

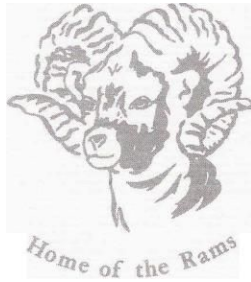
# **Raymond High School**

**2017 - 2018**



## **Student Handbook**

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



# **RAYMOND HIGH SCHOOL**

## **WELCOME**

It is our pleasure to share this Parent/Student Handbook with all of you as we begin another school year. Parents/guardians and students will find this handbook to be a valuable resource in helping to communicate the expectations and regulations of Raymond High School. Please know that our highest priority is for the success, well-being, and safety of your student(s).

The 2017-2018 Raymond High School Parent/Student Handbook is prepared with hopes that it will serve as a meaningful link between those of us here at school and you at home! It is truly important that we work closely together to assure that your student's year is as rewarding and productive as possible. Communicating with one another is the key to success.

After reading the information contained in this publication, please share with us any concerns that you may have. Your input, participation, and constructive criticism are expected and welcomed.

HAVE A GREAT YEAR!

Steven Woodward, Principal  
Peter Weaver, 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 Use  
of Epi-Pens  
Use of Inhalers

All District policies can be found on the Raymond School District website at [www.sau33.com](http://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 Serrine  
Michelle Couture**

**Chairperson  
Vice Chairperson  
Secretary  
Member  
Member**

**SAU #33 – Superintendent’s Office**

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

**Dr. Tina McCoy  
Ronald A. Brickett  
Walter Anacki**

**Superintendent  
Business Administrator  
Student Services Director**

**Raymond High School**

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

**Steve Woodward  
Peter Weaver  
Scott Riddell  
Davinney Brazeau**

**Principal  
Assistant Principal  
Building Coordinator  
Athletic Director**

**Iber Holmes Gove Middle School**

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

**Robert Bickford  
Michael Chouinard**

**Principal  
Assistant Principal**

**Lamprey River Elementary School**

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

**Bryan Belanger  
Laura Yacek**

**Principal  
Assistant Principal**

# **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**

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 HIGH SCHOOL MISSION AND EXPECTATIONS**

At Raymond High School, the responsibility of education is shared among parents, students, faculty, staff, administrators, and community members. We recognize each individual's unique needs and learning styles, and provide challenging learning opportunities in a supportive and safe environment. Our commitment encourages each student to grow intellectually, socially, physically, and creative

The Raymond High School community strives for continuous school-wide improvement to support and implement best practices in teaching and learning. We are committed to preparing our students to assume their roles as productive, responsible citizens.

### **ACADEMIC EXPECTATIONS**

The Raymond High School student will:

1. Apply critical thinking and reasoning skills to solve a variety of problems in multiple contexts.
2. Demonstrate the skills required for the appropriate use of technology.
3. Communicate effectively through a variety of means, including but not limited to reading, writing, speaking, and artistic expression.

### **SOCIAL AND CIVIC EXPECTATIONS**

Through participation in the school's curriculum and programs the Raymond High School student will:

1. Demonstrate an understanding of the roles of culture, diversity, and citizenship.
2. Build an awareness of and responsibility for the local and global communities and their respective environments.
3. Practice active citizenship through participation.
4. Practice behaviors that promote lifelong physical, social, and mental well-being.



## **SCHOOL PROFILE**

Raymond High School is a public high school serving the students of Raymond, New Hampshire. The school serves students in grades 9-12 with a population of approximately 450 students. The school has a teaching staff of approximately 45 and a support staff of approximately 40.

Raymond High School is accredited with the New England Association of Schools and Colleges. The program at Raymond High School meets all the requirements of the New Hampshire Department of Education. Raymond High School is a member of the New Hampshire Interscholastic Athletic Association.

School Mascot – Ram  
School Colors – Green and White  
CEEB #: 3005

## **ACCREDITATION STATEMENT**

Raymond High School is accredited by the New England Association of Schools and Colleges, a non-governmental, nationally recognized organization whose affiliated institutions include elementary schools through collegiate institutions offering post-graduate instruction.

Accreditation of an institution by the New England Association of Schools and Colleges (NEASC) indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer group review process. An accredited school or college is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the New England Association of Schools and College is not partial but applies to the institution as a whole. As such, it is not a guarantee of quality of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding the status of an institution's accreditation by the New England Association should be directed to the administrative staff of the school or college. Individuals may also contact the Association:

**New England Association of Schools and Colleges**

209 Burlington Road  
Suite 201  
Bedford, MA 01730-1433  
(781) 271-0722

## **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 in the Raymond High School Media Center. 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 form.

## **RAYMOND HIGH SCHOOL HOURS**

Warning bell is at 7:25 AM. All students should be in their assigned 1<sup>st</sup> periods before the second bell rings at 7:30 AM. Any students not in their class at this time must report to the office for a tardy slip. The bell signaling the end of the day rings at 2:09 PM. No student should be out of the building without permission before that time. No student should be in the building after 2:09 PM (dismissal time) unless they are attending an approved school activity under the supervision of a staff member.

***Delayed Opening:*** During a delayed opening, school will be delayed two (2) hours. Warning bell will be at 9:25 AM with the second bell at 9:30 AM.

## **DAILY CLASS SCHEDULE**

Students should not be in the building before 7:00 AM and after 2:09 PM unless they are attending an approved school activity under the supervision of a staff member.

<b>Period</b>	<b>Start Time</b>	<b>End Time</b>	<b>Minutes</b>
<b>Warning Bell</b>	<b>7:25</b>		
<b>Period 1</b>	<b>7:30</b>	<b>8:22</b>	<b>52</b>
<b>Period 2</b>	<b>8:26</b>	<b>9:18</b>	<b>52</b>
<b>Period 3 (RAP/Focus)</b>	<b>9:22</b>	<b>9:58</b>	<b>36</b>
<b>Period 4</b>	<b>10:02</b>	<b>10:54</b>	<b>52</b>
<b>Period 5</b>	<b>10:58</b>	<b>12:18</b>	
<b>1st Lunch</b>	<b>10:58</b>	<b>11:23</b>	<b>25</b>
<b>2nd Lunch</b>	<b>11:25</b>	<b>11:50</b>	<b>25</b>
<b>3rd Lunch</b>	<b>11:53</b>	<b>12:18</b>	<b>25</b>
<b>Period 6</b>	<b>12:22</b>	<b>1:14</b>	<b>52</b>
<b>Period 7</b>	<b>1:18</b>	<b>2:10</b>	<b>52</b>

37 minute periods		83 minute periods			
Monday		Tuesday	Wednesday	Thursday	Friday
7:25-7:30 (5 min)	Warning Bell/Passing	7:25-7:30 (5 min) Warning Bell/Passing			
7:30-7:45 (15 min)	Morning Meeting	7:30-8:53 (83 min)			
7:45-7:49 (4 min)	Passing	Period 1	Period 5	Period 1	Period 5
7:49-8:26 (37 min)	Period 1				
8:26-8:30 (4 min)	Passing	Period 2	Period 6	Period 2	Period 6
8:30-9:07 (37 min)	Period 2				
9:07-9:11 (4 min)	Passing	Period 5	Period 6	Period 2	Period 6
9:11-9:48 (37 min)	Period 5				
9:48-9:52 (4 min)	Passing	Period 6	Period 6	Period 2	Period 6
9:52-10:29 (37 min)	Period 6				
10:29-10:31 (2 min)	Passing	10:20-10:22 (2 min) Passing			
10:31-10:59 (28 min)	Lunch- Fresh & Soph RAP- Jr & Sr	Lunch- Fresh & Soph RAP- Jr & Sr	Lunch- Fresh & Soph RAP- Jr & Sr	Lunch- Fresh & Soph RAP- Jr & Sr	Lunch- Fresh & Soph RAP- Jr & Sr
10:59-11:01 (2 min)	Passing	10:50-10:52 (2 min) Passing			
11:02-11:29 (28 min)	Lunch- Jr & Sr RAP- Fresh & Soph	Lunch- Jr & Sr RAP- Fresh & Soph	Lunch- Jr & Sr RAP- Fresh & Soph	Lunch- Jr & Sr RAP- Fresh & Soph	Lunch- Jr & Sr RAP- Fresh & Soph
11:29-11:31 (2 min)	Passing	11:20-11:22 (2 min) Passing			
11:31-12:08 (37 min)	Period 3	Period 3	Period 7	Period 3	Period 7
12:08-12:12 (4 min)	Passing	Period 4	Period 8	Period 4	Period 8
12:12-12:49 (37 min)	Period 4				
12:49-12:53 (4 min)	Passing	12:45-12:49 (4 min) Passing			
12:53-1:30 (37 min)	Period 7	Period 4	Period 8	Period 4	Period 8
1:30-1:34 (4 min)	Passing				
1:34-2:11 (37 min)	Period 8	Period 4	Period 8	Period 4	Period 8

## HOW DO I FIND OUT IF SCHOOL IS DELAYED OR CANCELLED?

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

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

### Internet

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

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

### Television Stations

**RCTV  
WMUR  
WBZ**

**Raymond  
Manchester  
Boston**

**Channels 13 and 22  
Channel 9  
Channel 4**

### Radio Stations

**WERZ  
WGIR  
WZID  
WHEB  
WOKQ  
WBZ**

**Exeter  
Manchester  
Manchester  
Portsmouth  
Dover  
Boston**

**107.1 FM  
61 AM 101.1 FM  
95.7 FM  
75 AM 100.3 FM  
97.5 FM  
1030 AM**

## **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 for attendance shifts from parent/guardian to the student. Therefore, the school's response to an excessive number of absences will differ from elementary school to middle school to high school. 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 schools; they include:

1. Tardiness has a negative impact on a student's performance in school. Each school will develop procedures to deal with students who are tardy.
2. Any procedures that impact a student's grades due to excessive absences will contain an appeals process.
3. Students are expected to make-up all work missed due to absence, tardiness, dismissal or suspensions.
4. Students will not receive credit for made-up work as a result of unexcused absences.
5. Students who do not attend school will not be allowed to participate in or attend school activities on that day.

The following applies to those students eighteen (18) years of age and older. After fifteen (15) consecutive days absent, when there has been no clear understanding with an absent pupil and his/her parent/guardian, the school will send a warning letter to parent/guardian giving notice that the pupil will be dropped from registration effective the 20th day of her/his consecutive absence. A copy of this letter will go to the Superintendent of Schools. The School District will conform to all State & Federal laws and regulations pertaining to attendance, child find, and truancy such as: 169B; 193:12; and 300.125

### **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 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.

IV. [Repealed].

**Source.** 1903, 13:1. 1911, 139:1. 1917, 52:1. 1919, 84:1. 1921, 85, III:1. PL 118:1. RL 137:1. 1949, 92:1. 1953, 223:1. RSA 193:1. 1985, 47:1. 1990, 279:1. 1994, 121:1. 1996, 157:1. 1997, 183:1. 1999, 17:42; 39:1. 2005, 257:15. 2007, 242:5, eff. July 1, 2009; 270:3, eff. June 29, 2007; 350:1, eff. June 30, 2009; 350:2, eff. July 1, 2009. 2008, 173:11, eff. July 1, 2009.

