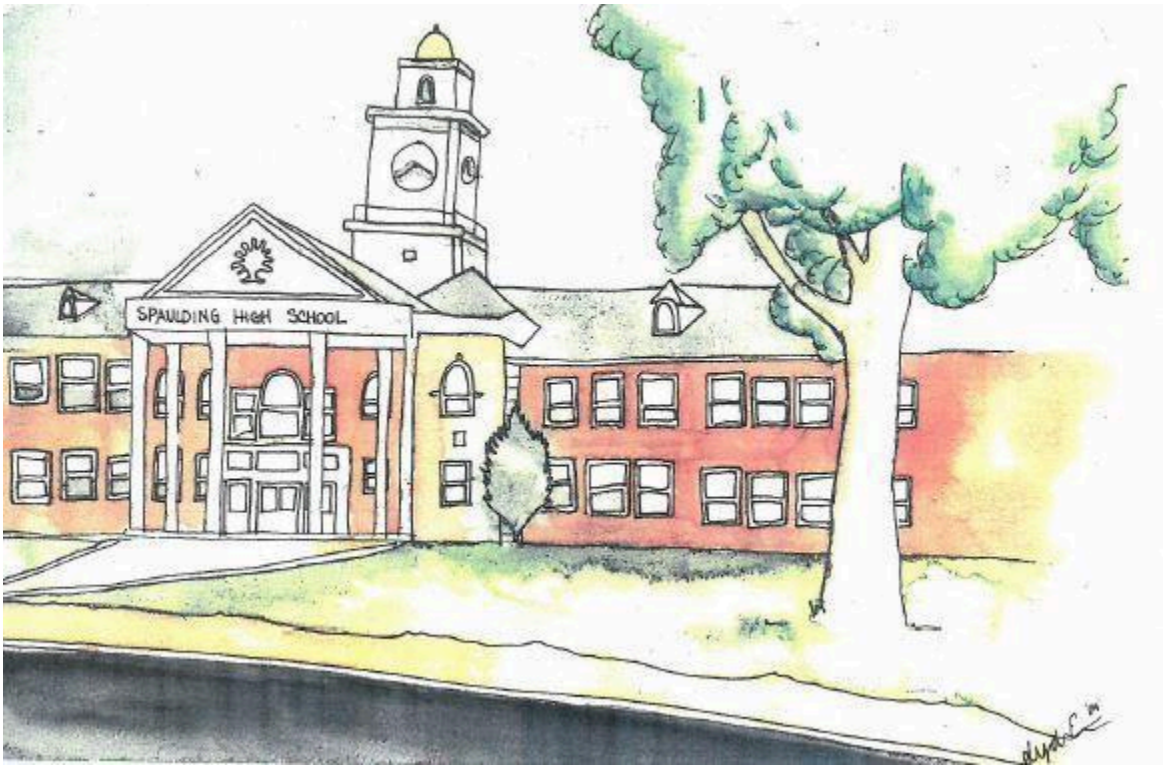
Spaulding High School
&
R. W. Creteau Regional Technical Center

Parent and Student Handbook

2026-2027



Revised 08/10/26

Spaulding High School

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Administration

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Jason Bushway - Assistant Principal
Joy Page - Assistant Principal
Michele Halligan-Foley - Richard W. Creteau Tech. Center Director
Sheila Colson - Athletic Director
Kate Stimmell - Special Education Coordinator

SHS School-wide Goals and Priorities

Culture of Respect

• Clear, consistent, and fair expectations from all SHS community members

Curriculum, Instruction, Assessment

• Instructional strategies will be aligned with research-based best practices
• Continued implementation of competency based assessment system
• Implementation of content literacy tools

Student Engagement and Success

• Build relationships
• Raise awareness and utilize alternative pathways
• Improve Middle to High School transition
• Align student pathway to post-secondary aspirations

Message from Administration

Dear Spaulding Students and Parents,

The faculty and staff of Spaulding High School welcome students and parents/guardians to the 2026 – 2027 school year. It is our hope that we work together as active participants to support our students in achieving their high school diploma.

This handbook contains information about the operation of our school and is meant to offer guidance and direction in supporting our faculty, staff, and students in having a positive and productive school year.

Warm regards,
The Spaulding High School Administrative Team

VALUES AND BELIEFS

Spaulding High School believes in promoting a safe and supportive community where all students are recognized and encouraged to develop their individual interests and talents. We provide an education that challenges students to think critically and creatively, communicate effectively, and work collaboratively. We believe that by promoting a flexible, respectful, and challenging school environment that applies learning in authentic ways, students will be supported to become confident lifelong learners and contributing members of their communities.

LEARNING EXPECTATIONS

Communication: Students will communicate through reading critically and writing and speaking effectively.

Creative and Critical Thinking: Students will organize, analyze and synthesize information to create, apply and assess solutions.

Collaboration: Students will work with others towards a common purpose.

SOCIAL RESPONSIBILITY

Student Learning: Students will develop and apply the habits of learning that are essential lifelong skills.

Career Development: Students will explore their interests, develop their skills and abilities, and apply this learning to plan their future.

CIVIC RESPONSIBILITY

Community: Students will develop and exhibit values that embrace responsible citizenship and community involvement.

POLICY STATEMENT

All policies herein are subject to change; changes may be subsequent to this publication and may not be reflected in this handbook. Every effort has been made to reflect current educational laws and Rochester School District policies. Please view the appropriate link from our district website, www.rochesterschools.com, for a complete view of the policies of the Rochester School District.

NONDISCRIMINATION POLICY

Spaulding High School and the Richard W. Creteau Regional Technology Center and the Rochester School Department do not discriminate in its education programs, activities or employment practices on the basis of **race, creed, color, national origin, age, sex, gender identity, disability, religion, marital status, sexual orientation, or economic status** under the provision of Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1967, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Education of all Handicapped Children Act of 1975, or State Ed. Laws 303.01 and RSA 354-A. Furthermore, lack of English language skills will not be a barrier to admission and participation in any of the educational programs and activities held at or by Spaulding High School and the Creteau Technology Center.

Any person having inquiries concerning this system's compliance with the regulations implementing these laws may contact:

Jared Fulgoni, Superintendent
150 Wakefield Street
Rochester, New Hampshire 03867
(603) 332-3678

Any person wishing to file a grievance in regards to one of the above laws may follow the district's grievance procedure through either the district's website, www.rochesterschools.com (school board policy), the telephone hotline (603-335-7373), by completing a grievance form located in the school's office, or by verbally reporting to a principal, counselor, school nurse, teacher, or the above listed coordinator. Any person may also contact the Assistant Secretary for Civil Rights, United States Department of Education or the Director, United States Department of Education, Office of Civil Rights, Region I, Boston, MA.

ADDITIONAL COMMUNICATION RESOURCES

Rochester School District Website: www.rochesterschools.com

The Rochester School District School Board Policies can be accessed at: rochesterschools.com/o/rsd/page/policies

Download the SAU 54, Rochester School District, mobile app for free on the Apple or Google Play stores. This app allows you to customize your experience and follow specific schools for news, events, documents, and notifications.

