Prevent students from wearing clothing or accessories that denote, suggest, display or reference alcohol, drugs or related paraphernalia or other illegal substances, conduct or activities.
- Prevent students from wearing clothing or accessories that will interfere with the operation of the school, disrupt the educational process, invade the rights of others, or create a reasonably foreseeable risk of such interference or invasion of rights.
- Prevent students from wearing clothing or accessories that reasonably can be construed as being or including content that is racist, lewd, vulgar or obscene, or that reasonably can be construed as containing fighting words, speech that incites others to imminent lawless action, defamatory speech, or threats to others.
- Ensure that all students are treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

Students Must Wear:

- A Shirt (with fabric covering the front, back, and on the sides under the arms);
- Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts);
- Articles of clothing that will cover all underwear, and undergarments
- Shoes . All students must wear appropriate footwear that is not dangerous or harmful.

Students May Wear:

- ~~Religious headwear~~
- ~~Fitted pants, leggings, yoga pants and “skinny jeans”~~
- ~~Ripped jeans, as long as the rips are not in the area that would normally be covered by school approved shorts or skirts.~~
- ~~Shirts with at minimum a one inch strap.~~
- ~~Athletic attire (cheerleading skirt must have shorts underneath, to meet dress code guidelines).~~
- ~~Shorts or skirts that are at least mid-thigh in length.~~

**Students May Not Wear:**

- ~~Caps, hats, and other headgear in compliance with School Board Policy JICA~~
- ~~Tank tops (with less than 1 inch strap)~~
- ~~Spaghetti strap shirts~~
- ~~Violent language or images.~~
- ~~Images or language depicting drugs or alcohol (or any illegal item or activity).~~
- ~~Hate speech, profanity, pornography.~~
- ~~Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.~~
- ~~Accessories that could be injurious to oneself or others~~
- ~~Any clothing that reveals undergarments~~
- ~~Swimsuits.~~
- ~~Any item that obscures the face or ears (except as a religious observance).~~
- ~~Shirts that allow midriff to be exposed (crop tops)~~

**Dress Code Enforcement:**

~~To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements below. School administration and staff shall not have discretion to vary the requirements in ways that lead to discriminatory enforcement. The administration will issue directives on inappropriate apparel as the need arises. Families are urged to assist the school in monitoring the clothing which students wear to school.~~

- ~~Students will not be called out in front of other students in classrooms about perceived dress code violations but rather be asked to go to the nurse's office, at the start of the class, at the end of the class, during homeroom, or transition periods.~~
- ~~Students who are asked to go to the nurse's office as a result of a dress code violation will:~~
  - ~~Be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.~~
  - ~~If necessary, students' parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.~~

- ~~○ If they don't have alternative clothing, and they don't want to call their parents for clothing, then students will be offered temporary school clothing to be dressed more to code for the remainder of the day.~~
- If you see a dress code violation after lunch please remind the student that their attire is not appropriate but at that time changing will not be necessary.
- These dress code guidelines shall apply to regular school days as well as any school-related events and activities, such as athletic events, field trips, dances and other school sponsored events.
- Students who feel they have been subject to discriminatory enforcement that is outside of the dress code, should contact the Assistant Principal.

No student should be affected by dress code enforcement because of racial identity, sex assigned at birth, gender identity or expression, sexual orientation, ethnicity, cultural or religious identity, household income, body size/type, or body maturity.

Students who refuse to follow the dress code and/or repeatedly violate the dress code could be subject to disciplinary action.

While the dictates of fashion may pressure students to wear certain items of clothing, these items may in fact be disruptive in a school setting or present a safety concern. The administration will issue directives on inappropriate apparel as the need arises. Families are urged to assist the school in monitoring the clothing which students wear to school. We must strive to maintain an appropriate educational environment that is neither offensive nor distracting. The enforcement of the above regulation is at the discretion/interpretation of the building principal.

Raymond School Policy JICA - When the dress of an individual student constitutes a health problem, is unsuitable for school wear, is a danger to any person, or causes a substantial and material disruption or substantial disturbance, the principal shall take appropriate action to correct the situation.

## Telephone Use

**All students must adhere to Raymond School District Policy JICJ, regarding Personal Communication Devices. Policy will be input here upon approval.**

As per RSD Policy JICD, student use of cell/smart phones, camera phones, and handheld electronic and/or communication devices is strictly prohibited during the school day unless approved by a classroom teacher and/or building administrator. Violations of this will result in school disciplinary action. Any devices that are considered a nuisance or a distraction will be confiscated during the school day.

Students Making Calls: The telephone in the office is used for school business. Students will be allowed to use it only in cases of emergencies. Students may not make calls or text during the school day on their cell phones.

Students Receiving Calls: No pupil may be excused from class to take a phone call. The caller will be asked his/her name and telephone number, and the message will be given to the student so that he/she can call back at a convenient time. If the call is of an emergency nature, arrangements will be made for the student to call back immediately. ONLY messages from a student's parent/guardian will be given to the student. Students may not receive cell phone calls or texts during the day.

~~If a student brings his/her cell phone into the school, it must stay in the student's locker and not brought into the classroom unless directed by the teacher for classroom use in accordance with the BYOD (Bring Your Own Device) policy.~~

## **Visitors**

~~**Adults:** Individuals who wish to visit the school must have prior approval for their visit. On arrival, they must sign in at the school office where they will be given a visitor's pass. NO pupil shall be released or allowed to see or talk to anyone except a parent or someone having a parent's official and verified authority. **Students:** Student visitations are not allowed.~~

**Individuals who wish to visit the school must have a valid, pre-approved or scheduled reason to do so. All visitors must sign in at the school office where they will be given a visitor badge that they must visibly wear throughout their visit. NO student shall be released or allowed to see or talk to anyone except a parent or someone having a parent's official and verified authority. Student visitations are not allowed unless they are a part of the formal education program authorized by the administration.**

### **DANCE/SOCIAL GUIDELINES**

1. Chaperones must be at least twenty-one years of age.
2. Chaperones must arrive at least 15 minutes before the dance/social is scheduled to begin.
3. Chaperones who have not been released by the activity coordinator must remain at the activity until it is over and plan to leave as soon as, but not before, the building is cleared of all students and/or all students have left school grounds.
4. Chaperones should be present in the cafeteria/gym at all times, unless they are checking the halls, restrooms, grounds, etc.
5. All decorations, materials, and equipment used at the dance/social must be removed from the cafeteria/gym at the conclusion of the event.
6. The amount of acceptable lighting will be determined by the chaperones.
7. No students whom the chaperones suspect of drinking alcohol, smoking, or using illicit drugs will be admitted to the dance/social and the chaperones shall notify the police.
8. In order to be permitted to attend dances that are sponsored by the Raymond School District, a student must be a Raymond resident who is currently enrolled in the Raymond School District, home-schooled, attending a private school, or placed out-of-district. Students who wish to attend dances/socials must be registered by their parents/guardians 7 days in advance of the dance/social. Registration will include parental/guardian permission, emergency contacts, and validation of school enrollment such as student ID or a signed letter from the student's school principal, assistant principal, or guidance counselor. Dance/social coordinators and/or chaperones will be given a list of registrants prior to the dance/social. A Dance/Social Permission and Emergency Contacts form is available in the front office.
9. Students must be attired in accordance with the school's grooming and dress code to be admitted to the dance/social.
10. Students must arrange in advance for their transportation. Students must be picked up within 15 minutes after the dance/social ends, or they cannot attend the next school sponsored dance/social.
11. Students will not be permitted to leave prior to the conclusion of the dance except in cases of emergency.
12. No persons from the school or elsewhere are to be allowed to loiter outside the school during a school dance/social.
13. Restrooms must be checked regularly by the chaperones during the evening. No students should be allowed to loiter in the restrooms during a school dance/social.
14. Food and drinks will be allowed only in approved areas as designated by the chaperones.
15. Students will not be allowed to exhibit excessive or inappropriate displays of affections. Chaperones will enforce this rule.
16. It is expected that all students will observe the rules of good conduct and courtesy at all times.
17. Students will not be admitted into the dance/social when there is less than 1 hour remaining.
18. Students who are suspended out-of-school, serving in-school restrictions Thursday or Friday, or who have been dismissed by the nurse will not be allowed to attend a dance/social on Friday.

## **HEALTH SERVICES**

A school nurse is in the district each day to serve the needs of the students in case of sudden illness or injury, **according to RSD Policy JLC - Student Health Services**. Immediate first aid will be given with further treatment being the responsibility of parents and/or guardians. Parents or guardians are contacted only if the nature of the illness or injury appears to require further attention. If a parent cannot be contacted, the person designated by the parent as emergency contacts will be called. It is important to keep this information up to date by notifying the school of any changes to your contact information or updating the information online, including new work numbers and cell numbers. **School Board Policy EBBC/JLCE First Aid and Emergency Care**

The school nurse offers the following services:

- Medical referrals and follow up
- Vision and hearing screens
- First Aid
- Immunization review and referral
- Height and weight measurements
- Administration of medications
- Special procedures such as: blood glucose monitoring, peak flow
- Individual health counseling
- **Vaping/tobacco cessation counseling**
- Maintain and update student health records

### **Immunization Requirements**

According to New Hampshire's immunization rules RSA 141:C-20, students must meet DHHS requirements for school attendance. Immunization requirements may change from year to year for all school-aged children. Required immunizations for this school year are posted on the following page. Please contact the school nurse for more information and/or clarification.

Iber Holmes Gove Middle School  
2020-2021 Parent & Student Handbook **DRAFT**

Minimum Age & Interval Schedule for Valid Vaccine Doses - New Hampshire School Immunization Requirements 2020/2021				
Vaccine	Dose #	Minimum Age	Minimum Interval Between Doses	Notes
Diphtheria, Tetanus, and Pertussis <b>DTaP</b>	DTaP – Dose 1	6 weeks	4 weeks between Dose 1 & 2	All children must have a valid dose on or after the 4 <sup>th</sup> birthday.
	DTaP – Dose 2	10 weeks	4 weeks between Dose 2 & 3	For children 6 years and under, the 5 <sup>th</sup> dose is not necessary if the 4 <sup>th</sup> dose was administered at age 4 years or older and is at least 6 months after the previous dose.
	DTaP – Dose 3	14 weeks	6 months between Dose 3 & 4*	
	DTaP – Dose 4	12 months	6 months between Dose 4 & 5	DTaP #4 does not need to be repeated if administered at least 4 months after DTaP #3. This special 2-month grace period can be used when evaluating records retrospectively. A 4-day grace period can be added prospectively, but not retrospectively.
	DTaP – Dose 5	4 years	-----	
Tetanus, Diphtheria, and Pertussis <b>Tdap</b>	Tdap – Dose 1	10 years	<i>Note: The 2020 ACIP immunization schedule states that children age 7 through 9 years who receive Tdap or DTaP inadvertently or as part of a catch-up series should receive the routine Tdap dose at 11–12 years.</i>	Students are required to have a dose of Tdap prior to 7 <sup>th</sup> grade. Tdap given on or after the 7 <sup>th</sup> birthday meets this requirement per NH Administrative Rule He-P 301.14.
Polio <b>IPV</b>	IPV – Dose 1	6 weeks	4 weeks between Dose 1 & 2	*Kindergarten through 8 <sup>th</sup> Grade: 3 or 4 doses, with one dose on or after the 4 <sup>th</sup> birthday and at least 6 months after the previous dose.
	IPV – Dose 2	10 weeks	4 weeks between Dose 2 & 3	
	IPV – Dose 3	14 weeks	4 weeks to 6 months between Dose 3 & 4*	If a combined IPV/OPV polio schedule was used, the total number of doses needed is the same as an all IPV schedule.
	IPV – Dose 4	4 years	-----	Any OPV dose(s) given on or after April 1, 2016 do not count towards the polio vaccine requirement and the series must be completed with IPV.
Hepatitis B <b>HepB</b>	HepB – Dose 1	Birth	4 weeks between Dose 1 & 2	Minimum age for Dose 3 is at least 24 weeks of age.
	HepB – Dose 2	4 weeks	8 weeks between Dose 2 & 3	
	HepB – Dose 3	24 weeks	16 weeks between Dose 1 & 3	
Measles, Mumps, and Rubella <b>MMR</b>	MMR – Dose 1	12 months	4 weeks between Dose 1 & 2	Live attenuated vaccines not administered on the same day must be administered at least 28 days apart.
	MMR – Dose 2	13 months	-----	
Varicella (chickenpox) <b>VAR</b>	VAR – Dose 1	12 months	12 weeks between Dose 1 & 2*	Live attenuated vaccines not administered on the same day must be administered at least 28 days apart.
	VAR – Dose 2	15 months	-----	*If first dose administered at age 13 or older, the minimum interval between Dose 1 and Dose 2 is 4 weeks.

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Students must have required proof of all required immunizations, or valid exemptions, in order to attend the first day of school. Documentation of immunity by confirming laboratory test results is acceptable for Measles, Mumps, Rubella, Varicella, and Hepatitis B.

A student may be conditionally enrolled when the parent or guardian provides:

1. Documentation of at least one dose for each required vaccine; AND
  2. The appointment date for the next dose of required vaccine.
- (He-P 301.13) [www.gencourt.state.nh.us/rules/state\\_agencies/he-p300.html](http://www.gencourt.state.nh.us/rules/state_agencies/he-p300.html)

All immunizations must meet minimum age and interval requirements for each vaccine. A 4-day grace period is allowed; however, live attenuated vaccines not administered on the same day should be administered at least 28 days apart.

Medical and religious exemption information is available at:  
<https://www.dhhs.nh.gov/dphs/immunization/exemptions.htm>

Additional information can be found at <https://www.cdc.gov/vaccines/schedules/hcp/child-adolescent.html>. Questions should be directed to the New Hampshire Immunization Program at 1-800-852-3345 x4482 or 603-271-4482.

All immunizations need documentation to determine that these have been properly dispensed. Without documentation of these vaccines, the student will be excluded from attending school. A record of acceptable immunizations must be submitted to enroll a child in school unless there is a notarized exemption for religious reasons or a medical exemption. For further information please contact the school nurse.

### **Communicable Diseases**

All communicable diseases should be reported to the nurse so the school may respond appropriately. (Ex:lice, strep, rashes.) All information will be kept confidential.

### **Administration of Prescribed Medication in School**

Any pupil who is required to take, during the school day, a medication which is prescribed by a licensed physician, advanced registered nurse practitioner, or licensed physician's assistant, must have a written statement from that practitioner and written authorization from the parent and/or guardian. The *Prescription Medication During School Day* form is available at the back of this handbook, on the district website, or from the school nurse to assist in this process. A parent, guardian, or a parent/guardian designated responsible adult shall deliver all prescribed medication to be administered by school personnel to the school nurse. All medications must be delivered in the original bottle or package in which it was dispensed by the pharmacy.

**If the school nurse is not available, the following option shall apply: The building principal or designee may assist students in taking required medications by making such medications available to the student as needed and by observing the student as he/she takes or does not take the medication.**

### **Administration of Non-Prescribed (Over -the-Counter) Medication in School**

In situations where non-prescribed medication needs to be given at school, parents/guardians must complete the *Administration of Over the Counter Medication* form (available at the back of this handbook, on the district website, or from the school nurse). All non-prescribed and prescribed drugs must be brought by a parent/guardian to school in their original container and given to the nurse with written authorization.

Medications, either prescribed or not, will not be administered without the appropriate forms completed and given to the school nurse. Students may not take any medications, whether prescribed or not, without supervision and assistance as described above. Students possessing medications without appropriate forms will result in disciplinary action.

~~If the school nurse is not available, the following option shall apply: The building principal or designee may assist students in taking required medications by making such medications available to the student as needed and by observing the student as he/she takes or does not take the medication.~~

### **Permission to Self-Carry/Self-Administer Medication**

If your child needs to self-carry and/or self-administer a medication (ex. asthma inhaler or Epi-pen) while at school, a permission form needs to be completed which can be obtained online or at the school.

Authorization to Administer Medication During the School Day

Administration of Non-Prescribed (Over-the-Counter) Medication in School

Use of Inhalers

Use of Epi-Pens

### **Medications for Field Trips**

The Raymond School District stresses the importance of field trips as a means of helping students to learn as much as possible about the world in which we live. In order to keep students safe at school as well as when they are away from school, arrangements need to be made by the parents/guardian with the school nurse prior to the field trip. Please contact the school nurse regarding inhalers, Epi-pens, and prescription medications that need to be sent along with your student.

### **Physical Exams**

In accordance with Raymond School District Policy [JLCA](#), a physical exam is required for all students entering a new school within the district; kindergarten, 5th, and 9th grade. This physical must be less than a year old at the start of the school year in August. Additionally, those students who wish to participate in athletics must pass a physical exam every two years to be eligible for athletics at the middle school level. (For more information about student participation in extracurricular activities and athletics, see “Extracurricular Activities and Athletics” in the Student Information section.)

Please schedule your child’s physical as soon as possible, as these appointments fill up fast. Do not hesitate to call the school nurse if you have any questions or concerns.

**\*For the 2020-2021 school year physicals will be due December 1, 2020, or 60 days from a student’s start date due to the COVID-19 related impact on medical centers and their ability to schedule appointments.**

## **SPECIAL NEEDS SERVICES**

### **Special Education Program**

The Raymond School District complies with all State and Federal regulations in offering a “free appropriate public education” to all educationally disabled children. New Hampshire Revised Statutes Annotated Chapter 186-C and Title 20, United States Code, Sections 1400-1415 define educationally disabled children as children suffering from certain enumerated disabilities, who are between the ages of three and twenty-one, and who have not yet obtained a high school diploma.

A “free appropriate public education” consists of specially designed instruction educationally related services in accordance with an “individualized education program” developed by the school district in consultation with the student’s parents.

The ~~New Hampshire Procedural Safeguards Parent Handbook~~ can be found at:

<https://www.education.nh.gov/who-we-are/division-of-learner-support/bureau-of-student-support/special-education/procedural-safeguards>

**Students with educational disabilities are provided with specialized instruction and related services that will allow them to access and progress within the general curriculum for their age and grade. Educational supports and services are determined and delivered in accord with State and federal guidelines and regulations. These, including parent/student rights in special education, are outlined in this important document: [New Hampshire Special Education Procedural Safeguards Handbook](#). All parents of students with educational disabilities should become familiar with this document and refer to it when necessary. Special Education case managers, coordinators and school administrators are also available to provide information and guidance in relation to special education processes and procedures**

**See the Appendix for Notice of Rights Pursuant to RSA 186-C:16-B - The Statute of Limitations for Special Education Cases, RSA 186-C:16-b Due Process Hearing; Appeal, and Procedural Safeguards for Students with Disabilities Time Limits or Statutes of Limitations.**

For more information about the Special Education Program at each of our schools, please contact:

Open - Preschool Team Leader  
Raymond High School  
603-895-6616 x2341 TBD

Marissa Nerenburg ~~Stacey Wooster~~, Special Education Coordinator (**Pre/K - Grade 3**)  
Lamprey River Elementary School  
603-895-4299 ~~x332~~ x339  
[m.nerenburg@sau33.com](mailto:m.nerenburg@sau33.com) ~~s.wooster@sau33.com~~

Becky Hadik, Special Education Coordinator (Grades **4-8**)  
Iber Holmes Gove Middle School  
603-895-3394 x4307  
[b.hadik@sau33.com](mailto:b.hadik@sau33.com)

Kim Capen, Special Education Transition/Process Coordinator (Grades 9-12)  
Raymond High School  
603-895-6616 x2341  
[k.capen@sau33.com](mailto:k.capen@sau33.com)

The Raymond School District Student Services Director is:

**Scott Riddell**  
SAU 33  
43 Harriman Hill Road  
Raymond, NH 03077  
603-895-4299 x1106  
[s.riddell@sau33.com](mailto:s.riddell@sau33.com)

**Notice of Rights Pursuant to RSA 186-C:16-B**  
**The Statute of Limitations for Special Education Cases**

~~The special education laws confer many rights and obligations upon parents and school districts regarding educationally disabled children. These include, but are not limited to, the following, which are listed in Title 20, United States Code, Section 1415 (b):~~

- ~~1. Parents may examine all relevant records with respect to the identification, evaluation, and educational placement of the child, and the provision of a free appropriate public education.~~
- ~~2. Parents may obtain an independent educational evaluation.~~
- ~~3. The school district must adopt procedures to protect the rights of the child whenever the parents of the child are unknown or unavailable or whenever the child is a ward of the state. Such procedures may include the assignment of an individual who is not an employee of the school district or the state department of education, to act as a surrogate for the child's parents or guardian.~~
- ~~4. The school district must give the child's parents or guardian prior written notice whenever the district proposes to initiate or change, or refuses to initiate or change, the identification, evaluation, or educational placement of the child or the provision of a free appropriate public education. The school district must adopt procedures designed to assure that this notice fully informs the parents or legal guardian in their native language of all procedures available under Section 1415, unless it is clearly not feasible to do so.~~
- ~~5. The school district must adopt procedures, which include the opportunity to present complaints with respect to any matter relating to the identification, evaluation, or educational placement of the child, or the provision of free appropriate public education to such child.~~
- ~~6. Whenever a school district receives such a complaint, the child's parents or guardian shall have the opportunity for an impartial due process hearing which shall be conducted by an administrative hearing officer appointed by the state department of education. The hearing officer shall not be an employee of any agency involved with the education or care of the child. The administrative hearing officer's decision may be appealed to US District Court or to the New Hampshire Superior Court. State law establishes short deadlines for requesting an administrative hearing and for appealing the hearing~~

~~officer's decision to the courts. According to New Hampshire Revised Statutes Annotated Section 186-c:16-b, which became effective on May 1, 1992:~~

**~~186-C:16-b Due Process Hearing; Appeal~~**

- ~~I. Any action against a local school district seeking to enforce special education rights under state or federal law shall be commenced by requesting an administrative due process hearing from the department of education within 2 years of the date on which the alleged violation was or reasonably should have been discovered.~~
- ~~II. Notwithstanding the provisions of paragraph I, any action against a local school district to recover the costs of a unilateral special education placement shall be commenced by requesting an administrative due process hearing from the department of education within 90 days of the unilateral placement.~~
- ~~III. Where the parent, legal guardian or surrogate parent has not been given proper written notice of special education rights pursuant to 20 U.S.C. section 1415(d), including notice of the time limitations established in this section, such limitations shall run from the time notice of those rights is properly given. The department of education shall make available a model notice of rights which school districts may use as one means of complying with this paragraph.~~
- ~~IV. An appeal from a final administrative decision in a special education due process hearing to a court of competent jurisdiction pursuant to 20 U.S.C. section 1415(i)(2)(A) shall be commenced within 120 days from receipt of the final decision. All such decisions shall be sent certified mail, return receipt requested.~~
- ~~V. An action pursuant to 20 U.S.C. section 1415(i)(3) seeking reimbursement for attorney's fees or seeking reimbursement for expert witness fees shall be commenced within 120 days from receipt of the final decision in accordance with RSA 186-C:16-b, IV. All such decisions shall be sent certified mail, return receipt requested.~~
  - ~~(a) The court may award reimbursement to a parent of a child with a disability for expert witness fees incurred as part of a due process complaint at which the parent was the prevailing party and when the court determines that a school has not acted in good faith in developing or implementing a child's individualized education program, including appropriate placement.~~
  - ~~(b) The court may deny or reduce reimbursement of expert witness fees if the hearing officer determines:
    - ~~(1) The expert witness was not a necessary component to the parent's complaint.~~
    - ~~(2) The expert witness fee exceeds an amount that is reasonable, given the type and location of the service provided and the skill, reputation, and experience of the expert witness.~~
    - ~~(3) The parent, or the parent's attorney, did not provide notice to the school district of their intent to have the expert witness participate in the due process hearing.~~~~
- ~~VI. Where a unilateral placement has been made, without the school district of residence being offered a reasonable opportunity to evaluate the child and to develop an individualized education program, reimbursement may not be sought for any costs incurred until the school district is given an opportunity to evaluate the child and develop an individualized education program.~~

**Source:** 1992, 114:2, eff. June 30, 1992. 2008, 274:32, eff. July 1, 2008; 302:19, eff.

~~Jan. 1, 2009.~~

~~For additional information regarding special education and the special education laws, please contact the Director of Special Education at 895-4299.~~

## **Procedural Safeguards for Students with Disabilities**

### **Time Limits or Statutes of Limitations**

~~You have the right to know the New Hampshire state law imposes certain timelines or statutes of limitations on actions involving Due Process hearings, the appeal of Due Process Hearing decisions and the recovery of attorney's fees. Specifically:~~

~~If you want to take action against a school district in order to enforce your special education rights under either state or federal law, you must request an Impartial Due Process Hearing within 2 years of the date on which the violation of the rights, which you believe, occurred either was discovered or reasonably should have been discovered.~~

~~If you place your child in a special education placement without involving the school district and you want to recover the costs of that placement from the district, you must request an Impartial Due Process Hearing within 90 days of making the placement.~~

~~If you want to appeal a Hearing Officer's decision, you must file that appeal within 120 days from the date on which you receive the final hearing decision.~~

**NOTE:** ~~Although there is not a time limit specified for actions filed under federal law in federal court, the federal court will look to the most similar state time limit or statute of limitations. This means that the federal court would generally look to the timelines or statutes of limitations described above. (The language used in this note was provided by the United States Department of Education.)~~

*NH Department of Ed  
Revised January 1997*

## **Section 504**

Section 504 of the Rehabilitation Act of 1973 is a civil rights law designed to eliminate discrimination on the basis of disability in any program or activity receiving federal financial assistance. Section 504 guarantees certain rights to individuals, including the right to full participation and access to a free, appropriate public education to all children regardless of the nature or severity of the disability. Specifically, 34 C.F.R. 104 states:

"No otherwise qualified individual in the United States...shall, solely by reason of her or his disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

Section 504 requires the provision of appropriate educational services; services that are designed to meet the individual needs of qualified students to the same extent that the needs of students without a disability are met. Essentially, Section 504 was designed to "level the playing field" to ensure full participation by individuals with disabilities.

