

LAMPREY RIVER ELEMENTARY SCHOOL
Parent & Student Handbook
2017-2018

We are sharing this handbook with you as we begin another school year.

You will find this handbook to be a valuable resource to help communicate the expectations and the guidelines of Lamprey River Elementary School and the policies of School Administrative Unit 33. We are all committed to the success, well-being, and safety of our student(s).

It is very important that we work closely together to assure your student's success. Our mutual communication is key to a successful school year.

Please do not hesitate to contact the school with any questions or concerns.

Have a wonderful year!

A handwritten signature in black ink, appearing to read "Bryan Belanger".

Bryan Belanger, Principal

Laura Yacek, Assistant Principal

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The following forms can be found on the Raymond School District website under Documents and Information or at each school office:

- Acceptable Use Procedures – Students (Internet Use Agreement)
- Photographing/Videotaping Consent
- Athletic/Other Activities Transportation
- Athletic Emergency Information/Physical Examination
- Interscholastic Athletics Permission
- RHS Student Parking Permit Application
- PowerSchool Parent Portal Registration
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All District policies can be found on the Raymond School District website at www.sau33.com under School Board Policies or in each school office.

**RAYMOND SCHOOL DISTRICT
SCHOOL BOARD AND ADMINISTRATION**

Raymond School Board

**John Harmon
Joseph Saulnier
Janice Arsenault
Jaclyn Sirrine
Michelle Couture**

**Chairperson
Vice Chairperson
Secretary
Member
Member**

Superintendent of Schools

Dr. Tina McCoy

Business Administrator

Ronald A. Brickett

Special Education Director

Walter Anaki

SAU #33 – Superintendent’s Office

43 Harriman Hill Road
Raymond, NH 03077
Tel. (603) 895-4299
Fax (603) 895-0147

Raymond High School

45 Harriman Hill Road
Raymond, NH 03077
Tel. (603) 895-6616
Fax (603) 895-5415

**Principal
Assistant Principal
Athletic Director**

**Steven Woodward
Peter Weaver
Davinney Brazeau**

Iber Holmes Gove Middle School

1 Stephen Batchelder Parkway
Raymond, NH 03077
Tel. (603) 895-3394
Fax (603) 895-9856

**Principal
Assistant Principal**

**Robert Bickford
Michael Chouinard**

Lamprey River Elementary School

33 Old Manchester Road
Raymond, NH 03077
Tel. (603) 895-3117
Fax. (603) 895-9627

**Principal
Assistant Principal**

**Bryan Belanger
b.belanger@sau33.com
Laura Yacek
l.yacek@sau33.com**

RAYMOND SCHOOL DISTRICT MISSION 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.

Belief Statements for the District

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.



RAYMOND SCHOOL BOARD MEETINGS

The Raymond School Board meets regularly during the school year on the first and third Wednesday of the month at 7:00 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.

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. 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 on the EMERGENCY INFORMATION CARD will be called. It is important for parents to keep this information up to date by notifying the school nurse of any changes.

IMMUNIZATION REQUIREMENTS SCHOOL YEAR

According to New Hampshire's immunization rules RSA 141:C-20, students must meet DHHS requirements for school attendance. Immunization requirements change from year to year for all school-aged children. The immunization requirements for the **2017-18** school year are posted below. Please contact the school nurse at for more information and clarification.

DTaP DT/DTP Tdap/Td	<p>6 years and under: 4 or 5 doses of a DTaP vaccine with the last dose given on or after the 4th birthday.</p> <p>7 years and older: 3 or 4 doses of DTaP, Tdap or Td vaccine with the last dose given on or after the 4th birthday.</p> <p>Grades 7-12: 1 dose of Tdap is required for entry into 7th grade. A Tdap vaccine given on or after the 7th birthday meets the school requirement for Grade 7.</p>
Polio	<p>Grades K-5: 3 or 4 doses with one dose on or after the 4th birthday, with the last two doses separated by 6 months.</p> <p>Grades 6-12: 3 doses, with the last dose given on or after the 4th birthday or 4 doses regardless of age at administration.</p>
Hepatitis B	Grades K-12: 3 doses at acceptable intervals. See attached schedule.
MMR	Grades K-12: 2 doses required; the first dose must be on or after the 1 st birthday.
Varicella	<p>Grades K-8: 2 doses or laboratory confirmation of chicken pox disease.</p> <p>Grades 9-12: 2 doses, laboratory confirmation of chicken pox disease, or history of chicken pox disease. In all grades the first dose of varicella must be on or after the 1st birthday.</p>

Pre-school Students 3-5 Years Old

DIPHTHERIA, TETANUS, PERTUSSIS (DTaP/DT)

3-5 years	Four doses - the 3 rd and 4 th dose should be separated by at least 6 months.
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POLIO

3-5 years	Three doses
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MEASLES, MUMPS, and RUBELLA (MMR)

3-5 years	A dose administered on or after age 12 months.
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HAEMOPHILUS INFLUENZAE TYPE B (Hib)

3-5 years	One dose on or after 15 months of age OR four doses with the last dose administered on or after 12 months of age. Hib is not required for children \geq 5 years of age.
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HEPATITIS B VACCINE

3-5 years	Three doses given at acceptable intervals. See attached schedule.
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VARICELLA (CHICKEN POX) VACCINE

3-5 years	A dose administered on or after age 12 months.
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Children must have 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.

A child 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)

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:

<http://www.dhhs.nh.gov/dphs/immunization/exemptions.htm>

Additional information can be found at the following website...

<http://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. For further information please contact the school nurse.

ADMINISTRATION OF PRESCRIBED MEDICATION IN SCHOOL

Any ~~pupil~~ **student** 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. A form is provided at the back of this handbook or on the district website 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.

ADMINISTRATION OF NON-PRESCRIBED MEDICATION IN SCHOOL

In situations where non-prescribed medication needs to be given at school, parents/guardians must complete an authorization form located on the school website, or from the school nurse.

All non-prescribed and prescribed drugs must be brought to school by a parent/guardian in their original container and given to the nurse with the written authorization.

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

PHYSICAL EXAMS

As per the policy: "A physical exam is required for all students entering a new school within the district; Kindergarten, 5th, and 9th grade. Only those students who wish to participate in interscholastic (competitive team) sports will need an annual physical exam at the high school level. This enables more students the opportunity to participate in intramural sports and not be omitted from participation due to lack of necessary physical."