## **ATTENDANCE POLICY AND PROCEDURES**

**Attendance** -Class attendance is essential for gaining the full learning experience provided by the High School. Students must make every effort to be in class on a daily basis to get full benefit from the opportunities for academic, social, personal and creative growth that the school and classroom setting provides. Class discussions, student collaborative work, teacher guidance and directives all offer learning opportunities that are hard to make up outside the classroom. RSA 193.1 of the New Hampshire Education Laws, states that every child between six and eighteen years of age shall attend school "... during all the time the public schools are in session unless he/she has been excused from attending on the ground that his/her physical or mental condition is such as to prevent his/her attendance ..." The school day runs from 7:25 A.M. to 2:09 P.M. During these hours, no students are to leave the building unless a school administrator grants permission or the students are participating in an approved school activity under the supervision of a staff member. Students are expected to enter the building as soon as they arrive on school property. At dismissal time (2:09 P.M.), students who are not participating in academic or co-curricular activities are expected to leave the building and school grounds. No students should be in the building after that time, unless they are under the supervision of a teacher or co-curricular advisor or coach.

### **Two Types of Absences**

1. Excused absences from class are those that are reasonable and within the spirit of the New Hampshire Education Laws. Such absences may include personal illness, family emergencies, college visitations, and medical appointments or if a student is assigned an Out of School Suspension or In School Suspension. A student will have one day for every day they have an excused absence to turn in make-up work. (Four absences per marking term from class is considered excessive, (per Policy JH) even for excused absences.) **A note from the student's parent or guardian must document an excused absence within two school days of the student's return to school.** A phone call by the parent or guardian to the attendance secretary should also be made the day of the absence. This phone call does not take the place of a written note to be turned into the office).The student must make up any work that has been missed in order to gain proper credit, and no disciplinary consequences will be imposed. It is the responsibility of the student to contact each teacher within two days after returning to school to make arrangements for make-up work.
2. Unexcused absences from class or school are unreasonable and are not within the spirit of the New Hampshire Education Laws. They are absences taken for illegitimate reasons. Unexcused absences may include, but are not limited to, leaving the building without permission, truancy and class cuts. Unexcused absences will count toward the limit of ~~twelve~~ **eight** absences, excused or unexcused, per semester. Unexcused absences will also be subject to the consequences of the discipline code regarding attendance. The student who has an unexcused absence will not be allowed to make-up any missed class work for credit. Notes from parents or guardians will not excuse such an unexcused absence.



3. Tardiness is defined as an unexcused late arrival to class (both feet need to be in the room when the bell rings). Three (3) tardies for less than half the class period constitutes an unexcused absence. One (1) tardy of more than half the standard class period constitutes an unexcused absence.

A student will have no more than 8 unexcused absences in 1 semester or 16 unexcused absences in a full-year course.

The official number of absences from a course will be based on those recorded by the teacher in that course. Upon verification that a student has been absent without an excuse, the teacher is to notify the student's principal.

**Reporting an Absence** - In the event that a student is going to be absent from or late to school due to illness or other reasonable circumstances, the student's parent or guardian is to phone the school attendance office (895-6616) before 8:30 A.M. to inform the school of that expected absence or late arrival to school. The school administration has the right to determine whether or not that absence or late arrival is excusable or exempt. In addition, when the student returns to school from an absence, the parent or guardian must provide a written verification to the attendance office within two school days of the student's return.

The note should include the following information:

1. Student's full name and grade
2. Date of return
3. Date(s) of absence(s)
4. Reason for absence(s)
5. The signature of the parent or guardian

No student, regardless of his/her age, is permitted to write or sign tardy, dismissal or absence notes. \*\*Unless the student has followed the procedures and has been approved to become an independent adult at Raymond High School. Forging a note is a serious violation of the discipline code. Upon receipt of the parent/guardian's note, the attendance secretary will **change the attendance code in PowerSchool to Excused**. The student is responsible for obtaining and completing and has one day for every day they are absent to turn in their missing work. (See Make-Up Work section for acceptable time limits.) If the absence or late arrival falls into the "exempt" category, it is the responsibility of the student and parent/guardian to provide proper written verification to the attendance officer. (See acceptable reasons for "exempt" absences listed above.) In questionable instances, the appropriate principal will make a ruling as to whether the absence is unexcused, excused or exempt.

**Dismissals** - Students may be dismissed for legitimate reasons only. ~~No student will be dismissed from school without a written verification from a parent or guardian approved by the school.~~ **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. Please refrain from calling during dismissal time.** Raymond High School reserves the right to verify any dismissal note and to approve and/or restrict the reasons for which students may be dismissed from school. Students may not write their own dismissal notes. Dismissals count toward the minimum attendance policy restrictions unless they fall in the exempt category or take place during the midterm or final exam weeks.

1. The student must present a dismissal note written by a parent or guardian before their first class of the day, indicating his/her full name, the date, the reason for the dismissal and the time of their dismissal. The attendance office will then issue a dismissal slip authorizing the dismissal time and date.
2. Dismissal notes will be processed until 10 a.m. unless a student arrives late due to a late bus arrival or with a note from a parent or guardian.
3. A student who has been dismissed must sign-out in the front office, and they may not return to the building until the end of the school day, unless specified in the dismissal note, e.g., dismissal for a dentist appointment but returning to school, or permitted by a building principal. If a student returns, he/she must sign-in in the front office. Failure to comply with this rule may result in disciplinary action.
4. In cases of emergencies or unusual circumstances, the school nurse will notify an administrator and parent or guardian that a student is to be sent home or to a medical facility. A note must be sent in by the parent/guardian the following day.
5. If a student does not follow the proper procedures, he/she will be considered to have an unexcused absence and appropriate disciplinary action will be taken.
6. Email, fax, and phone dismissals at the high school will not be allowed.

**Tardiness** - Students who are late to school or to class are considered tardy. Any student who arrives after 7:30 AM must sign in at the office with the attendance secretary. Students who are tardy to class and/or school are subject to the discipline code. Individual teachers are responsible for teacher detention in the event that a student is tardy to class. Administration is responsible for administrative detention in the event that a student is tardy to school. Students tardy to school will be subject to the following per quarter:

On the 4<sup>th</sup> day of tardiness, a student will receive a detention (before school, after school, or lunch) and parent contact will be made (letter)

On the 7<sup>th</sup> day of tardiness, a student will receive three detentions (before school, after school, or lunch) and parent contact will be made (telephone).

On the 10<sup>th</sup> day of tardiness, a student will receive a half day of In-School Restriction and will lose parking privileges for the remainder of the quarter and for the next full quarter. A parent conference will be scheduled.

On the 13<sup>th</sup> day of tardiness, a student will receive a full day of In-School Restriction.

More than 13 days of tardiness will result in additional In-School Restriction time.

**Make-up Work** - Make-up work is only allowed in the event of an excused or late arrival to school. The student must obtain an excused or late arrival slip from the attendance office. The excused late slip indicates that an appropriate note has been received. It is the responsibility of the student to meet with the teacher(s) within two days upon returning to collect make-up work. Beginning after the 2<sup>nd</sup> day, students are entitled to one day for every day they are absent to turn in missing work. No make-up work will be allowed for any unexcused absence or tardy.

**Loss of Summer School Eligibility** - Summer School offers students the possibility of re-taking a class they have failed or received no credit for during the school year. Excessive absences from classes will result in ineligibility for re-taking failed courses during summer school.

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

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

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

The Principal or School Resource Officer is hereby designated as the District employee responsible for overseeing truancy issues. A School Resource Officer 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. Involve 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;
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

## STUDENT INFORMATION

**Academic Standings for School Events & Class Trips** - Certain activities that are sponsored by a class or by other organizations at Raymond High School require that those in attendance have the academic standing of a freshman, sophomore (6 credits), junior (12.0 credits) or senior (17.5 credits).

**Automobiles** - Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of the student parking lot. The interior of a student's automobile, on the school premises, may be searched if the principal, assistant principal or other designated person has reasonable suspicion that the automobile may contain items that violate either the law or rules of the school.

The School District recommends students wear appropriate safety equipment. NH RSA 265:107a states "No person shall drive a motor vehicle on any way while carrying as a passenger a person less than 18 years of age unless such person is wearing a seat or safety belt which is properly adjusted and fastened."

A fee of \$15.00-for paved and will be charged to all students wishing to receive a school permit to park their vehicle in the RHS parking lot. (Please see parking permit application on 87) This permit may be rescinded for violations of #6, 7, 14, 16 or 17. The following guidelines apply when applying for/using a school-issued parking permit:

1. Students drive at their own risk.
2. Students must hold a valid driver's license.
3. Students will park in their assigned area. Violators will be towed at their expense, and the school will assume NO RESPONSIBILITY for damages or costs incurred by towing. Also, this may result in the loss of parking permit.
4. Parking permits are only valid from 7:00 a.m. to 2:15 -p.m. during the school year.
5. If a student cannot find a spot in their assigned area, they must take the responsibility of temporarily parking in the visitor's parking lot, and will immediately notify the Main Office of the situation.
6. **I understand that after *five* discipline referrals (this includes class cuts) to the office, I could lose my parking privilege for the remainder of the school year.**
7. If I receive *three* "parking lot referrals" I will lose my parking privilege for the remainder of the year.
8. **I agree to always have my parking permit clearly displayed.** Failure to do so will result in: first offense, students will receive a warning, and further offenses will result in suspension of parking privileges for a period of time deemed appropriate by

the administration. Any student vehicle parked on RHS property without an official displayed parking permit or specific administrative permission is *subject to towing at the owner's expense*.

9. Students are not permitted to congregate in cars or in the parking lot before, during, and after school hours.
10. Juniors with a minimum of 12 earned credits (8 of which must be in core area classes) and seniors with a minimum of 17 earned credits are the only students eligible for parking lot permits. Sophomores (minimum of 6 credits with four in core areas) will be allowed to apply for a parking permit upon receiving their license and based on availability.
11. Written parental consent is required for a student to drive an automobile to school (See Student Parking Permit Contract on page 81).
12. A copy of the auto registration and a copy of the student driver's license are required for the permit.
13. All vehicles, INCLUDING buses, must turn right into the lower parking lot and proceed to the appropriate parking area. ALL traffic will flow in a counterclockwise direction.
14. Any reckless driving, speed in excess of 15 mph, carelessness, or lack of courtesy in driving on school grounds could result in permanent loss of the driving privilege and/or legal action, if appropriate.
15. Students who are attending the Seacoast School of Technology will have priority driving privileges.
16. Any misuse of student parking permit may result in revocation of parking privileges.
- 17. Any unauthorized vehicular use during the school day will result in loss of the parking permit for 10 days and one day out-of-school suspension. The second offense will result in the loss of the parking permit for the balance of the school year and a two-day out-of-school suspension.**
18. The administration reserves the right to provide parking privileges to students with extenuating circumstances.
19. Students who are tardy ten or more days in a quarter will have their parking permit revoked for the remainder of the quarter and the next quarter, but will have the opportunity to earn back their pass for the quarter after that.
20. No refunds will be given for revoked parking permits.

**Bicycles** - Students are extended the privilege of bringing bicycles to school as long as they respect the safety and rights of others and obey school rules. Any student seen operating his/her bike in an unsafe manner will have the privilege suspended. The School District is not responsible for damage/loss of bicycles brought onto school property. Students are not to bring bicycles on the athletic fields. Bike helmets are required for riders under 16 years of age and are recommended for all (NH RSA 265:144X).