SCHOOL HOURS

The school building, offices, and cafeteria open to students at 7:05 AM. Students are expected to be in their first Block class by 7:30 AM. Student dismissal occurs at 2:14 PM.

BELL SCHEDULES

Daily Bell Schedule

7:05 - Doors open for bus students & breakfast
7:30 – 8:50 **A Block**
8:56 – 10:16 **B Block**
10:22 – 10:52 **Advisory**
10:58 – 12:48 **C Block**
C1 Lunch: 10:58 – 11:28
C2 Lunch: 11:25 – 11:55
C3 Lunch: 11:52 – 12:22
C4 Lunch: 12:18– 12:48
12:54 – 2:14 **D Block**
D1: 12:54 – 1:32
D2: 1:36 – 2:14

⏱️ SPECIAL SCHEDULES

2-Hour Delay Schedule

9:30 – 10:29 — **A Block**
10:35 – 12:05 — **B Block & Lunches**
10:35–11:05 First Lunch:
(Science, Art, English)
11:05–11:35 Second Lunch:
(Social Studies, Math, World Languages, Special Ed)
11:35–12:05 Third Lunch:
(FCS, PE, CTE, Credit Recovery, Music, Raider Path, Yearbook, ROTC, Minis)
12:11 – 1:10 — **C Block**
1:15 – 2:14 — **D Block**
*(**D1**: 1:15–1:42 | **D2**: 1:46–2:14)*

Early Release Schedule

7:30 – 8:14 — **A Block**
8:20 – 9:04 — **B Block**
9:10 – 9:54 — **C Block**
10:00 – 11:30 — **D Block & Lunches**
D1 Lunch: 10:00 – 10:30
D2 Lunch: 10:30 – 11:00
D3 Lunch: 11:30 – 11:30

Remote Day Schedule

7:30 – 8:18 — **A Block**
7:30–7:52 ***A1***
7:56–8:18 ***A2***
8:24 – 9:12 — **B Block**
8:24–8:46 ***B1***
8:50–9:12 ***B2***
9:18 – 10:06 — **C Block**
10:12 – 11:00 — **D Block**
10:12–10:34 ***D1***
10:38–11:00 ***D2***
11:00 – 11:30 — Lunch

Remote Day Office Hours

Go into your Google Classrooms and teachers will be Available to help you during the following assigned times.

A 12:00 - 12:30
B 12:35 - 1:05
C 1:10 - 1:40
D 1:45 - 2:14

You may also be able to reach your teacher by Google Chat or email.

Rochester School District
2026-2027 School Year Calendar

	Mo	Tu	We	Th	Fr
AUGUST/	**TW**	1	2	3	4
SEPTEMBER	7	**TW**	9	10	11
(19 Days)	14	15	16	17	18
	21	22	23	24	25
	28	29	30		

	Mo	Tu	We	Th	Fr
FEBRUARY	1	2	3	4	5
(15 Days)	8	9	**ER**	11	12
	15	16	17	18	19
	22	23	24	25	26

	Mo	Tu	We	Th	Fr
OCTOBER				1	2
(21 Days)	5	6	7	8	**ER**
	12	13	14	15	16
	19	20	21	22	23
	26	27	28	29	30

	Mo	Tu	We	Th	Fr
MARCH	1	2	3	4	5
(22 Days)	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	**TW**
	29	30	31		

	Mo	Tu	We	Th	Fr
NOVEMBER	2	**TW**	4	5	6
(16 days)	9	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27
	30				

	Mo	Tu	We	Th	Fr
APRIL				1	2
(17 Days)	5	6	**ER**	8	9
	12	13	14	15	16
	19	20	21	22	23
	26	27	28	29	30

	Mo	Tu	We	Th	Fr
DECEMBER		1	2	3	4
(17 Days)	7	8	9	10	11
	14	15	16	17	18
	21	22	**ER**	24	25
	28	29	30	31	

	Mo	Tu	We	Th	Fr
MAY	3	4	5	6	7
(20 Days)	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	**ER**
	31				

	Mo	Tu	We	Th	Fr
JANUARY					1
(18 Days)	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	**TW**

	Mo	Tu	We	Th	Fr
JUNE		1	2	3	4
(14 Days)	7	8	9	10	11
	14	15	16	17	18
	21	**SD**	**SD**	**SD**	**SD**
	SD				

TW = Teachers' Workshop **ER** - Early Release Day SD - Snow Day

Student Days Out

August 31	Teachers Return TW
September 4-7	Labor Day Break
September 8	Teacher Workshop
October 9	Early Release
October 12	Columbus Day
November 3	Teacher Workshop
November 11	Veterans' Day
November 25-27	Thanksgiving Break
December 23	Early Release
Dec. 24-Jan. 1	Holiday Break

January 1	New Year's Day
January 18	Martin Luther King Day
January 29	Teacher Workshop
February 10	Early Release
Feb 22-26	Winter Break
March 26	Teacher Workshop
April 7	Early Release
April 26-30	Spring Break
May 28	Early Release
May 31	Memorial Day

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Section 1: Attendance

ATTENDANCE POLICIES AND PROCEDURES (RSD Policies JED, JEDB, JEA & NH RSA 193)

All students are expected to be in school for the complete school day with the exception of Seniors who have been granted Senior Privilege as approved by an administrator during approved times.

Students who are absent from school are not allowed to participate in any after school activity without prior written approval from a school official.

Students are expected to be in every class, every day, on time unless they have an authorized reason from an authorized person not to be in class on time. The Board recognizes three kinds of absence: documented absence, undocumented absence, and truant.

Documented Absence:

1. Illness, injury, medical and/or dental appointments requiring a doctor's visit or consultation. (Official documentation from a doctor is needed upon return to school.)
2. Legal matters, death of relative or friend, religious holidays, and college visitations must be verified by official documentation.
3. School sponsored field trips/athletics must be verified by the staff member in charge of the event.
4. Family vacations must be submitted to the Principal one month in advance of the trip and students must be in good academic standing. The Principal may recommend that the student not miss school. A student may not have more than five days excused for a family vacation.
5. All suspension days will be considered as documented absences at Spaulding High School.

Authorized Person(s) include: – School Official
- Physician or other qualified health professional
- The Principal can authorize other people on a case by case basis

Every time a student is absent from class or school, they will be marked absent. Students are not excused from any academic requirements for grading, regardless of the reason for the absence, except for reasonable modifications as required in an Individualized Education Plan (IEP) pursuant to the *Individuals with Disabilities Education Act* and/or *Section 504 of the Rehabilitation Act of 1973*. Failure to complete work for days when instruction has been directed will result in an undocumented absence.

Absences, even with the approval of the parents/guardians, which are excessive, ten days, and/or which interfere with the student's educational program will be interpreted as truancy and follow-up legal procedures may be instituted. See RSA 193:1, 7 and 16.