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.

LRES School Nurse: 895-3117 x 335.



DISCIPLINE

DISCIPLINE PHILOSOPHY

We are proud of all our students and the way they choose to behave while in school. However, sometimes students choose inappropriate behavior. Consequences for student infractions include verbal reminders, written discipline reminders, and/or a referral to LRES Administration.


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.






L.R.E.S. School Community Expectations


- BE SAFE, HEALTHY AND MANAGE ONESELF
- BE RESPECTFUL FOR ONESELF, OTHERS, AND THEIR ENVIRONMENT
- BE RESPONSIBLE - EDUCATIONALLY AND SOCIALLY
- **BE COOPERATIVE**

L.R.E.S. Anti-Bullying Rules

- We WILL NOT bully others.
- We WILL HELP students who are bullied.
- We WILL INCLUDE students who are left out.
- We WILL TELL an adult at school or at home if we know someone is being bullied.

	Safe	Responsible	Respectful
All School Expectations 	<ul style="list-style-type: none"> • Walk • Keep hands and feet to self • Use equipment appropriately 	<ul style="list-style-type: none"> • Listen and follow directions 	<ul style="list-style-type: none"> • Quiet Voices • Whole Body Listening • Use kind words
Hallways 	<ul style="list-style-type: none"> • Face forward • On the right • Hold door for others 	<ul style="list-style-type: none"> • Go there get back don't get off track • Keep hands and body away from walls and doors 	<ul style="list-style-type: none"> • Be aware of others
Cafeteria 	<ul style="list-style-type: none"> • Only adults open outside doors • Eat only your own food • No more than four students per bench • Ask permission before leaving the cafeteria 	<ul style="list-style-type: none"> • Wait for your table to be invited to clear tray and throw away trash • Leave recess toys in lunch bin until it's time for recess • Come prepared for lunch/recess 	<ul style="list-style-type: none"> • Raise your hand to ask for help • Use table manners
Restroom 	<ul style="list-style-type: none"> • Wash your hands after using the restroom • Report problems to adults • Leave the lights on • Use the nearest bathroom 	<ul style="list-style-type: none"> • Use appropriate amount of soap and paper towels • Use the bathroom quickly • Keep the bathrooms clean • Always flush 	<ul style="list-style-type: none"> • Respect privacy of others

<p>Assembly Field Trip</p> 	<ul style="list-style-type: none"> • Stay with your group/class • Follow the building rules 	<ul style="list-style-type: none"> • Show appreciation 	<ul style="list-style-type: none"> • Look at and listen to presenter • Raise your hand for questions or comments
	Safe	Responsible	Respectful
<p>Indoor Recess</p> 	<ul style="list-style-type: none"> • Keep doorways clear 	<ul style="list-style-type: none"> • Ask before leaving the room • Put games/toys away 	<ul style="list-style-type: none"> • Follow the rules of the game • Observe classroom rules • Let everyone play
<p>Outdoor Recess</p> 	<ul style="list-style-type: none"> • Stay in bounds • Watch where you are going • Touch football and tag softly 	<ul style="list-style-type: none"> • Ask before leaving • Put games/toys away • Line up quickly and quietly • Dress for the weather • Bring it out - bring it back in 	<ul style="list-style-type: none"> • Be kind, be fair and share • Be a good winner and a good loser (sportsmanship)
<p>Computer Lab/ Devices</p> 	<ul style="list-style-type: none"> • Use classroom supplies appropriately • Use a safe volume when using headphones 	<ul style="list-style-type: none"> • Treat equipment with care • Report a problem to an adult • Follow internet safety rules 	<ul style="list-style-type: none"> • Hands on your own computer or device • Leave the area the way you found it • Only use your own account
<p>Classroom</p> 	<ul style="list-style-type: none"> • Sit appropriately • Use classroom supplies appropriately • Keep the room clean 	<ul style="list-style-type: none"> • Be ready to learn • Take ownership for actions • Always do your best work 	<ul style="list-style-type: none"> • Be kind, be fair and share • Raise hand to speak • Follow directions and be cooperative • Allow others to

			learn
<p>Bus</p> 	<p>Dail Transportation Safety Rules</p> <ol style="list-style-type: none"> 1. Follow the driver's instructions the first time they are given. 2. Stay in your seat. 3. Keep head, hands, and feet inside the bus and to yourself. 4. No drinking, eating, cursing, swearing, or loud talking. 5. Be at the pick-up point on time. 6. Keep the aisle clear and do not litter, write on, or damage the bus. 		

STUDENT CONDUCT

Alcohol/Drugs - 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 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 expulsion from school.

Bus Conduct- School buses, including bus stops, are an extension of classrooms and therefore rules of behavior apply. Students shall exhibit classroom conduct at all times.

1. Students shall arrive at the bus stop at least (5) minutes before the bus is scheduled to arrive.
2. Students shall wait in a safe place, clear of traffic and at least 10 feet away from where the bus stops.
3. Students shall cross the road or street in front of the bus only after the bus has to a complete stop and upon direction of the driver (10 ft minimum crossing distance).
4. Students shall wait in an orderly line and avoid horseplay.
5. Students shall follow directions of the driver the first time given.
6. Keep head, hands, and objects inside the bus.
7. Students should go directly to an available or assigned seat when getting on the bus.
8. Students should remain seated and keep aisles and exits clear.
9. Eating or drinking on the bus is not permitted.
10. Throwing things on the bus, at the bus, or out the windows of the bus is not permitted.
11. Profane language, obscene gestures, excessive noise, fighting, wrestling, or other acts of physical aggression are not allowed on the bus.
12. Anything that would create a safety hazard for the passengers or the vehicle is not permitted.
13. Students shall respect the rights and safety of others.
14. Once students have boarded the bus, they may not get off the bus except at their designated stop. Students may only ride the bus to which they have been assigned unless they have a note from a parent indicating the change.
15. All bus notes must be sent to and approved by the Main Office.