**Class Trips** - The Raymond School District believes that class trips help students learn about the world we live in while creating bonds among class members. All students participating in a class trip must have a parent/guardian signed permission slip. Students are expected to be on their best behavior and are reminded that all school rules apply while on a class trip.

**College Visitation Policy** - Five days prior to the visitation a completed Planned Absence Form must be signed by all of the student's teachers, parent/guardian, and principal and returned to the office. The student will need to submit confirmation from the college visited (on official letterhead) stating the date and time of the visitation/tour. Students will be allowed to make-up work if the preceding steps are followed.

**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" or "stay put." In this event, a responsible party will announce "lock-down" or "stay put" over the public address system/intercom. Faculty 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.

**Senior Privilege/Early Release** - Early release is a senior privilege and will only apply to the 1<sup>st</sup> or last periods of the day. Seniors in good standing must have 17.5 credits (11.0 core area credits) and must have passed all classes in the previous quarter. Seniors violating the RHS discipline code jeopardize their senior privilege.

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

**Fire Drills** - Instructions are posted in each classroom indicating how to leave the building in case of fire. Students should move quickly and quietly to designated areas. Students are not allowed to enter any vehicles during a fire drill.

**Food and Beverage** - Clear water as well as foods that are in compliance with the wellness policy will be allowed in classrooms at the teacher's discretion, and providing such use does not create a distraction, or result in spills. There will be no food or beverage of any kind on or near electronic equipment under any circumstances.

**Graduation Ceremony** - Participation is a student privilege not a right. Raymond High School administration reserves the right to revoke the student privilege of participating in graduation exercises as part of a disciplinary measure. *Students owing the school money for lab fees, lost books, driver's education, library materials, vandalism, class dues, cafeteria or other incurred costs will not be allowed to participate in graduation exercises.*

**Homework** - Parents interested in picking up their child's homework during extended absences should call the guidance office and give 24 hour notice so as to provide staff with adequate time to gather assignments and materials, to be picked up in the front office.



**Insurance** - All students are offered a School Accident and Health Insurance Plan at a special student rate. Information will be available at the beginning of the school year upon request. Under this plan there are two policies:

1. regular school year, school day policy and;
2. 24-hour coverage for 365 days.

Since the school itself does not carry insurance for students involved in athletic programs, THE DISTRICT VERY STRONGLY URGES THAT ALL ATHLETES BE COVERED UNDER SOME KIND OF ACCIDENT INSURANCE POLICY.

**Lockers** - Each student may be assigned a locker either to use alone or share with another student. Students are only to use the locker assigned to them. Lockers are the property of the Raymond School District. They are subject to inspection by school authorities for such purposes as checking cleanliness, inspection for damage, and assuring that items that present a health, safety, or legal hazard are not present. The student is expected to keep his/her locker locked at all times. **The school is not responsible to replace lost or stolen items.**

**Lost and Found** - The school cannot be responsible for items which have been misplaced or stolen. The students name should be on all personal articles. All inquiries regarding lost and found articles should be made at the office. If an article is found, it should be taken to the office. Quarterly, throughout the year, unclaimed lost and found items will be given to charity.

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

### **Report Cards & Progress Reports**

All grade reporting will be done online via PowerSchool. NO HARD COPY OF PROGRESS/REPORT CARDS WILL BE AVAILABLE unless requested by the parent. All parents will be provided with a Username and Password to access PowerSchool Parent Portal at the beginning of each school year.

**School Lunch Program** – The Raymond School District’s Food Service Department makes available to all students, a hot, nutritious meal served at both breakfast and lunch. A breakfast meal consists of the entrée selection, milk and juice. A lunch consists of the entrée and choice of side and/or vegetable. Lunch also includes milk and a selection of fresh or chilled fruit.

Raymond School Food Services utilizes an electronic point of sale (POS) to track payment and consumption of student meals. While students are expected to pay for their meals on a daily basis, we realize that from time to time students may forget their money. Students may charge up to two meals, but may be refused service after that point until their financial obligation has been paid. Students who refuse or choose not to pay their balances will be referred to the office.

Payment by check, payable to Raymond School Food Service, is preferable rather than sending cash. Parents may choose to register for online payments using Nutrikids. Simply go to [www.sau33.com](http://www.sau33.com), scroll down, and click on the Nutrikids icon found on the right hand side.

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](http://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.

The Raymond School District recognizes the value of good nutrition to our students’ health and educational well-being. The School District participates in the National School Lunch Program and makes balanced meals available to students every day that school is in session. As a part of that program, these meals must meet specific nutritional patterns and guidelines. Federal regulations also require that meals must be provided in a financially responsible manner, without enabling the growth of student accounts in the negative.

In order to keep parents/guardians informed, a copy of this procedure is included with our weekly balance email sent out each Friday to all households. Additionally, it is attached to the Free & Reduced Price Meals application as well as being posted on the Food Service page of the District web site.

Raymond School Food Services operates as a debit system, with accounts for each child. Monthly, weekly or daily prepayments are encouraged for meals, milk only and/or snacks. These may be made by check, cash or on line thru [mySchoolbucks.com](http://mySchoolbucks.com). Cash is also accepted in the serving lines.

Parents/Guardians are expected to be responsible for not letting the account become past due. The [mySchoolbucks.com](http://mySchoolbucks.com) site also enables households to set up their own individualized low-balance reminder email.

If an account should fall below zero, notifications are made in the following manner: Emails are sent out to all households with negative balances on Mondays and Thursday. Payment should be made the following day.

Students will continue to receive the regular menued meal. The price that the student normally pays will be charged to the student's account. Payment is expected the following day.

Students may not charge Breakfast, Milk only, or a la carte items in any school.

Households are also reminded that applications for Free & Reduced Price meals may be processed at any time during the school year. Applications are available to download and print from the school website. Paper copies may be requested thru the School's Food Service Office.

All staff may also set up debit accounts or pay cash in line. Credit will not be extended to staff.

If any account reaches \$25 past due, a phone call will be made to the household. Parents/Guardians will be expected to provide payment at that time.

If any account reaches \$50 past due, the building Principal will call the household.

The Raymond School District reserves the right to further pursue any balance due thru legal channels.

**Skateboards/Roller Blades** – Students bringing a skateboard or roller blades to school may not use them on school grounds at any time. Skateboards must be deposited in the school office or student's locker immediately upon arrival and can be picked up at the end of the school day. Students may not take skateboards on the bus. Roller blades must also be stored in the office or in lockers. The School District is not responsible for skateboards or roller blades that are brought onto school property.

**Study Hall** - All students will be assigned to study hall during their non-class periods. Materials should be taken to the study hall so that time will be used constructively. Disciplinary action may result if students do not work quietly.

## RETEACH and ENRICHMENT

The following programs can also be used for recovery of credit.

### 1. PLATO

#### **Description:**

- These classes will be graded pass/fail and will not be factored into GPA
- The number of students signed up during a semester will be dictated by the number of computers available for use during any given period of the day

#### **Eligibility:**

- Students will be eligible for PLATO if they fail a class
- Students can use PLATO for enrichment opportunities

#### **Procedures:**

- Students will be allowed to make up one credit per semester starting in the second semester of their freshmen year
- Students should complete one credit classes in one year
- Sign up for classes can happen up to the two week add/drop period of each semester
- Senior sign ups will have priority over underclassmen
- Special Education IEP's may dictate exceptions to these guidelines
- All cost associated with PLATO will be the responsibility of the students/families

Note: Extenuating circumstances may be petitioned to the principal.

### 2. Summer School

**Policy** - Only those completed courses that a student has failed can be taken in summer school. Students must have a grade of 50% or higher in order to be eligible for gaining credit in a summer school course. Students must also have approval from guidance school counselor and/or administration. Costs related to the enrollment in summer school are the responsibility of the student and/or his/her parent/guardian.

#### **Description:**

- ~~When a student attends summer school his/her grades are figured as follows:~~

~~Yearly average times (2) plus summer school grade which is then divided by (3)~~

~~Example: Student received 63 for the end of year.~~

~~He/She goes to summer school and received a 95.~~

$$\del{63+63+95 = 221}$$

$$\del{221 \text{ divided by } 3 = 73.6 (74)}$$

- ~~If a student attends summer school and successfully passes however the average from the above formula is less than 65 they will receive a passing grade of 65 for the entire course.~~

- If a student successfully completes summer school their grade will be recorded as 70
- Summer school programs must be state and RHS approved
- The final grade will be calculated into the student's GPA

**Eligibility:**

- Students will be eligible for summer school after their second semester freshman year and if they fail a course with at least a 50

**Procedures:**

- Students will be allowed to make up two courses per year
  - All cost associated with summer school will be the responsibility of the students/families
  - Attendance policy of summer school will be adhered to
- Note: Extenuating circumstances may be petitioned to the principal.

**3. Virtual Learning Academy Charter School (VLACS)**

**Description:**

- The earned grade will be calculated into the student's GPA
- No restriction based on grades to qualify for classes
- Any credits beyond the 3 required credits must be approved by the student's guidance counselor and the principal

**Procedure:**

- VLACS will control the sign-up period

**4. Correspondence Courses**

**Description:**

- The earned grade will be calculated into the student's GPA
- Course work from any state and department of education accredited program will be approved
- Students will be allowed to make up 3 required credits outside of Raymond High School while they are students at RHS
- Any credits beyond the 3 required credits must be approved by the student's guidance counselor and the principal

**Procedure:**

- All cost associated with Correspondence Courses will be the responsibility of the students/families
- Students must work with their guidance counselor to sign up for Correspondence Courses
  - School counselor and principal must approve the program and class to be taken
  - All rules and regulations of Correspondence Course program will be recognized and followed by Raymond High School

Note: Extenuating circumstances may be petitioned to the principal.

## **5. Adult Education**

### **Description:**

- ~~The earned grade will be calculated into the students GPA~~
- ~~No restriction based on grades to qualify for classes~~
- ~~Students will be allowed to make up 3 required credits outside of Raymond High School while they are students at RHS~~
- ~~Any credits beyond the 3 required credits must be approved by the student's guidance counselor and the principal~~

### **Procedure:**

- ~~All rules and regulations of Adult Education program will be recognized and followed by Raymond High School~~
- ~~School counselor and principal must approve the program and class to be taken~~

**Telephone Use** - Students Making Calls - The telephones in the office are used for school business. Students will be allowed to use them only in cases of emergencies. Students Receiving Calls - No pupil may be excused from class to take a phone call. The caller will be asked his/her name and telephone number, and the message will be given to the student so that he/she can call back at a convenient time. If the call is of an emergency nature, arrangements will be made for the student to call back immediately. ONLY messages from a parent/guardian or any person listed as an emergency contact on the student's original registration paperwork will be given to a student.

**Textbooks** - Textbooks are loaned to students for use during the school year. Books are to be kept clean and handled carefully. **Students are encouraged to cover their books with personal covers.** The student's name and grade must be written on the book label. All texts must be returned to the classroom teacher at the end of the course. Parents\guardians will be responsible for reimbursing the school for any lost or damaged textbooks.

**Valedictorian\Salutatorian** - Determination will be made after 4th quarter report cards.

**Visitors - Adults:** Individuals who wish to visit the school must have prior approval for their visit. On arrival, they must sign the visitor log and carry a visitor pass. **Students:** Student visitations are not allowed.