To qualify under Section 504, a student must:

- A. Be a person who has been determined to have a physical or mental impairment that substantially limits one or more major life activities including learning and behavior;
- B. Be a person who has a “record of such an impairment”; or
- C. Be a person who is being regarded as having such an impairment.”

In order to receive services under Section 504, contact your child’s school counselor or the school nurse.

The Raymond School District 504 Coordinator is:

**Scott Riddell**  
SAU 33  
43 Harriman Hill Road  
Raymond, NH 03077  
603-895-4299 x1106  
s.riddell@sau33.com

## **ACADEMICS**

### **Accelerated Coursework**

Based on Iber Holmes Gove Middle School guidelines, 8th grade students have the opportunity to take part in three accelerated classes: Algebra I, Physical Science, and Spanish I. The criteria for placement in these classes includes: previous and current assessment data from standardized tests, grades, and academic performance that includes Algebra readiness indicators. A student who is selected and chooses to take Algebra I must take both Algebra I and Physical Science. A student who is selected and qualified for Spanish I can take this course in conjunction with the other advanced placement classes but it can also be taken alone. Students who have maintained a “B” or better in 7th grade English are eligible for Spanish I.

Students who successfully complete these courses earn credit toward high school requirements as explained in School Board Policy IK “Earning of Credit” which states: Students can earn course credit by demonstrating mastery of the required coursework and material. Mastery is defined as “sufficient evidence of attainment of the required content, concepts and skills of a particular course.” The accelerated courses at IHGMS are based on Raymond High School requirements for completion, and students will be graded using the RHS grading criteria and procedures.

There will be an add/drop period for the accelerated classes the first ten school days of the school year. Students, in conjunction with their parents/guardians, their teachers and school counselor, can choose to move out of the accelerated classes at this time. Only students who qualify to be in the accelerated classes can be enrolled in these classes. Student progress will be reviewed at the first progress report. If a student is identified with significant struggles with the accelerated class curriculum, in the best interest

of the student, placement will be reassessed and the student may be transferred to a regular curriculum homeroom and classes.

## **BYOD**

~~The use of mobile technology to encourage learning and create independent critical thinkers has become part of today's education system. The 4th-12th grade students have the opportunity to participate in the *Bring Your Own Device (BYOD)* program. At the classroom teacher's discretion, students can access their devices to enhance their area of study. This learning environment will best support and prepare students for life outside of the classroom. Devices used in school for this purpose require prior annual approval.~~

## **Homework**

Homework is a necessary part of the educational program, which reinforces student learning. Most classes will require homework assignments. When a student is absent, parents/guardians may call the 888school to request homework. Allow 24 hours notice.

Homework is an important part of a student's education.

Common types of homework assignments include, but are not limited to: drill exercises, compositions, various written reports and assigned readings. The amount of homework to be given will depend on the grade level. Failure to complete homework in a timely manner can result in consequences from a teacher and/or administrator. Student homework papers should be checked for spelling and grammar. Homework must be passed in on time and neatly written. The following homework guidelines are meant to assist parents/guardians in working with their children. If you should have any questions relative to these guidelines, please call your child's teacher for further explanation.

Each teacher or team of teachers may have a differing policy about accepting late homework assignments. This policy should be sent home in a notice at the beginning of the school year. It is a student's responsibility to make arrangements for make-up work with each teacher.

**Grade 4: Homework usually will not exceed 45 minutes per night with the exception of long-term projects, multiple day assignments and suggested home reading.**

**Grade 5:** Homework usually will not exceed 1 hour per night with the exception of long-term projects, multiple day assignments and suggested home reading.

**Grade 6:** Homework usually will not exceed 1 hour and 15 minutes nightly. Homework is given to reinforce skills taught in class, to complete projects related to subject areas, and to study for tests and quizzes.

**Grades 7 & 8:** Students in grades seven and eight are assigned homework that provides an opportunity for students to review, explore and apply previously learned and new information. Homework may consist of assignments such as reading, studying for a test or working on a long-term project in addition to writing

and practice on mathematics computation. Parents/guardians should expect that their children will receive homework every night that will usually not exceed 1 ½ hours.

### **Honor Roll**

The honor roll is computer at the end of each marking period. All courses count toward computing the honor roll. An overall grade average of B or higher is required to make the honor roll. An honor roll student may receive only A's and B's in each grading period. Students who receive all A's are recognized by receiving high honors.

### **Incomplete Grades**

Students may be eligible to receive an incomplete grade if the student has missed school excessively during that marking period due to illness or for other administratively excused absences. Students may also be eligible for an incomplete grade based on considerations put forth in their IEP or 504 plan. Teachers will make all decisions related to incomplete grades based on the best educational interests of the student. Faculty members will be in dialogue with the administration about students whose eligibility for receiving an incomplete grade is questionable. A student who is absent is expected to make up all work. Normally, the make-up period will not exceed the length of the absence. If a student has received an incomplete for a grade, all work must be submitted to the teacher and a final grade must be submitted to the school office no later than two weeks after the close of the marking term.

### **Music Program**

Music is an academic discipline and students will receive a grade for their progress. The middle school has a band and chorus program. Interested students in grades 5-8 are eligible to participate.

### **Student Assignment to Teachers**

All student assignments to teachers will be made by the school administration for all ages. Parents may submit to the principal a *Parent Input Placement Form*, available at the school office and on the District website, to address any specific and unique learning needs their children may have. Please refrain from naming a specific teacher. These must be received by May 1st of the previous school year (or the Monday following if May 1st falls on a weekend). These descriptions will be taken into consideration when making student placements. Any form received after the May 1st deadline may not be honored due to scheduling demands and timeframes.

### **Summer School**

Students must pass all four of their core academic classes, English, math, social studies, and science, in order to move on to the next grade in the middle school.

- Students who fail 1 or 2 core academic classes for the year are eligible for competency recovery during summer school.
- Any student enrolled in summer school will need to successfully complete their competency recovery work to pass the class and move to the next grade.

- Any student who fails 3 or more academic classes will not qualify for competency recovery during summer school and may be retained in accordance with SAU 33 district policy.
- Costs related to the enrollment in summer school are the responsibility of the student and/or his/her parents/guardians.

### **Textbooks**

Textbooks are loaned to students for use during the school year. Books are to be kept clean, handled carefully, and must be covered. Be sure your name and grade are listed in the book label in case the book is misplaced. Students are expected to take care of and return these materials in good condition or pay replacement costs

## **GRADING**

IHGMS uses a competency based learning approach to grading and reporting. The purpose of grade reporting is to communicate information about levels of student achievement on specific learning goals which are our competencies. Competencies describe what students should know and be able to do in each subject area at each grade level. Competency based reporting means that student progress is measured against a set of distinct, academic expectations for each subject area. The guiding document is the New Hampshire College and Career Ready Standards for English and math. For the other content areas our competencies are based on related state and national content standards.

Competency based reporting allows teachers, parents and students the ability to view the level of progress with specific skills and concepts within the subject area. This approach provides parents and students with more detailed information about specific areas of strength as well as those areas that may need further study and support.

Our reporting practices are guided by the belief that achievement should be used to communicate levels of student performance on specific learning goals. Behaviors, including but not limited to effort and participation, will no longer influence a student's academic achievement. Student achievement and academic success are essential and through the revised grading practices will be more fair, consistent, and and more accurate. Competency based grading provides clearly defined learning targets and specified levels of achievement.

### **Key Terms:**

- **Competency** is a statement that identifies what students should know and be able to do at the end of the year. There are several competencies for each course, the number of competencies varies per content area. The competency grades are calculated by the associated standards, which roll up into the given competency.
- **Standards** are educational objectives—i.e., what students should have learned by the end of a course, grade level, or grade span.
- **Assessment** is the ongoing process of describing or gathering data about student performance in order to document student progress toward meeting a standard.
- **Performance levels** are used to evaluate and report what students know and are able to do.
- **Rubric** is a tool used to score or rate students' performance on tasks. It generally consists of a fixed measurement scale, a set of clear criteria, and performance descriptions for each criteria on each level of

the scale. **If a teacher finds in evaluating student work that the rating on the rubric falls between two distinctions a half increment will be assigned (.5, 1.5, 2.5, 3.5).**

IHGMS uses a ~~0-100~~ **0 - 4**, to score all assessments. **(See the scoring chart below)**

**Formative Assessments** also known as practice and preparation, are assessments for learning. These assignments inform teachers, students and parents of where the student is in the learning process. They also allow for feedback opportunities to help the student improve and prepare for the summative assessments. These assessments are considered practice, and therefore are not calculated into the overall course grade.

The types of assignments that fall into this category include but are not limited to:

- Homework and worksheets
- Skills checks or quizzes
- Entrance/exit tickets
- First drafts of writing assignments
- Reading or Practice Logs
- Graphic organizers and brainstorming
- Informal observations of student work
- Pre-tests
- Other class work not listed

**Summative Assessments** are assessments of learning. These assessments allow teachers to measure the level of student achievement of a standard(s). These assessments are linked to one or more of the course competencies and are weighted at 100% of the overall course grade.

The types of assessments that fall into this category include but are not limited to:

- Tests
- Projects
- Presentations
- Performance Assessments
- Writings (papers, essays, stories, lab reports, summaries, etc.)
- Authentic learning tasks (real word applications & problem solving)

Formative assessments will not be used to determine student performance levels. Summative assessments will be used to determine student attainment of grade level standards, as well as exceeding those standards.

Formative assessments will not be calculated into the final grade, and summative assessments will be 100% of the final grade. Formative assessments will be marked "Collected" or "Missing" and/or be given a ~~numerical~~ **0 - 4** score in the teacher grade book.

Formative assignments (assessments and practice) are not optional assignments and need to be completed by the students to the best of their ability. These assignments are meant to provide students with the practice so that they can master the knowledge and skills of the content that is being shared with them. Formative assignments are also indicators to the students and their teachers of where the students are at in the learning progression toward mastery of the concepts and skills being learned.

If students do not complete the formative assessments and practice assigned to them they may be assigned to complete that work prior to participating in other activities. Possible consequences to not completing missing work

in a timely manner may include, but not limited to, loss of privileges, being assigned to missing work sessions during What I Need (WIN), and/or being assigned to in-school restriction until the work is completed. Teachers will enter formative assignments in their gradebook, and the appropriate feedback on student progress toward mastery, at least every two weeks to keep students and their families informed.

**Course standards**, competencies and Work Study Practices will be assessed on a four point scale along with one of four achievement levels; Proficient With Distinction, Proficient, Partially Proficient, or Substantially Below Proficient. **In grades 4-5 the four point scale will be used to report student academic progress. In grades 6-8 the four point scale will be used to report student progress and letter grades for overall course scores.**

**Summative assessments will assess one or more course standards. Each standard will receive a score based on the student responses on the assessment. Each course competency is based on a group of similar standards and the competency score is based on standards scores that make up that competency.** ~~The percentage scores and letter~~ **grade for the course will be determined by the competency scores for the course.** All scores will appear in the Parent Portal of PowerSchool for overall course grades.

All grade reporting will be done online via PowerSchool Parent Portal. A printable copy of competency based progress reports and grade reports can be accessed through your Parent/Student Portal. Teacher comments may be recorded on the printable progress report/ report card. All parents/guardians and students will be provided with a Username and Password to access PowerSchool Parent Portal at the beginning of each school year.

Student progress toward mastery of the course competencies will be reported out on both progress reporting and grade reporting. A student's final overall course grade is cumulative over the entire school year; it is not an average of the trimester grades.

### **Work-Study Practices**

Work-Study Practices (**WSP**) are those behaviors that enhance learning achievement and promote a positive work ethic such as, but not limited to, listening and following directions, accepting responsibility, staying on task, completing work accurately, managing time wisely, showing initiative, and being cooperative. These behaviors will be scored separately for each course and appear during both progress reporting and grade reporting.

The Raymond School District Work Study Practices are:

- **Communication**

Students can use various media to interpret, question, and express knowledge, information, ideas, feelings, and reasoning to create mutual understanding.

- **Creativity**

Students can use original and flexible thinking to communicate their ideas or construct a unique product or solution.

- **Collaboration**

Students can work in diverse groups to achieve a common goal.

- **Critical Thinking and Problem Solving**

Students can identify key elements of the problem issue, formulate valid conclusions based on sufficient and reliable evidence and consider alternative solutions and different points of view.

- **Self-Direction**

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Students can initiate and manage their learning, and demonstrate a “growth” mindset, through self-awareness, self motivation, self-control, self-advocacy and adaptability as a reflective learner.

Work Study Practices scores will be updated at progress reporting and grade reporting times.

**Grading Scale for Summative Assessments:**

A+ 97 & above	B+ 87-89	C+ 77-79	D+ 68-69	F 0-64
A 93-96	B 83-86	C 73-76	D 66-67	† (No Score)
A- 90-92	B- 80-82	C- 70-72	D- 65	

4	A+	3.4-3.2	B+	2.5-2.3	C+	1.4-1.2	D+		
3.9-3.7	A	3.1-2.9	B	2.2-2.0	C	1.1-1.0	D	0.4-0	F
3.6-3.5	A-	2.8-2.6	B-	1.9-1.5	C-	0.9-0.5	D-		

**Competency and Work Study Practices Grading**

Proficient with Distinction	<del>3.5-4.0</del>	3.5-4.0
Proficient	<del>2.0-3.4</del>	2.0-3.4
Partially Proficient	<del>1.5-1.9</del>	1.0-1.9
Substantially Below Proficient	<del>0.0-1.4</del>	0.0-.09

**Proficient with Distinction** - The student is exceeding the grade level competencies. He/She extends concepts and skills to a greater depth than presented.

**Proficient** - The student is meeting the grade level competencies. He/She is able to grasp key concepts, processes, and skills.

**Partially Proficient** - The student is progressing toward the grade level competencies. He/She performs inconsistently in regards to accuracy and quality.

**Substantially Below Proficient** - The student is not meeting the grade level competencies. He/She is not demonstrating understanding of key concepts and skills.

**IHGMS Summative Retake Procedure**

The purpose of having students retake summative assessments is for them to have the ability to demonstrate mastery of the knowledge and skills being assessed.

Students who have a score of less than a ~~C- (<70%)~~ **<1.5** on a competency in a summative assessment will be required to follow the retake procedure. Students who are required to do a retake will also be required to complete all of the formative assignments accurately prior to the retake. The teacher may also require additional formative

work prior to the retake. Parents, and if applicable case managers, will be notified when a student is required to do a retake.

Retakes must be completed within ten school days of a scored summative being returned to the student. Students who have a score of ~~C (>70%)~~ or higher **>1.5** may have the opportunity to request a retake. The procedure for a requested retake is:

1. A student must request a retake of a summative within five school days of receiving a scored summative assessment back from the teacher.
2. The student requesting the retake must schedule a meeting with the teacher to plan for the retake.
3. All formative assignments related to the summative assessment must be completed prior to the retake. Additional practice may be assigned.
4. The retake must be completed within ten school days of the scored summative being returned to the student.

### **Competency Recovery**

If at the end of a marking term a student has one or more competency scores below a ~~C (<70%)~~ **<1.5**, that student will be assigned to competency recovery with their teacher.

Students will receive additional instruction to complete any outstanding or incomplete formative work. They will receive the appropriate summative assessment(s) when they have demonstrated that they have mastered the applicable knowledge and skills for that competency.

Parents will be notified of their child's need to participate in competency recovery

## **STUDENT CONDUCT**

### **Academic Integrity**

#### Plagiarism

Plagiarism is “borrowing someone else’s ideas, information or language without properly documenting the source,” as well as documenting the source but paraphrasing the source language too closely, without using quotation marks to indicate that the language has been borrowed” (Diana Hacker, *The Bedford Handbook for Writers*). Plagiarism includes taking work from the books, magazines, or other published sources, the Internet, song lyrics, charts, equations, translations, and the works of other students. Plagiarisms also include using a work in its entirety or in portions extracted from the original text. Plagiarism will not be tolerated. It is intellectual thievery. Students who plagiarize jeopardize their academic standing, their grade for the marking period or entire course, and their personal reputation. Plagiarism may affect their opportunities for scholarships and invitations to honor societies. After verifying that the student has plagiarized, the teacher will notify the parents/guardians and administration of the incident.

#### Cheating

It is expected that all students perform their responsibilities in an honorable fashion. Cheating, unauthorized assistance on exams, quizzes, projects, etc., will not be tolerated. A parent/guardian will be notified of any student found cheating. Violations will result in school disciplinary actions.

Examples of cheating:

1. Copying homework or class work with the purpose of submitting it as your own.
2. Handing in someone else’s work as your own.
3. Looking onto another’s test or quiz or letting another student look on a test or quiz.
4. Using any method of giving answers on a test or quiz to others.
5. Working with others or sharing tasks on an assignment that was assigned to done individually.
6. Physically taking any part of a test to use or to give to others.

### **Acceptable Use Policy**

Inappropriate use of the various technology resources available to all authorized students of the Raymond School District including, but not limited to, the Raymond School District computers, network, email, website, and internet access will result in disciplinary action. (See our Acceptable Use Procedures at the back of this handbook or on our [district website](#).)

### **Alcohol/Drugs/Tobacco Products/Nicotine Delivery Devices (Vaping Devices)**

Students are prohibited from possessing, distributing, selling, being under the influence of, or using alcohol or drugs, or knowingly being in the presence of students who are possessing, distributing, selling or using alcohol or drugs on school property, at any school-sponsored or approved function or activity, or in vehicles used to transport students to and from school activities. Students are also prohibited from possessing, distributing, selling, or using any type of drug paraphernalia and/or vaping devices on school property, at any school sponsored or approved function or activity, or in vehicles used to transport students to and from school activities. Possession includes but is not limited to having control over the drugs or alcohol during any part of the school day or while on school property; or storing drugs or alcohol anywhere on school property whether in the student's locker, any other student's locker, or any place on school grounds. Any student who violates the drugs and alcohol policy shall be disciplined with potential **for suspension, mandatory counseling, and possibly** expulsion from school.

Raymond School District students are not permitted to ~~smoke or possess tobacco products~~ **use or possess nicotine products** in the building, on the school grounds or on school buses **school grounds, school sponsored events or on school buses**. Any student bringing ~~tobacco~~ **nicotine** products into school will have them confiscated. In addition, ~~smoking~~ **using nicotine products** is PROHIBITED from any town fields. ~~Smoking~~ **Using nicotine products** at school, **school sponsored events**, or on school grounds or on buses will result in progressive disciplinary consequences for each offense. **At the principal's discretion, repeat offenses will result in a referral to the Student Intervention Team**

The Raymond School District partners with the Raymond Coalition for Youth to help keep our greater education community informed about the dangers of drug and alcohol use, and to ensure that students, parents and legal guardians are aware of resources relative to drug and alcohol counseling and treatment. To obtain more detailed information about local, regional and statewide drug and alcohol counseling and treatment resources which are available to students, please see below:

Addiction Crisis Line is active 1-844-711-HELP (4357)

Treatment and Recovery <http://www.rcfy.org/resources/treatment-recovery>

NH Alcohol and Drug Treatment Locator <http://nhtreatment.org/>

**Vaping:** <https://www.childrenshospital.org/conditions-and-treatments/conditions/v/vaping>

Parent Information About Substance Abuse Treatment for Kids  
<https://www.drugrehab.com/guides/parents/>

Parents and Family Toolkit <http://www.rcfy.org/resources/parents-and-family-toolkit>

Youth Information and Resources <http://www.rcfy.org/resources/youth>

## **Bullying and Harassment**

**Bullying** is conduct which subjects a pupil to insults, taunts, or challenges, whether verbal or physical in nature, which is likely to intimidate or provoke a violent or disorderly response from the student being treated in this manner.

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

**Harassment** is defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual on the basis of age, gender, race, creed, color, religion, marital status, sexual orientation, national or ethnic origin, or disability and that: (1) has the purpose or effect of creating an intimidating, hostile, or offensive academic environment; (2) has the purpose or effect of interfering with an individual's work or academic performance; or (3) otherwise adversely affects an individual's work or academic performance.

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.

Incidents of bullying and harassment must be reported to the building principal immediately.

See policy [JICDA - Pupil Safety and Violence Prevention Policy: Bullying and Cyberbullying](#) and policy [JBAA - Sexual Harassment](#).

Click here for the [Bullying/Harassment Reporting Form](#) or a [Bullying or Harassment Investigation Determination Appeal](#).

## **Contraband**

Any devices that are considered a nuisance or a distraction will be confiscated during the school day.

## **Disrespectful Treatment**

Students shall refrain from intentionally inflicting or attempting to inflict injury or discomfort on another person through words (threats, taunts, teasing, and/or name calling), or actions (hitting, pushing, kicking, pinching, or restraining with physical contact) or other methods such as obscene gestures. Students shall also refrain from verbally encouraging another student to fight or to injure another person. Violations of this will result in school disciplinary action. Fighting and assaults will result in a suspension of 1-10 days.

## **Forging/Impersonation**

Forging by any means of any school forms (passes, notes, report cards, progress reports, etc.) by students for themselves or another student is not tolerated and will result in disciplinary action.

### **Gambling**

No gambling on school property (including while playing cards).

### **Gum Chewing**

Gum chewing will not be allowed in the building, unless documented in an individualized student plan.

### **Hallway/Bathroom Conduct**

Use of hallways/bathrooms during class periods without a pass is prohibited. Violations of this will result in school disciplinary action.

### **Insubordination**

Insubordination will not be tolerated in the Raymond School District. Students being insubordinate will be referred to the office for disciplinary action. Insubordination is defined as:

1. Refusal to follow a teacher or administrator request. Some examples are:
  - a. Refusal to identify oneself;
  - b. Not changing seat when directed by a staff member;
  - c. Refusing to leave a classroom promptly when asked;
  - d. Rude or disrespectful behavior.

Students are expected to use appropriate conduct at all times while on schools grounds and while attending school sponsored activities.

### **Loitering**

Students not participating in sanctioned after school activities are not allowed in the school building after bus dismissal.

### **Personal Conduct**

Public displays of affections (i.e. kissing, hugging) are not permitted on school property. Violations will result in disciplinary action and parental notification. Any student who is committing a sexual act or displaying indecent exposure on school property will be strictly disciplined by administration. Such acts may result in out-of-school suspension.

### **Police Interrogation and Investigation**

It is the desire of the school district to cooperate fully with all law enforcement agencies in the community. When law enforcement officials find it necessary to interview students during the day for non- school related investigations, they will contact the student only through administration. All

interviews with students at school, by officers of the law, will be conducted in a private office with the principal or counselor present and any other staff as necessary. Police officers cannot guarantee that parents will be notified before student interviews depending upon the circumstances, but will make every attempt to do so. In the event it becomes necessary to interview the student away from school, either the police or a member of the school staff will notify the parents of the time and place of the interview. Occasionally, a principal may find it necessary to call the police department for assistance in handling a pupil guilty of some serious offense committed at school. In such cases, the principal will, either prior to or immediately after contacting the police, attempt to contact the student's parent/guardian. The School Resource Officer (SRO) routinely makes inquiries regarding discipline. Except when law enforcement officers have a warrant or other court order, or when an emergency or other exigent circumstance exist, such interviews and interrogations are discouraged during the student's class time. The principal and principal's designee have the right and the obligation to take reasonable steps to prevent disruption of school operations and the educational process, while at the same time cooperating with law enforcement efforts.

### **Prescribed/Over the Counter Drugs**

Students are prohibited from taking prescribed and over the counter drugs while in school except as administered by the school nurse. (See Health Services section.) Students are further prohibited from using over the counter drugs such as caffeine pills or other mood or performance enhancing drugs or from being under the influence of these drugs while on school grounds or while attending school activities. Any violation of this policy will result **in disciplinary action up to** ~~in a minimum of~~ a 10 days suspension with potential for expulsion. Law enforcement officials will be notified. (Note: All school violations are documented on the student's discipline record.)