The bus driver will have the responsibility to maintain orderly behavior of students on school buses and will report misconduct to the student's Principal/Assistant Principal in writing. Video/audio cameras may be used on buses to support the bus drivers' reports of unacceptable conduct. Please remind students that failure to follow bus rules and regulations can result in a referral to the principal/assistant principal. In cases of misconduct, the School Principal/Assistant Principal will have the authority delegated by the Superintendent to suspend the riding privileges of students or take other appropriate action. Parents 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.

Questions/concerns regarding bus routes, complaints, etc., should be directed to Dail Transportation at (603) 736-9682.

Dail Transportation Safety Rules

1. Follow the driver's instructions the first time they are given.
2. Stay in your seat.
3. Keep head, hands, and feet inside the bus and to yourself.
4. No drinking, eating, cursing, swearing, or loud talking.
5. Be at the pick-up point on time.
6. Keep the aisle clear and do not litter, write on, or damage the bus.

Consequences

1. Verbal warning
2. Assigned seats
3. Written referral
4. Loss of bus riding privilege

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. Violations of this will result in school disciplinary action and parents/guardians will be notified.

Contraband- Lighters and any electronic devices that are considered a nuisance or a distraction (including but not limited to iPods, MP3 players, electronic games, DVD players, CD players, laser pointers, cellular phones and paging devices) are not to be used in school by students. 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.

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.

Prescribed/Over Counter Drugs -Students are prohibited from taking prescribed and over the counter drugs while in school except as administered by the school nurse. 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 a minimum of 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).

Flight From Investigation – Any student fleeing from an administrator or administrator’s designee’s investigation will be assumed guilty of the charges being investigated. Penalties up to and including expulsion may occur.

Forging - Forging of any school forms (passes, notes, progress report, etc.) is not tolerated and will result in disciplinary action.

Gambling - No Gambling on school property (including playing cards).

Insubordination & Profanity -Insubordination and profanity will not be tolerated in the Raymond School District. Students being insubordinate or using profanity will be referred to the office for disciplinary action. Insubordination is defined as:

1. Use of rude or inappropriate language directed to school personnel or any other person of authority.
2. Refusal to follow a reasonable 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 and language both in the classroom and in the corridors while at school.

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.

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 and administration of the incident.

Police Interrogation & 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, they will contact the student only through the principal's office. All interviews with students at school, by officers of the law, will be conducted in a private office with principal or counselor or teacher present. The officer of the law will notify the parent of the interview, prior to meeting with the student. 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. (RSD File: LDAJA). 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 parents/guardians. The School Resource Officer (SRO) routinely makes inquiries regarding discipline.

Restraining Orders - If an adult is under court order not to see a child, and that individual comes to school in an effort to see that child, she/he shall be refused permission. HOWEVER, the responsibility for showing such a court order to the proper school officials rests with the parent/guardian who procured it. Mere 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.

Restroom Conduct - Students are to be respectful when using the restroom. Vandalism is prohibited and will result in disciplinary action.

Searches of Students and Desks - A student's person and/or personal effects (i.e. book bag, 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 desks, although temporarily assigned to individual students, remain the property of the school district. The school district has a reasonable and valid interest ensuring that the desks are properly maintained. For this reason, the periodic inspection of desks is permissible to check for cleanliness and vandalism. In addition, a student's desk may be searched when the principal, assistant principal or other designated person has reasonable suspicion that the desk may contain items that have violated or are violating either the law or the rules of the school.

Smoking - Raymond School District students are not permitted to smoke or possess tobacco products in the building on the school grounds or on school buses per Chapter 338. Any student bringing tobacco products into school will have them confiscated. Smoking at school or on school grounds or on buses will result in disciplinary consequences.

Snowball Throwing - This 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 and will result in revocation of graduation ceremony privileges. Those apprehended will **pay for the damage and face serious consequences** for their actions. Pulling a fire alarm and causing a false fire alarm is a civil offense and will be referred to the 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 to be brought to school. 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 notified, and serious disciplinary action will ensue (minimum multiple day suspension ranging to possible recommendation for expulsion). 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.

PROGRESSIVE ACTIONS

1. **Loss of Recess** Administrators and teachers may impose the loss of recess for students who do not meet behavioral expectations or complete assignments. A maximum loss of 1/2 of recess time may be imposed by a teacher. Full loss of recess must be approved by administration.

2. **Detention** Students will report after school when assigned by a teacher or an administrator. A 24-hour notice will be given.
3. **In-School Suspension** Students will be placed in a supervised time out location. The administration will attempt to contact parents to notify them of the placement.
4. **Out-Of-School Suspension** is generally considered to be a last resort in terms of dealing with student behavioral problems. A student under suspension 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.
5. **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.

ATTENDANCE

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. Children are expected to attend school unless the child 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.

Taking children out of school for family vacations is strongly discouraged and will be recorded as unexcused absences. Lifelong attitudes toward the importance of education are being developed in your children now. A child who must be taken out of school by a parent/guardian to go on a trip while school is in session is given the work that the student missed when he/she returns to school. Work will only be given in advance if the parent has requested two weeks prior. It is difficult for teachers to predict in advance what a child will miss, since the pace and content of instruction depend on the daily progress made by individual students and the group as a whole. Excessive absences and tardiness are addressed by letters sent home.

The Raymond School District conducts school for 180 days each year and must ensure that all eligible students attend each day that school is in session. New Hampshire law mandates that parents and the school share the responsibility of maintaining good attendance for all students.

Extra help is provided within reason by teachers upon a student's return. Students and parents are responsible for making up missed work from discretionary absences. Missed work is allowed to be made up, if it is made up within a period of time not to exceed the number of days the student was absent.

Regulations

In order to take maximum advantage of educational opportunities, students are expected to establish regular and punctual attendance.

Guidelines:

- a. Students must submit a note within two days of their return.
- b. Excused absences are as follows:
 - Doctor/Dentist note (appointments/visits)
 - Funerals
 - Bereavements
 - Court
- c. A doctor's note is needed when a student is absent for more than three consecutive days due to illness.

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. Parent/legal guardian wishing to dismiss their child from school must sign the dismissal register in the main office.

SCHOOL DISTRICT ATTENDANCE REGULATIONS

The Raymond School Board considers regular attendance essential to success in school. As the student progresses through school, the major responsibility 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 it will deal with students who have an excessive number of absences. There are a number of items that are common to all levels.