**Yearbook Senior Portrait** - All senior portraits shall be of the student only with a traditional indoor or outdoor background. No props, instruments, pets, athletic equipment, hobby items, or vehicles shall be allowed in the photographs. Clothing shall be modest and free of slogans and/or political expressions and such clothing shall be in conformance with the School District's dress code. Photographs of seniors engaged in non-School District sponsored sporting events (only Olympic or NHIAA sanctioned events qualify) may be submitted for inclusion on the community sports page.

## **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.~~

## **EARLY GRADUATION**

The curriculum offerings at Raymond High School are planned so that most students will benefit from four years of secondary school education. However, students, motivated by a desire to accelerate their learning, specific future plans or economic necessity, may wish or need to complete their high school education in less than the customary four years. Recognizing the above, the Raymond School Board here in approves a policy whereby Raymond High School students may graduate after successfully completing a minimum of six (6) semesters. Procedure related to this policy will be developed by the school administration and Superintendent's Office. A maximum of three required credits earned through Reteach-Credit Recovery may be applied toward early graduation.

School Board policy IKFA and IKFA-R will be followed when students are petitioning for early graduation.

## **PROCEDURE REGARDING STUDENTS 18 OR OLDER**

The rules and regulations at Raymond High School are for all students. Students who are 18 years or older and who are living with their parent/guardian will be required to have all notes for excused absences, tardiness, dismissals, field trip permission forms, and all requested forms, signed by parent/guardian.

Students who are 18 years old or older and who are living with their parent/guardian may sign their own forms, if the school receives permission from the parent/guardian. This permission must be in the form of a notarized letter. Such an authorization releases the school from its obligation to contact the parent/guardian regarding grades, attendance, illness, or conduct of the 18-year old. The school will deal directly with the 18-year old student regarding these matters.

## **RHS PRINCIPAL'S FORUM**

The RHS Principal's Forum meets on the third Monday of each month at 6:00 pm in the high school media center. The group is an open forum where parents are encouraged to bring up issues of concern to be discussed. These issues may be discussed among other parents who have similar concerns or have experienced the same or similar situations in the past. All parents are encouraged to attend.

## STUDENT DRESS AND GROOMING

All students are expected to dress in proper attire. Clothing should never be a disruption to any student's learning process. Students must at all times wear appropriate and safe footwear. The administration will issue additional directives on inappropriate apparel as the need arises. If dress code infractions occur, a student will be given the opportunity to secure appropriate attire. If the student is unable or unwilling to secure appropriate attire, parents will be contacted.

The following articles are **NOT** permitted:

1. Shorts, skirts, or dresses **that are shorter than fingertip length**
2. **Pants lower than the waist;**
3. Shirts with straps that are less than 2 inches wide, shirts that expose the midriff, cleavage, or the shoulder area (i.e. spaghetti straps, halter tops, etc.) and any clothing made of transparent material;
4. Clothing which exposes undergarments;
5. Clothing or jewelry that promotes the use of drugs, alcohol or tobacco;
6. Clothing with abusive/suggestive language or symbolism, clothing with obscene or profane language and/or symbols;
7. Any clothing/accessory that is injurious, offensive, or distracting to the educational process;
8. **Sunglasses** (eyes must always be visible);
9. Hazardous footwear, i.e., Roller Blades®, Heelies®, etc.

## EVENT GUIDELINES

1. Signs and Posters:
  - a. All signs and posters for events must be approved by the Administration.
  - b. All signs and posters must be taken down by the group/committee who posted them immediately following the advertised event,
  - c. Unauthorized signs and posters will be taken down.**
2. Students and Guests:
  - a. Students and guests attending all after school functions are required to adhere to all school hour rules.
  - b. Students must arrange in advance for their transportation. Students must leave **immediately** at the end of the event.
  - c. No student will be readmitted once he or she leaves the building.
  - d. No persons from the school or elsewhere are allowed to loiter outside the school during a school dance/social.
  - e. Raymond High School students must use the following procedure when inviting guests:
    - Secure a **Guest Recommendation Form** which is available in the main office for all events.
    - Complete guest form.



- Submit completed form to the Administration **one week prior to the event.**

## **STUDENT CONDUCT**

### **Communications Devices**

Use of electronic devices both in and out of the classroom should follow the general guidelines of what is allowable in the "RAYMOND SCHOOL DISTRICT ACCEPTABLE USE PROCEDURE".

The use of electronic devices, including cell phones is privilege. Use of any devices in the hall and café, during lunch and transitions is allowed and must follow AUP rules. Upon entering a classroom all devices should be put away and silenced, and remain away until such time as the classroom teacher gives permission for their use. Use of devices during study hall is allowed but for educational purposes only.

Misuse of any device during class time will be handled by the classroom teacher unless the student refuses to comply with the instruction of the classroom teacher. At that time a referral for insubordination will be sent to the Main Office.

Additionally, it is prohibited for students to take, store, disseminate, transfer, view, or share obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and e-mailing. Any student found to have engaged in such conduct may be reported to local law enforcement authorities and may face criminal penalties in accordance with applicable law. School administrators may refer such matters to local law enforcement if the administrator believes student action in this regard involves illegal activity (e.g., pornography.)

Students participating in extra-curricular activities or athletics must contact their sponsor or coach for his/her rules involving cell/smart phone use after hours or on after-school bus trips. Sponsors and coaches will set their rules and establish their consequences for the use and/or misuse of these devices. Cell/smart phones are shut off during all practices, games and contests. They may be checked during breaks.

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

### **Consequences for Violating this Policy**

*First Offense:* Warning and confiscation of the electronic communication device for the remainder of the school day. A disciplinary referral will be written if there is violation of another district policy. *Second Offense:* The electronic communication device will be confiscated. A disciplinary referral will be written. The student's parent/guardian must pick up the device from the principal or superintendent's office. *Third Offense:* The

electronic communication device will be confiscated. A disciplinary referral will be written. The student's parent/guardian must pick up the device from the principal or superintendent's office. At the principal's discretion, the student may receive detention or in-school suspension.

Any further violations of this policy will result in the student's loss of possession of the electronic communication device for the remainder of the school year. The student's parent/guardian must pick up the cell/smart phone from the principal or superintendent's office at the expiration of that length of time. At the principal's discretion, the student may receive detention, in-school suspension, or out-of-school suspension not to exceed ten (10) days.

Adopted: August 1, 2002

Revised: March 21, 2008

Revised: April 20, 2011

**Corridor/Lavatory Conduct** - Use of corridors and lavatories during class periods without a pass is prohibited. Violations of this will result in school disciplinary action.

**Drug and Alcohol Use by Students** - 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.

**Forging\Impersonation** - Any misrepresentations by students for **THEMSELVES** OR another student **VIA A WRITTEN NOTE**, telephone, cell phone, computer or any form of technology to have a student dismissed by another is prohibited. Discipline may include after school detention or suspension.

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

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

**Insubordination** - Insubordination will not be tolerated in the Raymond School District. Students being insubordinate will be referred to the main office for disciplinary action.

Insubordination is defined as:

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

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

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

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

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

**Personal Conduct** - Public displays of affection are not permitted on school property. Students will not engage in inappropriate verbal and/or physical gestures/contact, of a sexual nature to another student/adult, either consensual or nonconsensual. Violations will result in disciplinary action and parental notification.

**Plagiarism** - Work that is presented for credit in all classes must be original. Plagiarism is defined as passing off the ideas and words of another as one's own. It is literary dishonesty. For example, turning in material from any print or electronic source without citation is plagiarism. A paper is considered plagiarized if any part of it is taken from another source without proper citation.

Examples of Plagiarism:

1. Taking information from another source that is not properly cited (words, images, programs, etc.).
2. Submitting papers from the Internet, other publications, or other students.

**First Offense of Plagiarism:** Zero credit on the assignment, student/teacher conference, and teacher will contact parent.

**Additional Offenses of Plagiarism During the School Year** - If another such incident of plagiarism occurs within the same school year, the student will receive no higher grade than a 64 for the class in which the second incident occurred. Accomplices will be dealt with in the same manner. The administration may impose further sanctions

based upon the severity of the offense. Teacher will contact parent.

**Cheating** - Work that is presented for credit in all classes must be original. Cheating is defined as using dishonest methods to gain an advantage. This includes using any means of gaining information for use on quizzes, tests or homework.

Examples of Cheating:

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

**First Offense of Cheating:** Zero credit on the assignment, student/teacher conference, and teacher notifies parent.

**Additional Offenses of Cheating During the School Year** - If another such incident of cheating occurs within the same school year, the student will receive no higher grade than a ~~64~~ 70 for the class in which the second incident occurred. Accomplices will be dealt with in the same manner. The administration may impose further sanctions based upon the severity of the offense. Teacher will contact parent.

**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 for non-school related investigations, 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 present and any other staff as necessary. 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. Occasionally, a principal may find it necessary to call the police department for assistance in handling a pupil guilty of some serious offense committed at school. In such cases, the principal will, either prior to or immediately after contacting the police, attempt to contact the student's parent/guardian. The School Resource Officer (SRO) routinely makes inquiries regarding discipline. Except when law enforcement officers have a warrant or other court order, or when an emergency or other exigent circumstance exist, such interviews and interrogations are discouraged during the student's class time. The principal and principal's designee have the right and the obligation to take reasonable steps to prevent disruption of school operations and the educational process, while at the same time cooperating with law enforcement efforts.

**Restraining Orders** - The responsibility for showing such a court order to the proper school officials rests with the parent/guardian. 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. 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.

**Searches of Students and Lockers** - 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 lockers, although temporarily assigned to individual students, remain the property of the school district. The school district has a reasonable and valid interest insuring that the lockers are properly maintained. For this reason, the periodic inspection of lockers is permissible to be checked. In addition, a student's locker may be searched when the principal, assistant principal or other designated person has reasonable suspicion that the locker may contain items that have violated or are violating either the law or the rules of the school.

**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. In addition, pursuant to Warrant Article 31 of the Town of Raymond, smoking is PROHIBITED from any town fields. Smoking at school or on school grounds or on buses will result in a progressive punishment for each further offense.

**Stealing** - Violations of this will result in school disciplinary action, and the Raymond Police Department will be notified.

**Vandalism/Misuse of School Property** - Willful destruction, or misuse of school property (books, walls, desks, chairs, lockers, 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 will result in school disciplinary action.

**Weapons on School Property** - Raymond School District Policy JICI - Weapons are not permitted on school property, in school vehicles or at school-sponsored activities. This policy applies to students, faculty, and members of the public alike. Student violations of this policy will result in both school disciplinary action (described below) and notification of local law enforcement authorities. Faculty violations of this policy will be subject to discipline, up to and including dismissal, and the notification of local law enforcement authorities. Members of the public who violate this policy will be reported to local law

enforcement authorities.

The term "weapons" includes, but is not limited to, firearms or other dangerous weapons as defined by 18 U.S.C. § 921 and RSA 159 which includes, but is not limited to, rifles, pistols, revolvers, pellet guns, BB guns, paintball guns, knives, slingshots, metallic knuckles, firecrackers, billy-clubs, tasers, stilettos, switchblade knives, sword canes, pistol canes, blackjacks, daggers, dirk knives, explosives, incendiary devices, martial arts weapons or self-defense weapons or any other substances, object or thing which, by appearance or function, in the manner to be used or threatened to be used, is known, thought to, or capable of producing death or bodily injury.