### **Profanity**

Profanity will not be tolerated in the Raymond School District. Students using profanity will be referred to the office for disciplinary action. Profanity is defined as:

1. Use of profanity in hallways, classrooms, bathrooms, and all after-school activities on school premises is prohibited;
2. Use of rude or inappropriate language directed to school personnel or any other person of authority.

Students are expected to use appropriate conduct at all times while on school ground and while attending school sponsored activities.

### **Searches of Students and Lockers**

A student's person and/or personal effects (i.e. bookbag, purse, etc.) may be searched when the principal, assistant principal, or other designated person has reasonable suspicion to believe that the student has violated or is violating either the law or the rules of the school. School lockers, although temporarily assigned to individual students, remain the property of the School District. The School District has a reasonable and valid interest in ensuring that lockers are properly maintained. For this reason, the periodic inspection of lockers is permissible to check for cleanliness and vandalism. In addition, a student's locker may be searched when the principal, assistant principal, or other designated person has reasonable suspicion that the locker may contain items that have violated or are violating either the law or the rules of the school.

### **Snowball Throwing**

Snowballs can be dangerous. Violations will result in school disciplinary action.

### **Stealing**

Stealing is a serious offense. Violations of this will result in school disciplinary action.

### **Vandalism/Misuse of School Property**

Willful destruction, loss of, or misuse of school property (books, walls, desks, chairs, etc.) is prohibited. Those apprehended will pay for the damage and face serious consequences for their actions. Pulling a fire alarm a false fire alarm is a civil offense and will be referred to Raymond School District Administration and to the Raymond Police Department. Violations of this will result in school disciplinary action.

### **Weapons**

Weapons, such as knives, guns, fireworks, electronic shocking devices, ammunition, brass knuckles, pepper gas, mace, etc. are not allowed in school buildings, on school property, in school vehicles, or at school-sponsored activities. Whether or not one is legally permitted to possess a firearm, any firearm will be strictly prohibited from school property. Furthermore, anything that looks like a weapon will be treated as a serious infraction of school rules. Students in possession will have the weapons confiscated, parents/guardians notified, and serious disciplinary action will ensue. Students are further reminded that ALL THREATS, regardless of how they are made (i.e., in a joking or serious fashion) will be taken seriously by the administration. Any violation of this policy may result in a suspension up to 10 days with potential for expulsion. Law enforcement officials will be notified. (Note: All school violations are documented on the student's discipline record.) See [policy JICI Weapons on School Property](#).

## **DISCIPLINE**

### **Discipline Philosophy**

We expect students to:

- Show respect for themselves, others, and their environment
- Demonstrate that the primary purpose of school is to receive an education
- Attend school daily, be punctual
- Display courtesy to others at all times
- Behave in a socially acceptable manner at all times
- Recognize that control for misbehavior rests with the individual and that there will be consequences for those who do not meet those expectations

We use Responsive Classroom and positive behavior strategies to encourage our students to behave respectfully. Students will be acknowledged for meeting positive behavior expectations through a system of rewards and community recognition.

### **Discipline Code**

Whenever a student is referred to the administration for alleged misconduct, the student will always be given the opportunity to express his or her opinion, ideas and feelings about the situation. In cases where there are presentations of different facts from the two parties, an adequate investigation of the incident will be conducted by the administration. Should disciplinary action seem warranted, the guidelines, which follow, will be used. It should be emphasized that each situation will be dealt with on an individual basis and that the guidelines are flexible.

### **Misbehaviors**

1. Inappropriate behavior, which may include the following:
  - a. Swearing
  - b. Disrespect to others
  - c. Gum chewing/candy/food
  - d. Tardy
  - e. Forgery
  - f. Misbehavior in In-School Restriction
  - g. Cheating
2. Inappropriate behavior at school sponsored events (dances, athletic games, field trips, assemblies, etc.)
3. Taking people's property without permission (lunches, pens, books, clothing, bicycles, etc.)
4. Destroying or damaging school property or other people's property
5. Fighting
6. Harassment and/or bullying of others, which may include the following:
  - a. Persistent teasing
  - b. Threatening
  - c. Intimidation
  - d. Stalking
  - e. Aggressive behaviors
7. Substantiated sexual harassment
8. Truancy
9. Leaving school grounds without permission
10. False fire alarm
11. Dress code violations

12. Bringing to and/or selling inappropriate items in school
13. Gambling activities
14. Possession, transfer, sale or use of alcohol, drugs, tobacco products, fireworks, knives or other weapons

### **Progressive Disciplinary Actions for Student Misbehavior**

#### Loss of Passes

Students will lose the opportunity to access hall passes if they abuse or forge passes.

#### Detention

Detentions will be served during lunch and/or recess for minor misbehaviors. Parents/guardians will be contacted when a detention has been served.

#### In-School Restriction (ISR)

Students will be placed in in-school restriction for misbehaviors resulting in the need for the student to be removed from a classroom. The administration will attempt to contact parents/guardians when a student is placed in the In-School Restriction Room for major infractions. Students must bring their textbooks and assignments to the room and are expected to work on academic assignments during their stay. Faculty will work with the In-School Restriction supervisor to ensure that students have all assignments for the day. Students will be denied participation in all class activities and after-school functions, depending on the severity and/or frequency of the infraction.. Students who normally purchase a hot lunch will receive a bag lunch from the cafeteria. In the event that school is cancelled, the student will serve the following day. Students are expected to follow ISR rules including:

1. Arrive at ISR room punctually.
2. Bring all books, homework, projects, and assignments.
3. No talking or sleeping in ISR.
4. Eating or drinking is only allowed during lunch and at other times at the direction of the ISR room coordinator..
5. All work must be turned in to the ISR supervisor.
6. Students are not to leave the ISR without permission from a building administrator or the ISR coordinator..

#### Out-of-School Suspension

Out-of-school suspension is generally considered to be a last resort in terms of dealing with student behavioral problems. A student under suspicion is not to be in the school building or on school property unless that person has the permission of an administrator. A student on out-of-school suspension will not be permitted to participate in any school activities during the course of the suspension. Students are expected to do make-up work during suspension. Any student receiving three (3) suspensions will automatically be referred to the Superintendent of Schools in writing for possible further action. It is hoped that the Raymond School System will be a reasonable place for everyone to obtain the best education possible. School cancellations due to weather or any other circumstances are not included as a suspension day. All suspensions are unexcused absences unless otherwise stated by the superintendent or his/her designee. Some examples of infractions that result in out-of-school suspension are: leaving school without permission, assaults, harassments, vandalism, and swearing at a school employee.

### Expulsion

The Raymond School District may consider a student for expulsion from school for gross misconduct, for neglect or refusal to conform to the reasonable rules of the school, or for an act of theft, destruction, or violence as defined by RSA 193-D:1, or for possession of a weapon or offenses involving possession or distribution of illegal drugs (including imitation drugs), alcohol, or other offenses as defined in RSA 193:13. Any student assaulting a school employee will be recommended for expulsion.

### **Consequences**

Depending on the severity and frequency of any infractions of student conduct, any of the following consequences may result:

Verbal Reprimand Time-Out Parent Notification Mediation/Counseling Confiscation Restitution In-School Restriction	Lunch/Recess Detention Exclusion from School Activities Out-of-School Suspension Police Notification Parent Pick-Up of Student Community Service After-School Detention	Loss of Privileges Student/Parent/Administration Meeting Hearing with Superintendent and School Board Expulsion
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### **Cell Phone Violations**

**All students must adhere to Raymond School District Policy JICJ, regarding Personal Communication Devices ([link](#) and or [put language here](#)).**

#### First Offense

Cell phone will be confiscated and placed in the front office. Students may retrieve the phone at the end of the day. As this is an infraction a discipline referral will be written and recorded for each offense.

#### Second Offense

Cell phone will be confiscated and a parent or guardian will need to come to the school to pick it up.

#### Third Offense

The electronic communication device will be confiscated. A disciplinary referral will be written. The student's parent/guardian must pick up the device from the principal's office. At the principal's discretion, the student may receive detention or in-school suspension. The third infraction will result in permanent loss of privileges for the remainder of the year.

Those students who have signed BYOD (Bring Your Own Device) contracts for permission of devices during teacher-led classroom activities face the following consequences:

#### Infractions and Consequences:

1. The first infraction shall result in loss of the privilege of using the device at school for a minimum of one school day. The device may be examined by the District's I.T. Department. Any confiscated device will be held in the school's main office, where it can be retrieved by the student at the end of the school day.
2. The second infraction shall result in loss of the privilege of using the device for a minimum of 5 school days. The device may be examined by the District's I.T. Department. The parent/guardian will be required to pick the device up at the principal's office.
3. The third infraction will result in permanent loss of privileges for the remainder of the year. The device may be examined by the District's I.T. Department. The parent/guardian will be required to pick the device up at the principal's office.

## **TRANSPORTATION**

Raymond School District's Transportation Policies are designed to promote the safety and well-being of all students riding buses to and from school. Our transportation guidelines also apply to field trips and co-curricular trips. The Raymond School District is not responsible for students at bus stops. The following section outlines expectations of student behavior.

### **Behavior before boarding school bus:**

A student should:

- a. Arrive on time at his/her designated bus stop. (Five minutes prior to pick-up time.)
- b. If there is no sidewalk or path, walk on the side of the road facing traffic to get to the bus stop.
- c. Stay off the road while waiting for the bus.
- d. Behave in a safe manner while waiting for the bus.
- e. When the bus arrives, be in a single line.
- f. Wait for the bus to come to a complete stop and the door to open before approaching the bus.
- g. Be courteous.

A student should not:

- a. Stand on traveled portion of the road while waiting for the bus.
- b. Walk/run/play on private property.
- c. Cut in front of other students in line.
- d. Rush to get on the bus.
- e. Cross behind a bus.
- f. Engage in any behavior that could lead to injury.

### **Behavior on the school bus:**

A student must:

- a. Be transported on bus runs assigned to his/her school.

- b. Get on and off the bus at his/her designated bus stop, except by permission sent from the parent/guardian. The school office must approve afternoon changes. Bring the note to the school office for approval. If it is a morning change, give the note to the driver. When a bus reaches student capacity of 86 on the 90 passenger bus and 80 on the 84 passenger bus, as determined by the Transportation Committee, no request to ride that bus will be approved.
- c. Use the handrail and watch your step while boarding and exiting the bus.
- d. Enter and exit the bus only through the front door unless directed by the bus driver.
- e. After entering the bus, take his/her seat immediately.
- f. Sit in assigned seat (if so assigned) and remain seated while the bus is in motion.
- g. Sit properly: Face front of bus with his/her back against seat.
- h. Keep articles out of the aisles.
- i. Follow the directions and rules of the bus driver.
- j. Get the permission of the bus supervisor to transport any musical instrument. Restrictions may be imposed based on size of the instrument/case or the capacity of the bus.
- k. Carry all balls in a suitable bag.

A student must not:

- a. Move from one seat to another without permission of driver.
- b. Use indecent or profane language.
- c. Engage in overly loud conversation.
- d. Eat or drink on the bus. Absolutely no glass containers allowed on the bus.
- e. Smoke, chew tobacco, light matches/cigarette lighter, or use any hazardous items.
- f. Use/possess alcohol or drugs.
- g. Throw objects on or out of bus.
- h. Extend any part of his/her body out of the bus windows at any time.
- i. Bring audible radios, tape players, DVD players, etc., skateboards, key chains that present a hazard, large packages, balloons, laser pointers, or any animals (caged or otherwise) on the bus.
- j. Take any pictures or videos.
- k. Engage in any conduct that might distract the driver from his/her duties.
- l. Sell items to other students.

The bus driver will have responsibility to maintain orderly behavior of students on school buses and will report misconduct to the student's Principal in writing. Video/audio cameras may be used on buses to support the bus drivers' reports of unacceptable conduct. In cases of misconduct, the School Principal will have the authority delegated by the Superintendent to suspend the riding privileges of students or take other appropriate action. parents/guardians of children whose pattern of behavior and conduct on school buses endangers the health, safety, and welfare of other riders will be notified that their children face the loss of school bus riding privileges in accordance with the student discipline code.

Please reference policies [EEA](#) and [EEA-R](#), Student Transportation Services, available on the District website or at any school.

To request a new bus stop or to change an existing stop, submit a "[Bus Stop Change Request Form](#)," available on the District website or at any school.

All concerns or complaints shall be directed to:

Dail Transportation	736-9682
Iber Holmes Gove Middle School	895-3394

## FOOD SERVICE

The Raymond School District recognizes the value of good nutrition to our students' health and educational well being. The Raymond School district is part of the National School Lunch Program and the National School Breakfast Program. The Healthy, Hunger Free Kids Act of 2010 updated and reset the standards by which we make high quality, nutritious meals available to students each day that school is in session. These meals not only meet specific nutritional guidelines, but must also be provided in a financially responsible manner.

Daily lunch menus are posted on the homepage for each school at the District Website, [www.sau33.com](http://www.sau33.com). Monthly menus can be found through a link on the Food & Nutrition Department page. Additionally, they are also included with each school's monthly parent newsletter.

### Breakfast Program

Breakfast is available from 7:35 AM until the Homeroom bell rings at 7:55 AM. A full meal is offered for ~~\$1.65~~ **\$1.75**, \$.30 for students who are eligible for reduced price meals, and free to students who are eligible for free meals. The main choices may include a selection of whole grain cereals, bagels and muffins daily, with whole grain breakfast sandwiches and French toast sticks rotated in throughout the week. Milk and fruit or juice are offered as part of each meal. Our milk choices include 1% milk and fat-free chocolate milk. While students may choose to take as few as three of the items offered, federal regulations require that as of August 2014, students must take either fruit or juice as one of those items for a complete meal. Breakfast items may also be purchased separately *if funds are available*.

### Lunch Program

Lunch menus are available online or directly from food services in the cafeteria. The cost is \$2.95 to students, or \$.40 for reduced priced eligible students, and free to students who are eligible for free meals. The meal is based on the food groups, with servings of a protein item, 2 vegetables, grain item, fruit, and a carton of 1% milk or fat-free chocolate milk. Students may choose as few as 3 of the items offered for a meal, but one of those must be a vegetable or a fruit. Fresh and/or canned fruit choices are available daily. In addition to the regular menu, we offer several main dish alternatives, including sandwiches with vegetables and entree salads with protein and bread.

Cold "milk only" may be purchased for those who bring lunch from home. "Seconds" of lunch items may be also be purchased. Smart-snack qualifying Ice Cream items are available for sale daily once the lunch lines are served. *Students must have funds available to buy any of these a la carte items.*

### Free and Reduced Meals Application

Applications for Free and Reduced Price Meals are mailed out to each household at the beginning of the school year. They are also available online for downloading and printing from the District website on the School Nutrition Services Department page. Parents/guardians are encouraged to review the eligibility guidelines. If you believe that you will qualify, please apply as soon as possible to take advantage of this opportunity. It is important that the application is filled out completely and reflects the same

parent/guardian information as in the student's registration in PowerSchool. Incomplete applications cannot be processed.

All qualifying households must reapply for Free & Reduced Price Meals each school year as the carryover grace period is limited. If household circumstances change, families may also apply or reapply at any time during the school year. If you have any questions about this process, please contact School Nutrition Services Judy DiNatale at 603-895-6616, x2345 or [j.dinatale@sau33.com](mailto:j.dinatale@sau33.com).

### **School Meals Payment Information**

Raymond School Food service operates as a debit system, with accounts for each child. Individual students access their own accounts using a PIN pad as they come thru the line in the cafeteria. It is very important to keep student's accounts up to date with funds available. Parents are encouraged to consider making advanced payment on their student's account for multiple weeks or months. Checks are encouraged, cash is also accepted. Checks should be made out to: Raymond School Food Service.

Online payments are also possible thru: [www.myschoolbucks.com](http://www.myschoolbucks.com) with a processing fee of \$2.49 per transaction. This site also offers wonderful free tools for households. Student account activity, such as payments and transactions may be viewed daily. Personalized low balance notices may be set up tailored to individual preferences.

In the event that any student's account goes into the negative, balance due notices are emailed on Mondays and Thursdays. Payment is expected in full at that time.

Our complete [School Lunch Program Meal Charges policy \(EFAA\)](#), which includes information on how to access possible financial resources for families in need, can be found at the back of this handbook and on our website.

As found in policy EFAA, the School District will follow the procedure below regarding payment for meals:

Regardless of whether an elementary or middle school student has money to pay for a meal or has a negative balance in the student meal account, a student requesting a meal shall be provided with a meal (not a la carte items) from among the choices available to all students.

If the student's meal account balance debt grows to \$15.00 or more a letter demanding immediate payment shall be sent by US Mail to the parent or the parent shall be contacted by Raymond School Nutrition Services by phone or in person. Where warranted, the School Nutrition Services Director may arrange a payment schedule to address current meal consumption and arrearages while the school continues to provide the student with meals. If the student's meal account debt grows to \$30.00 or more the parents will be requested to meet with the principal.

When appropriate, the Principal should explore with the parents whether an application for free or reduced cost meals is warranted. Where extenuating circumstances of financial hardship exist and the family is not eligible for free or reduced cost meals, the District will work with the parents to identify and engage governmental and private charitable resources which are available to assist the family. The District may refer parents to school social workers and/or school counselors to identify and explore potential resources.

If a student with a negative balance in his or her meal account seeks to make a meal only purchase with cash or check, the student will be allowed to do so. There is no requirement that the funds be applied first to the debt.

Students who have a balance of over \$30 will not be permitted to participate in the Senior Class Trip at Raymond High School unless the balance is paid in full or parents have made prior arrangements with the School District for an approved payment plan.

## **PARENT INVOLVEMENT**

### **Parent Core Group**

The Parent Core Group of IHGMS meets regularly with the School Principal. The group is an open forum where parents/guardians are encouraged to bring up issues of concern to be discussed. These issues may be discussed among other parents/guardians who have similar concerns or have experienced the same or similar situations in the past.

The Parent Core Group also sponsors fundraising projects to raise money for the purpose of purchasing supplies, equipment and teaching aids that go beyond the normal school budget. As a result of successful fundraising, they have been able to purchase such items as uniforms, computer equipment, a sound system, playground equipment, and our school sign, all of which are gratefully appreciated. In addition, the Parent Core Group also maintains a list of volunteers and coordinates their time at the middle school. A volunteer sign-up sheet can be picked up in the main office.

Parents/guardians of all middle school students are encouraged to become involved in this group. Statistics reveal that parental involvement with such groups usually declines after children leave the elementary level. Our children and our school need your support now and in the future. For more information please call the school at 603-895-3394 or email

### **Volunteers**

We believe community support and engagement is essential to students' academic success and personal growth. We encourage parents/guardians and other community members to become volunteers with our school. There are two categories of volunteers as defined by the District: Event Volunteers and Designated Volunteers.

An Event Volunteer is anyone who volunteers to help out, but not on a regular basis. Some examples are:

- Field day helper
- Observation of teachers
- Room parent/classroom helper less than a couple of times per year
- School dances
- Field trips
- School party

Event Volunteers are required to initially complete the following:

- Volunteer Service Agreement
- RSD IJOC Volunteer Policy
- IJOC Confidentiality Agreement

A Designated Volunteer is anyone who volunteers on a regular basis. Some examples are:

- Assistant coaches
- Classroom helper
- Any individual who volunteers on a regular basis and is in the building when school is in session

Designed Volunteers are required to initially complete the following:

- Volunteer Service Agreement
- RSD IJOC Volunteer Policy
- IJOC Confidentiality Agreement
- Criminal background check
- Acceptable Use Policy and Acknowledgment
- Bullying Prevention Training

Please contact the main office to inquire about volunteering needs and to begin the process to volunteer in our schools. Thank you!

**Raymond School District Policy - JRA**

**STUDENT RECORDS AND PPRA POLICY**

Adult students over 18 years of age and parents/legal guardians will have access to school records of Raymond students in accordance with Federal and State law and this Policy.

**I. ANNUAL NOTICE**

Annually, the School District will distribute a student handbook to students, parents or guardians and adult students over 18 years of age containing the following notice of policies hereby adopted by the School Board:

**A. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT ANNUAL NOTICE**

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

1. The right to inspect and review the student's education records within 14 days of the day the school receives a request for access. Parents or eligible students should submit to the building principal a written request that identifies the record(s) they wish to inspect. The building principal or his/her designee will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the building principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school or SAU as an administrator, supervisor, instructor, or support staff member such as guidance, health or medical staff and law enforcement unit personnel; or a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records such as an attorney, auditor, medical or educational consultant, evaluators, educational providers, experts, therapist, SRO, or online educational services; or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or a person assisting

another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. Upon request, the School District discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

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

6. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

## **B. NOTICE OF DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that the Raymond School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the School District may disclose appropriately designated "directory information" without written consent, unless you have advised the School District to the contrary in accordance with School District procedures. The primary purpose of directory information is to allow the School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- An annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; or
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

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. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents

have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the School District to disclose directory information from your child's education records without your prior written consent, you must notify the School District in writing by September 15. The School District has designated the following information as directory information:

- Parents/guardians' name and address
- Student's name, address, telephone number, date and place of birth, dates of enrollment
- Student's participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Photograph
- Degrees, honors, and awards received
- Students' grade level, enrollment status and dates of attendance

**C. PROTECTION OF PUPIL RIGHTS AMENDMENT NOTICE**

(See also District Policy ILD)

The Protection of Pupil Rights Amendment (PPRA) affords parents of elementary and high school students certain rights regarding the School District's conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These rights include but are not limited to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (DOE):
  1. Political affiliations or beliefs of the student or student's parent;
  2. Mental or psychological problems of the student or student's family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of:
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and

3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.
- Inspect, upon request and before administration or use:
    1. Protected information surveys of students and surveys created by a third party;
    2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
    3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

**The Raymond School District has developed and adopted** policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The **School District** will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes.

**The School District** will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys at least 10 days before the specific activities or survey and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The **School District** will make this notification to parents at the beginning of the school year if the School District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by DOE.
- Any non-emergency, invasive physical examination or screening as described above.

*Parents who believe their rights have been violated may file a complaint with:*

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202**

## **II. PROCEDURE TO INSPECT AND REVIEW RECORDS**

- A. Parents/guardians and eligible students wishing to inspect student records must file a written request to do so with the building principal. Such inspection shall take place during regular school hours or at reasonable times during vacation periods, but not during weekends or holidays.
- B. Since a student's records may be maintained in several locations, the school principal may offer to collect copies of records or the records themselves from locations other than a student's school, so that they may be inspected at one site. If parents/guardians and eligible students wish to inspect records where they are maintained, school principals will determine if a review at that site is reasonable.
- C. Single copies of appropriate records shall be made available in a reasonable length of time, but in no case more than 14 days after request has been made in writing to the building principal. The records may be inspected by the parents, guardians, and all students once they reach 18 in the presence of the building principal or his/her designee.
- D. The school shall make a written record of the disclosure of all student records, except directory information, and such record will be kept in the student's file. This record of disclosure is also available for inspection by the parent or eligible student. A record of inspections will also be kept.
- E. In cases involving a third party request for records requiring consent for disclosure under law, the student over 18, parent or guardian shall sign a consent form furnished by the building principal. Forms used will identify the records to which access is sought and will be placed in the student's file as a record of the request.
- F. Access will be refused or granted depending upon the propriety of the request and validity of the request and consent forms.
- G. If a request for access is refused, and the party who requested access objects to said refusal, said request will be referred to the Superintendent for a final ruling.
- H. The building principal shall be the custodian of all student records in his/her school.
- I. If for any valid reason such as working hours, distance between record location sites or health, a parent/guardian/eligible student cannot personally inspect and review a student's education records, the principal may arrange for the parent/guardian/eligible student to obtain copies of the records.
- J. When records contain information about students other than a parent's/guardian's child or the eligible student, the parent/guardian/eligible student may not inspect and review the records of the other students. If such records do contain the names of other students, the principal will seek consultation with the Superintendent and/or the District's attorney to determine how best to proceed.

### **III. PROCEDURE TO AMEND RECORDS**

A. The parent(s), guardian(s) of a student under 18, or a student over 18, shall have an opportunity to identify in writing, addressed to the building principal, the record or records which he/she believes are inaccurate, misleading or otherwise in violation of the student's privacy rights, together with a statement of the reasons for the requested amendment of the record.

B. A response by the building principal shall be made within 14 days indicating whether he/she finds the record to be inaccurate, misleading or otherwise in violation of the student's privacy rights and if so how the record will be corrected or deleted. The parent, guardian or eligible student will then be given 5 days from receipt of the principal's decision to refer the request on to the Superintendent for a hearing.