They include:

- Tardiness has a negative impact on a student's performance in school. Each school will develop procedures to deal with students who are tardy.
- Any procedures that impact a student's grades due to excessive absences will contain an appeal process.
- Students are expected to make up all work missed due to absence, tardiness, or dismissal.
- Students who do not attend school will not be allowed to participate in or attend school activities on that day.

TRUANCY

Truancy Procedure:

- I. Student absent 1-3 days unexcused (either consecutive or not):
 - a) Attendance secretary will call residence each day with notation whether or not contact is made with parents;
- I. Student absent 4-5 days unexcused:
 - a. Attendance secretary will call the residence each day with documentation;
 - b. 4th day: Attendance secretary will send a letter to parents

- c. 5th day: Attendance secretary will send absent letter to parent. Attendance secretary will e-mail the assistant principal.
- d. 5th day: Administration will meet with parents

II. Student Absent 6+ Days unexcused:

- a) 10th unexcused absence will result in students being referred to the Student Intervention Team (S.I.T)
- b) If student is less than 18;
 - i. Consideration / determination if parents should be charged pursuant to RSA 193 (done by Police Officer or Prosecutor);
- c) Notice of truancy issued to parent with letter.
- d) Officer will not begin prosecution without School Administrator pre-action:
 - i. Initial letter sent;
 - ii. Truancy paperwork completed and signed.
- e) Upon return, student must provide a note from parent (reporting on absence – per attendance policy);
- f) Notification of Appeal of Attendance to administrator:
 - i. Copy to School Resource Officer.
- g) During prosecution, the school district will have a representative assigned to the case to assist the officer/prosecuting attorney with prosecution. Guidance counselor of student should be contacted by School Resource Officer and guidance is assigned with administrative oversight;
- h) Student’s guidance counselor and assistant principal assigned to each student for oversight through the process.

NH RSA 193:1. DUTY OF PARENT; COMPULSORY ATTENDANCE BY PUPIL

I. A parent of any child at least 6 years of age and under 18 years of age shall cause such child to attend the public school to which the child is assigned in the child's resident district. Such child shall attend full time when such school is in session unless:

- (a) The child is attending a New Hampshire public school outside the district to which the child is assigned or an approved New Hampshire private school for the same time;
- (b) The child is receiving home education pursuant to RSA 193-A and is therefore exempt from this requirement;
- (c) The relevant school district superintendent has excused a child from attendance because the child is physically or mentally unable to attend school, or has been temporarily excused upon the request of the parent for purposes agreed upon by the school authorities and the parent. Such excused absences shall not be permitted if they cause a serious adverse effect upon the student's educational progress. Students excused for such temporary absences may be claimed as full-time pupils for purposes of calculating state aid under RSA 186-C:18 and adequate education grants under RSA 198:41;
- (d) The child is attending a public or private school located in another state which has been approved by the state education agency of the state in which the school is located;
- (e) The pupil has been exempted from attendance pursuant to RSA 193:5;
- (f) The pupil has successfully completed all requirements for graduation and the school district is prepared to issue a diploma or the pupil has successfully achieved the equivalent of a high school diploma by either:
 - (1) Obtaining a GED certificate; or
 - (2) Documenting the completion of a home school program at the high school level by submitting a certificate or letter to the department of education;
- (g) The pupil has been accepted into an accredited postsecondary education program; or
- (h) The pupil obtains a waiver from the superintendent, which shall only be granted upon proof that the pupil is 16 years of age or older and has an alternative learning plan for obtaining either a high

school diploma or its equivalent.

(1) Alternative learning plans shall include age-appropriate academic rigor and the flexibility to incorporate the pupil's interests and manner of learning. These plans may include, but are not limited to, such components or combination of components of extended learning opportunities as independent study, private instruction, performing groups, internships, community service, apprenticeships, and on-line courses.

(2) Alternative learning plans shall be developed, and amended if necessary, in consultation with the pupil, a school guidance counselor, the school principal and at least one parent or guardian of the pupil, and submitted to the school district superintendent for approval.

(3) If the superintendent does not approve the alternative learning plan, the parent or guardian of the pupil may appeal such decision to the local school board. A parent or guardian may appeal the decision of the local school board to the state board of education consistent with the provisions of RSA 21-N: 11, III.

II. A child who reaches the sixth birthday after September 30 shall not be required to attend school under the provisions of this section until the following school year.

III. In this section, "parent" means a parent, guardian, or person having legal custody of a child.

SPECIAL NEEDS SERVICES

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 and educationally related services in accordance with an “individualized education program” developed by the school district in consultation with the student’s parents.

For more information about the Special Education Program at Lamprey River Elementary School, please contact Stacey Wooster - 603-895-3117 x 339 or s.wooster@sau33.com.

The Raymond School District Student Services Director is:

Walter Anaki
43 Harriman Hill Road

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 with a disability 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~~ **Mrs. Milner, our** guidance counselor or ~~the Mrs. Anderson, our~~ school nurse.

The Raymond School District 504 Coordinator is:

Director of Special Education Services

43 Harriman Hill Road

Raymond, NH 03077

(603) 895-4299 ext. 1108

**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 time lines 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*

GENERAL AND STUDENT INFORMATION

Absences – Please call the school (603-895-3117) if your child will be absent or tardy for the day. Messages can be left on the school voicemail if the call is made before 7:00 AM. **If your child was absent because of illness, please send in a signed note with the reason for the absence so that the absence may be excused.**

Arrival At School -Upon arrival to school, all students will immediately enter the building. 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. Students should not arrive before 8:30 AM and should leave by dismissal time unless they are attending a specific event.

Bicycles - With the increase of traffic on roads, riding of bicycles and walking to school by elementary age students is discouraged for safety reasons. Should a parent allow their child to ride their bicycle or walk to school, a separate permission form must be signed by the parent/guardian, and be on file at the school. Any child riding a bicycle to school is required to park and lock it in the rack provided. No visits to the bicycle are permitted during the school day. The school is not responsible for loss or damage to any personal belongings.

Breakfast Program - Breakfast is available to all students, grades 1-4. Students who are purchasing breakfast should report directly to the cafeteria upon arriving to school, and then they will be dismissed to their classroom upon finishing their breakfast. Breakfast will not be served on delayed opening days.