A violation of this policy by any person will result in an immediate report to the principal or designee who shall in turn notify the police. A student violation of this policy will result in immediate confiscation of the weapon and notice to the student's parents or guardians. If a student violation involves a firearm (as defined by U.S.C. § 921), the School Board shall expel the student from school in accordance with RSA 193:13, III, and applicable school policies for a period of not less than one year (365 days). If a student violation involves the possession of a pellet or BB gun, rifle or paintball gun, then the student may be expelled by the School Board pursuant to RSA 193:13, II and applicable school policies. Any expulsion may be modified by the Superintendent upon review of the specific case in accordance with other applicable laws.

Pursuant to the provisions of 20 U.S.C. § 7151, Gun-Free Schools Act, the School 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.

Certain weapons listed above (i.e. those used during martial arts training) may be permitted for specific educational activities and only with the express written permission of the Superintendent of Schools. Weapons under control of law enforcement personnel are permitted.

**Legal References:**

*18 U.S.C. § 921 Et seq., Firearms*

*20 U.S.C. § 7151, Gun-Free Schools Act*

*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*

**Statutory/Regulatory Reference:**

*RSA 193-D, RSA 193-13, ED. 317*

*See Appendix JICD-R*

Adopted: November 16, 1992

R/R: 10/6/94, 3/23/95

Revised: August 1, 2002

Revised: February 16, 2011

**School Resource Officer** - Raymond High School has a School Resource Officer (SRO) assigned by the Raymond Police Department, as approved by the Raymond School Board. The presence of this SRO is to serve as a resource for students, teachers, and

administrators in establishing and maintaining an orderly and safe school environment.

## **DISCIPLINE DISCIPLINE PHILOSOPHY**

Raymond High School recognizes that control for behavior rests within the individual self. Students are expected to come to school and behave according to school guidelines. It is recognized there are times when some students do not follow the disciplinary guidelines and expectations. It is, therefore, important that there proper guidelines and procedures in place to deal with disciplinary problems when they arise. Immediate consequences should be administered with consistency and equity.

Students are expected to:

1. Demonstrate that the primary purpose of school is to receive an education;
2. Attend school daily and be punctual;
3. Foster self-esteem and mutual respect;
4. Respect their environment;
5. Respect school and personal property.

## **DISCIPLINE CODE**

Whenever a student is referred to the administration for alleged misconduct, the student will be given the opportunity to express his/her opinion, ideas and feelings about the situation. In cases where there are presentations of different facts, an 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.

<b>Minor Problem Behavior</b>	<b>Definition</b>
Inappropriate Language	Student engages in low intensity instance of inappropriate language, not directed at another individual.
Physical Contact	Student engages in non-serious, but inappropriate physical contact.
Disruption	Student engages in inappropriate disruption and does not comply when redirected, which disrupts the educational environment.
Dress Code	Student wears clothing that does not fit within the dress code guidelines practiced by the school/district.
Property Misuse	Student engages in misuse of school or personal property.

Electronic Device Violation	Student engages in non-serious, but inappropriate (as defined by school, but not limited to) use of cell phone, pager, music/video players, camera and/or computer.
Cut Detention	Student does not show up or serve detention in office or with teacher.
Misuse of Pass	Student alters pass from the original format.
Internet Violation	Student willfully and/or intentionally visits sites containing inappropriate information or material.
Other	Student engages in any other minor problem behaviors that do not fall within the above categories.



<b>Major Behavior</b>	<b>Definition</b>
Abusive Language	Verbal messages that include swearing, name calling or use of words in an inappropriate way, directed at an individual or group.
Fighting/Physical Aggression	Actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.)
Insubordination	Refusal to follow directions, talking back and/or socially rude interactions.
Harassment/Bullying	Student delivers disrespectful messages (verbal or gestural) to another person that includes threats and intimidation, obscene gestures, pictures, or written/electronic notes. Disrespectful images include negative comments based on race, religion, gender, age, and/or national origin; sustained or intense verbal attacks based on ethnic origin, disabilities or other personal matters.
Leaving School Building	Student is outside of school building without permission.
Truancy	Student has an accumulation of unexcused absences and/or tardies as defined by the Truancy Policy.
Alcohol/Drugs and Related Paraphernalia  Smoking/Possession of Tobacco and Paraphernalia	Possession, use, sale or distribution of illegal substances, alcohol, or unauthorized prescription drugs.  Student is in possession of or is using tobacco and/or lighters/matches.
Vandalism	Student participates in an activity that results in destruction or disfigurement of property. Falsely activating a fire alarm constitutes a civil offense.
Cheating/Plagiarism	Cheating is defined as using dishonest methods to gain an advantage. Plagiarism is defined as passing off the ideas and words of another's as one's own.
Skipping Class	Student leaves class without permission or does not show up to class.
Other	Problem behavior causing this referral is not listed above. Staff using this area will specify the problem behavior observed.

## **DISCIPLINARY ACTIONS**

1. **Loss of Passes** - Students will lose the opportunity to access hall passes if they abuse or forge passes.
2. **Teacher Assigned Detention** - Students will report after school when assigned by a teacher. Failure to do this, provided a 24-hour notice is given, will result in further disciplinary action. Supervised office detention will be held Monday through Friday for 30 minutes. Supervised Teacher Detention will be at the discretion of the Teacher.
3. **Administrative Assigned Detention** - Students will report after school when assigned by an Administrator. Failure to do this, provided a 24-hour notice is given, will result in further disciplinary action. Supervised office detention will be held Monday through Friday for 30 minutes. Supervised Administrative Detention will be at the discretion of the Administrator.
4. **School Service** - Students will report after school to front office, where their school service assignment will be distributed. Supervised school service assignments will occur on Monday through Friday for 1 hour.
5. **In-School Restriction** - Students may be placed in the In-School Restriction (ISR) Room (also known as the RAM room) for truancy, insubordination, class cuts, skipped detentions and other offenses. The administration will attempt to contact parents **when** placing a student in the In-School Restriction Room. Students must bring their textbooks and assignments to the room and are expected to work on academic assignments during their stay. Faculty will work with the In-School Restriction supervisor to ensure that students have all assignments for the day. In the event that school is cancelled, the student will serve the following day. Students are expected to follow ISR rules including:
  - a. Arrive at ISR room punctually.
  - b. Bring all books, homework, projects and assignments.
  - c. No talking or sleeping in ISR.
  - d. Eating or drinking is only allowed during lunch.
  - e. All work must be turned in to the ISR supervisor.
  - f. Students are not to leave the ISR without permission from a building administrator.

6. **Suspension** - When a student commits a serious violation of school rules, a suspension will be assigned. In all such instances:
- a. Parents will be notified.
  - b. Students are responsible for seeing their teachers to make arrangements to make up all assignments, quizzes and tests within three (3) days of their return.
  - c. Students are ineligible to participate in or attend any school activity for the length of the suspension.
  - d. Students cannot be in the school building or on school property unless prior permission has been given by the principal.

A high school administrator will assign a suspension when it is deemed appropriate. Any time a student is suspended, a letter from the high school administration will be sent to the parent/guardian. In addition, a reasonable attempt will be made to notify the parent by phone or email.

Levels of Suspension resulting from multiple suspensions or serious infractions of the Discipline Code:

### **Discipline – Level I**

One to five day suspension; parent conference with the principal; referral to the Student Intervention Team (SIT); letter to the Superintendent of Schools.

~~In addition, a certified letter will be sent to the parent advising that refusal to attend this conference will be viewed as parental negligence and could be referred to Social Services.~~

### **Discipline – Level II**

Ten-day suspension; letter to the Superintendent; conference with parent, student, Superintendent, and high school principal.

### **Discipline – Level III**

Ten-day suspension with an additional minimum suspension of ten days by the Superintendent of Schools; referral to the School Board for consideration for suspension for the remainder of the school year.

When the Superintendent of Schools deems it necessary, a student may be referred to the School Board for a serious infraction, regardless of the number of cumulative suspensions.

Students who have been suspended from school for the remainder of the school year by the School Board may request re-admission prior to the first week in August of the following school year. A meeting will be held with the principal and/or the principal's designee to hear the request in order to render a disposition. A contract containing the agreement will be signed by all parties involved prior to re-admission.

## **8. 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.

Source: RS 73:4. CS 77:4. GS 83:3. GL 91:3. PS 93:3. 1921, 85, III:10. PL 118:12. RL 137:12. RSA 193:13. 1969, 356:5. 1971, 371:6. 1994, 355:2. 1995, 231:1, eff. Aug. 15, 1995. 1996, 168:1, 2, eff. July 1, 1997. 1999, 44:2, eff. Jan. 1, 2000.

## **SCHOOL COUNSELING SERVICES**

Raymond High School counseling staff is available to assist students with personal, academic, social and behavioral matters. Each student is assigned a school counselor who will work with them for their tenure at RHS. Confidentiality is always maintained between the school counselor and student except when a student's safety is jeopardized. Students are always encouraged to request an appointment with their school counselor. Counseling services are available to all students. The main goal of the program is to help students in personal, social and educational growth. Counseling offers an opportunity to discuss matters of personal concern, and assistance in the assessment of abilities, interests, and aptitudes in order to set realistic educational goals. Information regarding educational and occupational opportunities and requirements is made available. The guidance department and the administrative office work together to administer and interpret the testing results.

Information is available about high school choices, as well as college, tech school and employment options after high school. The counselor is also available to provide help to individuals and groups whose problems interfere with the learning process.

**Career and Educational Planning** - It is never too early to begin planning for life after high school. The guidance office and the media center have a wealth of written information, video material, and computer software on various educational and employment options available after high school. College and military representatives visit the school to talk with interested students. Students have the opportunity to attend college fairs and/or participate in job shadowing. Collectively these activities can aid them in gathering information to assist them in making career decisions.

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

**The Preliminary Scholastic Aptitude Test (PSAT)** is shorter but similar to the SAT. Essentially, it is a practice and introductory test for the SAT, and students scoring high on the PSAT may qualify for National Merit Scholarship consideration. **The PSAT is administered in October to all sophomores.** ~~will be offered to interested RHS juniors, sophomores, and freshmen in October for a fee.~~

**Scholastic Aptitude Test (SAT I)** - The College Entrance Examination Board's Scholastic Aptitude Test (SAT I) is administered several times throughout the school year to those students who anticipate admission to college. The SAT I **measures English language arts (reading, writing) and mathematics.** ~~students' basic verbal and mathematical acquired abilities,~~ and Test results are one of several factors many colleges examine when evaluating the qualities of candidates for admission. **All juniors are required to take the SAT I in March as required by the New Hampshire Department of Education.**

**Scholastic Aptitude Test SAT II** - are given in specialized subjects usually on the dates the SAT I is given. SAT II scores are generally used for placement purposes, once a student has been admitted to college. The SAT I and SAT II Tests are the primary college admissions related tests that are administered by the College Board Admissions Testing Program

**Summer Enrichment Opportunities** - Raymond High School is proud to offer a variety of summer enrichment opportunities to all qualifying students. These opportunities include Saint Paul's Summer Advanced Studies Program, Philip Exeter, Summer at Brown, and Summer Enrichment at Dartmouth. Interested students should see their guidance counselor or go to <http://www.reachhighscholars.org> for more information.