Student attendance is the responsibility of the parents/guardians and the student. In order for the parents to fulfill their responsibility the school must keep them informed of student absences:

- If a student is absent, notification will be sent to the parent/guardian.
- If a student accumulates 5 undocumented or truant absences, the guidance counselor and an administrator are notified, a letter advising of absences is mailed to the parent/guardian; which includes district attendance policy.
- If a student accumulates 10 undocumented or truant absences, the guidance counselor and school administrator are notified and a letter is sent home. After 10 cumulative days of absence during a given school year, a parent meeting will be required. Failure of the student or student's parent/guardian to appear at scheduled meetings does not preclude school administrators from implementing a plan to address a student's absence.
- After 15 undocumented or truant absences, the guidance counselor, administrator and district administrator are notified. The district administrator mails a 15-day letter which includes; district attendance policy, RSA 193:1-7 and the updated attendance intervention plan. Failure to establish productive communication and demonstrate improvement of the student's habitual truancy may result in a referral to DCYF (Department for Children Youth and Families) or the Rochester Police Department for prosecution under N.H. RSA 193:1-7. The School District will inform parents/guardians if a referral to the Rochester Police Department for prosecution under N.H. RSA 193:1-7 is made.

Parents/Guardians are encouraged to call their children out the morning of an absence. A student must present written documentation when the student returns. The student has **three days** from the time of an absence to bring in documentation to the main office. Notes can be from a doctor or other professional.

Anytime a student misses more than a few days in a term, there is reason for concern. Parents/guardians and the school's faculty, guidance counselors, and administration need to work together to ensure that all students are in school regularly. **Please note that even a pattern of parent excused absences can become a problem so it is important when possible to get notes from professionals excusing a student's absences.**

DISMISSALS

The only approved reasons for dismissal during the school day are medical, funeral, approved work co-op or senior privilege, legal, and/or extenuating family circumstances.

Parents/guardians are strongly urged to schedule medical/therapeutic appointments outside the school day. If the school nurse dismisses a student for illness, it is considered a documented absence. If, in the opinion of the school nurse, the cause of the student's dismissal and subsequent absence justifies multiple days of absence, no additional note from a physician, parent or other professional will be required.

Students who wish to be dismissed because of illness must see the school nurse who will, if appropriate, contact parents/guardians for dismissal approval. Students who have appointments must receive a dismissal slip from the main office prior to the start of the school day and be dismissed through the main office.

Please be aware that during school-wide pep rallies, assemblies, and especially during our state testing days, we will not be accepting any phone dismissals.

TRUANCY (RSD Policy JEDA)

A student who skips or leaves a class without permission after reporting to school is truant. Truancy is an intentional, unjustified, unauthorized absence from compulsory education and usually does not refer to those absences related to medical conditions. Any student who is absent from school without the knowledge and permission of his/her parents/guardians and/or school authorities is truant. Absences, even with the approval of the parents/guardians, which are excessive, ten days, and/or which interfere with the student's educational program will be interpreted as truancy and follow-up legal procedures may be instituted. See RSA 193:1, 7 and 16.

Students and parents who violate state law mandating compulsory school attendance (RSA 193) may be subject to court action.

TARDINESS

In order for students to be successful they need to be in class for the entire Block. To best support all students with academic success faculty and staff will assign the following consequences when students are late to class.

First Offense – Warning, Educational Intervention
Second Offense – Warning, Educational Intervention
Third Offense – Detention, teacher communicates concerns with parent/guardian
Fourth Offense and Beyond (or Skipped Detention) – Referral to Administration

ATTENDANCE CODES IN INFINITE CAMPUS

DIS	Dismissal (Parent
DISN	Dismissal (Nurse) - Excused
DISX	Documented Dismissal (Excused)
DOC	Documented Absence (Excused)
FAM	Family
FTP	Field Trip
ISS	In School Suspension
PRE	In approved program (location)
SSVS	Suspended with Services
SUS	Suspended
TDX	Documented Tardy (Excused)
TDY	Undocumented Tardy
TRU	Truant
UNDC	Undocumented Absence (Parent Call)
UVA	Unverified Absence

Section 2: Academics

ACADEMIC INTEGRITY

Students of Spaulding High School are expected to pursue their work with integrity and honesty. This includes a commitment to not engage in acts of falsification, misrepresentation, or deception, nor tolerate these behaviors from others.

It is the responsibility of everyone in the school community to foster the climate of academic integrity through conversations of fairness, responsibility and respect.

- Your work on each assignment will be your own.
- Your collaboration with another classmate on any assignment will be pre-approved by the teacher.
- You will not practice plagiarism (the stealing or using of others' words, original ideas, or work without crediting the original source).
- You will not allow others to copy your work.
- You will ask your teacher for clarity on any area of confusion or ambiguity before taking action.
- You will not transmit restricted course material through text, voicemail, or other electronic devices. For example, students will not send an image of a test to others.

A student who commits a **first offense** will earn no credit on the assessment. The student will be given an In School Suspension (ISS) and given the opportunity to either make up the assessment or an alternative assessment. The teacher will notify parents, guidance, and administration.
A student who commits a **second offense** in the same course will be given an ISS and given an IWS on the assessment with no opportunity to make up the assessment. The teacher will notify parents, guidance, and administration.

A student who commits a **third offense** in the same course will be given an Out of School Suspension (OSS), will need to have a parent meeting with the Principal and receive an IWS on the assessment with no opportunity to make up the assessment. The teacher will notify parents, guidance, and administration.

Students shall be provided due process and have the right to appeal.

ADD/DROP POLICY

The SHS Guidance Department makes every effort to create optimal schedules for students. School counselors are available before each quarter or semester begins (including throughout the summer) to make appropriate/necessary changes (whenever possible) before new classes begin.

Schedule changes only occur after a conversation with the school counselor and the student and parent/guardian. Once a course has started, students may not make schedule changes – **except in the most extenuating circumstances** (e.g., the student is clearly enrolled in the wrong level of a course). Only with permission of an administrator (after consultation with the teacher(s), the student, his/her school counselor, and parents/guardians) will schedule changes be permitted after the start of a class.

Withdrawal from a class after it has begun will be reflected on a student's transcript, as determined by the administrator as a "W" (withdrawal) or "WF" (withdrawal failure).

In the event a schedule change is made and a class is added after the term has begun, it is the student's responsibility to make arrangements with the teacher to get caught up.

Lastly, students **must continue to attend all classes** while in the process of attempting a schedule change.

Note: The drop request form is available in the guidance office.

CHROMEBOOKS

As learning becomes more flexible, accessible and digital, all SHS students will have access to a district-owned Chromebook to be used for resources, activities, and tools to engage students in order to build communication strategies, collaborative initiatives, and develop critical thinking skills. In order to be issued a Chromebook a signed Chromebook Student Usage Agreement form must be on file. All Chromebook support will be via the Library Media Center. The student is responsible for any damage or loss that may occur while in their possession, which could result in a fee.

COMPUTER/TECHNOLOGY AND COMMUNICATIONS POLICY (RSD Policy EHA)

The Rochester School Board recognizes the value of computer and other electronic resources to improve student learning and enhance the administration and operation of its schools. To this end, the Board encourages the responsible use of computers, computer networks, including the Internet, and other electronic resources, in support of the mission and goals of the Rochester School Department and its schools.