The cost of breakfast will be **\$1.50** per day. Students are asked to bring lunch money for the week on Monday or lunch is available with cash daily. Payment by check, payable to Raymond School Food Service, is preferable rather than sending cash. Parents may choose to register for on-line payments using *mySchoolBucks*. Simply go to www.sau33.com, scroll down, and click on the “Food Service” link found on the left hand side. Then, click on the *mySchoolBucks* web address under “Related Links.”

An application for free and reduced services will be sent home during the first week of school. If you qualify, please take advantage of this opportunity. Application forms are also available any time through the school office or at www.sau33.com. **Please note:** Any student approved for free or reduced lunch last year will automatically be eligible for 30 days after school starts, but a new application is required each year.

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.

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.

Crisis Protocol - In the event of a crisis, it may be appropriate to secure the safety of students and staff by calling for a “lock-down”. In this event, a responsible party will announce “lock-down” over the public address system/intercom. Staff is instructed to secure their rooms and take attendance. No one is to leave the room until a police officer or administrator gives the direction for dismissal. In extreme circumstances, students may be transported to another location.

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

Dress and Grooming - All students are expected to be neat and clean and to be dressed in clothing appropriate for school. Dress or appearance disruptive to an orderly learning process will not be tolerated, and students who do not conform may be sent home after parents are contacted. All students must wear appropriate footwear that is not dangerous or harmful. Students should avoid wearing black-soled hiking boots since certain types do mark the floor surfaces.

The following articles are specifically forbidden:

- 1) Skirts, "cut-offs", basketball/tennis shorts - which are hemmed at a point higher than mid-thigh. (Therefore, it is appropriate to have clothes hemmed at a point between mid thigh and knee.) "Bermuda length" shorts are allowed to be worn. Spandex (or similar material) shorts or pants will only be acceptable when worn with outerwear that meets all other requirements.
- 2) Half-shirts, spaghetti strap tops (less than 2"), bare midriff, or halter-tops, including fishnets and tank tops
- 3) Net muscle shirts worn without another shirt underneath
- 4) Clothing or jewelry that promotes the use of drugs, alcohol or tobacco
- 5) Clothing with abusive or suggestive language or symbolism or clothing with obscene or profane language and/or pictures
- 6) Chains, spikes, studs, or accessories that could be injurious to oneself or others
- 7) Headwear, including but not limited to hats, hoods, and hooded sweatshirts, cannot be worn to cover a student's head during the school day
- 8) Footwear must be safe. Hazardous footwear, such as rolling footwear or flip flops, cannot be worn.

Infractions of the dress code: If a concern over a student's attire arises, the student will be sent to the nurse and given appropriate clothing. If we are unable to secure a change of clothing, parents will be contacted and asked to bring in appropriate clothing.

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 encouraged to assist the school in monitoring the clothing in 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.

Entrance Age - As per Raymond Policy JEB, a child entering the Lamprey River Elementary School for kindergarten must be five years of age on or before September 30th. For entrance to grade 1, a child must turn six on or before September 30th.

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 we live in. Under NO circumstances will a student be allowed to go on a school-sponsored field trip without a signed permission slip. Phoned in permission is acceptable only with administrative approval. Students are expected to be on their best behavior and to follow all school regulations including dress and conduct. Any misconduct may result in the loss of field trip privileges for the remainder of the year.

Fire Drills - Instructions are posted in each classroom indicating how to leave the building in case of a fire. **Walk - Don't Run! No Talking!** Move quickly and quietly to designated areas. Students will not enter any vehicles during a fire drill.

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

Homework – Learning at home is an essential part of a good education. Regular homework practice is important, since it gives students the opportunity to practice at home the material discussed in class, and helps students work toward improving their skills.

The Lamprey River Elementary School staff considers homework practice to be an important part of the total instructional program. We also believe parent support is essential to successfully bring home and school together to promote learning.

LRES Homework Guidelines: Homework practice is given Monday through Thursday with some exceptions for special projects. Homework time, in accordance with LRES, should follow these guidelines:

Pre-school:	Daily reading and math activities encouraged
Kindergarten:	Daily reading and math activities encouraged
1 st grade:	10-20 minutes, including reading
2 nd grade:	20-30 minutes, including reading
3 rd grade:	25-35 minutes, including reading
4 th grade:	30-40 minutes, including reading

Insurance - All students are offered School Accident and a Health Insurance Plan at a special student rate. Forms are sent home at the beginning of the school year with complete information regarding the insurance plan. Under this plan there are two policies – (1) a regular school year, school day policy, and (2) a 24-hour coverage for 365 days. Since the school itself does not carry insurance for students involved in athletic programs, WE VERY STRONGLY URGE THAT ALL ATHLETES BE COVERED UNDER SOME KIND OF ACCIDENT INSURANCE

Intervention and Enrichment – Lamprey River Elementary School incorporates targeted instructional time each day for students in grades K – 4 in reading and mathematics. During this time all students have the opportunity to work with other teachers and students at their grade level. Student groupings are flexible and based on individual student needs. Please consult your child’s classroom teacher for information regarding this support that your child is receiving at any time during the school year.

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. Quarterly, throughout the year, unclaimed lost and found articles will be given to charity.

Library/Media Services – The purpose of the **library**/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 **library**/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. 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.

Midterm Progress Reporting System - All children will receive a midterm progress report from their child/children's classroom teacher. Please make an appointment with the teacher if you have any question or concerns regarding the progress report.

Open House/Report Cards/Conference Schedule – Report cards will be issued on a quarterly basis in November, January, April, and June. School reports, conferences, and Open House strengthen the lines of communication among students, parents, and teachers. In order to provide you with a complete understanding of our programs, staff, and grading system, conferences will be scheduled as follows:

Student report cards will be available online at the end of each marking quarter.

Parent/Teacher conferences are scheduled by appointment at the end of the first marking quarter.

Parent/Teacher conferences are scheduled by appointment at the end of the third marking quarter.

Parents are encouraged to call for an appointment to meet with their child/children's teachers at any time.

The purpose of Open House is to provide an opportunity for parents to meet with their child/children's teachers and receive information on the programs and materials used for instruction at Lamprey River Elementary School. The purpose of Parent/Teacher conferences is to give parents the opportunity to discuss the academic progress of their child/children. We encourage parents to participate in both Open House evenings and parent conferences.