**Registration and Withdrawal** - All student registration and withdrawal paperwork is the responsibility of the ~~guidance~~ **school counseling** office. New students must be accompanied by a parent or guardian and should have a transcript from the sending school. New students' parents\guardians should provide proof of their residency in Raymond, NH. Guardians must provide proper legal documents to prove guardianship. All records of inoculations must be provided as required by the State of New Hampshire. **For those students who are withdrawing from school, parents will be required to complete a withdrawal form, which will be provided.**

**Seacoast School of Technology-** Raymond High School juniors and seniors may take advantage of the programs of the Seacoast School of Technology in Exeter, NH. Available courses may be found online at <http://www.seacoasttech.com>.

### **Extended Learning Opportunities**

The purpose of extended learning opportunities is to provide educational experiences that are meaningful and relevant, and that provide students with non-traditional classroom opportunities to ~~explore and achieve at high levels.~~ **earn school course credit.** Students are encouraged to employ extended learning opportunities that are stimulating and intellectually challenging, and that enable students to fulfill or exceed the expectations set forth by State minimum standards and applicable Board policies. Students are encouraged to speak with their ~~guidance~~ **school** counselor to learn more about this opportunity. Students must complete an Extended Learning Opportunity application with their ~~guidance~~ school counselor.

## CURRICULUM - SCHEDULES - GRADING - CREDITS

### Credits Needed For Grade Level:

Freshman entering Grade 10	6.00 (Core Credits 4*)
Sophomores entering Grade 11	12.00 (Core Credits 8*)
Juniors entering Grade 12	17.5 (Core Credits 11*)
Seniors to Graduate	22.25

(\*Core area subjects are Math, Science, English, and Social Studies.)

**All students must take a math course or a class in which math is applied for every year they are in high school.**

**All students are required to take four years of English.**

	English	Social Studies	Math	Science	Health	Arts	Computer	Phys . Ed.	Total Required	Total Elective
<b>Credits</b>	* 4	2.5	3	3	.5	.5	1	1	15 .5	6 .75
* English to include 1 credit Freshman English, 1 credit World Literature, and 1 credit American Literature										
<b>Total of 22.25 credits to graduate</b>										

### GRADING POLICY

A student's grade will appear on the report card. This grade will represent the student's ability to perform certain skills. The grade for each quarter, as well as exam and semester grades, will be recorded on a student's permanent record card.

Criteria such as student effort, cooperation and attitude are very difficult to measure objectively and accurately, and thus should be weighed carefully when determining a student's grade. Provisions have also been made for teachers to comment on effort, cooperation, etc., on the report cards. If the nature of the subject matter involves subjective grading, then teachers will have in writing a clearly specified set of criteria that is used to identify and distinguish between an outstanding performance, a good performance, a fair performance, etc.

A student's grade will not be lowered as a direct disciplinary action with the exception of plagiarism. Students who are repeatedly disruptive in class or who consistently or repeatedly refuse to do assigned class work may be temporarily or permanently removed from a class by the administration at any point in the year. Students who are permanently removed from a class will not receive credit for the course. Permanent removal will only be used as a last resort. A parent conference will take place if permanent removal is being considered. This conference may take place over the phone, at the discretion of the administration, and will be followed by a summary letter. Permanent removal will only take place if no noticeable change in student behavior or performance occurs following a parent conference.

If a student misses an exam, quiz, homework, or presentation, etc., as a result of an unexcused absence or class cut, multiple tardies, then the student will be given a failing grade for that missed work.

For full year classes any failing grade below 50 would be counted as a 50 in only one of the first three quarters but not in the fourth quarter of a full year course. For example, in a full year course, first failing grade earned within the first three quarters will be recorded as a 50 if the numerical grade is lower than 50. If the failing grade is greater than 50 numerically, you do not reduce the value to 50. Example: F = 62 (stays 62) F = 47 (changes to 50)

It must be noted that a grade of 50 is a one-time-only change and this policy does not apply to semester or quarter courses.

### **Grading Scale:**

A+ 97 & above	B+ 87-89	C+ 77-79	D+68-69	F < 65
A 93-96	B 83-86	C 73-76	D 66-67	
A- 90-92	B- 80-82	C- 70-72	D- 65-65	

### **Honor Roll:**

Principal's List - Consisting of students who earn a grade of "A" in all courses.

Honors List - Consisting of students who earn grades of A, B or better in all their classes.

**Weighted Class** -**Rank**. Weighted class rank is based on AP, Honors, and Career & College Prep courses.

## **CAREER AND COLLEGE SERVICES OVERVIEW**

### Career Information Services

- Career shadowing opportunities
- Individual or group interest assessments
- Seacoast School of Technology programs

### College Information Services

- College information evening
- Financial aid information evening
- Individual and group advising
- College fair field trips
- College visitation opportunities
- High school visits by college admissions personnel
- Scholarship and college loan information resources
- FAFSA Filing

## **SCHEDULE CHANGE POLICY AND PROCEDURE**

Changes to a schedule must be for sound educational reasons. Once the school year begins, requests for changes will only be considered during the first ~~3 (three)~~ **5 (five) business** days of the first and second semesters. Withdraw fail (WF) or withdraw passing (WP) will be placed on the student's transcript if withdrawal happens after the first ~~3 (three)~~ **5 (five)** day window. Seniors and students scheduled with fewer than 5 classes will be given the highest priority. Students in need of English, Math, Science, Social Studies, or Foreign Language will be given priority over students seeking electives. Freshmen, sophomores, and juniors need a minimum of 6 (six) classes each quarter; Seniors require a minimum of 5 (five) classes per semester to meet graduation requirements.

Any student dropping AP/Honors before completion of the full year will not receive the higher weighted grade point average.

A student, a parent, a teacher, or a counselor can initiate schedule changes. A signed Add/Drop form must be completed with all of the required signatures and returned to Guidance before starting the new schedule.

Requesting a change is no guarantee that the request will be granted. Final approvals of schedule changes are left to the decision of the school administrator.



## **GRADE 9**

**Courses of Study** - Before entering high school, students are requested to select an appropriate course of study for their high school career. The RHS course description booklet has extensive explanations of the courses of study. Students should see their counselor early in their freshmen year if there are problems with the classes that have been chosen. They should make an appointment with their guidance counselor whenever they experience academic difficulty.

## **GRADE 10**

During the sophomore year, students will be given an opportunity to participate in an orientation program offered by the Seacoast School of Technology. The Seacoast School of Technology programs are available to Raymond High School students during their junior and senior year. All sophomore students should consider taking the Preliminary Scholastic Aptitude Test (PSAT) administered at the High School in October.

## **GRADE 11**

This is an important year to focus on educational and career goals. Junior students should consider taking the Preliminary Scholastic Aptitude Test (PSAT) given at the high school in October.

Students should meet with their guidance counselor to review their transcript and all other information that might help them narrow their career/employment/college choices. Each year Raymond students may be selected to attend St. Paul's Summer Advanced Studies Program. Interested students with strong academic averages are urged to apply. Check with the guidance department for more information.

2015 Students are required to take the Smarter Balanced Test which is the state standardized test. Also, many junior students take the Scholastic Aptitude Test (SAT) during the latter part of the junior year. Many colleges require this test as a prerequisite to admission, and some may require achievement tests in specific subject areas as well. Registration and informational material on these tests are available in the guidance office.

If students are interested in a career as a military officer, various scholarships for ROTC (officer training) or military academies should be investigated early.

In the spring, students will select classes for their last year of high school.

## **GRADE 12**

Students are encouraged to apply to post-secondary schools and colleges by December of their senior year. Letters to parents inviting them to Scholarship and Financial Aid

information nights will be sent home throughout their senior year. Evening sessions will be offered for parents to become familiar with programs and financial aid information useful to those going on to post-secondary education.

Grades for any Credit Recovery opportunity, are required to be received by the school, no later than 2:30 p.m. on the last day of senior exams

## EXAM POLICY AND PROCEDURE

Any student with 16.5 credits (10 core credits) with an average grade of 96% or better will be exempt from final exams. (Midterm exams are not included.) Teachers are requested to give both semester and final exams at the scheduled exam time unless other arrangements have been made with the administration. Any student who wishes to change the time or date of a midterm or final exam must meet the following guidelines:

- a. The reasons must be valid and unavoidable. (oversleeping does not qualify)
- b. The completed "Exam Change Request Form" has to be handed in to the principal at least a week before the intended exam change or scheduled exam date, whichever comes first.
- c. Administration must approve all requests prior to the exam's being rescheduled.
- d. The principal and the classroom teacher need to approve the change.

Exams for a semester course will count for 20% of the final grade average. Exams for a full year course will count for 10% of the final grade average.

Semester Course:	1st Quarter Grade	40%
	2nd Quarter Grade	40%
	Exam Grade	<u>20%</u>
	<b>Total:</b>	<b>100%</b>

Full-Year Course:	1st Quarter Grade	20%
	2nd Quarter Grade	20%
	Mid-Term Grade	10%
	3rd Quarter Grade	20%
	4th Quarter Grade	20%
	Final Exam	<u>10%</u>
	<b>Total:</b>	<b>100%</b>

## CALCULATING

### GPA

An *example* of a **GPA Calculation** based on a student taking 3 classes would be: **Grade Points x Potential Credits/Potential Credits**

$$\frac{(GP1 \times PC1) + (GP2 \times PC2) + (GP3 \times PC3)}{PC1 + PC2 + PC3}$$

### **INCOMPLETE GRADES**

Eligibility for an incomplete grade is made on an individual basis. The decision for eligibility will be determined by the teacher, ~~guidance~~ **school** counselor, and administration. If a student has received an incomplete for a grade, all work must be submitted to the teacher and a final grade must be submitted to ~~guidance~~ **the school counseling office** no later than two weeks after the close of the quarter.

### **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~~ **FORM** will be called. It is important for parents to keep this information up to date by notifying the school nurse of any changes. (New work numbers and cell numbers.)

## IMMUNIZATION REQUIREMENTS SCHOOL YEAR 2017-2018

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 2017-2018 school year are posted below. Please contact the school nurse for more information and clarification. School Nurse – 895-6616 X2304

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

For all minimum intervals and age requirements, a 4-day grace period is acceptable. The vaccines and doses above are the minimum requirements for school attendance. 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 **or a medical exemption**. For further information please contact the school nurse.

The school nurse offers the following services:

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

**Communicable Diseases:**

**All communicable diseases should be reported to the nurse so the school may respond appropriately.**

**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, on the school website, or from the school nurse). All non-prescribed and prescribed drugs must be brought by a parent/guardian to school in their original container and given to the nurse with written authorization.

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.

## **PERMISSION TO SELF-CARRY\SELF-ADMINISTER MEDICATION**

If your child needs to self-carry and/or self-administer a medication (ex. Asthma Inhaler and/or Epi-Pen®) while at school, a permission form needs to be completed, available online or at the school.

## **ADMINISTRATION OF PRESCRIBED MEDICATION IN SCHOOL**

Any pupil who is required to take, during the school day, a medication which is prescribed by a licensed physician, advanced registered nurse practitioner, or licensed physician's assistant, must have a written statement from that practitioner and written authorization from the parent and/or guardian (please see below sample). A form is available from the school nurse or the district website. 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.