C. If requested, a hearing before the Superintendent or Superintendent's designee who does not have a direct interest in the outcome of the hearing, shall be held within a reasonable period of time, but in no case more than 45 days after receipt of such a request by the Superintendent. The parent, guardian or student 18 years or older, will have the right to be represented by counsel and to present evidence in support of his/her belief that the record should be amended. A written decision will be rendered within 30 days stating the disposition of the challenge to the record and the reasons for the determination. Although the hearing may be informal in nature, the processes used shall ensure fairness and impartiality. The decision made shall be final and not subject to appeal.

D. If as a result of the hearing the Superintendent or his/her designee decides that the information in the education record is not inaccurate, misleading or otherwise in violation of the privacy rights of the student, he/she shall inform the parent, guardian, or the eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the School District.

### **IV. MAINTENANCE OF RECORDS**

The building principal shall make sure that all student records are maintained in accordance with retention schedules established by law or School District policy.

Adopted:	December 18, 1975
Revised:	August 1, 2002
Adopted:	June 23, 2010
Revised:	March 6, 2019


## Raymond School District Calendar 2020-2021 School Year

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Scheduled no school days for students

Approved by Raymond School Board January 22, 2020

**\*Possible snow/emergency make-up days**

 Scheduled no school days for students

Approved by Raymond School Board January 22, 2020

\*Possible snow/emergency make-up days

**Notice of Rights Pursuant to RSA 186-C:16-B**  
**The Statute of Limitations for Special Education Cases**

The special education laws confer many rights and obligations upon parents and school districts regarding educationally disabled children. These include, but are not limited to, the following, which are listed in Title 20, United States Code, Section 1415 (b).

7. Parents may examine all relevant records with respect to the identification, evaluation, and educational placement of the child, and the provision of a free appropriate public education.
8. Parents may obtain an independent educational evaluation.
9. The school district must adopt procedures to protect the rights of the child whenever the parents of the child are unknown or unavailable or whenever the child is a ward of the state. Such procedures may include the assignment of an individual who is not an employee of the school district or the state department of education, to act as a surrogate for the child's parents or guardian.
10. The school district must give the child's parents or guardian prior written notice whenever the district proposes to initiate or change, or refuses to initiate or change, the identification, evaluation, or educational placement of the child or the provision of a free appropriate public education. The school district must adopt procedures designed to assure that this notice fully informs the parents or legal guardian in their native language of all procedures available under Section 1415, unless it is clearly not feasible to do so.
11. The school district must adopt procedures, which include the opportunity to present complaints with respect to any matter relating to the identification, evaluation, or educational placement of the child, or the provision of free appropriate public education to such child.
12. Whenever a school district receives such a complaint, the child's parents or guardian shall have the opportunity for an impartial due process hearing which shall be conducted by an administrative hearing officer appointed by the state department of education. The hearing officer shall not be an employee of any agency involved with the education or care of the child. The administrative hearing officer's decision may be appealed to US District Court or to the New Hampshire Superior Court. State law establishes short deadlines for requesting an administrative hearing and for appealing the hearing officer's decision to the courts. According to New Hampshire Revised Statutes Annotated Section 186-c; 16-b, which became effective on May 1, 1992.

**186-C:16-b Due Process Hearing; Appeal**

- VII. Any action against a local school district seeking to enforce special education rights under state or federal law shall be commenced by requesting an administrative due process hearing from the department of education within 2 years of the date on which the alleged violation was or reasonably should have been discovered.
- VIII. Notwithstanding the provisions of paragraph I, any action against a local school district to recover the costs of a unilateral special education placement shall be commenced by requesting an administrative due process hearing from the department of education within 90 days of the unilateral placement.
- IX. Where the parent, legal guardian or surrogate parent has not been given proper written notice of special education rights pursuant to 20 U.S.C. section 1415(d), including notice of the time limitations established in this section, such limitations shall run from the time notice of those rights is properly given. The department of education shall make available a model notice of rights which

school districts may use as one means of complying with this paragraph.

- X. An appeal from a final administrative decision in a special education due process hearing to a court of competent jurisdiction pursuant to 20 U.S.C. section 1415(i)(2)(A) shall be commenced within 120 days from receipt of the final decision. All such decisions shall be sent certified mail, return receipt requested.
- XI. An action pursuant to 20 U.S.C. section 1415(i)(3) seeking reimbursement for attorney's fees or seeking reimbursement for expert witness fees shall be commenced within 120 days from receipt of the final decision in accordance with RSA 186-C:16-b, IV. All such decisions shall be sent certified mail, return receipt requested.
  - (a) The court may award reimbursement to a parent of a child with a disability for expert witness fees incurred as part of a due process complaint at which the parent was the prevailing party and when the court determines that a school has not acted in good faith in developing or implementing a child's individualized education program, including appropriate placement.
  - (b) The court may deny or reduce reimbursement of expert witness fees if the hearing officer determines:
    - (1) The expert witness was not a necessary component to the parent's complaint.
    - (2) The expert witness fee exceeds an amount that is reasonable, given the type and location of the service provided and the skill, reputation, and experience of the expert witness.
    - (3) The parent, or the parent's attorney, did not provide notice to the school district of their intent to have the expert witness participate in the due process hearing.
- XII. Where a unilateral placement has been made, without the school district of residence being offered a reasonable opportunity to evaluate the child and to develop an individualized education program, reimbursement may not be sought for any costs incurred until the school district is given an opportunity to evaluate the child and develop an individualized education program.

**Source.** 1992, 114:2, eff. June 30, 1992. 2008, 274:32, eff. July 1, 2008; 302:19, eff. Jan. 1, 2009.

For additional information regarding special education and the special education laws, please contact the Director of Special Education at 895-4299.

## **Procedural Safeguards for Students with Disabilities**

### **Time Limits or Statutes of Limitations**

You have the right to know the New Hampshire state law imposes certain timelines or statutes of limitations on actions involving Due Process hearings, the appeal of Due Process Hearing decisions and the recovery of attorney's fees. Specifically:

If you want to take action against a school district in order to enforce your special education rights under either state or federal law, you must request an Impartial Due Process Hearing within 2 years of the date on which the violation of the rights, which you believe, occurred either was discovered or reasonably should have been discovered.

If you place your child in a special education placement without involving the school district and you want to recover the costs of that placement from the district, you must request an Impartial Due Process Hearing within 90 days of making the placement.

If you want to appeal a Hearing Officer's decision, you must file that appeal within 120 days from the date on which you receive the final hearing decision.

**NOTE:** Although there is not a time limit specified for actions filed under federal law in federal court, the federal court will look to the most similar state time limit or statute of limitations. This means that the federal court would generally look to the timelines or statutes of limitations described above. (The language used in this note was provided by the United States Department of Education.)

*Revised January 1997*

*NH Department of Ed*

## **Raymond School District Policy - AC**

### **NON-DISCRIMINATION**

It is the policy of the School Board that there will be no discrimination on the basis of age, gender, race, creed, color, religion, marital status, sexual orientation, gender identity, national ethnic origin, economic status or disability for employment in, participation in, admission/access to, or operation and administration of any educational program or activity in the School District.

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

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

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

#### *Legal References:*

*RSA 354-A:6, Opportunity for Employment with Discrimination a Civil Right*

*RSA 354-A:7, Unlawful Discriminatory Practices*

*The Age Discrimination in Employment Act of 1967*

*Title II of The American with Disabilities Act of 1990*

*Title VII of The Civil Rights Act of 1964 (15 or more employees)*

*RSA 186:11 XXXIII, Discrimination*

*RSA 275:71, Prohibited Conduct by Employer*

*ED 306*

*See Appendix AC-R*

Adopted: April 21, 1988  
Revised: February 7, 2002  
Revised: June 6, 2012  
Revised: April 6, 2016  
Revised: June 19, 2019

**Raymond School District Policy – AC-R\***

**NONDISCRIMINATION: TITLE IX GRIEVANCES**

Inquiries or complaints regarding compliance with Title IX may be directed to the office of Superintendent of Schools. Grievances will be processed as follows:

**GRIEVANCE PROCEDURE**

1. Any complaint from or on behalf of any person employed or served by the schools shall be submitted in writing, using the form provided, to the office of the Superintendent of Schools, hereafter referred to as "the designated employee." The designated employee shall without delay forward it to the person immediately responsible, i.e., department head, coach, supervisor, etc.
2. The immediately responsible person will investigate the complaint and report his/her findings and recommended remediation in writing to the grievant within five (5) school days. A copy of the report shall be sent to the designated employee who will maintain a file on all grievances.
3. If the grievance has not been remedied to the satisfaction of the grievant, he/she may then submit the complaint, with all previous communications attached, to the following parties, in the order given. Each party will have the time indicated in which to investigate and report its findings and recommended remediation.
  - a. Responsible Building Principal (5 school days)
  - b. Superintendent of Schools (10 school days)
  - c. School Board (20 school days)
4. If all else fails, the grievant may appeal to the Federal Office for Civil Rights, Department of Health, Education and Welfare, Washington, D.C. 20201.

Note: All reports submitted throughout the grievance procedure must be made out in duplicate, with all previous correspondence attached, one copy going to the grievant and one to the designated employee who shall maintain a file on all grievances. Blank grievance forms will be available in all Principals' offices in every school and in the Superintendent of School's office.

Revised: February 7, 2002

## **Raymond School District Policy – ACA**

### **DISCRIMINATION, INCLUDING HARASSMENT, BASED ON RACE, COLOR, NATIONAL ORIGIN AND ANCESTRY**

#### **I. GENERAL STATEMENT OF POLICY**

The Raymond School District prohibits all forms of race, color, national origin and ancestry-based discrimination, including harassment. It also prohibits retaliation as defined under this policy. The District treats retaliation as a form of discrimination under this policy.

This policy is an integral part of the District's comprehensive efforts to promote learning and equal educational opportunities for all our students, eliminate violent, harmful, and disruptive behavior and to provide a learning environment free from discrimination, including harassment and retaliation.

The District will promptly investigate all reports and complaints of discrimination, including harassment, based on race, color, national origin or ancestry, and retaliation. [1] Any violation of this policy is a serious offense that will subject the violator to disciplinary and corrective measures, and, where appropriate, referral to a law enforcement agency.

Nothing in this policy is designed or intended, however, to limit the authority of the District or any of its schools to discipline or take corrective or remedial action in response to violent, harmful or disruptive behavior, regardless of whether this policy covers the conduct. Nor does this policy limit the authority of the District or its schools to take immediate interim disciplinary action as set forth in applicable disciplinary codes or policy. The Superintendent and school principals are authorized to delegate their responsibilities under this policy to a designee.

#### **II. POLICY DEFINITIONS**

For purposes of this Policy:

1. "HARASSMENT": Harassment is unwelcome or inappropriate conduct (oral, written, graphic, electronic or physical) relating to an individual's actual or perceived race, color, national origin or ancestry that creates a hostile environment for the student. A hostile environment is created when the conduct is sufficiently severe, persistent or pervasive so that it interferes with or limits a student's ability to participate in or benefit from the district's programs or activities.
2. "OTHER PROHIBITED CONDUCT" means any unwelcome or inappropriate conduct (oral, written, graphic, electronic or physical) relating to an individual's actual or perceived race, color, national origin or ancestry that does not involve severe, persistent or pervasive behavior, but will likely create a hostile environment if it persists, by interfering with or limiting the ability of a student(s) to participate in or benefit from the district's programs or activities.
3. Below are examples of violations of this policy, in circumstances where the oral, written, graphic, electronic or physical conduct has had the purpose or effect of creating a hostile environment:

A. "RACE OR COLOR HARASSMENT" includes but is not limited to unwelcome or inappropriate oral, written, electronic or physical conduct that denigrates, demeans or stereotypes a person based on his/her actual or perceived race or color, including characteristics of a person's race or color, such as racial slurs or insults, racial graffiti or symbols, nicknames based on racial stereotypes, negative comments about appearance, imitating mannerisms, taunting, or invading personal space to intimidate.

B. "NATIONAL ORIGIN OR ANCESTRY HARASSMENT" includes but is not limited to unwelcome or inappropriate verbal, written, electronic, or physical conduct which denigrates, demeans or stereotypes a person based on his/her actual or perceived national origin, ancestry, or ethnic background, such as ethnic slurs or insults, negative comments, graffiti or symbols about surnames, country of origin, customs, language, accents, immigration status, or manner of speaking.

4. "DISCRIMINATION" means treating a student or group of students less favorably, or interfering with or preventing a student from enjoying the advantages, privileges or courses of study of a school because of that student's race, color, national origin or ancestry, as protected under New Hampshire and federal nondiscrimination laws.

5. "RETALIATION" means retaliating against any person for opposing any act or practice reasonably believed to be discriminatory as prohibited by applicable law and/or this policy, or for reporting or filing a complaint, for aiding or encouraging the filing of a report or complaint, or for cooperating in an investigation of discrimination, including harassment. Retaliatory acts include overt or covert acts of reprisal, interference, punishment or harassment against an individual or group.

6. "COMPLAINANT" means a student who is the alleged victim of conduct covered by this policy, or his/her parent(s)/guardian(s).

7. "COMPLAINT" means an oral or written report by a student or his/her parent(s)/guardian(s), to a school or District employee alleging that the student has been the subject of discrimination, including harassment or retaliation, or other prohibited conduct, under this policy.

8. "REPORT" means an oral or written report to a school or District employee by anyone other than the student victim or his/her parents/guardians, alleging that a student has been the subject of discrimination, including harassment or retaliation, or other prohibited conduct, under this policy.

### **III. POLICY APPLICATION**

This policy applies to all sites and activities the Raymond School District supervises, controls, or where it has jurisdiction under the law, including where it (a) occurs on, or is delivered to, school property or a school-sponsored activity or event on or off school property; or (b) occurs off of school property or outside of a school-sponsored activity or event, if the conduct interferes with a student's educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event, as set forth in the District's Policy, "*JICDA-Student Safety and Violence Prevention*." [2]

#### **IV. REPORTING UNDER THE POLICY**

##### **Receipt of Reports**

1. **School-Level:** The Principal or designee is the person responsible for receiving oral or written reports or complaints at the building level for discrimination, including harassment or retaliation, or other prohibited conduct, under this policy.
2. **District-Level:** The Superintendent or designee is the District's Title VI Coordinator to receive reports or complaints of discrimination, including harassment or retaliation, or other prohibited conduct, under this policy, against the District, a District-level employee, or a building Principal. If the report or complaint involves the Superintendent, it shall be filed directly with the School Board.

##### **Student Reporting**

3. Any student (or a parent/guardian of a student) who becomes aware of or who believes he/she, or another student, has been the victim of discrimination, including harassment or retaliation, or other prohibited conduct, in violation of this policy, is strongly encouraged to immediately report the alleged act(s) to the Principal or designee, but shall report the act(s) within ninety (90) calendar days of the alleged occurrence. The reporting time may be extended for good cause. The principal or designee shall immediately notify the Superintendent of the complaint or report. If the student is more comfortable reporting the alleged act(s) to a person other than the Principal, the student (or his/her parent/guardian) may tell any school or District employee about the alleged discrimination, including harassment or retaliation, or other prohibited conduct. That employee shall report that information to the appropriate administrator.
4. If the complaint or report is against a building Principal, it shall be filed directly with the Superintendent or designee.
5. The District encourages the reporting party or complainant to use the report/complaint form available from the Principal of each building or available from the Superintendent's office, and available on the district's Website. Use of the formal reporting form, however, is not mandatory.

##### **Staff Reporting**

6. Any Raymond School District employee, volunteer or independent contractor who witnesses, receives a complaint or report of, or has knowledge or belief that a student has been the subject of discrimination, including harassment or retaliation, or other prohibited conduct, under this policy shall inform the Principal or designee as soon as possible, but by no later than the end of that school day, and shall also transmit a written report to the Principal or designee by no later than the beginning of the next school day. If the complaint or report involves the building Principal, it shall be filed directly with the Superintendent.

#### **V. PROCEDURE UPON RECEIPT OF COMPLAINT OR REPORT**

1. Upon receipt of a complaint or report under this policy, the Principal or designee shall commence an investigation consistent with the provisions of Section VI of this Policy and forward a copy of the written complaint or report to the Superintendent within one school day.

2. In the event of a conflict or other circumstance that prevents the Principal and designee from investigating the report or complaint, including where the Principal and designee are directly and personally involved with a complaint or are closely related to a party to the complaint, then the Superintendent shall direct another district employee to conduct the investigation. If the report or complaint is against the Principal, the Superintendent or designee shall investigate the report or complaint.

3. After receipt of a complaint or report, the Principal or designee will attempt to identify and obtain the cooperation of the student who is the victim of the alleged conduct, if there is one. An investigation shall proceed even if a student is reluctant to fill out the designated complaint or reporting form and chooses not to do so. Even where the Principal or designee does not obtain the identity of or cooperation by the alleged victim(s), the Principal or designee will investigate the allegations, to the extent feasible.

#### **Notification of Parents/Guardians**

4. Within 48 hours (not including weekends or holidays) of receiving a complaint or report under this policy, the Principal or designee shall notify the parents/guardians of a student who has been reported as a victim and to the parents/guardians of a student who has been reported as a perpetrator. Such notification may be made by telephone, writing or in-person. The date, time, method, and location (if applicable) of such notification and communication shall be noted in the investigative report. All notifications shall be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

#### **Waiver of Notification Requirement**

5. The Superintendent may, within a 48 hour time period (not including weekends or holidays), grant the Principal a waiver from the requirement that the parents/guardians of the alleged victim and the alleged perpetrator be notified of the filing of a complaint or 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 by the Superintendent shall be in writing to the Principal.

## **VI. RESOLUTION PROCESS: DETERMINING WHETHER TO APPLY**

### **THE FORMAL OR INFORMAL PROCEDURE**

#### **A. SELECTING APPROPRIATE RESOLUTION PROCEDURE**

1. After the Principal or designee receives a complaint or report, (s)he shall determine whether to resolve the complaint or report through a Formal or Informal Resolution Procedure.

2. The Principal or designee shall commence a Formal Resolution Procedure and investigation under Section C, if any one of the following apply:

- (1) the complaint or report involves an allegation of severe, persistent or pervasive harassment, or other serious form of discrimination or retaliation;
- (2) there is a pending Formal Resolution Procedure against the alleged perpetrator;
- (3) the alleged perpetrator has previously been found to have violated this policy after a Formal Resolution Procedure;

- (4) the alleged conduct involves physical harm to a person or is serious enough that it may place a person at physical risk;
- (5) the incident has resulted in a criminal charge;
- (6) the alleged perpetrator is an employee, volunteer or independent contractor;
- (7) the incident involves a referral to the Division of Youth, Children & Families, Department of Health and Human Services; or
- (8) where a Formal Resolution Procedure is otherwise appropriate under the circumstances.

3. The Informal Resolution Procedure is applicable only if it involves an allegation of “other prohibited conduct,” as defined in Section II, and if the parties agree to voluntarily participate. If the parties do not agree to voluntarily participate, or an Informal Resolution Procedure is not deemed appropriate, the Principal or designee shall address the matter under the Student Code of Conduct.

## **B. INFORMAL RESOLUTION PROCEDURE**

1. **MEETING SEPARATELY WITH PARTIES:** Where an Informal Resolution Procedure is initiated, the Principal or designee will promptly meet separately with the complainant and the alleged perpetrator (by no later than 2 school days), to review and explain the informal resolution procedures, answer any questions, and explain the prohibition against retaliation.
2. **VOLUNTARY RESOLUTION:** If appropriate, after completing any initial information gathering or investigation the Principal or designee deems necessary to reach a voluntary resolution, (s)he will propose a resolution. The Principal or designee shall invite the parents/guardians of the complainant and the alleged perpetrator to attend the resolution meeting. If the complainant, the alleged perpetrator and their parent(s)/ guardian(s) agree with the proposed resolution, the Principal will write down the resolution, and the complainant and the alleged perpetrator, and their parent(s)/guardian(s), if present, will sign it, and each person will receive a copy. At the meeting, the Principal will again explain the prohibition against retaliation. The primary focus of the voluntary resolution is to effectively correct the problem and end the reported conduct, which may include disciplinary action.
3. **FAILURE OF VOLUNTARY RESOLUTION:** If the complainant and alleged perpetrator cannot agree to an informal resolution, or if at any time after the informal resolution, the Principal or designee determines that the problem is not corrected, the Principal or designee will apply the Student Code of Conduct, under Policy JICD, or initiate a Formal Resolution Procedure.

## **C. FORMAL RESOLUTION PROCEDURE**

### **Investigation-Related Procedures**

1. **MEETING SEPARATELY WITH PARTIES:** The Principal or designee will promptly meet separately with the complainant and the alleged perpetrator (by no later than 2 school days), to inform them about the formal resolution procedures and explain the prohibition against retaliation. The Principal or designee shall also ask the complainant what (s)he believes may help make him/her feel safe from discrimination, including harassment or retaliation, or other prohibited conduct, pending the conclusion of the investigation.
2. **PROMPT INVESTIGATIONS:** Upon receipt of a complaint or report, the Principal or designee shall promptly (by no later than 2 school days), initiate an investigation into the alleged act(s). The nature and duration of an investigation will depend on the circumstances, including the type, severity and frequency of the alleged conduct. The Principal will complete the investigation as soon as practicable, not to exceed ten (10) school days after

receipt of the complaint or report, except for good cause (as documented in the investigatory file). If the Principal needs more than ten (10) school days to complete the investigation, the Superintendent may grant an extension of up to seven (7) school days. In the event such extension is granted, the Principal shall notify in writing all parties involved of the granting of the extension.

3. **INVESTIGATION ACTIVITIES:** The investigation may consist of documented 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 parties shall have the opportunity to identify witnesses and other evidence. The investigation may also consist of a visit to the incident site and review of documents and physical evidence deemed pertinent by the investigator, including information regarding any prior incident(s) committed by the alleged perpetrator. The alleged victim and alleged perpetrator will be interviewed separately. Interviews will be conducted in a manner that protects the privacy of individuals to the extent practicable under the circumstances.

4. **COMMUNICATION DURING INVESTIGATION:** The Principal will make reasonable efforts to regularly inform the complainant and the alleged perpetrator(s) and their parents/guardians of the status of the complaint, and the anticipated conclusion of the investigation, and the determination.

5. **INTERIM MEASURES TO PROTECT SAFETY:** The Principal or designee shall take reasonable steps (s)he determines is necessary and/or advisable to protect the complainant, other students, and employees, to the extent practicable, from further incidents or from retaliation pending the outcome of the investigation.

6. **VICTIM ASSISTANCE:** The Principal or designee will make appropriate referrals for victim assistance, including counseling and crisis intervention, if requested, or as needed.

7. **CONFIDENTIALITY:** The District will respect the privacy of the complainant, the alleged perpetrator(s), and the witnesses to the extent possible, consistent with this policy, federal and state civil rights laws and confidentiality laws and regulations, and with the District's Education Records Policies.

8. **FINDINGS AND RECOMMENDATIONS:** Upon completion of an investigation, the Principal or designee will evaluate the evidence and determine whether the allegations have been substantiated and whether the policy has been violated by a preponderance of the evidence. The Principal or designee will prepare a final investigative report that includes his or her findings, and when a violation is found, recommend appropriate disciplinary, corrective and remedial measures.

9. **BASIS FOR DETERMINING WHETHER POLICY VIOLATED:** In making a determination, the Principal or designee will consider all the facts and surrounding circumstances, including, for example, the context, nature, frequency and severity of the behavior, how long the wrongful conduct continued, where the incident(s) occurred, the number of persons involved in the wrongful conduct, the ages of and relationships between the parties, past incidents or patterns of behavior, and the extent to which the conduct adversely affected the education or school environment of the victim and other school community member(s).

10. **REPORTING SUBSTANTIATED INCIDENTS TO THE SUPERINTENDENT:** Upon completion of the investigation, the Principal or designee shall forward all substantiated reports under this policy to the Superintendent.

#### **D. COMMUNICATING WITH PARTIES**

**COMMUNICATION UPON COMPLETION OF INVESTIGATION:** Once the investigation concludes, and a determination made, the Principal or designee shall promptly notify the students involved of the findings and the result of the investigation. Within twenty four (24) hours of making the determination, the Principal will attempt to notify via telephone the parents/guardians of the alleged victim and alleged perpetrator of the results of the investigation, and will also send a letter to the parents/guardians notifying them of the results of the investigation, and, as appropriate, any action taken. The Principal shall offer a meeting to the parents/guardians. If the parent(s)/guardian(s) requests, the Principal shall schedule a separate meeting with the parties to further explain his/her findings and reasons for his/her actions. Any information provided under this policy shall be provided in accordance with the confidentiality requirements of the Family Educational Rights Privacy Act (FERPA) and other laws concerning student privacy, and the Raymond School District's Education Records policy.