Personal Belongings - We encourage the students not to bring any personal items to play with from home. Several types of items are specifically prohibited and will be confiscated if we see children with them. These items include knives, water pistols, and other similar items that are considered dangerous or disruptive for children to use in a school setting. Also, hard baseballs, bats, trading cards, and handheld video games are not allowed as well as skateboards, roller blades, and scooters. Any confiscated items may be picked up at the school office by parents.

We encourage all backpacks, lunch boxes, and items of clothing (jackets, sweaters, hats, etc.) to be marked with your child's name to avoid loss or confusion.

Physical Examinations (Raymond Policy JLCA) - Each child shall have a complete physical examination within a one-year period before first entry to school. However, no medical examination shall be required of a child whose parent or guardian objects thereto in writing on the grounds that such medical examination is contrary to his/her religious tenets and teachings.

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

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

Students must pass a physical every other year to be eligible for athletics for that school year. Students must present evidence of a physical exam from his or her own physician. Any injured student excused from athletic practice for three or more days while under a physician's care must provide written authorization from a physician to the coach in order to resume practice.

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

School Lunch Program - We offer Breakfast, Lunch, and “cold milk only” to students and faculty each day. **All menus meet the Federal Nutritional Guidelines. Menus are posted on the Food Service page at www.sau33.com.**

Our monthly Grab-N Go **Breakfast** choices range from hot breakfast, yogurt, cereal, breakfast bars, muffins, and more. All meals include lowfat white **Milk**. *Students must have funds available to buy Breakfast.*

Lamprey River Elementary School students may choose from three different **Lunch** main dish choices each day. These are: the Meal of the day from the menu; Yogurt cup and String Cheese, with Bread & Margarine; or Sunbutter & Jelly Sandwich. All lunch meals are offered with a variety of **fruits** and **vegetables** as well as choices of Low fat, Fat free or Fat free Chocolate **milk**.

Cold “**Milk only**” may be purchased for those who bring lunch from home. *Students must have funds available to buy milk only.* Water is accessible in the cafeteria at lunch from the bubbler.

Every student in the district has his/her own Food Service account which they access themselves in line using a Pin pad. Both cash and checks are accepted at school for payment of school meals. They are collected in the classroom each morning and sent down to the kitchen for processing so that the lunch lines may move uninterrupted. Student's names should be on any payments. Checks should be made out to: **Raymond School Food Services**

It is very important to keep your student's account up to date. Parents are encouraged to consider making advanced payment on their student's account for multiple weeks or months. By paying in advance you can save time and you do not have to worry about planning your child's meals ahead of time. Balance due notices are emailed on Mondays and Thursdays if your student's account goes into the negative. Payment is expected in full at that time.

For additional options, please check out: www.myschoolbucks.com This site offers wonderful tools for your household. Student account activity, such as payments and transactions may be viewed daily. Personalized low balance notices may be set up, and on line payments are available.

An application for free and reduced lunch will be sent home during the first week of school. If you qualify, please take advantage of this opportunity. Application forms are also available any time through the school office or at www.sau33.com. If you qualified for free or reduced lunch last year it is important to remember that you must fill out a new application each year. Please contact the Food Service office if you have any questions.

School Organization – Lamprey River Elementary school has classes in preschool through grade 4.

Preschool

Our inclusionary, multi-age (3 and 4 year old) preschool program consists of two classrooms with half day sessions. A waiting list for typically developing students is maintained by the school office. Please contact the office if you would like your child to be placed on the waiting list.

Kindergarten - Grade 4

Students in Kindergarten and in grades 1-4 attend full day sessions.

All our students, grades K-4, are grouped heterogeneously with children of all ability levels in our self-contained classrooms with their own teacher. In addition, each class, Kindergarten - grade 4, participates weekly in Art, Music, Library/Media, Health, and Physical Education classes with staff employed for these purposes.

Social Promotion - The philosophy of social promotion will not be followed in the Raymond School District. Students will be encouraged and supported by the schools to achieve success. Students will earn promotion. All decisions on promotion will be made on an individual basis.

Standards Based Grading - The Raymond School District uses a standards-based approach to grading and reporting in order to have a grading system that is meaningful, accurate, and consistent. Performance levels will be a reflection of achievement on learning goals that are directly connected to the Common Core State Standards.

Information on how to create a PowerSchool Parent Portal account has been mailed home over the summer. All parents must have an account to receive report cards, progress reports, bulletins, and other important information. If you need assistance with creating a Parent Portal account or assistance with accessing the information in your Parent Portal, please contact the school.

REPORT CARD INSTRUCTIONS:

1. Login to your Parent Portal account
2. Click the Standards Report Tab in the middle of the screen
3. Click on Expand All
4. Click on the message icon in each quarter to view teacher comments

Report Card Descriptors:

LEVEL	Performance Description for Academic Standards
Meets with Excellence (ME)	Consistently demonstrates excellent achievement of the standards. Shows in-depth understanding of the concepts and skills included in the standards. Makes insightful connections to other ideas and concepts. Grasps, applies, and extends the key concepts and skills beyond the grade level.
Meets (M)	Demonstrates proficient achievement of the standards. Shows good understanding of the concepts and skills included in the standards. Uses appropriate strategies to solve problems and connects some concepts to previous learning. Grasps and applies the key concepts and skills for the grade level.
Marginally Meets (MM)	Demonstrates marginal achievement of the standards. Shows partial understanding of the concepts and skills included in the standards, but has not achieved all of them yet. Is beginning to grasp and apply the key concepts and skills for the grade level.

Not Yet Meeting (NYM)	Not yet demonstrating achievement of the standards. Needs additional learning opportunities to achieve even partial understanding of the standards. Has difficulty grasping key concepts and skills for the grade level.
Not Evaluated at This Time (NE)	These standards have not been addressed at this time. However, a grade will be issued by the end of the school year.

Performance Description Habits for Success:

C: Consistently

S: Sometimes

R: Rarely

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 child/children may have. Please refrain from naming a specific teacher. These must be received by May 15th (or the Monday following if May 15th falls on a weekend) of the previous school year. These descriptions will be taken into consideration when making student placements. Any form received after the May 15th deadline may not be honored due to scheduling demands and time-frames.