Because the Internet is an unregulated, worldwide vehicle for communication, information available to staff and students is impossible to control fully. Therefore, the Board adopts this policy governing the voluntary use of electronic resources and the Internet in order to provide guidance to individuals and groups obtaining access to these resources on School Department- owned equipment, School Department-affiliated organizations, and personal devices.

Policies, guidelines and rules refer to all computing devices including but not limited to computers, mobile web enabled devices, iPads, MP3 players, portable memory storage devices, calculators with interfacing capability, cell phones or ECDs (electronic communication devices), digital cameras, etc., as well as technology infrastructure, associated peripheral devices and/or software.

Policies, guidelines, and rules refer to any computing or telecommunication devices owned by, leased by, in the possession of, or being used by students and/or staff that are operated on the grounds of any district facility or connected to any equipment at any district facility by means of web connection, direct connection, telephone line or other common carrier or any type of connection including both hardwired, fiber, infrared and/or wireless.

This Technology Acceptable Use Policy also applies to any online service provided directly or indirectly by the district for student use, including but not limited to: Google Apps for Education accounts, Email, Calendar, and Infinite Campus (Parent/Student Access to Student Information System).

School Department Rights and Responsibilities

It is the policy of the Rochester School Board to maintain an environment that promotes ethical and responsible conduct in all computer and communications equipment activities by staff and students. It shall be a violation of this policy for any employee, student, or other individual to engage in any activity that does not conform to the established purpose and general rules and policies of computer/communications equipment use. Within this general policy, the School Department recognizes its legal and moral obligation to protect the well-being of students in its charge. To this end, the School Department retains the following rights and recognizes the following obligations:

1. To monitor the use of computer network and the communications network activities. This may include real-time monitoring of Internet access and/or maintaining a log of Internet activity, or attempted activity, for later review.
2. To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to School Department owned equipment and, specifically, to exclude those who do not abide by the School Department's acceptable use policy or other policies governing the use of school facilities, equipment, and materials.
3. To restrict online destinations, including incoming signals, through software or other means.
4. To remove a user's access, a device, or connection to the network that is not approved and secure.
5. To provide guidelines and make reasonable efforts to train staff and students in acceptable use and policies governing on- line, wide-area, and local use of computers and communication equipment.
6. Prior to allowing user access, a signed statement of compliance will be executed, certifying that the user understands and agrees to comply with Rochester School District policy.
7. The school district reserves the right to "block" at any time any sites or services that could cause bandwidth issues that affect the overall stability of the network.
8. The district may establish a retention schedule for the removal of email. The district makes a best effort to retain email for 90 days.
9. Guests/Contractors are not automatically eligible for a district email account. Email or network access accounts may be granted if directly sponsored by a district administrator and approved by the Superintendent or designee.

The Superintendent or designee shall develop and implement administrative procedures that ensure students are educated on network etiquette and other appropriate online behavior, including: interaction with other individuals on social networking web sites and Cyberbullying awareness and response.

Staff Responsibilities

1. Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to the mission and goals of the Rochester School District.
2. Staff should make reasonable efforts to become familiar with the Internet and its use so that effective monitoring, instruction, and assistance may be achieved.
3. Ensure all student and non-school system users are informed of the district's electronic communications policy and administrative regulations. All such agreements will be maintained by the school office or as part of the student agenda. All students using **Google Apps for Education** must have a signed permission form.

User Responsibilities

Use of the computer and communication equipment provided by the School Department is a privilege that offers a wealth of information to improve research and productivity. Where it is available, these resources are provided to staff, students, and other patrons at no cost. In order to maintain the privilege, users agree to learn and comply with all of the provisions of this policy.

1. The School Department reserves the right to monitor, review, and copy any communications at any time.
2. Failure to report breaches of this policy is itself a violation.
3. Users will be individually responsible for their own behavior. Violation of this policy may result in discipline actions in the form of written reprimand, suspension, expulsion, termination of employment, or other forms decided by the school board and Superintendent.
4. Staff will be responsible for maintaining their own systems for reliability, integrity, availability, and for physical protection.
5. Disciplinary or legal action including, but not limited to, criminal prosecution under appropriate local, state, and federal laws. Violation of local, state, and federal laws will be reported to the proper enforcement authorities.
6. By accessing the district's Internet, computers and network resources, users acknowledge awareness of the provisions of this policy, and awareness that the district uses monitoring systems to monitor and detect inappropriate use and may use tracking systems to track and recover lost or stolen equipment. (Chromebooks, iPads)
7. Users are responsible for the use of their individual access account(s) and should take all reasonable precautions to prevent others from being able to use their account(s), including friends or family.

Acceptable Use

1. All use of the computer and communications equipment must be in support of educational and research objectives consistent with the mission and objectives of the School Department.
2. Proper codes of conduct in electronic communication must be used. All users are representing the Rochester School District and must use polite and respectful language in any dealings through this equipment.
3. Use network etiquette, be polite and use network resources in a safe and legal manner.
4. Use of the network is a privilege, not a right.
5. Confidential information will be sent under a secure medium.
6. Protect your own data.
7. Use extreme caution to verify that messages go to the correct address/user.
8. Any software/hardware must be pre-approved by the CIC Staff.
9. Immediate notification to CIC Staff of a system compromise (Virus, Trojan, hackers, unauthorized access, etc.).

Use of Home/Personal equipment or software can only be used on BYOD (Bring Your Own Device) network or as stand-alone devices. The school district assumes no liability for personal equipment and services.

Unacceptable Use

Prohibited activities include, but are not limited to, the following:

1. Users will not obtain, or provide to others, illicit copies of copyrighted software or documents. Only software provided by or approved by the Rochester School District may be installed on a School District computer. Users will not download or install software, or upgrades to approved software already installed, unless directed to do so by the Superintendent or his designee(s). Users will not download or install any unauthorized software, including freeware and shareware, on School District computers.
2. Users will not use the computer network to attempt to gain unauthorized access to any computer or communications system.
3. Users will not use the computer or communications equipment to give out <u>any</u> personal information about another person.