## **VII. POST-INVESTIGATION RESPONSE**

### **A. TAKING APPROPRIATE DISCIPLINARY, CORRECTIVE AND REMEDIAL ACTION**

1. **TAKING APPROPRIATE ACTION:** If a complaint or report is substantiated, the Principal or designee shall promptly decide on the appropriate action, based on the investigative findings. Such action shall include imposing discipline and/or corrective and remedial action reasonably calculated to end the conduct, deter future conduct, and remedy the effects of the discrimination, including harassment or retaliation, or other prohibited conduct, on the student victim(s) and the school community, as applicable. Should the Principal recommend discipline more serious than a written reprimand for a school employee, such discipline is subject to review by the Superintendent.

2. The District will discipline and take appropriate action against any Raymond School District student, employee, volunteer or independent contractor who retaliates against any person in violation of this policy.

### **B. DISCIPLINARY CONSEQUENCES FOR VIOLATING THE POLICY**

#### **IMPOSING DISCIPLINE ON STUDENTS:**

1. The District reserves the right to impose disciplinary measures or other consequences against any student who violates this policy, intentionally falsely accuses another student of violating this policy, or retaliates against any student or witness in violation of this policy.

2. Discipline of a student may include, but is not limited to, a written warning; short-term or long-term suspension, or expulsion, or any other action authorized by and consistent with the Student Code of Conduct. Students facing discipline will be afforded all due process required by law.

3. **DISCIPLINE FOR STUDENTS WITH DISABILITIES:** The District complies with the federal and state law requirements that apply to the discipline of students with disabilities, including the federal "Individuals with Disabilities Education Act" ("IDEA") and Section 504 of the Rehabilitation Act of 1973.

4. **ACTION CONCERNING EMPLOYEES:** Disciplinary and corrective action concerning an employee may include, but is not limited to, an oral or written warning or reprimand, providing supervision and training, and suspension or termination of employment.

5. **ACTION CONCERNING SCHOOL VOLUNTEERS:** Disciplinary and corrective action concerning a school volunteer may include, but is not limited to, supervision and training, a written warning, limiting or denying access to school premises or school-related programs or activities, and suspending or terminating the volunteer relationship.

6. **ACTION CONCERNING INDEPENDENT CONTRACTORS:** Disciplinary and corrective action concerning an independent contractor may include, but is not limited to, a request to the employer of the independent contractor to train, warn, suspend or terminate its employee; limiting or denying the individual contractor access to school premises or school-related programs or activities; and terminating the contract.

7. **ACTION CONCERNING OTHER SCHOOL COMMUNITY MEMBERS:** Corrective action concerning any other school community member, including parents/guardians, and visitors to Raymond schools, may include, but is not limited to, a warning; counseling; and limiting or denying the parent, guardian or visitor access to school premises or school-related programs or activities.

### **C. APPLYING CORRECTIVE AND REMEDIAL MEASURES FOR STUDENTS**

1. **APPLYING CORRECTIVE ACTION:** Corrective action concerning a student victim may include, but is not limited to, adopting a written safety plan to identify protective measures. Corrective action for the perpetrator may include, but is not limited to, classroom transfer; exclusion from participation in school sponsored functions, after-school programs, and/or extracurricular activities; limiting or denying access to a part or area of a school; increased adult supervision on school premises; complying with a non-contact order, parent/guardian conferences; a voluntary apology to the victim; awareness training (to help the student perpetrator understand the impact of the behavior); and/or any other action consistent with the Student Code of Conduct.

2. **PREVENTION AND REMEDIATION:** The District will employ prevention and remediation strategies reasonably calculated to remedy the effects of the discrimination, including harassment and retaliation, or other prohibited conduct, on the victim and the school community and to provide a safe school climate. Remedial action may include providing or referring the student complainant for counseling or victim assistance services and/or tutoring; or special educational support for students with disabilities. Remedial action may also include modifying school-wide policies or practices and sponsoring anti-harassment, anti-discrimination, or related training for school staff and/or students.

## **VIII. APPEALS**

1. **First Level Appeal for the Complainant:** The complainant may appeal the investigative determination, or the corrective or remedial action taken for him/her, if any, to the Principal or designee within ten (10) calendar days of receipt of notice of the determination. The Principal or designee will review the case and determine whether to reopen the investigation. Written notice of the Principal or designee's decision shall be provided to the complainant within ten (10) calendar days of the filing of the appeal, except for good cause, as documented in writing.

2. **Second Level Appeal for the Complainant:** The complainant may appeal, in writing, the Principal or designee's decision to the Superintendent or designee within ten (10) calendar days. The Superintendent or designee shall review the case and determine whether to reopen the investigation. Written notice of the decision shall be provided to the complainant within ten (10) calendar days of the filing of the appeal, except for good cause, as documented in writing.

3. **Third Level Appeal for the Complainant:** If the complainant is not satisfied with the Superintendent's determination, (s)he may submit a written appeal to the School Board, or its designee, within ten (10) calendar days of the Superintendent's decision, except for good cause, as documented in writing. Written notice of the decision shall be provided to the complainant within forty five (45) calendar days of the filing of the appeal, except for good cause, as documented in writing.

4. **Appeal for the Perpetrator:** A student disciplined under this policy is referred to the Student Code of Conduct and Policy JICD; and for employees, applicable collective bargaining agreements; and for students and employees, to applicable federal and New Hampshire state laws.

## **IX. OTHER LEGAL REMEDIES**

1. At any time, whether or not an individual files a complaint or report under this policy, an individual may file a complaint with the Office for Civil Rights, within the United States Department of Education, or with the New Hampshire Commissioner of Education, or may initiate a civil action. If a complaint is filed with the Office for Civil Rights, within the United States Department of Education, it must be filed in writing no later than 180 days after the alleged act(s) of discrimination. OCR may waive its 180 day time limit based on OCR policies and procedures.

A. Office for Civil Rights, U.S. Department of Education, 5 Post Office Square, Suite 900, Boston, MA 02109-1491; Telephone number: (617) 289-0111; Fax number: (617) 289-0150; TTY/TDD: (877) 521-2172; Website: [www.ed.gov/ocr](http://www.ed.gov/ocr); Email: OCR.Boston@ed.gov

B. New Hampshire Commissioner of Education, New Hampshire Department of Education,  
101 Pleasant Street, Concord, NH 03301-3494; Telephone number: (603) 271-3494; TDD  
Access: Relay NH 711

2. Notwithstanding any other remedy, any person may contact the police or pursue a criminal prosecution under state or federal criminal law.

## **Legal References**

Title IV of the Civil Rights Act of 1964, 42 U.S.C. §2000c (Title IV)  
Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq. (Title VI)  
RSA193-F:3, Student Safety and Violence Prevention Act

Adopted: June 20, 2012

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[1] Whenever this policy refers to any time frame, it may be extended for good cause, as documented.

[2] Nothing in this policy should in any way create or should be construed to create an express or implied contract.

## **Raymond School District Policy - ACE**

### **PROCEDURAL SAFEGUARDS - NONDISCRIMINATION ON THE BASIS OF HANDICAP/DISABILITY**

The District provides the following Notice of Procedural Safeguards to parents/guardians, and handicapped persons, as required by 34 C.F.R. Sections 104.7, 104.8, 104.22 (4) (f), and 104.36 of the Regulations implementing Section 504 of the Rehabilitation Act of 1973.

The District does not discriminate on the basis of handicap in admission or access to, or treatment or employment in, its programs and activities.

The District provides a grievance procedure with appropriate due process rights. The Director of Special Education is the designated employee, charged with coordinating efforts to comply with Section 504. The parent/guardian of handicapped students or any handicapped person may use the grievance procedure established by the School Board.

*Grievance Procedure:* As the parent/guardian of a handicapped student or as a handicapped person, you have the right to notify the above designated employee with your complaint.

The designated employee will make an initial response to the complainant within ten (10) days of receipt of complaint. The parties will attempt informally to work out their differences promptly and equitably. A written record of the resolution of the complaint should be made within ten (10) working days of completion.

If that effort fails, you may (a) request that the School Board places this matter on its agenda or (b) notify the Superintendent of the complaint. You may be represented by anyone of your choosing, may present information through documents and other evidence and witnesses, and may examine witnesses presented by the School District.

Within ten (10) working days of either of the above options, a written record should be made of the decision.

*Section D Procedural Safeguards:* As required by Section 104.36, as the parent/guardian of a student who has handicap needs or is believed to need special instruction and related services, you have the right, with respect to any action regarding identification, evaluation, and placement, to:

1. Notice of referral/identification, evaluation, and placement process, with appropriate consent form.
2. Examine all relevant records.
3. At an impartial hearing, at any time, with respect to any actions regarding identification, evaluation, or placement of persons who need or are believed to need special education and related services, an opportunity for participation by you and representation of counsel as provided under the Individuals With Disabilities Education Act.
4. A review process.

Interested persons regarding this policy should contact the SAU Office or refer to the New Hampshire Department of Education's Procedural Safeguards.

*Statutory Reference:*

34 C.F.R. Sections 104.7, 104.8, 104.22 (4) (f), and 104.36 of the Section 504 Regulations

Adopted: February 7, 2002

Revised: March 8, 2017

## **Raymond School District Policy - EB**

### **SAFETY PROGRAM**

The Raymond School Board recognizes its responsibility to provide a safe, secure learning environment for all its students and staff. It is the policy of the Raymond School District to take every reasonable precaution to achieve this goal.

The School Board authorizes the Superintendent to implement the Raymond Community Crisis Response Plan put forth by the Raymond Community Crisis Management Committee. Further, the Superintendent will cause the formation of the Joint Loss Management Committee as required by RSA 281-A:64.

The practice of safety shall also be considered a facet of the instructional plan of the District schools by incorporating educational programs in traffic and pedestrian safety, driver education, fire prevention, emergency procedures, etc., appropriately geared to students at different grade levels.

The Superintendent shall implement a training schedule for all Raymond School District employees and volunteers. The Superintendent shall further see that all plans are reviewed quarterly with the Raymond Crisis Management Committee, and drills are conducted in a timely fashion throughout the school year in accordance with state and federal law and the District training schedule.

Each Principal shall be responsible for the supervision and implementation of a safety program for his/her school. General areas of emphasis shall include but not be limited to: in-service training; accident record keeping; plant inspection; driver and vehicle safety programs; fire prevention; catastrophe planning; and emergency procedures and traffic safety problems relevant to students and employees. The Principal shall be responsible for developing student safety procedures to be used on school buses, school grounds (including playgrounds), during authorized school activities (such as field trips), and within school building(s) (including classrooms and laboratories). The building's safety plan shall be on file in the SAU office.

In the implementation of the Crisis Management Plan, each Principal shall be responsible for the following:

1. Train all new staff and volunteers who enter their building throughout the year.
2. Maintain a log of "crisis" drills, as well as monthly fire drills.
3. See that all exits from rooms and buildings are clearly marked and cleared of debris.
4. Implement a strict sign-in/out procedure for all students.
5. Implement a strict sign-in/out procedure for all visitors and include the issuance of visitors' badges.
6. Instruct each staff member that they are to question any adult in the school who is not displaying a proper badge. All visitors must be escorted back to the main office to sign in and receive a badge.

In a further attempt to ensure safety, each school employee and volunteer is required to wear a District ID badge. This shall also apply to off-site school-related functions with students present.

#### *Statutory Reference:*

*RSA 281-A:64, III*

*RSA 200:40*

*ED. 306.10 (a) (2) (d)*

Adopted: May 4, 1989

R/R: 4/10/97, 9/6/01

Revised: May 16, 2002

Legal References Updated 2015

## **Raymond School District Policy - ECAB**

### **Staff/Student Identification Procedures**

The Raymond School Board, for the safety of students/staff members, requires all employees, volunteers, and visitors to school building property, or school sponsored functions to wear an identification badge visible at all times. The photo identification badge system will be identified by colors with picture, name, and school/department. The badge system with the appropriate designation, but without picture (number instead), will be utilized for visitors, chaperones for field trips, and substitutes and/or temporary employees.

Building administrators and/or supervisors are required to make all staff members aware of the identification badge system requirement, and to promptly schedule photo sessions for all school employees.

The badges will be made by the Superintendent's designee who will keep the information on file at the SAU #33 office. Appointments will be scheduled shortly after employment or starting of contracted services.

Identification badges are the property of the Raymond School District and are issued to persons only during the time of their employment. At the end of employment the badge will be turned in to the principal. Employees may obtain a replacement of a lost badge from the SAU #33 office at the cost of \$5.00 per card.

Students in grades 5-12 will be expected to wear their ID's on school property during the school day.

Adopted: September 6, 2001  
Revised: October 4, 2001  
Revised: May 16, 2002  
Revised: July 11, 2018

## **Raymond School District Policy – EEAA**

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

The Board authorizes the use of video and/or audio devices on District property to ensure the health, welfare, and safety of all students, staff and visitors to District property and to safeguard District buildings, grounds, and equipment. The Superintendent will approve appropriate locations for surveillance devices. Placement of the video cameras will be based on the presumption and belief that students, staff and visitors have no reasonable expectation of privacy in areas or at events that occur in plain view. However, such devices are not to be placed in bathrooms or locker rooms.

Classroom recordings are governed by RSA 189:68, IV.

Signs will be posted on school buildings to notify students, staff and visitors that video cameras may be in use. At the Superintendent's discretion, parents/guardians and students may also be notified through the student handbook. All persons will be responsible for any violations of school rules caught on tape by cameras.

The district will retain copies of video recordings until they are erased, which may be accomplished by either deletion or copying over with a new recording. The Superintendent will consult with the necessary personnel to determine how and when such recordings should be deleted.

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

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

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

#### Video and Audio Recordings Used for Special Education Purposes

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

#### Other purposes for Which Video and Audio Records May Be Used

The School Board authorizes the Superintendent to use video and/or audio recordings to the extent either required or prohibited by law.

#### Video and Audio Recordings Authorized

The School Board permits the video and audio recording of the following school-related activities. The following list is not intended to be exhaustive and may be expanded or contracted by either administrative determination or School Board action.

- Extracurricular/co-curricular activities
- Musical performances, band, concert band, ensemble, orchestra, choir
- Drama activities
- Club events
- Sporting events, including both inter and intra-scholastic
- Other activities such as for student council, yearbook, school pride
- Ceremonies, orientation, presentations, school assemblies or meetings, or any school events.

Legal References:

RSA 189:65, Definitions

RSA 189:68 Student Privacy

RSA 570-A:2

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

20 U.S.C. §1232g, Family Educational Rights and Privacy Act

Adopted: September 5, 2007

Revised: January 5, 2011

Revised: December 2, 2015

Revised: April 19, 2017

Revised: December 20, 2017

## **Raymond School District Policy - EFAA**

### **SCHOOL LUNCH PROGRAM MEAL CHARGES**

The District encourages all parents and guardians (hereinafter "parents") to provide a healthy breakfast and lunch for their student(s). Parents are welcome to send students to school with a "brown bag/lunch box" meal. The District provides the opportunity to purchase breakfast and lunch from the school cafeteria. Each meal meets or exceeds the federal nutrition standards. Payment is expected no later than when the meal is served. Payment may be in cash, check, or as a debit against funds deposited into an established student lunch account.

The school lunch program is required by federal law to operate as a non-profit which must end each fiscal year without a negative balance. Uncollected debt must be paid to the school lunch program from other funds. Therefore, parents of students required to pay the full or reduced price for meals must ensure that the school lunch program is paid for their student's meals. The District's policy is to quickly escalate efforts to bring student meal accounts into positive balance, to avoid circumstances where these accounts build significant debt.

#### **Student Meal Accounts**

The District uses a point-of-sale computerized meal payment system which has an account for all students. Parents of students who will be purchasing meals using this system are required to establish and maintain a positive balance in the student's meal account.

Funds may be deposited into a student lunch account by cash, check, or online payment. Payments by cash or check can be made at the school. A check may also be mailed to the School Nutrition Services Director (Raymond High School, 45 Harriman Hill Road, Raymond, NH 03077). Checks should be made out to *Raymond School Nutrition Services*. The District utilizes the services of an online payment system. Information about and access to this payment system can be found on the district website. The use of checks or on-line payments is encouraged, as each provides a record. Parents are responsible for any fees charged by the online service.

Any bank fees incurred on any check returned for insufficient funds will be charged to the parent. In accordance with RSA 358-C:5, notice of the fee charged for a check that is returned for insufficient funds shall be included in any letter sent to a parent seeking payment because the student meal account has a negative balance.

Each notice to parents will include information on how to verify a student meal account balance, to resolve concerns regarding the accuracy of the account balance, or to obtain information on the school meal program, including the name, title, hours when available, phone number, and e-mail address of an appropriate member of the District staff.

#### **Parental Restrictions on Use of Student Meal Account**

Parents who establish a meal account for their student are solely responsible for establishing with their student any restrictions the parent chooses to place on use of the account. Parents must monitor the student's use of the meal account to ensure that a sufficient balance is available at all times for their student to charge meals. Note that the District's online payment system allows a parent to check their student's transactions and balance at any time.

### **Balance Statements**

The District will work proactively with parents to maintain a positive balance in their student's meal account. The Superintendent shall establish a procedure at each school requiring that a low balance statement be sent to parents whenever the balance in a student's meal account falls to or below a set amount that approximates the amount typically necessary to pay for one week of meals.

The notices will be sent by e-mail when practical, otherwise by a note, sealed in an envelope, sent home with the student. Only those District staff who have received training on the confidentiality requirements of federal and state law, including the United States Department of Agriculture's ("USDA") guidance for school meal programs, and who have a need to access a child's account balance and eligibility information may communicate with parents regarding unpaid meal charges. Volunteers, including parent volunteers will not be used to communicate with parents regarding unpaid meal charges. 42 U.S.C. 1758(b)(6).

The District recognizes that unexpected financial hardships occur and will attempt to work with parents in this circumstance to limit the amount of accumulated debt. To do so, it is essential that parents respond to notices and cooperate with district staff efforts. Fairness and equal treatment requires that those able to pay, but who fall behind, must promptly bring their students meal account into a positive balance. The District's proactive approach is intended to help ensure students have healthy meals and that parents do not accumulate significant debt to the school meal program.

### **Free or Reduced Price Meals**

The District participates in the federally supported program to provide free or reduced price meals to students from families whose economic circumstances make paying for meals difficult. Income guidelines for eligibility are based on family size and are updated each year by the USDA. The District will ensure parents are informed of the eligibility requirements and application procedures for free or reduced cost meals.

Parents shall be provided with a copy of this policy and an application for free or reduced cost meals annually at the start of the school year through a mailing as well as in the student handbook, and upon enrollment of a transfer student during the school year. It will also be available on the School Nutrition Services pages of the District website. Each notice shall also identify a member of the District staff, with contact information, who is available to answer questions or assist the parents with applying for free or reduced price meals.

Parents with limited English proficiency or print disabilities should contact the School Nutrition Services Director for assistance in understanding any part of this policy.

The District will proactively enroll students found to be categorically eligible into the free or reduced price meal program. The District will seek to enroll eligible students in the free or reduced price meal program upon learning from any source of the student's potential eligibility. When eligibility is established, the District will apply the earliest effective date permitted by federal and state law.

The District will provide a copy of this policy and application materials for free or reduced price meals to town welfare offices/human services offices and other local social service agencies who may have contact with parents who are confronting layoffs or other financial hardship.

### **Students Without Cash in Hand or A Positive Account Balance**

It is the parents' responsibility to provide their student with a meal from home or to pay for school prepared meals. Therefore, the District's policy is to direct communications to parents about student meal debt. When parents chose to provide meals sent from home, it is the parents' responsibility to explain to their student the necessity of the student not using the school meal program.

Initial efforts to contact parents will be by e-mail or phone, however if those efforts are unsuccessful, letters to parents will be sent home in sealed envelopes with the student or through US Mail. Resolution of the problem should seek to ensure the student has ongoing access to an appropriate meal.

Should the student's meal account balance fall below zero, a balance statement requesting immediate payment shall be sent to parents no less than once each week.

**Elementary and Middle School:** Regardless of whether a student has money to pay for a meal or has a negative balance in the student meal account, a student requesting a meal shall be provided with a meal (not a la carte items) from among the choices available to all students.

If the student's meal account balance debt grows to \$15.00 or more a letter demanding immediate payment shall be sent by US Mail to the parent or the parent shall be contacted by Raymond School Nutrition Services by phone or in person. Where warranted, the School Nutrition Services Director may arrange a payment schedule to address current meal consumption and arrearages while the school continues to provide the student with meals. If the student's meal account debt grows to \$30.00 or more the parents will be requested to meet with the principal.

When appropriate, the Principal should explore with the parents whether an application for free or reduced cost meals is warranted. Where extenuating circumstances of financial hardship exist and the family is not eligible for free or reduced cost meals, the District will work with the parents to identify and engage governmental and private charitable resources which are available to assist the family. The District may refer parents to school social workers and/or school counselors to identify and explore potential resources.

If a student with a negative balance in his or her meal account seeks to make a purchase with cash or check, the student will be allowed to do so. There is no requirement that the funds be applied first to the debt.

**High School:** Parents of high school students whose balance grows to \$15.00 will be notified that once the balance grows to \$30.00, the student will no longer be permitted to charge any items.

When appropriate, the Principal should explore with the parents whether an application for free or reduced cost meals is warranted. Where extenuating circumstances of financial hardship exist and the family is not eligible for free or reduced cost meals, the District will work with the parents to identify and engage governmental and private charitable resources which are available to assist the family. The District may refer parents to school social workers and/or school counselors to identify and explore potential resources.

If a student with a negative balance in his or her meal account seeks to make a purchase with cash or check, the student will be allowed to do so. There is no requirement that the funds be applied first to the debt.

### **Unresolved Debt**

Parents in need of assistance for unresolved food service debt are encouraged to contact the School Nutrition Services Director to explore options for repayment or to discuss the possibility of a payment plan, if applicable. If no approved payment plan is in place, and a student with a balance of over \$30 continues to use the school meal program, a second letter shall be sent to the parents using certified mail, return receipt requested. If parents continue to fail to provide the student with a meal sent from home, continue to fail to provide funds for their student to use the school meal program, continue to refuse to cooperate with reasonable requests by District staff to address the overdue debt, and the parent is believed to have the ability to pay, the Superintendent may pursue payment through civil legal action, including filing a claim in small claims court pursuant to RSA Chapter 503. The Superintendent is delegated authority to assess the likelihood that civil action will lead to payment, the resources required to pursue collection, and to pursue such action only when doing so is in the best interest of the District.

Applying the policy set forth above, the Superintendent shall determine if further collection efforts are in the best interest of the District. Any payments collected on debt that has been offset with District funds, shall be credited to the District. All debt collection efforts shall comply with RSA Chapter 358-C, New Hampshire's Unfair, Deceptive or Unreasonable Collection Practices Act.

The Superintendent shall try to identify non-profit charities that are willing to contribute funds to the district to assist in keeping a positive balance in the meal account of students whose parents do not qualify for free meals and who due to financial hardship are unable to consistently keep the student meal account in a positive balance. If at the end of the fiscal year uncollected debt in student meal accounts must, as a last resort to fulfill federal requirements, be paid to the school meal program from other District funds, the parents' debt for unpaid meal charges shall be owed to the District.

Students who have a balance of over \$30 will not be permitted to participate in the Senior Class Trip unless the balance is paid in full or parents have made prior arrangements with the School District for an approved payment plan. Parents will be notified of this procedure annually beginning in 8<sup>th</sup> grade.

### **Staff Enforcement of Policy/Training**

A copy of this policy and refresher training shall be provided annually to all food service and school staff responsible for serving student meals or enforcing this policy. New staff with these responsibilities shall be provided with a written copy of the policy and training on the policy during their initial training or orientation. A record shall be maintained documenting that new staff receive the policy and training. The record must also document that all applicable staff receive a copy of the policy and refresher training annually.

### **Student with Special Dietary Needs**

Nothing in this policy prohibits providing an appropriate meal to a student with special dietary needs such as, but not limited to, diabetes, provided these needs have been documented in a health plan, Sec 504, or IEP. If the meal is medically required, and the student has a negative student meal account balance, or does not have cash to purchase the meal, the necessary dietary needs will be met.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) and at any USDA office, or write a

letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This District is an equal opportunity provider.

### **Nondiscrimination**

It is the District's policy that in the operation of child feeding programs, no child will be discriminated against because of race, sex, color, national origin, age, or disability. 7 C.F.R. 245.5(a)(1)(viii). Students will not be denied meals due to the existence of other unpaid charges at the school or for disciplinary reasons.

### **Assessment for Neglect Reporting**

If a student who has been determined to be ineligible for free or reduced cost meals or whose parents have refused to cooperate with filing an application for free or reduced cost meals is consistently not provided with meals, either through a meal sent from home or the payment for a meal through the school meal program, the Principal will assess whether a report of child neglect is warranted to the New Hampshire Department of Health and Human Services, Division for Children, Youth, & Families, as required by RSA 169-C:29-31.