Textbooks- Textbooks are loaned to students for use during the school year. Books are to be kept clean, handled carefully, and must be covered. You may use your own cover or get one from the school office. 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.

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. 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.

Visitors - All visitors must sign in at the school office where they will be given a visitor badge. 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. Students, except for academic reasons such as a foreign student visiting your home, student may not bring school-aged guests to school with them.

Volunteering at our School:

See Raymond School Board Policy: **Volunteering- IJOC.**

We Believe Community support and engagement is essential to students’ academic success and personal growth. *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 challenge each student with a rigorous and relevant program.*

PARENT-TEACHER ORGANIZATION (PTO)

The PTO at Lamprey River Elementary School has provided our school with many materials and quality programs. Through the efforts of a small cohesive group, Lamprey River Elementary School has received many benefits. The drive behind the PTO reflects a strong desire to assist the school community so that students, parents, families, and teachers can work together for the benefit of the children. We strongly encourage all parents to become involved in this organization.

ANNUAL NOTIFICATION OF BUILDING OCCUPANTS

On October 22, 1986, the President of the United States signed into law The Asbestos Hazard Emergency Toxic Substances Control Act (TSCA). Under AHERA, The Environmental Protection Agency (EPA) was directed to promulgate regulations which would require Local Education Agencies (LEAs) to address asbestos problems in their school buildings. In accordance with the statute, and the regulations issued on October 30, 1987 (52 FR 41826), LEAs are required to inspect school buildings for asbestos-containing materials (ACBM), develop management plans, and implement response actions.

A written plan has been developed for managing these materials while they remain in place. This plan is on file in my office.

ASBESTOS COORDINATOR:	Todd Ledoux, Facilities Director
LOCAL EDUCATION AGENCY:	Raymond School District
SCHOOL BUILDING:	All School District Buildings

ANNUAL NOTIFICATION OF RIGHTS UNDER FERPA

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

1. The right to inspect and review the student's education records within 45 days of the day the School District receives a request for access.

Parents or eligible students should submit to the building principal or building director of guidance 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 records may be inspected. Such inspection shall take place during regular school hours or at reasonable times during vacation periods, but not during weekends or holidays.

2. The right to request the amendment of the student's educational records that the parent or eligible student believes are inaccurate, misleading, or in violation of the student's rights of privacy.

Parents or eligible students may ask the School District to amend a record generated by the School District that they believe is inaccurate, misleading, or in violation of the student's rights of privacy. They shall make such requests in writing, dated and addressed to the building principal or building director of guidance. Such requests must clearly identify the part of the record they want changed and shall specify why it is inaccurate, misleading, or in violation of the student's rights of privacy.

If the School District decides not to amend the record as requested by the parent or eligible student, the School District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. If the parents request a hearing, it shall be conducted by the Superintendent of Schools or his/her designee.

3. **The right to consent, or to deny consent, to disclosures of personally identifiable information contained in the student’s educational records, except to the extent that FERPA authorizes disclosure without consent.**

One exception, which permits disclosure without consent of a parent or eligible student, is disclosure to “school officials with legitimate educational interest.” The terms “school officials” and “legitimate educational interest” are defined in the Appendix to this notice.

The School District may disclose without consent “directory information,” which is information not generally considered harmful or an invasion of privacy if disclosed. In addition, 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 the following information – 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. (These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).) Directory information includes:

- Name, address and phone number of the student
- Field of study
- Weight and height of athletes
- Most recent previous school attended
- Date and place of birth
- Participation in officially recognized activities and sports
- Date of attendance, degrees and awards

Parents may request that the School District refrain from making all or some of this directory information on their child available to the public. Such requests must be filed with the building principal in writing, dated and signed by the parent, by the third Monday of September. Each such request shall expire on the third Monday of September of the following year.

Upon request, the School District discloses education records without consent to officials of a school district which a student seeks or intends to enroll.

4. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA.**

The office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue SW
Washington, DC 20202-4605

RAYMOND SCHOOL DISTRICT POLICY ON DISCLOSING STUDENT RECORDS TO SCHOOL OFFICIALS WITH A LEGITIMATE EDUCATIONAL INTEREST

The federal Family Education Rights and Privacy Act of 1973 (FERPA), 20 U.S. Code Section 1232g, and the U.S. Department of Education's implementing regulations, 34 Code of Federal Regulations Part 99, generally prohibit school districts from disclosing personally identifiable educational records on students without prior written parental consent. However, these laws include several exceptions. One of those exceptions allows school districts to disclose personally identifiable educational records to "school officials with legitimate educational interest" without obtaining parental consent.

The U.S. Department of Education's FERPA regulations require that a school district specify the criteria that the district uses for determining who is a school official and what constitutes an educational interest.

The Raymond School District has adopted the following criteria.

I. The following are "school officials":

A. Employees of the School District, including but not limited to:

1. Building principals, assistant principals, and other school district administrators
2. Classroom teacher(s).
3. Special education staff members.
4. Related service personnel.
5. Paraprofessionals.
6. Other instructors.
7. Guidance staff personnel.
8. Nursing staff.
9. School psychologists and evaluators.
10. Special education team members.
11. Employees assigned to maintain records.
12. Secretarial and clerical staff assisting any of the above.
13. Other support staff (including health or medical staff and law enforcement unit personnel).

B. Employees of N.H. School Administrative Unit 33 (SAU #33), including but not limited to:

1. The Superintendent of Schools
2. The Director of Special Education
3. The Business Administrator
4. School psychologists and evaluators
5. Special Education team members
6. Employees assigned to maintain records
7. Secretarial and clerical staff assisting any of the above

C. Employees of Seacoast Learning Collaborative (Raymond School District's regional special education consortium), including but not limited to:

1. The Executive Director
2. Psycho educational staff and evaluators

3. Placement coordinators
4. Program directors

D. Individuals and organizations under oral or written contract with the School District, the SAU, or Seacoast Learning Collaborative, who are providing services or advice related to the education of one or more students of the School District, or who are performing a special task, including but not limited to evaluators, consultants, auditors, attorneys, experts, and therapists.