4. Any use of the computer or communications system for commercial, advertising, profit, or political purposes is prohibited.
5. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
6. No use of the network shall serve to disrupt the use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.
7. Malicious or mischievous use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or the computing system is prohibited.
8. Hate mail, chain letters, harassment, profanity, obscenity, racist and other antisocial behaviors are prohibited on the network.
9. Use of the network to access or process pornographic material, inappropriate text files (as determined by the system administrator or building administrator), or a file dangerous to the integrity of the network is prohibited.
10. Use of the network for any unlawful purpose is prohibited.
11. Playing games is prohibited unless specifically authorized by a teacher for instructional purposes.
12. Establishing network or Internet connections to live communications, including voice and/or video (relay chat) is prohibited unless specifically authorized by a teacher and a system administrator.
13. Sending offensive email (racist, pornographic, or otherwise inappropriate).
14. Harassment, intimidation, threatening, or engaging in any illegal activity.
15. Sending proprietary or confidential information to any unauthorized person.
16. Allowing other users access to your password or account.
17. Make changes to the operating system or networking settings.
18. Open up devices for repairs, etc.
19. Use of gambling, pornographic, or on-line actions sites/programs.
20. Tampering with any communications devices, i.e.; computers, phones, etc.
21. Changing of wiring, connections, or placement of computer resources is prohibited.
22. Use of school resources for any cheating or academic dishonesty.
23. Use of any hacking, cracking, password cracking, scanners, or any other hacking or network discovery tools.
24. Attempting to circumvent any security.
25. Starting any denial of services attacks.
26. Any unauthorized access to include wireless devices or any other communication devices.
27. Use of email systems or accounts other than those approved by the CIC staff and Superintendent.
28. Attempts to use the district's system for: Unauthorized solicitation of funds; distribution of chain letters; unauthorized sale or purchase of merchandise and services; collection of signatures; membership drives; transmission of any materials regarding political campaigns.
29. Saving inappropriate files to any part of the system, including but not limited to: Music files, movies, video games of all types, including ROMs and emulators, offensive images or files, programs which can be used for malicious purposes, any files for which you do not have a legal license, any file which is not needed for school purposes or a class assignment.

Disclaimer

1. Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 *et seq*.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
2. The School Department will not be responsible for any damages you may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by our own negligence or your errors or omissions. Use of any information obtained is at your own risk.
3. The School Department makes no warranties (expressed or implied) with respect to:
   - The content of any advice or information received by a user, or any costs or charges incurred as a result of seeing or accepting any information;
   - Any cost, liability or damages caused by the way the user chooses to use his or her access to the network.

Guest Access to the Network

1. Users must utilize the district's wired and wireless networks for access to the Internet in school district facilities using school district equipment. Guest users must utilize the district's wireless network BYOD to gain access to the Internet in school district facilities.

2. No other method or means of Internet access (i.e. USB modem, Wi-Fi router, personal Internet access, open Wi-Fi networks, etc.) is permitted while simultaneously connected to a district network or while using a district technology resource.

Content Filtering

1. The Rochester School District uses software designed to block access to certain sites and filter content as required by the Children's Internet Protection Act, 47 U.S.C. §254 (CIPA).
2. Upon request by staff, the Computer Department, under the director of the Superintendent, shall review and may authorize the disabling of Internet blocking/filtering software to enable access to specific educational related material that is blocked through technology protection measures, in accordance with applicable law and safe networking practices to protect the network.
3. Congress enacted the Children's Online Privacy Protection Act, 15 U.S.C. §6501, et seq. (COPPA) in 1998. COPPA required the Federal Trade Commission to issue and enforce regulations concerning children's online privacy. The Commission's original COPPA Rule became effective on April 21, 2000. The Commission issued an amended Rule on December 19, 2012 that became effective on July 1, 2013.

The School Department reserves the right to change its policies and rules at any time.

AI (Artificial Intelligence)

Students are expected to uphold principles of academic honesty and integrity when using AI tools for classes. This means that students may be permitted to use AI-based tools (such as ChatGPT) on some assignments, provided that they do not claim the work as their own, but instead cite all AI use using the MLA format. Use of AI in ways that are inconsistent with these guidelines will be considered cheating. If you have questions or concerns about ethical use of AI tools, please ask your teacher for specific guidance.

The following guidelines apply in all SHS classes:

- If students are under the age of 18, they may be required to obtain parent permission to make an AI account.
- AI can not be used for quizzes, tests, papers, or summative activities.
- Students are not permitted to use AI for activities unless specified by their teacher or identified within their course.
- If a student chooses to use an AI tool to brainstorm or research, they must cite the use of a tool, and cite AI-generated text that is included in final submissions of work.

Spaulding faculty may use AI detection tools to identify work that has a high likelihood of being generated by AI tools. Teachers will also use their professional judgment of student work and knowledge of their students to identify work that is likely to be created using AI tools. Work that is generated by AI tools will be considered plagiarism and will be addressed according to the SHS Academic Integrity policy.

CREDIT RECOVERY At this time there are two options:

Credit Recovery Courses: facilitated by Spaulding staff and offered during the school day. This is a competency based recovery course which allows students who received a Not Yet Competent (NYC) for a course grade the opportunity to demonstrate mastery of the competencies that they need to recover. Students who receive an Insufficient Work Submitted (IWS) are not eligible for the Credit Recovery Course, and will need to retake the class. Credit Recovery Courses will be graded as Competent (C), Not Yet Competent (NYC), and Insufficient Work Shown (IWS). Once the student has earned a grade of Competent (C), the student will receive credit for the course and the student's transcript will reflect a grade of Competent (C) for the course. This grade will have no bearing on the student's grade point average (GPA).

Summer School: a competency based summer program. This program allows students who received a Not Yet Competent (NYC) for a course grade the necessary time and support to demonstrate mastery. Students who receive an Insufficient Work Submitted (IWS) are not eligible for the summer program. During the summer program, students will work with teachers to create a learning plan that addresses the missing competency. Students receiving an Insufficient Work Submitted (IWS) will need to retake the class. Summer School courses will be graded as Competent (C) or Not Recovered (NC). Once the student has earned a grade of Competent (C), the student will receive credit for the course and the student's transcript will reflect a grade of Competent (C) for the course. This grade will have no bearing on the student's grade point average (GPA). Tuition may be charged for participation in summer school.

COURSE SYLLABI

Each student will receive access or a copy of each of their course syllabi. The syllabus will also be available in the course's Google Classroom. The student is expected to read and understand the syllabus, including the course expectations. We encourage guardians to review the syllabus and course expectations with their students.

HONOR ROLL & HONORS DIPLOMA

To earn **High Honors** recognition for a given marking period, a student must earn no grade below A in any course and must be enrolled in a minimum of three full courses. To earn **Honors** recognition for a given marking period, a student must earn no grade below B in any course and must be enrolled in a minimum of three full courses. To earn an **HONORS DIPLOMA**, a student must earn a minimum of 75% of their credits at the ENR, H, or AP levels – and earn a cumulative GPA of 3.5 or higher.

GRADUATION REQUIREMENTS

For more information: https://sites.google.com/a/sau54.org/shsguidance/course-selection

PROGRAM OF STUDIES

For more information: https://sites.google.com/a/sau54.org/shsguidance/course-selection

FIELD TRIPS

School-wide behavior expectations are in effect for the duration of any field trip. Parents/Guardians must sign the Field Trip Permission Slip or in certain circumstances give verbal permission for their child to participate before the departure of a field trip. Staff will be provided with a list of students participating in the trip at least one week prior and the student's absence from classes will be considered a documented absence (authorized by administration). Students participating in the field trip will be expected to get their assignments for missed classes and have the work completed in a timely manner. Privileges to attend field trips may be withheld by a school administrator based upon disciplinary or academic concerns.