### **Legal References**

15 U.S.C. § 1692-1695 federal Fair Debt Collection Practices Act (FDCPA)  
42 U.S.C. 1758(b)(6), Use or disclosure of information  
Civil Rights Act of 1964 & 7 C.F.R. Part 15, Subpart A & B  
2 C.F.R. §200.426  
7 C.F.R §210.09  
7 C.F.R §210.10  
7 C.F.R §210.15  
7 C.F.R. §245.5  
USDA SP 46-2016 - No later than July 1, 2017, all SFA's operating the Federal school meal program are required to have a written meal charge policy.  
USDA Guidance SP37-2016: Meaningful Access for Persons with Limited English Proficiency (LEP) in the School Meal Programs  
RSA 189:11-a  
RSA 358-C , New Hampshire's Unfair, Deceptive or Unreasonable Collection Practices Act;  
NH Dept. of Education Technical Advisory - Food and Nutrition Programs

Adopted: July 11, 2018

## **Raymond School District Policy EGA-R**

### **ACCEPTABLE USE PROCEDURES - STUDENTS**

The responsibility of the students and the parents or guardians of students is to familiarize himself/herself with and abide by the rules of these Acceptable Use Procedures, the Student Handbook and all other applicable school policies.

#### **I. Introduction**

Pursuant to New Hampshire Revised Statutes Annotated 194:3-d, these Acceptable Use Procedures shall serve as a statement on the appropriate use of the various technology resources available to all authorized students of the Raymond School District including, but not limited to, the Raymond School District computers, network, electronic mail system (e-mail), website ([www.sau33.com](http://www.sau33.com)) and Internet access. It is the Raymond School District's goal to enhance educational excellence with the assistance of these technology resources.

##### **A. The Internet**

The Internet is a vast information network that links individuals, computers, networks and databases throughout the world. The Internet has the potential to serve as an invaluable resource because it allows immediate access to and download of educational materials found at universities and colleges, government agencies and departments, non-profit organizations, private businesses and companies, and even private residences. Students and Parents/guardians should be aware that the Internet's power to access limitless resources also includes information or material that lacks educational value and can be inaccurate, controversial, objectionable, offensive, defamatory and even illegal. The Raymond School District does not condone the use of such materials at any time and prohibits the use of the Raymond School District technology resources for these purposes. It is technologically impossible for the Raymond School District or any District staff member to adequately filter or control the quality or content of the information available on the Internet while still retaining a meaningful connection to it. Therefore, students will be held responsible for ensuring that their activities adhere to the District's Acceptable Use Procedures and policy, EGA-Internet Access, and to generally accepted educational standards as outlined in other applicable District policies.

The internet also provides new and exciting interactive communication technologies. While these interactive technologies are exciting and hold great potential for the learning process, they are also very disruptive if improperly utilized. Students using Raymond School District Internet access to participate in these interactive technologies without an educational purpose will immediately lose all Internet access privileges and may be subject to disciplinary action.

Internet access can serve as a means for improving, extending and enriching teaching and learning in the Raymond School District. The Raymond School District firmly believes that the educational benefits to staff and students from access to the Internet, in the form of information resources and opportunities for collaboration or interaction, far exceed the disadvantages.

##### **B. Raymond School District Web Presence**

The Raymond School District's presence on the Internet has been established to communicate with staff, students, parents, community members and the world. The Raymond School District's website ([www.sau33.com](http://www.sau33.com))

is intended to convey general information about the District's schools, events, curriculum or programs of study, and policies and procedures. Sections must be responsibly developed. All information or material must be professional, ethical and meet the standards required of other District publications. It is not a forum for regularly hosting publications for non-Raymond School District events or organizations. The District uniformly prohibits unauthorized hyperlinks from its sections to other websites.

In order to maintain the safety of the Raymond School District students, student work or materials, pictures of students, and any such other information that would allow for the identification of students, will only be allowed after the receipt of written permission from students and their parents or guardians. All information about students posted will comply with the District's policy on student records, the Federal Family Education Rights and Privacy Act, and any other applicable state or federal law.

## II. Responsibilities

Students are responsible for appropriate behavior when using the Raymond School District and personally owned technology resources, just as they are in a classroom, a school hallway, or other school or District function. As outlined in the Student Handbook, general school rules for behavior and communications apply. The Raymond School District technology resources are provided for students to conduct research, gather information and communicate with others for educational purposes. The Raymond School District technology resources shall not be utilized for personal, commercial or other non-educational purposes. Violations may result in disciplinary action, including restricted access or suspension of computer privileges, following a review of the incident.

Acknowledging that the potential for abuse of network resources exists, all students and parents or guardians of students who are minors must sign the Raymond School District Acceptable Use Agreement Form prior to accessing the Raymond School District technology resources, including the District network. All students and parents or guardians of students shall assume full liability, whether legal, financial or otherwise, for students' actions when using the Raymond School District technology resources. Similarly, outside of school, parents and guardians bear responsibility for the appropriate guidance of their children on the Internet, as they do with other information sources such as television, telephones, movies, radio or other potentially offensive media.

Responsible use of the Raymond School District technology resources by students include but are not limited to:

- i. Conducting themselves in ways that are not harmful or deliberately offensive to others;
- ii. Using the technology resources for legal and legitimate educational purposes;
- iii. Direct electronic communication will only be allowed in a supervised classroom environment;
- iv. Only using the technology resources when authorized to do so as outlined in these procedures;
- v. Changing passwords annually or whenever their current passwords may be known to others;
- vi. Closing all personal files and not leaving computer sessions unattended;
- vii. Immediately notifying a parent, classroom teacher, principal or appropriate District employee if others are using the District's technology illegally or trying to contact them for unlawful or suspicious activities.

### Personally-owned Computing Devices

1. A student who wishes to use a personally-owned computing device in school must complete a Student BYOD (Bring Your Own Device) Registration and Agreement form. The form must be signed by the student and his/her

parent/guardian. BYOD is for educational purposes in classes of participating teachers, and only when the use of personally-owned devices is permitted by the teacher.

2. The student is responsible for proper care of his/her personally-owned computing device, including any costs of repair, replacement or any modifications needed (including installation of up-to-date anti-virus software) to use the computing device at school.
3. The Raymond School District is not responsible for damage, loss or theft of any personally-owned computing device.
4. Students are required to comply with all Raymond School Board policies, administrative procedures and school rules while using personally-owned computing devices at school. Only the District's Student Guest Network will be accessible by students. Students may not access the internet through other services such as 3G and 4G services while on school property. Under no circumstances will students be allowed to access the Raymond School District's primary network.
5. Students have no expectation of privacy in their use of a personally-owned computing device while at school. The Raymond School District reserves the right to search a student's personally-owned computing device if there is reasonable suspicion that the student has violated Raymond School Board policies, administrative procedures or school rules, or engaged in other misconduct while using the computing device.
6. Violation of any Raymond School Board policies, administrative procedures or school rules involving a student's personally-owned computing device may result in the revocation of the privilege of using the computing device at school and/or disciplinary action.
7. The personally-owned computing device may be confiscated when used by a student in school without authorization or permission, as required by these rules. The contents of the computing device may be searched in accordance with applicable laws and policies.
8. Use of personally-owned devices shall not be disruptive or in violation of any Raymond School District policy.

### III. Privilege

The use of the Raymond School District technology resources is a privilege and not a right. The Raymond School District technology resources are only for legitimate educational purposes to students and staff of the District, and shall not constitute a public forum.

Behaviors and activities that shall result in appropriate disciplinary action include, but are not limited to:

- i. Interfering with the normal and proper operation of the Raymond School District computers, network, e-mail system, website, Internet access, or other technology tools;
- ii. Adversely affecting the ability of others to use equipment or services;
- iii. Disclosing personal information such as name, school, address, and telephone number outside of the school network;
- iv. Trespassing in another person's folders, work, files or e-mails;
- v. Storing or transferring unnecessarily large files;

- vi. Accessing, viewing, storing, creating, transferring or otherwise using any text, image, movie or sound recording that contains potentially harmful material, pornography, profanity, obscenity or language that offends or tends to degrade others;
- vii. Attempting to download or install any software on the computers;
- viii. Downloading software from the Internet;
- ix. Sharing individual passwords with others;
- x. Using the technology resources for commercial, financial and/or personal gain, including solicitation and business of any nature;
- xi. Using profanity, vulgarity, obscenity or other language which tends to be offensive or tends to degrade others;
- xii. Sending hate mail, cyber bullying, anonymous messages or threatening messages;
- xiii. Sending "chain" type letters and unsolicited bulk mails (spamming);
- xiv. Using harassing, racial, sexist or discriminatory remarks and other antisocial behaviors;
- xv. Using e-mail, news groups, list servers, instant chat rooms, discussion groups, and other forms of electronic communication for non-educational purposes;
- xvi. Wasting resources, including paper and toner/ink;
- xvii. Using invasive software such as viruses, worms and other detrimental activities;
- xviii. Using encryption or security measures to avoid monitoring or review in the ordinary course of business or routine maintenance by the system administrator or District staff;
- xix. Attempting to log-on to the network as the system administrator;
- xx. Using someone else's password;
- xxi. Misrepresenting oneself as another user;
- xxii. Changing files that do not belong to the user;
- xxiii. Revealing personal information about others;
- xxiv. Infiltrating, disrupting or interfering with others' use of the Raymond School District technology resources or infiltrating, disrupting or interfering with others' use of outside computing systems or networks;
- xxv. Intentionally infringing upon the intellectual property rights of others in computer programs or electronic information, including plagiarism and/or unauthorized use or reproduction;
- xxvi. Transferring, utilizing or storing material in violation of copyright laws or license agreements;
- xxvii. Involvement in any activity prohibited by law or school district policy;
- xxviii. Creating hyperlinks between the Raymond School District's Website and other Internet sites;
- xxix. Any computer use, web page creation and Internet access for the purpose of disrupting the learning process by any of the means listed above;
- xxx. Using school technology or network resources in hacking attempts or attempts to otherwise compromise system security including attempts to bypass the filtering system;

The Raymond School District reserves the right to add and include additional behaviors and activities to the above list.

Use of the District's technology resources for any altruistic or charitable purpose must be approved in advance by the appropriate district administrator. The Raymond School District reserves the right to add and include additional behaviors and activities that can result in appropriate disciplinary action.

#### IV. Violations

The District is aware that violations of these procedures may occur under circumstances where the student is involuntarily routed to sites containing inappropriate information or material. Upon arriving at such sites, it is the responsibility of the student to immediately exit such site as quickly as possible, and report the event

to the building administration. Disciplinary action under these procedures shall only result from willful and intentional violations of these procedures. The District reserves the right to discipline any student for violations of these procedures where it is apparent that the student knew, or should have known, that violations of these procedures were likely to occur as a result of the actions, or inactions, of the student in question.

V. Disciplinary Actions

Student violation of these Acceptable Use Procedures and /or other Raymond School District policies shall result in, but is not limited to, one or more of the following:

- i. Restriction, suspension or revocation of access privileges to technology resources;
- ii. Removal from a class activity;
- iii. Removal from a course;
- iv. Removal from an extracurricular activity;
- v. Detention, suspension or expulsion;
- vi. Referral to the appropriate legal authorities for possible prosecution;
- vii. Civil liability.

VI. Privacy

Students have no rights of privacy with regard to their use of the Raymond School District technology resources, which includes but is not limited to the Raymond School District computers, network, Raymond School District Website, and Internet access. Raymond School District retains ownership and control of its technology resources. The District does not guarantee, and students should not have any expectation of, confidentiality, privacy, security or ownership of the content of any information accessed, sent, received, created or stored thereon, including network drive or portable memory devices. Students should realize that electronic communications and other information sent through the Internet are accessible by IT staff and third parties.

A system administrator or other authorized District staff member may, at any time, without advance notice to students, monitor, access, modify, remove, review, retrieve and/or disclose the subject, content and appropriateness of any and all information stored or transmitted on District technology resources, including information that may have been deleted but still exists on the system. Students are put on notice that deleted messages are never completely removed and may be retrieved or restored. Students should not save their personal work on computer hard drives, but rather should use the network or a portable memory device for saving their work. Students shall frequently delete old files. During routine maintenance the system administrator may delete files stored on any of the Raymond School District technology resources.

The District makes no warranties of any kind, whether expressed or implied, for the technology services it is providing. While the Raymond School District will make every effort to preserve data, students are responsible for the preservation of their own data. The District will not be held responsible for any damages a student may suffer, including but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries or service interruption caused by its own actions or a student's errors or omissions. The District specifically denies any responsibility for the accuracy or quality of information obtained through its technology resources. Students must fully understand that the use of any information obtained through the Internet is at the student's own risk.

The Raymond School District reserves the right to record all Internet addresses, screen activity, and electronic communications accessed by students. Likewise, the District has the right to determine what information is posted on its website and it will routinely monitor all technology resources in order to maintain their

integrity and to ensure compliance with these regulations. Any and all violations of these procedures detected by district staff will be reported to the school principal or appropriate district administrator for investigation and/or disciplinary action.

#### VII. Copyrighted and Other Proprietary Materials

It is the intent of the Raymond School District to adhere to the provisions of the U.S. Copyright Act and the license agreements and/or policy statements contained in software packages or other resources used by the District. All students shall respect the copyright and proprietary interest of any materials accessed through the Raymond School District technology resources. Whether for personal use or for the use of others, students may not duplicate copyrighted materials, graphics or software, including school owned software, without permission from the copyright holder, unless the use falls within the legal parameters of the Fair Use Doctrine. The improper duplication or use of copyrighted materials is a violation of this policy and is subject to disciplinary actions, as well as possible civil liability and criminal prosecution.

#### VIII. Complaints

If violations of these regulations occur, the classroom teacher, school principal or appropriate District administrator shall be informed and all complaints shall be documented. Every effort will be made to protect the anonymity of the reporting person, but anonymity cannot always be guaranteed. The school principal or appropriate District administrator shall conduct an investigation and document the complaint and any disciplinary action taken.

Students who are disciplined as a result of these regulations have the same rights to appeal as with any disciplinary action.

#### IX. Enforcement

The Raymond School District uses a technology protection measure that monitors, blocks and/or filters Internet access to Internet sites that are not in accordance with District policy.

The technology protection measure that blocks or filters access may be disabled by appropriate personnel upon request for bona fide research purposes. IT staff may override the technology protection measure to access a site with legitimate educational value.

Appropriate personnel will monitor use of District technology resources to ensure enforcement of the procedures.

The Raymond School District extends a thank you to the Londonderry School District for allowing us access to their acceptable use policy and technology guidelines.

Adopted: April 16, 1998

Revised: November 4, 1999

Revised: September 20, 2001

Revised: May 16, 2001

Revised: May 16, 2001

Revised: August 2, 2006

Revised: May 6, 2009

Revised: June 20, 2012

## **Raymond School District Policy – IJOC**

### **VOLUNTEERS**

The District recognizes the valuable contribution made to the total school program through the volunteer assistance of parents and other citizens. In working with volunteers, a District staff shall clearly explain the volunteer's responsibility.

The Superintendent is responsible for developing and implementing procedures for the utilization of volunteers. The selection of volunteers will be consistent with those policies and procedures under the direction of the Superintendent or his/her designee.

The voluntary help of citizens should be requested by staff through administrative channels to assist in conducting selected activities and/or to serve as resource persons. Staff members shall receive training in assignment of duties and supervision and evaluation of volunteers.

#### Designated Volunteers

Designated volunteers will be required to undergo a background investigation and a criminal records check.

"Designated volunteer" means any volunteer who:

- A. Comes in direct contact with students on a daily basis;
- B. Meets regularly with students;
- C. Meets with students on a one-on-one basis;
- D. Any other volunteer so designated by the School Board or Superintendent.

Designated volunteers are subject to the provisions of Policy GBCD – Background Investigation and Criminal Records Check.

#### Volunteer Duties

- A. Complete an application form describing their skills, interests and availability.
- B. Serve in the capacity of assistants and not be assigned to roles which require specific professional training. Instructional services shall be rendered under the supervision of certified staff.
- C. Sign a confidentiality agreement, and refrain from discussing the performance or actions of a student except with the student's teacher, counselor or Principal.
- D. Refer any student problem that arises, whether of an instructional, medical or operational nature, to a regular staff member.
- E. Receive orientation, including
  - 1. General job responsibilities
  - 2. Information about school facilities, routines, and procedures, including safety and evaluation
  - 3. Work schedule and place of work
  - 4. Expected relationship to regular staff
- F. Receive appropriate training at the building level, consistent with their tasks and existing District standards. This training shall be developed under the leadership of the Principal in consultation with the volunteer coordinator.
- G. The school district employee with whom the volunteer is working is should have assignments and activities clearly defined and in writing.

H. Receive evaluation and acknowledgment for their services.

I. Volunteers may be terminated when:

1. Program and/or duties are no longer needed;
2. They are replaced by paid staff; or
3. In the sole judgment of the administration, their conduct does not meet the standards of the District.

#### Coaches

Volunteer coaches of individual sports must be certified in that sport and be in compliance with the standards set by NHIAA.

Volunteers should only function under direct supervision of a school employee.

#### Statutory/Regulatory Reference:

RSA 189:13a

Adopted: August 1, 2002

Revised: August 27, 2008

## **Raymond School District Policy – IKAD**

### **CHANGING STUDENT GRADES**

Every teacher shall maintain an evaluation record for each student in the teachers' respective classes. Parents/guardians of a student, or the student him/herself, if the student is 18 years of age or older, may request to have his/her grade changed only for grades on final exams or grades at the end of a marking period.

Final grades can only be changed for the following reasons:

1. A miscalculation of test scores;
2. A technical error in assigning a particular grade or score;
3. The teacher agrees to allow the student to do extra work that may impact the grade;
4. An inappropriate grading system used to determine the grade; or
5. An inappropriate grade based on an appropriate grading system.

Administrators will not change the final grade assigned by the teacher without first notifying the teacher.

Additionally, the Superintendent is charged with promulgating administrative rules to be followed when a request for a change in letter grade is made.

Adopted: December 2, 2009

**Raymond School District Policy – IKAD-R**

**CHANGING STUDENT GRADES – PROCESS**

Should a request be made to change a letter grade on final exams or grades at the end of a marking period, term, or semester, the following procedures are to be followed:

**Step 1 - Informing the Teacher**

Parents/guardians, or a student who is 18 years of age or older, who are dissatisfied with the student's final grade received during a marking period may submit a written request to either the teacher of the course, or to the principal, to have the final grade reviewed and/or changed.

This request must be received by the teacher or principal within ten (10) work days of the parent's/student's receipt of the grade.

**Step 2 – Meeting Between Parents, Teacher and Principal**

If the request is sent to the teacher, the teacher shall immediately inform the principal of the request. If the principal receives the request, the principal shall inform the teacher thereof. Within five (5) work days of receiving a request to correct or remove a final grade, the principal shall contact the parents/guardian/student and arrange for a meeting to discuss the matter. A meeting shall be scheduled as soon as is practically possible that allows for attendance of the teacher, the principal, and the parents/guardian/student.

At the meeting, the parent/student will be provided with a copy of Policy IKAD – Changing Student Grades. At the meeting, the teacher who gave the grade shall be given an opportunity to state orally, in writing, or both, the reasons for which the grade was given.

Parents/guardian/students may also present evidence, either written or verbally, as to why they believe the grade should be changed. Parents/guardian/students are encouraged to limit their evidence to material that will establish an error consistent with the provisions of Policy IKAD.

**Step 3 - Resolution**

Within five (5) work days of the meeting, the principal shall issue a written decision on the parent's/student's request to change the student's grade. Parents/guardian/students will be notified of the principal's decision in writing.

Student grades will only be changed for one of the reasons set forth in Policy IKAD. However, if after meeting with the parents/guardian/student, the teacher determines that extenuating circumstances affected the student's grade, the teacher may recommend that the principal take into consideration such circumstances when reaching his/her decision.

The decision of the principal shall be final.

The principal may, upon his/her own discretion, elicit the assistance of other teachers or guidance counselors to assist in making the decision.

Adopted: December 2, 2009

## **RAYMOND SCHOOL DISTRICT POLICY – JBAA**

### **Sexual Harassment – Students**

#### **I. PURPOSE**

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

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

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

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

#### **II. SEXUAL HARASSMENT/SEXUAL VIOLENCE DEFINED**

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

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

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

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

#### **III. REPORTING PROCEDURES**

1. The Superintendent or his/her written designee is responsible for implementing all procedures of this policy. Additionally, the Superintendent may develop and implement additional administrative regulations in furtherance of this policy.

2. Any student who believes he or she has been the victim of sexual harassment should report the alleged act(s) immediately to any District employee or the building Principal. If a student initially reports the alleged act to a District employee, that employee shall immediately notify the building Principal, who shall then immediately notify the Superintendent.
3. The Board encourages all students and staff members to use the Report Form available from the Principal or Superintendent.
4. In each building, the Principal is the person responsible for receiving oral or written reports of sexual harassment. Upon receipt of a report, the Principal will notify the Superintendent immediately without screening or investigating the report. If the report was given verbally, the Principal shall reduce it to written form within 24 hours and then forward it to the Superintendent. Failure to forward any sexual harassment 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.
5. The Board designates the Superintendent as the District Human Rights Officer to receive any report or complaint of sexual harassment. If the complaint involves the Superintendent, the complaint shall be filed directly with the School Board.
6. Submission of a complaint or report of sexual harassment will not affect the student's standing in school, grades, work assignments, eligibility for extra-curricular activities or any other aspect of the student's educational program.
7. The use of formal Reporting Forms provided by the District is voluntary. The District will respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the School District's legal obligations and the necessity to investigate allegations of sexual harassment and take disciplinary action when the conduct has occurred.

#### **IV. INVESTIGATION AND RECOMMENDATION**

The Superintendent, as the designated Human Rights Officer, will authorize an investigation upon receipt of a report or complaint alleging sexual harassment. This investigation may be conducted by District officials or by a third-party designated by the School Board.

If District officials conduct the investigation, the investigation should consider the surrounding circumstances, the nature of the sexual advances, the relationship between the parties and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes sexual harassment 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. Students who are interviewed may have a parent or other representative present at the discretion of administration.

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

If the Board determines that a third-party designee should conduct the investigation, the District agrees to assent to that party's methods of investigation.

Upon completion of an investigation conducted by either District officials or a third-party, the Board and the Superintendent will be provided with a written factual report and recommended action.

#### **V. SCHOOL DISTRICT ACTION**

If the investigating party determines that the alleged conduct constituted sexual harassment, the Superintendent or Principal may discipline the offending student. Such discipline may include, but is not limited to, detention, in-school suspension, out-of-school suspension up to 10 days, out-of-school long-term suspension up to 20 days, or expulsion. Discipline will be issued in accord with other applicable Board policies. Due to FERPA and other privacy-related laws, the victim will not be informed of what discipline was imposed.

If the investigating party determines that the alleged conduct did not constitute sexual harassment, both the complaining party and the accused will be informed of such. No disciplinary action will be taken.

Conduct which does not rise to the level of sexual harassment as defined by the policy, but is nonetheless inappropriate or is in violation of other Board policies, will be addressed on a case-by-case basis by the Superintendent or Principal, who may still impose discipline or order the offending student to engage in some remedial action.

#### **VI. REPRISAL**

The School District will discipline any student who retaliates against any other student who reports alleged sexual harassment 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, threats, reprisal or harassment.

#### **VII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES**

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

#### **VIII. SEXUAL HARASSMENT OR SEXUAL VIOLENCE AS SEXUAL ABUSE**

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

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

#### **IX. AGE-APPROPRIATE SEXUAL HARASSMENT POLICY**

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

It shall also be a violation of the school district's policy for a student to harass a coach, teacher, administrator, employee or other personnel of the school district.

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

#### **X. BY-PASS OF POLICY**

Any individual with a sexual harassment complaint may choose to bypass this Policy and accompanying regulation and proceed directly to: N.H. Commission on Human Rights, at 2 Chenelle Dr., Concord, NH 03301, phone 603-271-2767 or US Department of Health & Human Services, Office for Civil Rights, Region 1, JFK Building, Room 1875, Boston, MA 02203, phone 617-565-1340.

#### **Legal References:**

NH Code of Administrative Rules, Section Ed. 303.01(j), Substantive Duties of School Boards; Sexual Harassment Policy

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

NH Code of Administrative Rules, Section 306.04(a)(9), Sexual Harassment

Appendix: GBAA-R, BBA-R

Approved: December 21, 2011

Raymond School District Policy - JH

STUDENT ABSENCES AND EXCUSES

Each student enrolled in the Raymond Public Schools is required to attend school on a regular basis. In order to take maximum advantage of the educational opportunities offered by the Raymond School District, students need to establish a pattern of regular and punctual attendance. Student attendance is the responsibility of the parent(s)/guardian(s) and the student. Students should always be in school except when:

1. The student's health prohibits attendance.
2. The student's presence is required elsewhere by sound, pressing, and unavoidable out-of-school activity.
3. The student, the student's parent(s)/guardian(s), and the Principal agree that the reason for the absence is in the best interest of the student.