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

## **PHYSICAL EXAMS**

In accordance with this policy there are some changes in reference to physical examinations required for school. Those students who are entering the 5<sup>th</sup> grade and the 9<sup>th</sup> grade are required to present a physical to the school nurse at the start of the new school year. This physical must be completed within a one year period before the first day of school.

*As per the policy:*

*"A physical exam is required for all students entering a new school within the district: K, 5, 9<sup>th</sup> 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." (As excerpted from Policy JLCG)*

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. (RHS Nurse: 895-6616 x2304)

## **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 State 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.

### **NOTICE OF RIGHTS PURSUANT TO RSA 186-C:16-B THE STATUTE OF LIMITATIONS FOR SPECIAL EDUCATION CASES**

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

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



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

I. Any action against a local school district seeking to enforce special education rights under state or federal law shall be commenced by requesting an administrative due process hearing from the department of education within 2 years of the date on which the alleged violation was or reasonably should have been discovered.

II. Notwithstanding the provisions of paragraph I, any action against a local school district to recover the costs of a unilateral special education placement shall be commenced by requesting an administrative due process hearing from the department of education within 90 days of the unilateral placement.

III. Where the parent, legal guardian or surrogate parent has not been given proper written notice of special education rights pursuant to 20 U.S.C. section 1415(d), including notice of the time limitations established in this section, such limitations shall run from the time notice of those rights is properly given. The department of education shall make available a model notice of rights which school districts may use as one means of complying with this paragraph.

IV. An appeal from a final administrative decision in a special education due process hearing to a court of competent jurisdiction pursuant to 20 U.S.C. section 1415(i)(2)(A) shall be commenced within 120 days from receipt of the final decision. All such decisions shall be sent certified mail, return receipt requested.

V. An action pursuant to 20 U.S.C. section 1415(i)(3) seeking reimbursement for attorney's fees or seeking reimbursement for expert witness fees shall be commenced within 120 days from receipt of the final decision in accordance with RSA 186-C:16-b, IV. All such decisions shall be sent certified mail, return receipt requested.

(a) The court may award reimbursement to a parent of a child with a disability for expert witness fees incurred as part of a due process complaint at which the parent was the prevailing party and when the court determines that a school has not acted in good faith in developing or implementing a child's individualized education program, including appropriate placement.

(b) The court may deny or reduce reimbursement of expert witness fees if the hearing officer determines:

(1) The expert witness was not a necessary component to the parent's complaint.

(2) The expert witness fee exceeds an amount that is reasonable, given the type and location of the service provided and the skill, reputation, and experience of the expert witness.

(3) The parent, or the parent's attorney, did not provide notice to the school district of their intent to have the expert witness participate in the due process hearing.

VI. Where a unilateral placement has been made, without the school district of residence being offered a reasonable opportunity to evaluate the child and to develop an individualized education program, reimbursement may not be sought for any costs incurred until the school district is given an opportunity to evaluate the child and develop an individualized education program.

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

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

## **PROCEDURAL SAFEGUARDS FOR STUDENTS WITH DISABILITIES TIME LIMITS OR STATUTES OF LIMITATIONS**

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

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

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

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

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

*NH Department of Ed Revised  
January 1997*

### **SECTION 504**

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

" No otherwise qualified individual 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 guidance counselor or the school nurse.

**The Raymond School District 504 Coordinator is:**

Walter Anacki  
43 Harriman Hill Road  
Raymond, NH 03077  
(603) 895-4299

**TRANSPORTATION RULES AND REGULATIONS**

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 are bus stops. The following section outlines expectations of student behavior.

1. Behavior before boarding school bus:

A student should:

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

A student should not:

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

## 2. Behavior on the school bus:

A student must:

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

A student must not:

- a. Move from one seat to another without permission of driver.
- b. Use indecent or profane language.
- c. Engage in overly loud conversation.
- d. Eat or drink on the bus. Absolutely no glass containers allowed on the bus.
- e. Smoke, chew tobacco, light matches/cigarette lighter, or use any hazardous items.
- f. Use/possess alcohol or drugs.
- g. Throw objects on or out of bus.

- h. Extend any part of his/her body out of the bus windows at any time.
- i. Bring audible radios, tape players, DVD players, etc., skate boards, key chains that present a hazard, large packages, balloons, laser pointers, or any animals (caged or otherwise) on the bus.
- j. Take any pictures or videos.
- k. Engage in any conduct that might distract the driver from his/her duties.
- l. Sell items to other students.

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

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

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

All concerns or complaints shall be directed to:

Dail Transportation	736-9682
Raymond High School	895-6616

### **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 FOR THE RAYMOND SCHOOL DISTRICT**

The Family Education Rights and Privacy Act (FERPA) afford 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, 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:

<b><i>Name, address &amp; phone of the student</i></b>	<b><i>Date and place of birth</i></b>
<b><i>Field of study</i></b>	<b><i>Participation in officially recognized activities and sports</i></b>
<b><i>Weight and height of athletes</i></b>	<b><i>Date of attendance, degrees and awards</i></b>
<b><i>Most recent previous school attended</i></b>	

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 Assistant Superintendent of Schools
3. The Director of Special Education
4. The Business Administrator
5. School psychologists and evaluators
6. Special Education team members
7. Employees assigned to maintain records
8. 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; a
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.

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

#### Reprisal or Retaliation

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

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

#### Process To Protect Students From Retaliation

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

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

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

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

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

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

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

other similar measures.

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

### Staff and Volunteers

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

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

### Students

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

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

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

### Parents

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

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

### Additional Notice and School District Programs

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

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

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

### Student Reporting

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

### Staff Reporting

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

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

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

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

The Principal or designee shall report to the parents/guardians of a student who has been reported as a victim of bullying and to the parents/guardians of a student who has been reported as a perpetrator of bullying within 48 hours of receiving the report. Such notification 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.

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

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

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

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

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

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

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

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

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying. The Board expects the Superintendent to



work collaboratively with all staff members to develop responses other than traditional discipline as a way to remediate substantiated instances of bullying.

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

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

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

1. Within two school days of completing an investigation, the Principal will notify the students involved in person of his/her findings and the result of the investigation.
2. The Principal will notify via telephone the parents of the alleged victim and alleged perpetrator of the results of the investigation. The Principal will also send a letter to the parents 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

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

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

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

An aggrieved parent/guardian has the right to appeal the final decision of the local School Board to the State Board within thirty (30) calendar days of receipt of the written decision of the local School Board in accordance with RSA 541-A and State of New Hampshire Department of Education Regulation set forth in ED 200. The State Board may waive the thirty-day requirement for good

cause shown, including, but not limited to, illness, accident, or death of a family member.

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

The Superintendent of schools is responsible for ensuring that this policy is implemented. In order to facilitate the implementation of this policy, the Superintendent may establish further administrative rules or regulations.

XVII. Capture of Audio Recordings on School Buses

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

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

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

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

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

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

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

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

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

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

Where there is an alleged act of discrimination, based on sex, the Raymond School District will apply its procedures under its "*AC-R-Title IX Grievances,*" and for alleged sexual harassment it will apply "*JBAA-Sexual Harassment – Students.*" In the event of an alleged act of discrimination,

including harassment, based on handicap or disability, the Raymond School District will apply the procedures under its "ACE- Procedural Safeguards-Nondiscrimination on the Basis of Handicap/Disability."

Legal References:

RSA 189:70, Educational Institution Policies on Social Media  
RSA 193-F:3, Student Safety and Violence Prevention Act  
RSA 570-A:2, Capture of Audio Recordings on School Buses Allowed  
NH Code of Administrative Rules, Section Ed 306.04(a)(8), Student Harassment

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

**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 assault

(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 statement reflect the mission of the Raymond School District and refer to, but are 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, 8<sup>th</sup> Floor, Suite 900, Boston, MA 02109-3921; (617) 289-0111; Website: [www.ed.gov/ocr](http://www.ed.gov/ocr); Email: [OCR.Boston@ed.gov](mailto: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

**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.<sup>1</sup> 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**



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

For purposes of this Policy:

1. "HARASSMENT": Harassment is unwelcome or inappropriate conduct (oral, written, graphic, electronic or physical) relating to an individual's actual or perceived race, color, national origin or ancestry that creates a hostile environment for the student. A hostile environment is created when the conduct is sufficiently severe, persistent or pervasive so that it interferes with or limits a student's ability to participate in or benefit from the district's programs or activities.

2. "**OTHER PROHIBITED CONDUCT**" means any unwelcome or inappropriate conduct (oral, written, graphic, electronic or physical) relating to an individual's actual or perceived race, color, national origin or ancestry that does not involve severe, persistent or pervasive behavior, but will likely create a hostile environment if it persists, by interfering with or limiting the ability of a student(s) to participate in or benefit from the district's programs or activities.

3. Below are examples of violations of this policy, in circumstances where the oral, written, graphic, electronic or physical conduct has had the purpose or effect of creating a hostile environment:

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

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

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

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

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

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

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

### **III. POLICY APPLICATION**

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

### **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

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

other prohibited conduct, under this policy, against the District, a District-level employee, or a building Principal. If the report or complaint involves the Superintendent, it shall be filed directly with the School Board.

### **Student Reporting**

3. Any student (or a parent/guardian of a student) who becomes aware of or who believes he/she, or another student, has been the victim of discrimination, including harassment or retaliation, or other prohibited conduct, in violation of this policy, is strongly encouraged to immediately report the alleged act(s) to the Principal or designee, but shall report the act(s) within ninety (90) calendar days of the alleged occurrence. The reporting time may be extended for good cause. The principal or designee shall immediately notify the Superintendent of the complaint or report. If the student is more comfortable reporting the alleged act(s) to a person other than the Principal, the student (or his/her parent/guardian) may tell any school or District employee about the alleged discrimination, including harassment or retaliation, or other prohibited conduct. That employee shall report that information to the appropriate administrator.

4. If the complaint or report is against a building Principal, it shall be filed directly with the Superintendent or designee.

5. The District encourages the reporting party or complainant to use the report/complaint form available from the Principal of each building or available from the Superintendent's office, and available on the district's Website. Use of the formal reporting form, however, is not mandatory.

### **Staff Reporting**

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

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

1. Upon receipt of a complaint or report under this policy, the Principal or designee shall commence an investigation consistent with the provisions of Section VI of this Policy and forward a copy of the written complaint or report to the Superintendent within one school day.
2. In the event of a conflict or other circumstance that prevents the Principal and designee from investigating the report or complaint, including where the Principal and designee are directly and personally involved with a complaint or are closely related to a party to the complaint, then the Superintendent shall direct another district employee to conduct the investigation. If the report or complaint is against the Principal, the Superintendent or designee shall investigate the report or complaint.
3. After receipt of a complaint or report, the Principal or designee will attempt to identify and obtain the cooperation of the student who is the victim of the alleged conduct, if there is one. An investigation shall proceed even if a student is reluctant to fill out the designated complaint or reporting form and chooses not to do so. Even where the Principal or designee does not obtain the identity of or cooperation by the alleged victim(s), the Principal or designee will investigate the allegations, to the extent feasible.