SENIOR PRIVILEGE - OPEN CAMPUS

Open Campus is a privilege for Spaulding High School Seniors. We believe seniors in good academic standing who are on-track to graduate (and have not had significant disciplinary issues) should be afforded a bit of the freedom (and responsibility) that they will have a great deal of after high school graduation. Seniors who fail to maintain their grades or stay on track to graduate, seniors who fail to stay out of significant disciplinary trouble, and/or seniors who abuse open campus – could have the privilege revoked. Students must have an open campus pass on them prior to leaving and returning to the campus.

Guidelines:

- Open Campus is for SENIORS **ONLY**- students who have attained enough academic credits to be considered a senior
- Students are permitted to leave campus during study hall, lunch, and any unscheduled blocks.
- Students are not permitted to leave or dismiss themselves during a scheduled class.
- Students MUST meet the behavior expectations outlined in the Student/Parent Handbook.
- Any absence that is determined to be "skipping" will result in the loss of Open Campus.
- Open Campus is not a justification for missing or arriving late to scheduled classes.
- Students will not be permitted in the hallways or other parts of the building or on school grounds during their Open Campus blocks, this includes parking lots.
- Students remaining or returning to campus before the end of the open campus block will report to designated areas.
- Students are to display their pass at the Main Office/CTC Office when departing/arriving on campus.
- Students must have their pass on them at all times for verification of approved privileges.
- Students will not be permitted to bring food and beverages back to school for other students.
- Students that transport freshmen, sophomores, juniors, or seniors without Open Campus privileges will receive disciplinary action and loss of Open Campus privileges.
- Guardians may revoke a student's open campus by contacting high school administration.

AREA REGIONAL CAREER TECHNICAL CENTER STUDENTS

Area Regional Career Technical Center students will be referred to the Career Technical Center (CTC) office for administrative action. All Spaulding High School rules and regulations pertain to all Regional Career Technical Center Students.

For more information visit: www.rochesterschools.com/o/rtc

Section 3: Student Conduct and Behavior

SPAULDING HIGH SCHOOL BEHAVIOR EXPECTATIONS:

Location	Be Safe	Be Respectful	Be Responsible
District Expectation	• I will make safe and appropriate choices • I will demonstrate behavior that is considerate of the community, the school and myself	• I will be truthful and accountable for my choices • I will show respect and encourage the right to teach and the right to learn at all times	• I will be on time to fulfill my daily commitments • I will be actively engaged in my learning by asking questions, collaborating and seeking solutions
What this looks like:			
Classroom	• Remain chemical and weapons free • Follow staff directives the first time • Use classroom materials, furniture, and equipment for intended use • Avoid "horseplay"	• Use appropriate language and volume • Honor other's property and personal space • Help create an environment where everyone can learn • Be positive and show tolerance • Express yourself appropriately	• Arrive on time • Ask permission to leave • Come to class prepared to learn • Stay engaged throughout the class • Ask for help when needed and don't give up
Hallways	• Be aware of personal space and allow room for others • Notify staff of unauthorized people in the building • Minimize noise • Avoid "horseplay" • Do not prop doors or let people in	• Use appropriate language and volume • Express yourself appropriately • Be considerate of bulletin boards, walls, and displays • Respect classes in progress	• Be where you are supposed to be • Report any spills • Clean up after yourself • Dispose of trash properly
Cafeteria	• Ask permission to leave area • Use school furniture for intended use • Avoid "horseplay"	• Use appropriate language and volume • Honor school and each others property • Maintain personal space • Leave your space clean • Report spills and large messes	• Attend your assigned lunch • Keep floors and tables clean • Be where you are supposed to be
Out of the Building	• Report unsafe or suspicious behavior • Stay out of unauthorized areas • Use designated entrances and exits • Follow staff directives • Avoid "horseplay"	• Use appropriate language and volume • Clean up after yourself • Honor each others property and personal space • Be respectful of other members of the community • Express yourself appropriately	• Represent your school with honor • Follow school rules and expectations
Assemblies and Other Events	• Remain chemical and weapons free • Follow staff directives • Maintain personal space • Keep aisles clear • Avoid "horseplay"	• Use appropriate language and volume • Maintain personal space • Be positive and show tolerance of others • Help create an environment where everyone can feel comfortable to share	• Arrive on time • Stay actively engaged • Voice opinions appropriately

FORMS OF STUDENT DISCIPLINE

A. **Teacher-student**: Teachers may and are encouraged to handle their own detention or other disciplinary measures for misconduct in their classes.

B. **Social probation**: The denial of a student to attend and/or participate in extracurricular activities, school dances or any other form of after-school activity.

C. **Detention**: A student is assigned to a specific supervised room during and/or after school hours.

D. **In-School-Suspension and/or Alternative to Suspension:** Means the temporary denial of a student's attendance to class or classes for a specific period of time.

E. **Out-of-School Suspension** means the temporary denial of a student's attendance at school for a specific period of time in accordance with the provisions of Policy JICD. It includes short-term (for periods of up to ten days) and long-term (Assistant Superintendent can lengthen the out of school suspension time).

1. Any student who is suspended from school has a right to appeal the decision.
   a. Suspension of less than three days can be appealed to the Principal at the school level.
   b. Suspension for three days or longer can be appealed to the Superintendent, after an appeal is heard at the school level.
2. A student is not permitted on school property at any time or to attend any school sponsored activity for the duration of the out-of-school suspension.

F. **Expulsion**: Expulsion will be administered only by the School Board.

Students are entitled to the minimum due process (notice before meeting of the charge and explanation of evidence, notice of the possibility of suspension, opportunity for the student to respond, and a written decision explaining the disciplinary action taken) when enforcing all school rules. **DUE PROCESS POLICY-JICDR**

Link to the Student Code of Conduct

SUSPENSIONS AND EXPULSIONS (RSD Policy JGD)

Any student attending school who neglects or refuses to comply with the standards of orderly conduct prescribed by these rules and regulations shall be subject to a consequence up to and including suspension. "Repeated and willful disregard of the reasonable rules of the school that is not remediated through impositions of the district's graduated sanctions" or for behavior detrimental to the "health, safety, or welfare" of students or staff will be referred to the Superintendent's office." (See RSA 193:13).

Conduct specifically prohibited shall include, but not be limited to, habitual truancy, verbal or physical abuse toward any student, faculty, or staff member, disobedience of reasonable demands of staff or faculty members, possession of controlled drugs and/or alcoholic beverages on school property, disrupting classroom atmosphere, impeding classroom decorum, causing disturbances among other students in attendance, distracting other students so as to interfere with the educational process, and disrupting the disciplinary process.

A. Suspension (Out of School) of not more than ten (10) school days may be made by the Superintendent (or his/her representative as designated in writing) individually. Prior to such suspension the person ordering the suspension must, orally or in writing, inform the student of the charges against them and provide them with an opportunity to refute or explain the charges. If the student refutes the charge(s), evidence of the misconduct shall be related to the student.

B. The Superintendent and Assistant Superintendent, as designated representatives of the School Board, are authorized to continue the suspension of a student for a period in excess of ten (10) school days, but not to exceed twenty (20) school days. If the Superintendent or Assistant Superintendent issued the suspension for the first 10 days, or any part thereof, they may not be the one who extends the suspension beyond the tenth day.