Absences, even with the approval of the parent(s)/guardian(s), that are excessive and/or interfere with the student's educational program will be discussed with parent(s)/guardian(s) and/or the student will be referred to the Student Intervention Team.

The Board considers more than four (4) absences per marking term to be excessive. As the student progresses through school, the major responsibility for attendance shifts from parent(s)/guardian(s) to the student; therefore, the school's response to an excessive number of absences will differ from level to level. Each school will develop procedures outlining how it will deal with students who have an excessive number of absences. There are a number of items that are common to all levels; these include:

1. Tardiness has a negative impact on a student's performance in school. Each school will develop procedures to deal with students who are tardy.
2. Any procedures that impact a student's grade due to excessive absences will contain an appeal process.
3. Students are expected to make up all work missed due to absence, tardiness, or dismissal. Credit for make-up work will be given only to students with excused absences.
4. Students who do not attend school due to an unexcused absence will not be allowed to participate in or attend school activities on that day. *Students who have an unexcused absence on the last day of school before a weekend school activity will not be permitted to participate in the weekend activity.*

5. Students who do not attend school due to a medical reason will be provided a temporary home-based program not to exceed 45 days in a school year. Attendance will be counted as present during that time period. Medical permission will be required.

### 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 (Physician statement required for more than 3 consecutive days)
2. Recovery from an accident/natural disaster
3. Required court attendance
4. Medical and dental appointments
5. Death in the family
6. Observation or celebration of a bona fide religious holiday
7. Approved school activity
8. Individual Education Program/Alternative Education Program
9. College visitations

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

In the event of an illness, parent(s)/guardian(s) must call the school and inform the District of the student's illness and absence. Parent(s)/guardian(s) must provide written notice or a written excuse that states one of these reasons for non-attendance within 2 days of the student's return. The Principal may require parent(s)/guardian(s) 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 parent(s)/guardian(s) wish for their child to be absent for a reason not listed above, the parent(s)/guardian(s) 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 parent(s)/guardian(s) via telephone and writing of his/her decision. This advanced planning will allow teachers enough time to work with parent(s)/guardian(s) and the student regarding work completion. If the Principal determines that good cause does not exist, the parent(s)/guardian(s) 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.

Each Building Principal is responsible for overseeing attendance procedures at his/her school and assuring 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 pupil attendance are maintained at the individual schools.

The following applies to those students eighteen (18) years of age and older: After fifteen (15) consecutive days absent, when there has been no firm understanding with an absent student and his/her parent(s)/guardian(s), the school will send a warning letter to the parent(s)/guardian(s) giving notice that the student will be dropped from registration effective the 20<sup>th</sup> day of his/her consecutive absence unless a clear understanding, in writing, with parent(s)/guardian(s) is achieved beforehand. A copy of this letter will go to the Superintendent of Schools.

School Principals are responsible for developing Student Handbooks that will include rules regarding student absences, excuses, suspensions, and truancy. These rules will apply to all students.

Statutory References:

*RSA 193:1, 2, 7, 8, and 16*

*RSA 306.10 (a) (1)*

*See Policy JHB*

Adopted: September 1, 1994

R/R: 12/18/80, 1/23/85, 6/3/99

Revised: August 1, 2002

Revised: October 17, 2007

Revised: September 1, 2010

Revised: February 16, 2011

## **Raymond School District Policy - JHB**

### **TRUANCY**

#### Truancy

Truancy is defined as any unexcused absence from class or school. Any absence that has not been excused as per policy JH, Student Absences and Excuses, will be considered an unexcused absence.

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

A full-day presence is defined as a student who attends 4 or more hours of instructional time. A half-day presence is defined as a student attending at least 3, but less than 4, hours of instructional time. A full-day absence is defined as a student attending less than 3 hours of instructional time.

The Principal or designee is hereby designated as the District employee responsible for overseeing truancy issues. The Principal shall not file a petition alleging that a child is in need of services pursuant to RSA 169:D-2, II (a) until all steps in the school district's intervention process under RSA 189 have been followed.

#### 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 parent(s)/guardian(s), and other staff members as may be deemed necessary. The intervention shall include processes including, but not limited to:

1. Investigates the cause(s) of the student's truant behavior;
2. Considers, when appropriate, modification of his/her educational program to meet particular needs that may be causing the truancy;
3. Involves the parent(s)/guardian(s) in the development of a plan designed to eliminate the truancy;
4. Seeks alternative disciplinary measures, but still retains 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(s)/guardian(s) 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/guardian's responsibility to ensure that the student attends school; and
3. A request for a meeting between the parent(s)/guardian(s) 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 eliminating truancy.

1. Coordinate truancy-prevention strategies based on the early identification of truancy, such as prompt notification of absences to parents/guardians.
2. Assist school staff to develop site attendance plans by providing developmental 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 this policy, the Board will place the item on the agenda of a public school board meeting and will allow a minimum of 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 referenced in the student handbook.

#### 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*

Adopted: August 1, 2002

Revised: March 16, 2011

Revised: June 17, 2015

## **Raymond School District Policy - JICD**

### **STUDENT CONDUCT, DISCIPLINE, AND DUE PROCESS**

Inappropriate student conduct that causes material and substantial disruption to the school environment interferes with the rights of others, or presents a threat to the health and safety of others will not be tolerated. Students are expected to exhibit appropriate classroom behavior that allows teachers to communicate and educate effectively.

Students will conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school district property or property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Consequences for the misconduct will be fair and developmentally appropriate in light of the circumstances.

Students who fail to abide by this policy and the administrative regulations supporting it may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to participate in or obtain their education; conduct that is violent or destructive; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion.

Suspension means an in-school suspension, an out-of-school suspension, long-term suspension, a restriction from activities or loss of eligibility. An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten consecutive school days. An out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed ten days. A long-term suspension will not exceed an additional ten days. A restriction from school activities means a student will attend school and classes but will not participate in practice or other extra-curricular activities.

Probation means a student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension will mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms will result in immediate reinstatement of the penalty.

Expulsion means an action by the Board to remove a student from the school environment, which includes, but is not limited to, classes and activities, for a period of time set by the Board.

Due process in accordance with all applicable laws will be afforded to any student involved in a proceeding that 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 193:13, IV.

Students receiving special education services will be disciplined in accordance with the student's IEP and all applicable provisions of the Individual with Disabilities Education Act (IDEA).

At all times, students are required to conduct themselves in accordance with behavioral standards set forth in Policy JIC and all other applicable Board policies.

Students and parents will be notified annually of this policy.

Legal References:

RSA 193:13, Suspension & Expulsion of Pupils

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

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

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

See Appendix: JICD-R

Adopted: August 1, 2002

Revised: June 3, 2009

Revised: May 2, 2012

**Raymond School District Policy – JICDA**

**STUDENT SAFETY AND VIOLENCE PREVENTION**

**Bullying and Cyberbullying**

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 student which:

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

Bullying fundamentally includes actions motivated by an imbalance of power based on a student's actual or perceived personal characteristics, behaviors, or beliefs, or motivated by the student'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, cell 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.

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

6. **Covered Areas:** In accordance with RSA 93-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 student's educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event.

**IA. For Reports or Complaints of Discrimination, including Harassment, Based on Race, Color, National Origin, Ancestry, Sex or Disability.**

In the event of an alleged act of discrimination, including harassment, based on race, color, national origin or ancestry, the Raymond School District will use the procedures in "*Discrimination, including Harassment, Based on*

*Race, Color, National Origin and Ancestry – ACA.” Where there is an alleged act of discrimination, based on sex, the Raymond School District will apply its procedures under its “AC-R-Title IX Grievances,” and for alleged sexual harassment, it will apply “JBAA-Sexual Harassment – Students.” In the event of an alleged act of discrimination, including harassment, based on handicap or disability, the Raymond School District will apply the procedures under its “ACE- Procedural Safeguards-Nondiscrimination on the Basis of Handicap/Disability.”*

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

The Board is committed to providing all students 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.

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 as 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, administrator, volunteer, or other employee 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, administrator, or other employee 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 Students 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.

These plans may be revised as circumstances warrant.

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

This policy shall apply to all students and school-aged persons on school district grounds and participating in school district functions, regardless of whether or not such student 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, website, hard copy, etc).

The Superintendent will ensure that all school employees and regular 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/legal guardians 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 or designee shall be responsible for receiving complaints of alleged violations of this policy.

#### Student Reporting

1. Any student who believes he/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 or designee as soon as possible, but no later than the end of that school day.
3. The administration will develop a system or method for receiving anonymous reports of bullying. Although students, parents, volunteers and visitors may report anonymously, formal disciplinary action may not be based solely on an anonymous report. Independent verification of the anonymous report shall be necessary in order for any disciplinary action to be applied.
4. The administration will develop student reporting forms to assist students and staff in filing such reports. An investigation shall still proceed even if a student is reluctant to fill out the designated form and chooses not to do so.
5. Upon receipt of a report of bullying, the Principal or designee shall commence an investigation consistent with the provisions of Section XI of this policy.

#### Staff Reporting

1. An important duty of the staff is to report acts or behavior that they witness that appears to constitute bullying.

2. All district employees and volunteers shall encourage students to tell them about acts that may constitute bullying. For young students, staff members given such information will need to provide direct assistance to the student.
3. Any school employee or volunteer who witnesses, receives a report of, or has knowledge or belief that bullying may have occurred shall inform the Principal as soon as possible, but no later than the end of that school day.
4. Upon receipt of a report of bullying, the Principal or designee shall commence an investigation consistent with the provisions of Section XI of this policy.

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, annually. 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 him/herself and shall forward one copy to the Superintendent. The Superintendent shall maintain said forms in a safe and secure location.

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

The Principal or designee shall report to the parents/guardians of a student who has been reported as a victim of bullying and to the parents/guardians of a student who has been reported as a perpetrator of bullying within 48 hours of receiving the report. Such notification will be made by telephone or personal conference, and in writing. 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). The notice shall include, at minimum, basic details of the alleged situation and timeframe of the investigation.

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

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

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

1. Upon receipt of a report of bullying, the Principal or designee shall, within 5 school days, initiate an investigation into the alleged act. If the Principal is directly and personally involved with a complaint or is closely related to a party to the complaint, then the Superintendent shall direct another district employee to conduct the investigation.
2. The investigation may include documented interviews with the alleged victim, alleged perpetrator and any witnesses. 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 or designee may ask students and/or parents to provide the District with printed copies of e-mails, text messages, website pages, or other similar electronic communications.
4. A maximum of 10 school days shall be the limit for the initial filing of incidents and completion of the investigative procedural process.
5. Factors the Principal or other investigator may consider during the course of the investigation, including but not limited to:
  - A. Description of incident, including the nature of the behavior;
  - B. How often the conduct occurred;
  - C. Whether there were past incidents or past continuing patterns of behavior;
  - D. The characteristics of parties involved, (name, grade, age, etc.);
  - E. The identity and number of individuals who participated in bullying behavior;
  - F. Where the alleged incident(s) occurred;
  - G. Whether the conduct adversely affected the student's education or educational environment;
  - H. Whether the alleged victim felt or perceived an imbalance of power as a result of the reported incident; and
  - I. The date, time and method in which parents or legal guardians of all parties involved were contacted.
6. The Principal or designee shall complete the investigation within 10 school days of receiving the initial report. If the Principal needs more than 10 school days to complete the investigation, the Superintendent may grant an extension of up to 7 school days. In the event such extension is granted, the Principal shall notify in writing all parties involved of the granting of the extension.
7. Whether a particular action or incident constitutes a violation of this policy shall require a determination based on all facts and surrounding circumstances and shall include recommended remedial steps necessary to stop the bullying and a written final report to the Principal.
8. Students who are found to have violated this policy may face discipline in accordance with other applicable board policies, up to and including expulsion. Students facing discipline will be afforded all due process required by law.
9. Consistent with applicable law, the District will not require or request that a student disclose or provide to the District the student's username, 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/legal 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 who commits one or more acts of bullying or retaliation may range from positive behavioral interventions up to and including suspension or expulsion of students.

Consequences for a student who commits an act of bullying or retaliation shall be varied and graded according to the nature of the behavior, the developmental age of the student, 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:

1. Admonishment
2. Temporary removal from classroom
3. Deprivation of privileges
4. Classroom or administrative detention
5. Referral to disciplinarian
6. In-school suspension
7. Out-of-school suspension
8. Expulsion

Examples of remedial measures may include, but are not limited to:

1. Restitution
2. Mediation
3. Peer support group
4. Corrective instruction or other relevant learning experience
5. Behavior assessment
6. Student counseling
7. Parent conferences

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

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

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

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

1. Within two school days of completing an investigation, the Principal will notify the students involved in person of his/her findings and the result of the investigation.
2. The Principal will notify via telephone the parents of the alleged victim and alleged perpetrator of the results of the investigation. The Principal will also send a letter to the parents of both parties within 24 hours again notifying them of the results of the investigation which shall summarize the investigation process and findings. The form for a parent to appeal the decision of a bullying investigation will be included in the letter of findings.
3. The Principal shall offer a meeting to parents/guardians. If the parents request, the Principal shall schedule a meeting with them to further explain his/her findings and reasons for his/her actions.

4. In accordance with the Family Educational Rights and Privacy Act and other 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. Appeal

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

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

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

An aggrieved parent/guardian has the right to appeal the final decision of the local School Board to the State Board within thirty (30) calendar days of receipt of the written decision of the local School Board in accordance with RSA 541-A and State of New Hampshire Department of Education Regulation 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. In order to facilitate the implementation of this policy, the Superintendent may establish further administrative rules or regulations.

#### 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.

#### XIX. Reports or Complaints of Discrimination, including Harassment, Based on Race, Color, National Origin or Ancestry

Students or other persons (i.e., students' parents or guardians) who believe that a student has been the subject of discrimination, including harassment, based on race, color, national origin or ancestry are encouraged to report promptly any such alleged act or incident, by using the Raymond School District Policy for "*Discrimination, including Harassment, Based on Race, Color, National Origin and Ancestry – ACA.*"

Raymond School District employees, volunteers and independent contractors who become aware of, witness acts of or receive a student report relating to a student experiencing discrimination, including harassment, based on race, color, national origin or ancestry shall inform the Principal or designee as soon as possible, but by no later than the beginning of the next school day, by using the Raymond School District Policy for "*Discrimination, including Harassment, Based on Race, Color, National Origin and Ancestry – ACA.*"

The Raymond School District Policy for "*Discrimination, including Harassment, Based on Race, Color, National Origin and Ancestry-ACA*" can be found on the District and school's Website, under "School Board Policy."

#### XX. Reports or Complaints of Discrimination, including Harassment, Based on Sex or Disability

Where there is an alleged act of discrimination, based on sex, the Raymond School District will apply its procedures under its "*AC-R-Title IX Grievances,*" and for alleged sexual harassment it will apply "*JBAA-Sexual Harassment – Students.*" In the event of an alleged act of discrimination, including harassment, based on handicap or disability, the Raymond School District will apply the procedures under its "*ACE- Procedural Safeguards-Nondiscrimination on the Basis of Handicap/Disability.*"

<u>Legal References:</u>	RSA 189:70, Educational Institution Policies on Social Media
	RSA 193-F:3, Student 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

Adopted: March 1, 2001  
Revised: August 1, 2002  
Revised: August 4, 2004  
Revised: November 19, 2008  
Revised: October 20, 2010  
Revised: June 6, 2012  
Revised: March 2, 2016  
Revised: October 29, 2018

## **Raymond School District Policy - JICFA**

### **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 State Board of Education shall engage or participate in hazing.

For the purposes of this policy, hazing is defined as an activity that 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 State 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, or forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled dangerous substance; or any forced physical activity that 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, that would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact that could result in extreme embarrassment, or any other forced activity that 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 State 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 that 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.

Statutory Reference:  
RSA 631:7

Adopted: August 1, 2002

## **Raymond School District Policy - JICI**

### **WEAPONS ON SCHOOL PROPERTY**

#### **Guns and Firearms - Students:**

Any pupil who brings or possesses a firearm as defined in section 921 of Title 18 of the United States Code in a safe school zone as defined in RSA 193-D:1 without written authorization from the Superintendent or designee shall be expelled from school by the local School Board for a period of not less than 12 months. This expulsion may be modified by the Superintendent upon review of the specific case in accordance with other applicable law. Pursuant to the provisions of 20 U.S.C. § 7151, Gun-Free Schools Act, the Board requires the Superintendent to contact local law enforcement authorities and/or the Division of Children and Youth Services and notify them of any student who brings a firearm or weapon on school property.

Weapons under control of law enforcement personnel are permitted.  
All students will receive written notice of this policy at least once each year.

#### **Other weapons:**

For the purposes of this policy, "weapon" includes but is not limited to: slung shot, metallic knuckles, billies, knives, electric defense weapons (as defined in RSA 159:20), aerosol self-defense spray weapons (as defined in RSA 159:20), and martial arts weapons (as defined in RSA 159:24).

"Weapon" is further defined as any device, instrument, material or substance, which is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury.

Weapons are not permitted in school buildings, on school property, in school vehicles or at school-sponsored activities. This policy applies to students and members of the public alike.

Student violations of this policy will result in both school disciplinary action and notification of local law enforcement authorities.

Members of the public who violate this policy may be reported to local law enforcement authorities, if possession of the weapon is used in a threatening, harassing or intimidating manner.

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

#### **Legal References:**

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

#### ***See Appendix JICD-R***

Adopted: November 16, 1992, R/R: 10/6/94, 3/23/95, Revised: August 1, 2002  
Revised: February 16, 2011, Revised: September 3, 2014

## **Raymond School District Policy - JICJ**

### **UNAUTHORIZED COMMUNICATIONS DEVICES**

Student use of cell/smart phones, camera phones, MP3 players, and other handheld electronic and/or communication devices is strictly prohibited during the school day unless approved by a classroom teacher and/or building administrator. This includes lunch periods and passing periods, as well as on school sponsored trips and driver education classes. Such devices are to be kept in a student's assigned locker with the power turned off. The Board recommends that these devices not be brought to school.

Upon reasonable suspicion that a school rule or the law has been violated through the use of such a device, an administrator may search for evidence of suspected wrongdoing. Any refusal on the part of a student to comply with a request to surrender the device may result in disciplinary action.

The Board may grant an exception to this policy for medical or emergency reasons only. This exception requires a written report from the student's medical provider explaining the need for the exception.

Additionally, it is prohibited for students to take, store, disseminate, transfer, view, or share obscene, pornographic, lewd, or otherwise illegal 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.)

Students participating in extra-curricular activities or athletics must contact their sponsor or coach for his/her rules involving cell/smart phone use after hours or on after-school bus trips. Sponsors and coaches will set their rules and establish their consequences for the use and/or misuse of these devices. Cell/smart phones are shut off during all practices, games and contests. They may be checked during breaks.

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

#### Consequences for Violating this Policy

*First Offense:* Warning and confiscation of the electronic communication device for the remainder of the school day. A disciplinary referral will be written if there is violation of another district policy. *Second Offense:* The electronic communication device will be confiscated. A disciplinary referral will be written. The student's parent/guardian must pick up the device from the principal or superintendent's office. *Third Offense:* The electronic communication device will be confiscated. A disciplinary referral will be written. The student's parent/guardian must pick up the device from the principal or superintendent's office. At the principal's discretion, the student may receive detention or in-school suspension.

Any further violations of this policy will result in the student's loss of possession of the electronic communication device for the remainder of the school year. The student's parent/guardian must pick up the cell/smart phone from the principal or superintendent's office at the expiration of that length of time. At the principal's discretion, the student may receive detention, in-school suspension, or out-of-school suspension not to exceed ten (10) days.

Adopted: August 1, 2002, Revised: March 21, 2008, Revised: April 20, 2011, Revised: May 6, 2015

## **Raymond School District Policy – JJA**

### **STUDENT ACTIVITIES & ORGANIZATIONS**

It is the policy of the Board to allow opportunities for all students to participate in co-curricular activities designed to meet their needs and interests.

Such activities must supplement and enrich regular academic instruction, provide opportunities for social development, encourage participation in clubs, athletics and performing groups, or encourage service to the school and community. These co-curricular activities support students in making choices and developing skills.

Any student organization must be approved by the Principal. An important goal is to provide students with a well-rounded, supported education.

In this policy, the term “co-curricular activities” means any student organization or activity that is supervised by contracted personnel and is independent of credit courses, including, but not limited to, Student Council, Peer Outreach, Student Leadership, Drama, Interact, Art, Math, Class Officers, and Honor Societies. (Note: Participating in Band and Choral required performances are considered part of the course and not co-curricular activity.) Festival trips and competitions with a financial component are not part of coursework. Co-curricular activities in this policy do not include sporting activities.

#### **Eligibility**

To participate in co-curricular activities, all students must meet eligibility requirements and understand that such participation is a privilege, not a right. The Superintendent is directed to establish eligibility standards and procedures for acceptable academic performance, good citizenship, responsibility and appropriate behavior. The eligibility standards and procedures for participation in co-curricular activities will be published in the student/parent handbooks. The student shall be subject to the standards stated in JJA-R, Co-Curricular Participation.

#### **Participation**

Students who participate in co-curricular activities will be required to adhere to high standards and expectations because a student who represents their school through clubs and organizations, student government, or the arts has a responsibility to uphold the integrity of the school.

The district allows students enrolled in other schools – including charter schools, non-public schools, and home schools – to participate on an equal basis in any activity offered by the district that is not offered at a student’s school of attendance, provided they meet the eligibility requirements for participation and the requirements of Raymond School District Policy IHBG-R, Home Education/Dual Enrollment. This applies to:

1. Students who are residents of this school district but who are being educated in a home school may participate provided they comply with all laws governing non-public home-based education.
2. Students who are residents of the district who are being educated in an independent or parochial school if the school in which the student is enrolled does not sponsor the activity.

The Superintendent is directed to establish procedures for application of students enrolled in other schools and an appeal process to implement this participation allowance.

#### **Participation Fees**

Non-enrolled students participating in district co-curricular activities are subject to the same fees charged to enrolled students for the activity.

Adopted: November 3, 2010

**Raymond School District Policy - JKA**

**CORPORAL PUNISHMENT AND PHYSICAL RESTRAINT**

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.

Provisions for the use of physical restraint, medical restraint, and/or mechanical restraint are established in Board Policy JKAA.

**Legal References**

*RSA 627:6, II, Physical Force by Persons with Special Responsibilities*

Adopted: November 4, 1976

Revised: August 1, 2002

Revised: June 1, 2011

Revised: March 4, 2015

## **RAYMOND SCHOOL DISTRICT POLICY – JLCJ**

### **Concussions and Head Injuries**

The School Board recognizes that concussions and head injuries are commonly reported injuries in children and adolescents who participate in sports and other recreational activities. The Board acknowledges the risk of catastrophic injuries or death is significant when a concussion or head injury is not properly evaluated and managed. The Board recognizes that the majority of concussions will occur in “contact” or “collisions” sports. However, in order to ensure the safety of all district student-athletes, this policy will apply to all competitive athletic activities as identified by the administration.

Consistent with the National Federation of High School (NFHS) and the New Hampshire Interscholastic Athletic Association (NHIAA), the District will utilize recommended guidelines, procedures and other pertinent information to inform and educate coaches, youth athletes, and parents/guardians of the nature and risk of concussions or head injuries, including the dangers associated with continuing to play after a concussion or head injury.

Annually, the District will distribute a head injury and concussion information sheet to all parents/guardians of student-athletes in competitive sport activities prior to the student-athlete's initial practice or competition.

All coaches, including volunteers, will complete training as recommended and/or provided by NHIAA, New Hampshire Department of Education and/or other pertinent organizations. Additionally, all coaches of competitive sport activities will comply with NHIAA recommended procedures for the management of head injuries and concussions.

#### Athletic Director or Administrator in Charge of Athletic Duties

**Updating:** Each spring, the athletic director or designee shall review any changes that have been made in procedures required for concussion and head injury management or other serious injury by consulting with the NHIAA or the District's on-call physician, if applicable. If there are any updated procedures, they will be adopted and used for the upcoming school year.

**All Sports:** Identified sports include all NHIAA-sanctioned activities, including cheer/dance squads, and any other district-sponsored sports or activities as determined by the District. Impact Tests will be completed every two years for all athletes by the high school. A medical doctor could also supply the District with impact test results at no cost to the District.

**Coach Training:** All coaches shall undergo training in head injury and concussion management by completing the NFHS (National Federation of State High School Associations) Concussion Course (free of charge). This course is located on the NFHS website and must be taken prior to any coaching.