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

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

### **Waiver of Notification Requirement**

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

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

## **THE FORMAL OR INFORMAL PROCEDURE**

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

1. After the Principal or designee receives a complaint or report, (s)he shall determine whether to resolve the complaint or report through a Formal or Informal Resolution Procedure.
2. The Principal or designee shall commence a Formal Resolution Procedure and investigation under Section C, if any one of the following apply:
  - (1) the complaint or report involves an allegation of severe, persistent or pervasive harassment, or other serious form of discrimination or retaliation;
  - (2) there is a pending Formal Resolution Procedure against the alleged perpetrator;
  - (3) the alleged perpetrator has previously been found to have violated this policy after a Formal Resolution Procedure;
  - (4) the alleged conduct involves physical harm to a person or is serious enough that it may place a person at physical risk;
  - (5) the incident has resulted in a criminal charge;
  - (6) the alleged perpetrator is an employee, volunteer or independent contractor;
  - (7) the incident involves a referral to the Division of Youth, Children & Families, Department of Health and Human Services; or
  - (8) where a Formal Resolution Procedure is otherwise appropriate under the circumstances.
3. The Informal Resolution Procedure is applicable only if it involves an allegation of "other prohibited conduct," as defined in Section II, and if the parties agree to voluntarily participate. If the parties do not agree to voluntarily participate, or an Informal Resolution Procedure is not deemed appropriate, the Principal or designee shall address the matter under the Student Code of Conduct.

## **B. INFORMAL RESOLUTION PROCEDURE**

1. **MEETING SEPARATELY WITH PARTIES:** Where an Informal Resolution Procedure is initiated, the Principal or designee will promptly meet separately with the complainant and the alleged perpetrator (by no later than 2 school days), to review and explain the informal resolution procedures, answer any questions, and explain the prohibition against retaliation.
2. **VOLUNTARY RESOLUTION:** If appropriate, after completing any initial information gathering or investigation the Principal or designee deems necessary to reach a voluntary resolution, (s)he will propose a resolution. The Principal or designee shall invite the parents/guardians of the complainant and the alleged perpetrator to attend the resolution meeting. If the complainant, the alleged perpetrator and their parent(s)/ guardian(s) agree with the proposed resolution, the Principal will write down the resolution, and the

complainant and the alleged perpetrator, and their parent(s)/guardian(s), if present, will sign it, and each person will receive a copy. At the meeting, the Principal will again explain the prohibition against retaliation. The primary focus of the voluntary resolution is to effectively correct the problem and end the reported conduct, which may include disciplinary action.

3. **FAILURE OF VOLUNTARY RESOLUTION:** If the complainant and alleged perpetrator cannot agree to an informal resolution, or if at any time after the informal resolution, the Principal or designee determines that the problem is not corrected, the Principal or designee will apply the Student Code of Conduct, under Policy JICD, or initiate a Formal Resolution Procedure.

### **C. FORMAL RESOLUTION**

#### **PROCEDURE Investigation-Related**

##### **Procedures**

1. **MEETING SEPARATELY WITH PARTIES:** The Principal or designee will promptly meet separately with the complainant and the alleged perpetrator (by no later than 2 school days), to inform them about the formal resolution procedures and explain the prohibition against retaliation. The Principal or designee shall also ask the complainant what (s)he believes may help make him/her feel safe from discrimination, including harassment or retaliation, or other prohibited conduct, pending the conclusion of the investigation.

2. **PROMPT INVESTIGATIONS:** Upon receipt of a complaint or report, the Principal or designee shall promptly (by no later than 2 school days), initiate an investigation into the alleged act(s). The nature and duration of an investigation will depend on the circumstances, including the type, severity and frequency of the alleged conduct. The Principal will complete the investigation as soon as practicable, not to exceed ten (10) school days after receipt of the complaint or report, except for good cause (as documented in the investigatory file). If the Principal needs more than ten (10) school days to complete the investigation, the Superintendent may grant an extension of up to seven (7) school days. In the event such extension is granted, the Principal shall notify in writing all parties involved of the granting of the extension.

3. **INVESTIGATION ACTIVITIES:** The investigation may consist of documented personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances

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

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

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

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

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

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

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



school community member(s).

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

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

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

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

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

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

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

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

## IMPOSING DISCIPLINE ON STUDENTS:

1. The District reserves the right to impose disciplinary measures or other consequences against any student who violates this policy, intentionally falsely accuses another student of violating this policy, or retaliates against any student or witness in violation of this policy.
2. Discipline of a student may include, but is not limited to, a written warning; short-term or long-term suspension, or expulsion, or any other action authorized by and consistent with the Student Code of Conduct. Students facing discipline will be afforded all due process required by law.
3. **DISCIPLINE FOR STUDENTS WITH DISABILITIES:** The District complies with the federal and state law requirements that apply to the discipline of students with disabilities, including the federal "Individuals with Disabilities Education Act" ("IDEA") and Section 504 of the Rehabilitation Act of 1973.
4. **ACTION CONCERNING EMPLOYEES:** Disciplinary and corrective action concerning an employee may include, but is not limited to, an oral or written warning or reprimand, providing supervision and training, and suspension or termination of employment.
5. **ACTION CONCERNING SCHOOL VOLUNTEERS:** Disciplinary and corrective action concerning a school volunteer may include, but is not limited to, supervision and training, a written warning, limiting or denying access to school premises or school-related programs or activities, and suspending or terminating the volunteer relationship.
6. **ACTION CONCERNING INDEPENDENT CONTRACTORS:** Disciplinary and corrective action concerning an independent contractor may include, but is not limited to, a request to the employer of the independent contractor to train, warn, suspend or terminate its employee; limiting or denying the individual contractor access to school premises or school-related programs or activities; and terminating the contract.
7. **ACTION CONCERNING OTHER SCHOOL COMMUNITY MEMBERS:** Corrective action concerning any other school community member, including parents/guardians, and visitors to Raymond schools, may include, but is not limited to, a warning; counseling; and limiting or denying the parent, guardian or visitor access to school premises or school-related programs or activities.

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

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

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

## **VIII. APPEALS**

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

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

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

provided to the complainant within forty five (45) calendar days of the filing of the appeal, except for good cause, as documented in writing.

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

## **IX. OTHER LEGAL REMEDIES**

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

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

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

The Raymond School District authorizes staff members to use physical restraint in limited situations. Physical restraint may be used only under the following conditions:

1. Physical action of a student creates a substantial risk of harm to self or others;
2. All other positive interventions have failed, or the level of immediate risk prohibits exhausting other means;
3. Staff is trained in Crisis Prevention Intervention or an equivalent program.

Physical restraint is appropriate only when a student is displaying physical behavior that presents substantial risk to the student or others, and considered when, in the opinion of the supervising adult, the threat is imminent. Persons implementing a restraint will use extreme caution and the least amount of physical strength necessary to protect the student. The use of physical intervention should not exceed that necessary to avoid injury. The degree of physical restriction employed must be in proportion to the circumstances of the incident and the potential consequences.

Physical restraint of a student should be conducted in a manner consistent with the techniques prescribed in the District approved training program. The purpose of the restraint should be to assist the student to regain emotional stability. It should last only as long as is necessary to accomplish this. To the extent possible, it should be conducted in such a way as to preserve the confidentiality and dignity of all involved.

Restraint should be carried out by trained persons authorized by the Superintendent or his/her designee. Untrained staff members are limited to physically intervening by using the minimal amount of physical contact with the student to protect the student and ensure the safety of others until trained staff is available. Untrained staff should request assistance from trained staff as soon as possible.

#### Definitions

1. Physical restraint occurs whenever a staff member physically restricts a child's movement against his or her will. Physical restraint is a temporary measure to be used only when necessary to facilitate care, welfare, safety, and security for all.
2. Substantial risk is the serious, imminent threat of bodily harm where there is the ability to enact such harm. Substantial risk shall exist only if all other less restrictive alternatives to diffuse the situation have been exhausted and have failed, or the level of risk prohibits exhausting other means.
3. Trained Staff are those individuals who successfully complete and stay current in a training program that results in acquisition of skills in preventing restraints,

evaluating risk of harm in an individual situation, use of approved techniques and monitoring the effect of the restraint.

4. District/facility shall mean the Raymond School District.
5. Parent shall mean the student's parent, legal guardian, surrogate parent or student over the age of 18.

*Reference:*

*RSA 126-U, Limiting the Use of Child Restraint Practices in Schools and Treatment Facilities*

*RSA 627:6, II, Physical Force by Persons with Special Responsibilities*

*New Hampshire Rules for the Education of Children with Disabilities*

*Guidance on Considering the Use of Physical Restraints in New Hampshire School Settings,*

*Crisis Prevention Task Force Report, Spring 2005*

Adopted: November 4, 1976, Revised August 1, 2002

## **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 for any of the reasons listed above will be considered an unexcused absence.

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

A 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 School Resource Officer is hereby designated as the District employee responsible for overseeing truancy issues. A School Resource Officer 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 reduce 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 parents/guardians and the Principal to discuss the student's truancy and to develop a plan for reducing the student's truancy.

#### Developing and Coordinating Strategies for Truancy Reduction

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

1. Coordinate truancy-prevention strategies based on the early identification of truancy, such as prompt notification of absences to parents/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 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

**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 Admin. Rules, Ed 306.04(f), Student Discipline; NH Code of Admin. Rules, Ed 317.04(b), Disciplinary Procedures**

**See Appendix: JICD-R**

Adopted: August 1, 2002 Revsied: June 3, 2009, May 2, 2012

### **Raymond School District Policy – IJND VIDEO AND AUDIO RECORDING IN CLASSROOMS**

The Raymond School District values the use of technology in its classrooms and considers technology a crucial component in the education of its student body. The use of audio, visual and photographic recording equipment in classrooms provides for a number of educational benefits, including recording classes when students are absent or unable to take notes, recording classroom presentations, and recording a drama or music class for

instructional purposes. The Raymond School District permits all classroom recordings which provide an educational benefit subject to the requirements of this Policy.

The School District, its teachers, or any other staff may not use audio, visual or photographic recording equipment in classrooms without the written consent from the classroom teacher, any adult student, and the parent/guardian of any minor student in the classroom who may be affected by the recording. Consent will be required as a condition for a student's enrollment in courses which feature audio, visual or photographic recording equipment as a core component of the course.

This policy applies only to recording that takes place in the classroom. The recording of ceremonies and extracurricular activities, such as sporting events or theatrical productions, does not require the consent described in this policy. Additionally, the Raymond School District must continue to comply with all applicable federal laws (including, but not limited to, the Individuals with Disabilities Education Act, the Americans with Disabilities Act, the Family Education Rights and Privacy Act, and Section 504 of the Rehabilitation Act of 1973) regardless of whether written permission is obtained from all teachers and students who may be affected by a recording. Written consent is not required from all students or teachers in a classroom when a recording is made in accordance with a student's IEP or 504 Plan.

This policy will be published yearly in each student handbook beginning in the 2016-17 academic year. Consent from teachers, adult students, and the parent/guardian of any minor student will be obtained at the beginning of each school year by distributing and having each teacher, adult student and parent/guardian sign a permission slip, specifically consenting to being recorded in the classroom. For those courses that have started prior to the adoption of this policy, permissions slips will be distributed as soon as is practicable. The Superintendent will be responsible for delegating the distribution and receipt of the permission slips.

This policy has been adopted following a public hearing by the Raymond School Board on December 16, 2015.

*Legal References:*  
*NH RSA 189:68, IV.*

Adopted: December 16, 2015

## 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