C. Suspensions of six (6) to twenty (20) school days that were made by the Superintendent or Assistant Superintendent may be appealed by the parent or guardian to the School Board or its designated committee provided that the Superintendent or Assistant Superintendent received such appeal in writing within ten (10) days after issuance of the decision being appealed.

D. The School Board or its designated committee 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 paragraphs A or B. The suspension shall be enforced while the appeal is pending unless the School Board stays the suspension while the appeal is pending

E. Suspensions of more than twenty days must be approved by the School Board.

F. Expulsion may be made by the School Board after written notice to the student of their neglect or refusal to conform to the reasonable rules or regulations 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, BB or any type of gun or rifle. Such expulsions occur only after a hearing by the board or designated committee. A student expelled by the School Board or its designated committee shall not attend school until restored by the School Board or its designated committee. Expulsions are subject to review prior to the start of the next school year, and may be appealed to the State Board of Education by the parent or guardian of the expelled student.

G. Any student who brings or possesses a firearm as defined in 18 USC § 921 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 School Board or its designated committee for a period of not less than twelve (12) months. Such an expulsion shall be subject to review by the School Board or its designated committee if requested by a parent or guardian prior to the start of the following school year, and may be appealed to the State Board of Education by the parent or guardian of the expelled student.

H. Whenever a student is suspended or expelled, Family Educational Rights and Privacy Act (FERPA) regulations § 99.31(a)(2) and § 99.34 will be followed.

The following infractions can be considered as grounds for suspension. The list is intended to provide examples and is not all inclusive. The duration and type of suspension is to be determined by the administration. In each case of suspension, the administration will notify parents/guardians.

1. Fighting or unwanted physical contact
2. Refusal to identify one's self to staff member
3. Refusal for oneself or possessions to be searched
4. More than one person in a single stall bathroom
5. Neglect or refusal to conform to the reasonable rules of the school under RSA 193:13, I & II
6. Leaving school grounds without authorization
7. Gross misconduct
8. Violation of the policy on banned items
9. Disrupting the learning environment
10. Endangering safety and well-being of a member of the school community
11. Unauthorized presence in an area of the building
12. Causing a false alarm
13. Possession and/or detonating firecrackers in school buildings or on school grounds
14. Improper use of motor vehicle on school property
15. Throwing or projecting missiles of any kind, including snowballs

BANNED ITEMS

Several items are banned from Spaulding High School and Spaulding sponsored/associated activities/events in order to provide safe educational opportunities for our students. Banned items are not allowed within any school grounds or buildings. Banned items cannot be used at any school dance, athletic event, or extra-curricular activity, regardless of the event location.

Student violations of this policy will result in both school disciplinary action and notification of local law enforcement authorities. Perpetrating members of the public will be reported to local law enforcement authorities. Weapons under control of law enforcement personnel are permitted.

Banned Items include, *but are not limited to*, the following:

- Alcohol, Drugs and Tobacco
- Drug Paraphernalia and Any Related Material
- E-Cigarettes, Vapes, and Any Related Material
- Lighters and Matches
- Prescription and Over the Counter Medicine (Students only - Must be kept with nurse)
- Weapons of Any Nature Including Ammunition. Includes; all knives, guns (including rifles, pistols, pellet guns, airsoft guns, BB guns, fake look alikes, mock and antique), explosives (including fireworks, gun powder, poppers, etc.), pepper spray and mace (more on weapons below).
- Gas filled containers including propane, oxygen, "air", hydrogen, etc.

- Air Horns or other noise making devices (other than voices and bodies)
- Chains, handcuffs, other restraint devices
- Gang related paraphernalia
- Fish hooks and other items with sharp edges

When questions arise regarding the interpretation of this policy, the Administration shall make a determination.

WEAPONS (RSD Policy JICI-R, NH RSA 193-D, RSA 159:24 and Federal Law 18 U.S.C. § 921)

The possession of weapons shall be prohibited in school facilities, on school property, on school buses, and at school functions at all times and by all persons except by authorized law enforcement officers acting within the scope of their professional capacity or individuals who have written permission from the Superintendent of Schools in accordance with RSA 193-D (Safe School Zones Act).

Weapons include, but are not limited to, firearms, explosives, incendiaries, martial arts weapons as defined by RSA 159:24, electronic defense weapons as defined by RSA 159:20, clubs, billies, metallic knuckles, knives including but not limited to kitchen knives, jack knives, switchblade knives, double-bladed knives, stiletto knives, swords, daggers, dirk knives, blades or sharps, razor blades and box cutters; or containers containing chemicals such as pepper gas or mace.

Likewise, objects ***fashioned to look enough like dangerous weapons*** that they could be mistaken for an actual weapon are subject to the same prohibition.

Persons violating this policy will be immediately directed to leave school premises, subject to enforcement by police if necessary.

Student violations of this policy will result in both school disciplinary action and notification of the local police. Suspension or expulsion could result.

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

DRUGS AND ALCOHOL (RSD Policy JFCI and NH RSA 193-B)

No one may use, store, or have in their possession any drug or alcohol products or paraphernalia in school buildings, on school property, or at any school functions. Spaulding is a drug-free school zone and anyone under the influence, possessing, and/or selling controlled drugs, drug paraphernalia or alcohol is not only in violation of school rules but is also in violation of state and federal safe school laws.

It is the responsibility of each staff member to report immediately any suspicion of drug or alcohol use, possession and/or sale to a building administrator who will take appropriate action, including but not necessarily limited to:

- Appropriate medical attention
- Notification of the parent/guardian
- Notification of the proper authorities
- Any other action deemed necessary

In cases where a student appears to be under the influence, if the parents/guardians will not or cannot come to school or if deemed necessary, an Administrator is authorized to call an ambulance to transport the student to a hospital. Parents/Guardians will be notified of this action and be responsible for the incurred expenses.

Penalties for Violation:

1. Any student selling/distributing illegal drugs or non-approved substances on school property will:
   a. Be immediately suspended from school. The student's parents and the Rochester Police Department will be notified.
   b. Be referred to the Assistant Superintendent for possible long-term suspension or expulsion.
2. Any student found to be under the influence of illegal drugs/alcohol, transporting such substances, or found in the possession of drugs or alcohol including paraphernalia within the jurisdiction of the school district shall:
   a. **On the first offense**, be suspended from school by the principal for ten days.The suspension may be reduced to five days if the student enrolls in and successfully completes counseling approved by the administration to address the substance abuse concern. The student's parents and the Rochester Police Department will be notified.
   b. **On the second offense**, a referral may be made to the Assistant Superintendent for possible long-term suspension or expulsion. The student's parents and the Rochester Police Department will be notified.

The above penalties for violation of these policies shall be cumulative throughout the school career of the individual student.

SMOKING, TOBACCO, VAPES (NH RSA 155:66)

Students may not smoke, store, or have in their possession any tobacco products, lighters, electronic cigarettes, vape products or paraphernalia including: chargers, pods, juice, etc., in school buildings, on school property, or at any school functions.