**Parent Information Sheet:** On a yearly basis, a concussion and head injury information sheet shall be distributed to the student-athlete and the athlete's parent/guardian prior to the student-athlete's initial practice or competition. This information sheet may be incorporated into the parent permission sheet that allows students to participate in extracurricular athletics.

**Coach's Responsibility:** A student-athlete who is suspected of sustaining a concussion or head injury or other serious injury in a practice or game shall be immediately removed from play.

**Administrative Responsibilities:** The Superintendent or his/her designee will keep abreast of changes in standards regarding concussion, explore staff professional development programs relative to concussions, and will explore other areas of education, training and programs.

### Protocol For Return To Play

No member of a school athletic team shall participate in any athletic event or practice the same day he or she is injured and:

1. Exhibits signs, symptoms or behaviors attributable to a concussion; or
2. Has been diagnosed with a concussion.

No member of a school athletic team shall return to participate in an athletic event or training on the days after he/she experiences a concussion unless all of the following conditions have been met:

1. The student no longer exhibits signs, symptoms or behaviors consistent with a concussion, at rest or with exertion;
2. The student is asymptomatic during, or following periods of supervised exercise that is gradually intensifying;
3. The student receives a written medical release from a licensed health care provider; and

It is strongly recommended that a student be released through computer Impact Test screening.

The District may limit a student-athlete's participation to "Graduated Return to Play" standards and protocol, as determined by the student's treating health care provider.

### Concussion Awareness and Education

To the extent possible, the Board encourages the administration to implement concussion awareness and education into the District's physical education and/or health education curriculum. The administrative decision will take into account all relevant considerations, including time, resources, access to materials, and other pertinent factors.

### Academic Issues in Concussed Students

In the event a student is concussed, regardless of whether the concussion was a result of a school-related or non-school-related activity, school district staff should be mindful that the concussion may affect the student's ability to learn. In the event a student has a concussion, that student's teachers will be notified. Teachers should report to the school nurse if the student appears to have any difficulty with academic tasks that the teacher believes may be related to the concussion. The school nurse will notify the student's parents and treating physician, with parent permission. Administrators and district staff will work to establish a protocol and course of action to ensure the student is able to maintain his/her academic responsibilities while recovering from the concussion. Special consideration will be given regarding the student's participation in physical education classes. Generally, the above Protocol for Return to Play will serve a guideline in determining a student's ability to participate in physical education activities following a concussion.

Section 504 accommodations may be developed in accordance with applicable law and board policies.

### **Additional Resources:**

<http://nhiaa.org/PDFs/3076/SuggestedGuidelinesforManagementofConcussioninSports.pdf>

<http://www.bianh.org/concussion.asp>

Adopted: March 21, 2012

Revised: August 21, 2013

**126-K:7 Use of Tobacco Products, E-cigarettes, or Liquid Nicotine on Public Educational Facility Grounds Prohibited.**

- I. No person shall use any tobacco product, e-cigarette, or liquid nicotine in any public educational facility or on the grounds of any public educational facility.
- II. Any person who violates this section shall be guilty of a violation and, notwithstanding RSA 651:2, shall be punished by a fine not to exceed \$100 for each offense.

**Safe School Zones Act RSA 193-D**

193-D:1 Definitions. – In this chapter:

- I. "Act of theft, destruction, or violence" means an act set forth in the following statutes regardless of the age of the perpetrator:
  - (a) Any of the offenses enumerated in RSA 189:13-a, V.
  - (b)(1) Any first or second degree assault under RSA 631.
  - (2) Any simple assault under RSA 631:2-a.
  - (c) Criminal mischief under RSA 634:2.
  - (d) Unlawful possession or sale of a firearm or other dangerous weapon under RSA 159.
  - (e) Arson under RSA 634:1.
  - (f) Burglary under RSA 635.
  - (g) Robbery under RSA 636.
  - (h) Theft under RSA 637.
  - (i) Illegal sale or possession of a controlled drug under RSA 318-B.
  - (j) Criminal threatening under RSA 631:4.
- II. "Safe school zone" means an area inclusive of any school property or school buses.
- III. "School" means any public or private elementary, secondary, or secondary vocational-technical school in New Hampshire. It shall not include home schools under RSA 193-A.
- IV. "School employee" means any school administrator, teacher, or other employee of any public or private school, school district, school department, or school administrative unit, or any person providing or performing continuing contract services for any public or private school, school district, school department, or school administrative unit.
- V. "School property" means all real property, physical plant and equipment used for school purposes, including but not limited to school playgrounds and buses, whether public or private.
- VI. "School purposes" means school-sponsored programs, including but not limited to educational or extra-curricular activities.

**Source.** 1994, 355:3. 1995, 231:2. 2007, 139:1, eff. Aug. 17, 2007. 2018, 254:1, eff. Aug. 11, 2018.

#### Section 193-D:2

193-D:2 State Board Rulemaking Authority; Public School District Policies. –

I. The state board of education shall adopt rules relative to safe school zones, under RSA 541-A, for public school pupils and public school employees regarding:

(a) Disciplinary proceedings, including procedures assuring due process.

(b)(1) Standards and procedures for suspension and expulsion of pupils, including procedures assuring due process.

(2) Standards and procedures which shall require expulsion of a pupil for knowingly possessing a firearm in a safe school zone without written authorization from the superintendent or designee.

(c) Procedures pertaining to discipline of pupils with special needs, including procedures assuring due process.

(d) Procedures for reporting acts of theft, destruction, or violence under RSA 193-D:4.

II. Nothing in this chapter shall prohibit local school boards from adopting and implementing policies relative to pupil conduct and disciplinary procedures.

Source. 1994, 355:3, eff. June 8, 1994.

#### Section 193-D:3

193-D:3 Criminal Penalties. – Any person convicted of an act of theft, destruction, or violence as defined in RSA 193-D:1 committed in a safe school zone at any time of year may be subject to an extended term of imprisonment as provided in RSA 651:6.

Source. 1994, 355:3, eff. Sept. 1, 1994.

#### Section 193-D:4

193-D:4 Written Report Required. –

I. (a) Any public or private school employee who has witnessed or who has information from the victim of an act of theft, destruction, or violence in a safe school zone shall report such act in writing immediately to a supervisor. A supervisor receiving such report shall immediately forward such information to the school principal who shall file it with the local law enforcement authority. Such report shall be made by the principal to the local law enforcement authority immediately, by telephone or otherwise, and shall be followed within 48 hours by a report in writing. If the alleged victim is a student, the principal shall also immediately notify the person responsible for the victim's welfare, as defined in RSA 169-C:3, XXII, that a report was made to the local law enforcement authority.

(b) The provisions of subparagraph (a) shall not apply to any simple assault involving pupils in kindergarten through grade 12 if the local school board has adopted a discipline policy which sets forth circumstances under which parents shall be notified of simple assaults.

(c) Each school district, in conjunction with the local law enforcement authority, shall establish a memorandum of understanding for administering the provisions of RSA 193-D:4, I(a)-(c).

II. The report required under paragraph I shall include:

- (a) The name and home address, if known, of any person suspected of committing an act of theft, destruction, or violence in a safe school zone.
- (b) The name and home address, if known, of any witness to the act of theft, destruction, or violence in a safe school zone.
- (c) Identification of the act of theft, destruction, or violence as defined in RSA 193-D:1 that was allegedly committed.

Source. 1994, 355:3. 1995, 231:3. 2000, 194:1, eff. Jan. 1, 2001.

#### Section 193-D:5

193-D:5 Waiver of Written Report Requirement. – The written report required under RSA 193-D:4 shall be waived by law enforcement officials when there is a law enforcement response at the time of the incident which results in a written police report.

Source. 1994, 355:3, eff. Sept. 1, 1994.

#### Section 193-D:6

193-D:6 Penalties for Failure to Report. – Any person who knowingly fails to comply with the reporting requirements under RSA 193-D:4 for acts of theft, destruction, or violence, unless such report is waived under RSA 193-D:5, shall be guilty of a violation.

Source. 1994, 355:3, eff. Sept. 1, 1994.

#### Section 193-D:7

193-D:7 Confidentiality. – Notwithstanding any other provision of law, it shall be permissible for any law enforcement officer and any school administrator to exchange information relating only to acts of theft, destruction, or violence in a safe school zone regarding the identity of any juvenile, police records relating to a juvenile, or other relevant information when such information reasonably relates to delinquency or criminal conduct, suspected delinquency or suspected criminal conduct, or any conduct which would classify a pupil as a child in need of services under RSA 169-D or a child in need of protection under RSA 169-C.

Source. 1994, 355:3, eff. Sept. 1, 1994.

#### Section 193-D:8

193-D:8 Transfer Records; Notice. – All elementary and secondary educational institutions, including academies, private schools, and public schools, shall upon request of the parent, pupil, or former pupil, furnish a complete school record for the pupil transferring into a new school system. Such record shall include, but not be limited to, records relating to any incidents involving suspension or expulsion, or delinquent or criminal acts, or any incident reports in which the pupil was charged with any act of theft, destruction, or violence in a safe school zone.

Source. 1994, 355:3, eff. Sept. 1, 1994.

#### Section 193-D:9

193-D:9 Liability for Reporting. – Any public or private school employee or employee of a company under contract to a school or school district who in good faith has made a report under RSA 193-D shall not be subject to liability for making the report.

Source. 2010, 155:5, eff. July 1, 2010.

### **Suspension and Expulsion of Pupils RSA 193:13**

I. (a) The superintendent or chief administering officer, or a representative designated in writing by the superintendent, is authorized to suspend pupils from school for a period not to exceed 10 school days for gross misconduct or for neglect or refusal to conform to the reasonable rules of the school and shall make educational assignments available to the suspended pupil during the period of suspension.

(b) The school board or a representative designated in writing of the school board is authorized, following a hearing, to continue the suspension of a pupil for a period in excess of 10 school days. The school board's designee may be the superintendent or any other individual, but may not be the individual who suspended the pupil for the first 10 days under subparagraph (a). Any suspension shall be valid throughout the school districts of the state, subject to modification by the superintendent of the school district in which the pupil seeks to enroll.

(c) Any suspension in excess of 10 school days imposed under subparagraph (b) by any person other than the school board is appealable to the school board, provided that the superintendent received such appeal in writing within 10 days after the issuance of the decision being appealed. The school board shall hold a hearing on the appeal, but shall have discretion to hear evidence or to rely upon the record of a hearing conducted under subparagraph (b). The suspension under subparagraph (b) shall be enforced while that appeal is pending, unless the school board stays the suspension while the appeal is pending.

II. Any pupil may be expelled from school by the local school board for gross misconduct, or for neglect or refusal to conform to the reasonable rules of the school, or for an act of theft, destruction, or violence as defined in RSA 193-D:1, or for possession of a pellet or BB gun, rifle, or paintball gun, and the pupil shall not attend school until restored by the local board. Any expulsion shall be subject to review if requested prior to the start of each school year and further, any parent or guardian has the right to appeal any such expulsion by the local board to the state board of education. Any expulsion shall be valid throughout the school districts of the state.

III. Any pupil who brings or possesses a firearm as defined in section 921 of Title 18 of the United States Code in a safe school zone as defined in RSA 193-D:1 without written authorization from the superintendent or designee shall be expelled from school by the local school board for a period of not less than 12 months.

IV. The local school board shall adopt a policy which allows the superintendent or chief administering officer to modify the expulsion requirements set forth in paragraphs II and III on a case by case basis.

V. Any pupil expelled by a local school board under the provisions of the Gun-Free Schools Act of 1994 shall not be eligible to enroll in another school district in New Hampshire for the period of such expulsion. Nothing in this section shall be construed to prevent the local school district that expelled the student from providing educational services to such students in an alternative setting.

VI. A pupil expelled from school in another state under the provisions of the Gun-Free Schools Act of 1994 shall not be eligible to enroll in a school district in New Hampshire for the period of such expulsion.

VII. For purposes of paragraphs I, II, and III, school board may be either the school board or a subcommittee of the board duly authorized by the school board.

Source. RS 73:4. CS 77:4. GS 83:3. GL 91:3. PS 93:3. 1921, 85, III:10. PL 118:12. RL 137:12. RSA 193:13. 1969, 356:5. 1971, 371:6. 1994, 355:2. 1995, 231:1. 1996, 168:1, 2. 1999, 44:2, eff. Jan. 1, 2000. 2017, 12:1, eff. June 16, 2017.

**RSA 318-B:26,V**  
**Controlled Drug Act**

V. Any person who violates this chapter by manufacturing, selling, prescribing, administering, dispensing, or possessing with intent to sell, dispense, or compound any controlled drug or its analog, in or on or within 1,000 feet of the real property comprising a public or private elementary, secondary, or secondary vocational-technical school, may be sentenced to a term of imprisonment or fine, or both, up to twice that otherwise authorized by this section. Except to the extent a greater minimum sentence is otherwise provided by this chapter, a sentence imposed under this paragraph shall include a mandatory minimum term of imprisonment of not less than one year. Neither the whole nor any part of the mandatory minimum sentence imposed under this paragraph shall be suspended or reduced.

**RAYMOND SCHOOL DISTRICT**



**ADMINISTRATION OF OVER THE COUNTER (NON-PRESCRIBED) MEDICATION**

Any pupil who needs to take an over the counter medication during the day shall be assisted by the school nurse or another member of the school staff so designated by the school principal. The School District must also have received, and have filed with the student health record, a written authorization (request) from the parent/guardian of the pupil indicating the desire that the school assist the pupil in taking the medication.

Note: An over the counter medication is a medication that can be purchased without a doctor's prescription. Examples of such medications are Zyrtec, Tylenol, or Benadryl.

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**Parent/Guardian Authorization**

I hereby request and give my permission for a designated member of the school staff to assist my child

\_\_\_\_\_ in taking the over the counter (OTC) medication

\_\_\_\_\_  
(Name of OTC medication)

Please list any and all other prescriptions and/or over the counter medications and/or supplements that your child takes daily:

\_\_\_\_\_  
\_\_\_\_\_

Please list all medical conditions that your child's doctor has diagnosed him/her with:

\_\_\_\_\_

**Parent/Guardian Authorization**

I hereby give my permission to have the school nurse or designated staff member administer the above listed medication and/or the principal or his/her designee assist the student with the taking of his/her medication.

Parent/Guardian Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Phone \_\_\_\_\_ Date \_\_\_\_\_

**RAYMOND SCHOOL DISTRICT**



**PRESCRIPTION MEDICATION DURING SCHOOL DAY**

- (a) Any pupil who is required to take during the school day a medication prescribed by a licensed physician, advanced registered nurse practitioner, or licensed physician's assistance, shall be supervised in taking medication by the school nurse, who shall be responsible for administering the medication.
- (b) If the school nurse is not available, the following option shall apply in implementing the above:  
The building principal or designee may assist students in taking required medications by making such medications available to the student as needed; and by observing the student as he/she takes or does not take his/her medication.

**PHYSICIAN'S STATEMENT**

_____ is taking _____ (student's name) (medication/dosage/route)	
For _____ (diagnosis)	Please administer at _____ for _____ (time) (# of days)
Additional Information _____	
Physician Name _____ Physician Signature _____	
Address _____ Phone _____	
Date _____	

**PARENT OR GUARDIAN AUTHORIZATION**

I hereby give my permission to have the school nurse administer the above listed medication and/or the principal or his/her designee assist the student with the taking of his/her medication.

Please list all other medications and/or medical conditions:

Parent/Guardian Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Phone \_\_\_\_\_ Date \_\_\_\_\_

**RAYMOND SCHOOL DISTRICT**



**USE OF INHALERS**

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**Physician Portion:**

Date: \_\_\_\_\_

My patient, \_\_\_\_\_, is being treated by this office for asthma.

He/She has been instructed in the proper use of the \_\_\_\_\_ inhaler, and should be allowed to carry it with him/her in school for use as directed.

\_\_\_\_\_  
Physician's Signature

Clinic Address: \_\_\_\_\_  
Address City/Town State

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**Parent Portion:**

I give my daughter/son, \_\_\_\_\_, permission to carry his/her \_\_\_\_\_ inhaler in school to be used as directed by his/her physician.\*

\_\_\_\_\_  
Parent/Guardian Print Name

\_\_\_\_\_  
Parent/Guardian Signature

**RAYMOND SCHOOL DISTRICT**



**USE OF EPI-PENS**

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**Physician Portion:**

My patient, \_\_\_\_\_, has a severe, potentially life-threatening allergy to \_\_\_\_\_. He/She has been instructed in the proper use of the epi-pen and should be allowed to possess and self-administer in school for use in emergency situations.

Physician's Name (printed) \_\_\_\_\_

Physician's Signature \_\_\_\_\_

Clinic Address \_\_\_\_\_  
Address City/Town State

Phone \_\_\_\_\_

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**Parent Portion:**

I agree with my child's physician and give my son/daughter, \_\_\_\_\_, permission to carry his/her epi-pen in school, to be used as directed by his/her physician.

\_\_\_\_\_  
Parent/Guardian (print)

\_\_\_\_\_  
Parent/Guardian (signature)

\_\_\_\_\_  
Date

\*I understand that, in accordance with the State of NH. Law Section 200.44 - 200:44 Availability of Epinephrine Auto-Injector: The school nurse or, if a school nurse is not assigned to the school building, the school principal shall maintain for a pupil's use at least one epinephrine auto-injector, provided by the pupil, in the nurse's office or in a similarly accessible location.

**RAYMOND SCHOOL DISTRICT SAU 33  
INCIDENT COMPLAINT AND REPORTING FORM\*  
(FOR HARASSMENT OR BULLYING)**

1. Name of Person Reporting Incident(s): \_\_\_\_\_
2. Check whether you are the: ☐ Victim/target of behavior ☐ Reporter (not victim or target)  
(or his/her parent/guardian)
3. Check whether you are a: ☐ Student ☐ Staff member (specify) \_\_\_\_\_  
☐ Parent/Guardian ☐ Other (specify) \_\_\_\_\_
- 3A. Provide Tel. No.; E-mail address: \_\_\_\_\_
4. If student, state school name: \_\_\_\_\_ Grade: \_\_\_\_\_
5. If staff member, state school name or work site: \_\_\_\_\_
6. **Information about the Incident:**

A. Name of victim/target of behavior: \_\_\_\_\_  
Others: \_\_\_\_\_

B. Name of Subject (person who engaged in behavior): \_\_\_\_\_  
Others: \_\_\_\_\_

C. Date and time of incident: \_\_\_\_\_

D. Location: ☐ class ☐ hall ☐ cafeteria ☐ other area inside school ☐ school grounds ☐ bus ☐ other

E. Nature of incident (check all that apply): ☐ physical ☐ verbal ☐ gesture ☐ electronic ☐ written  
☐ personal property ☐ school property ☐ other

F. Are you aware of similar or related incidents? ☐ Yes ☐ No

**Check whether:**

☐ Student ☐ Employee ☐ Other

☐ Student ☐ Employee ☐ Other

☐ Student ☐ Employee ☐ Other

☐ Student ☐ Employee ☐ Other
7. **Witnesses** (who saw incident or has information about how or why incident occurred) (Use additional paper, as needed)

Name: \_\_\_\_\_

☐ Student ☐ Employee ☐ Other \_\_\_\_\_

Name: \_\_\_\_\_

☐ Student ☐ Employee ☐ Other \_\_\_\_\_

Name: \_\_\_\_\_

☐ Student ☐ Employee ☐ Other \_\_\_\_\_
8. Describe the details of the incident, in the order it happened, and specifying where it occurred. Identify what each person involved did and said, stating actual words used. Use additional paper as needed.
9. Give any background information that may help explain how or why incident occurred.
10. Signature of Complainant or Reporter: \_\_\_\_\_ Date: \_\_\_\_\_
11. Form Provided to: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_\_\_

**BULLYING/HARASSMENT INVESTIGATION DETERMINATION APPEAL**

As per Raymond School District Policy JICDA  
Student Safety and Violence Prevention - Bullying and Cyberbullying  
Section XV, Appeal

Please complete this form and submit to the Superintendent's Office.

Student Name: \_\_\_\_\_

Incident Date: \_\_\_\_\_ Student Grade: \_\_\_\_\_

Parent/Guardian Name(s): \_\_\_\_\_

Parent/Guardian Contact Information:

Address \_\_\_\_\_

Phone (H) \_\_\_\_\_ Phone (C) \_\_\_\_\_

Email \_\_\_\_\_

*\*The outcome of any bullying/harassment appeal will not add or reduce discipline, in accordance with Ed 317 (Standards and Procedures for Suspension and Expulsion of Pupils Including Procedures Assuring Due Process).*

Please state the reason(s) why you are aggrieved.

(How/why is the decision incorrect and/or how does it adversely impact your child?)

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What is the nature of relief you seek?

(What do you want the District to do to address the situation?)

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\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**Raymond School District EGA-R  
Acceptable Use Procedures Agreement Form-Student**

THE FOLLOWING MUST BE COMPLETED BY EACH STUDENT AND HIS/HER PARENT OR GUARDIAN PRIOR TO ANY USE OF TECHNOLOGY RESOURCES.

The student and parent or guardian should read and discuss this document together to ensure that it is clearly understood before signing. **Please understand that the use of technology resources is considered essential to each student's academic success.**

1. We understand that use of all of the District's technology resources, such as the District's computers, network, website and Internet web access is designed for and will be used for educational purposes only.
2. We understand that any violation of the Raymond School District Acceptable Use Procedures may result in the restriction, suspension or cancellation of access privileges, and may result in other disciplinary action, civil liability or criminal prosecution by the appropriate authorities.
3. We agree to immediately report any misuse of the District's technology resources to the District administration.
4. We understand the importance of following these regulations for reasons of personal safety and the safety of others.
5. We acknowledge that the use of the District's technology resources is at the risk of both student and parent or guardian.
6. We hereby release, indemnify and hold harmless the Raymond School District, its staff and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from the student's use of or inability to use the District's technology resources.
7. We certify that the information contained in this form is true and accurate.

We acknowledge that in regards to student \_\_\_\_\_ we have received, discussed and fully understand Raymond School District's Acceptable Use Procedures.

**Parent Guardian Info:**

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
Home Phone Number: \_\_\_\_\_ Work Phone Number: \_\_\_\_\_  
Do you have internet access at home? \_\_\_\_\_ Is it broadband? \_\_\_\_\_ dial up? \_\_\_\_\_  
Parent email address: \_\_\_\_\_

**Student Info:**

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Home room/RAP teacher: \_\_\_\_\_ Grade: \_\_\_\_\_  
Please indicate desired password (must be at least 7 characters that are a combination of numbers and letters, with at least one capital letter). \_\_\_\_\_ (RHS and IHGMS only)

Adopted: April 16, 1998  
Revised: September 20, 2001  
Revised: May 16, 2001  
Revised: May 6, 2009

Revised: November 4, 1999  
Revised: May 16, 2001  
Revised: August 2, 2006

**RAYMOND SCHOOL DISTRICT  
BUS STOP CHANGE REQUEST**

Parent Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Child's Name: \_\_\_\_\_

Child's Grade: \_\_\_\_\_ Bus Number: \_\_\_\_\_

Current Bus Stop: \_\_\_\_\_ Requested Bus Stop: \_\_\_\_\_

Walking Distance to Current Stop: \_\_\_\_\_ Walking Distance to Requested Stop: \_\_\_\_\_

Reason/s for Request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**FOR OFFICE USE ONLY:**

Date of Review: \_\_\_\_\_

Road Width: \_\_\_\_\_ Shoulder Width: \_\_\_\_\_

Sight Distance from Requested Stop:      North \_\_\_\_\_ Ft.      South \_\_\_\_\_ Ft.  
East \_\_\_\_\_ Ft.      West \_\_\_\_\_ Ft.

Sight Distance from Current Stop: \_\_\_\_\_

Walking Distance to Current Stop: \_\_\_\_\_

Walking Distance to Requested Stop: \_\_\_\_\_

ALL DISTANCES APPROXIMATE

Additional Information: \_\_\_\_\_

\_\_\_\_\_

Accepted by Transportation Committee 1/7/98

**Effective July 5, 1992**

- RSA 189:6 “The local school district shall furnish transportation to all pupils in grades 1 through 8 who live more than two miles from the school to which they are assigned. The local school board may furnish transportation to kindergarten pupils, pupils in grades above the eighth or to any pupils residing less than two miles from the school to which they are assigned, when it finds that there is appropriate, and shall furnish it when so directed by the commissioner of education.”
- RSA 189:8 “Pupils entitled to transportation in accordance with RSA 189:6 may be required to walk a distance not to exceed one mile to a school bus stop established by the local school board. Pupils residing in areas which are inaccessible by a local district’s established mode of transportation may be required to walk a distance not to exceed 1-1/2 miles to a school bus stop, provided that the vehicle, route and schedule have been approved by the commissioner of education. School districts shall assure that pupils, shall not be subject to unsafe conditions while walking the required distance to a school bus stop and that the school bus stop is established in a safe location.”