E. Appointed or elected officials of the School District, including but not limited to school board members.

F. Individuals and entities assisting the School District in legal matters, including but not limited to insurance brokers, insurance agents, insurance companies, insurance adjusters, claims representatives, legal counsel for the school district, expert witnesses, and expert consulted to provide the school district's legal team with advice.

II. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Examples include:

- A. Matters related to provision of services to one or more students, supervising services, selecting services, evaluating services, funding services, and budgeting for services.
- B. Evaluating, assessing, or monitoring one or more students
- C. Disciplining one or more students
- D. Governance and administration of the school district
- E. Legal matters involving the school district or any student in the school district

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right 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 (ED)–

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 obtained from students for marketing or to sell or otherwise distribute the information to others.

- *Inspect*, upon request and before administration or use –

1. Protected information surveys of students;
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 to from the parents to a student who is 18 years old or an emancipated minor under State law.

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, SW
Washington, D.C. 20202-5901

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 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.

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.

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.

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

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

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

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

False Reporting

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

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.

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

The Superintendent may determine the method of providing the policy (handbook, website, 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.

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 give 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.

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 may be made by telephone, writing or personal conference. The date, time, method, and location (if applicable) of such notification and communication shall be noted in the report. All notifications shall be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

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

The Superintendent may, within a 48 hour time period, grant the Principal a waiver from the requirement that the parents of the alleged victim and the alleged perpetrator be notified of the filing of

a report. A waiver may only be granted if the Superintendent deems such a waiver to be in the best interest of the victim or perpetrator. Any waiver granted shall be in writing.

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

1. Upon receipt of a report of bullying, the Principal 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.

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:

- A. Admonishment
- B. Temporary removal from classroom
- C. Deprivation of privileges
- D. Classroom or administrative detention
- E. Referral to disciplinarian
- F. In-school suspension
- G. Out-of-school suspension
- H. Expulsion

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

- A. Restitution
- B. Mediation
- C. Peer support group
- D. Corrective instruction or other relevant learning experience
- E. Behavior assessment
- F. Student counseling
- G. 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 ten school days of completing an investigation, the Principal will notify the students involved in person of his/her findings and the result of the investigation.
2. The Principal will notify via telephone the parents of the alleged victim and alleged perpetrator of the results of the investigation. The Principal will also send a letter to the parents within 24 hours again notifying them of the results of the investigation.
3. 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

1. The procedures under RSA 193:13, Ed 317, and District policies establish the due process and appeal rights for students disciplined for acts of bullying.
2. The School Board or its designee will inform parents of any appeal rights they may have to the New Hampshire State Board of Education.

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.*”

Legal References:

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

**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 – 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:60.

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:60 - 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

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 – 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
DRUG FREE ZONE**

**RSA 318- B: 26, V
Controlled Drug Act**

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.

**RSA 126-K: 7
Use of Tobacco Products on Public Educational Facility Grounds Prohibited.**

- I. No person shall use any tobacco product 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.

**RSA 193-D
Safe School Zones**

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) Homicide under RSA 630.
- (b)(1) Any first or second degree assault under RSA 631.
- (2) Any simple assault under RSA 631:2-a.
- (c) Any felonious or aggravated felonious sexual assault under RSA 632-A.
- (d) Criminal mischief under RSA 634:2.
- (e) Unlawful possession or sale of a firearm or other dangerous weapon under RSA 159.
- (f) Arson under RSA 634:1.
- (g) Burglary under RSA 635.
- (h) Robbery under RSA 636.
- (i) Theft under RSA 637.
- (j) Illegal sale or possession of a controlled drug under RSA 318-B.
- (k) 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.

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.

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.

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.

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.

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.

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.

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.

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.

RSA 193:13 SUSPENSION AND EXPULSION OF PUPILS

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.

(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 can be appealed 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 or rifle 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.

Raymond School District Policy – AC

NONDISCRIMINATION/EQUAL OPPORTUNITY

The Raymond School District does not exclude from participation, deny the benefits of, or otherwise discriminate in the administration of its admissions or in its educational programs, activities, or employment practices on the basis of race, color, national origin, ancestry, religion, age, sex, handicap/disability, sexual orientation, economic status, or marital status.

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

These statements reflect the mission of the Raymond School District and refers to, but is not limited to, the provision of the following laws:

Title VI and VII of the Civil Rights Act of 1964;
The Age Discrimination Act of 1975;
Title IX of the Education Amendments of 1972;
Section 504 of the Rehabilitation Act of 1973;
Title II of the Americans with Disabilities Act of 1990;
NH Law Against Discrimination (RSA 354-A);
State Rule: Ed. 303.01 (i), (j), (k).

Inquiries regarding discrimination may be directed to the building Principal or his/her designee(s) or the Superintendent of Schools, SAU 33, 43 Harriman Hill Road, Raymond, NH 03077 (603) 895-4299. For complaints of race, color, national origin or ancestry discrimination, see “*Discrimination, including Harassment, Based on Race, Color, National Origin and Ancestry-ACA*,” for grievance procedures.

For complaints regarding sex discrimination, see “*AC-R-Nondiscrimination: Title IX Grievances*,” for Title IX grievance procedures, and for complaints regarding sexual harassment, see “*JBAA-Sexual Harassment – Students*.” The Title IX Coordinator, who can be reached through the District’s Human Resources Coordinator, at the SAU 33 Office, 43 Harriman Hill Road, Raymond, NH 03077 (603) 895-4299, ext 1104. For complaints regarding disability discrimination, see “*ACE-Procedural Safeguards – Nondiscrimination On The Basis Of Handicap/Disability*,” for Section 504 grievance procedures. The Special Education/Disabilities and the Section 504/Title II Coordinator, who is the District’s Special Education Director, is to be reached at Raymond School District, 43 Harriman Hill Road, Raymond, NH 03077, (603) 895-4299, ext. 1108.

Inquiries may also be made to: Office for Civil Rights, U.S. Department of Education, 5 Post Office Square, 8th Floor, Suite 900, Boston, MA 02109-3921; (617) 289-0111; Website: www.ed.gov/ocr; Email: OCR.Boston@ed.gov

Statutory Reference: RSA 354-A:7

See Appendix AC-R

Adopted: April 21, 1988

Revised: February 7, 2002

Revised: June 6, 2012

Revised: April 6, 2016

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.

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

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

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

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
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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; 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

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 - 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 - 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 – 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

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