Spaulding is a smoke-free school zone and any student using products containing nicotine, possessing and/or selling products containing nicotine or nicotine paraphernalia including electronic cigarettes/vapes is not only in violation of school rule, but is also in violation of state and federal safe school laws.

Penalties for Violation:

- Out of School Suspension
- Referral to the Rochester Police Department
- Completion of smoking awareness program

GAMBLING

In order for the school to maintain a positive educational environment, gambling, including online gambling is prohibited at Spaulding High School. Students found in violation of this rule will be referred to administration for investigation and possible disciplinary consequences.

HAZING (RSD Policy JFCF and NH RSA 631.7)

In accordance with NH RSA 631.7 hazing is strictly prohibited by the Rochester School District. It is the policy of the District that no student or employee of the District shall participate in or be a member of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. No student organization or any person associated with any organization sanctioned by the Board of Education shall engage or participate in hazing.

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

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

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

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

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

A copy of this policy can be made available to students and teachers in the school district.

VANDALISM (RSD Policy JGD-R2)

Vandalism is the intentional damaging or destruction of school property or the property of another. Vandalism can be considered to have occurred if there is a cost incurred in cleaning or repairing an item. For example, if the walls of the building are marked with spray paint or marker and require special cleaning or repainting, then the property is considered damaged under the law.

Acts of vandalism result in disciplinary action that requires restitution and may be referred to the Rochester Police Department.

QUESTIONING, INTERROGATING & SEARCHING STUDENTS (RSD Policy JFG (also KNAJ))

1. **Definitions -** As used herein these terms are defined as follows:
   A. "Interrogation" is an inquiry of a student by an agent or employee of any law enforcement agency, excluding inquiries that are not part of an investigation.
   B. "School District" shall mean the Rochester School Department.
   C. "Investigation" is the gathering of information to determine whether, or to prove that, there has been a violation of law, or a breach of the rules and/or policies of the School District.
   D. "Parent" is a student's legal custodian or guardian.
   E. "Questioning" is an inquiry of a student by an employee of the School District, excluding inquiries that are not part of an investigation.
   F. "School Property" means all property owned by the School District, and includes student lockers, desks, and similar items and locations owned by the School District.
   G. "Search" is an inspection of a person or place, by either an employee of the School District or an employee or agent of any law enforcement agency as part of an investigation. School administration may include the use of handheld metal detectors in a search.
   H. "Student" means any student enrolled in the Rochester Public Schools, regardless of age.

2. **Principles**
   A. The School District has an absolute right to question students about the conduct of any student or School District employee or agent while the questioned student is on school premises, or engaged in school activities and under the control of school district employees or agents at any location, including extra-curricular activities.
   B. It is the policy of the school to cooperate with law enforcement agencies in the interest of the larger welfare of all citizens.
   C. The School District is responsible to parents for the welfare of the students while they are in the care of the school. This responsibility includes respecting the exclusive right of parents to advise their children, and acknowledging that students may not recognize and appreciate the different roles of school employees and law enforcement officials.
   D. School District employees shall not investigate violations of law, except when such conduct also constitutes a violation of School District policies. In such an event, School District employees shall focus their inquiries on conduct that violates School District policies.
   E. School District employees shall not engage law enforcement officers or agents, or employees of law enforcement agencies, in investigations of violations of School District policies, regulations, rules, and procedures except to conduct or assist in a search as authorized in Paragraph 3-C-3 or to seek assistance in determining whether such violations may also constitute a violation of the law, requiring further involvement of law enforcement officers.
   F. Students shall have no reasonable expectations of privacy in School District property.

3. **Policies:**
   A. <u>Questioning</u>:
      1. A student may be questioned without prior notification to the student's parents/guardians.
      2. Questioning will occur only on the property of the School District or at the location of a school sponsored event.
      3. No law enforcement officer or agent, or employee of any law enforcement agency shall be present during questioning unless the school official conducting the questioning has a reasonable basis to believe that a person will likely suffer harm unless a law enforcement officer is present.
      4. School District employees shall not provide law enforcement agencies with any information learned during questioning, except that School District employees shall comply with all statutes mandating reporting of information to any authority, with all court orders, and with all reporting requirements under School District policies.
      5. The School District shall promptly notify the parents of any student who, during questioning, provides information implicating the student in any violation of law.

B. Interrogation:

1. No interrogation shall occur on the property of the School District, unless:
   A. An authorized representative of a law enforcement agency requests permission to do so from the principal of the school where such interrogation is to occur; and
   B. Such principal or his or her authorized representative first determines that:
      i. Such interrogation is directed to a student who is the victim of a crime, such interrogation is about the crime of which the student is victim, and the circumstances do not allow time to take the student to an appropriate law enforcement agency; or,
      ii. There is a reasonable basis to believe that a person will likely suffer harm unless the interrogation occurs at the school; or,
      iii. The student's parent/guardian has been notified of the request to conduct an interrogation and has granted permission for such interrogation to occur on school property.
2. Upon making a determination under #1, above, that an interrogation on school property is appropriate, the principal or authorized representative shall immediately make every reasonable effort to contact and inform a parent or guardian of the student to be interrogated, unless the law enforcement officer requesting the interrogation informs the principal that doing so is contrary to the interests of the student to be interrogated. The principal or representative shall offer the parent or guardian an opportunity to immediately speak with the student, and if the parent or guardian accepts the opportunity, the principal or representative shall interrupt the interrogation and afford the student an opportunity to speak privately with the parent or guardian.
3. If a principal or authorized representative makes a determination under # 1, above, that an interrogation on school property is appropriate, the person making the determination shall make a written report to the Superintendent of Schools by 9:00 AM of the next working day after making such determination, stating specifically and completely all information upon which the principal relied in making such determination, and all actions taken by the principal or representative with respect to the said interrogation. The Superintendent shall provide a complete copy of such report to the parent or guardian.
4. No employee of the School District shall participate in or be present during any interrogation.

C. Searches:

1. School officials may:
   A. Search school property at any time for any reason; and,
   B. Investigate conduct of a student that violates the rules of the School District, by requiring the student to produce all contents of his or her pockets and clothing, pocketbook, purse, wallet, book bag, backpack or other carrying or storage device.
   C. With the approval of the Superintendent or designee, school officials can conduct searches of school facilities and lockers, in cooperation with the Rochester Police Department and/or NH State Police, using dogs trained to detect illegal drugs or explosives. Except in emergency situations, such searches will be conducted during evening hours, on weekends, or at times when there are few or no students in the building.
2. A search of a student must be reasonable under all of the circumstances. It must be justified at its inception and reasonably related in scope to the circumstances giving rise to the search. A school official conducting such a search must have reasonable grounds to believe that the search will turn up evidence that the student has violated or is violating the rules of the school. The search must be conducted in a way that is reasonably related to the objective of the search, and not excessively intrusive in light of the age and sex of the student and the nature of the suspected infraction. A search may include the use of a hand held metal detector by an administrator.
3. If a school official acts under C-1-b; no employee or agent of any law enforcement agency shall participate in or be present during such action, except that the school official authorizing the search may utilize law enforcement personnel to carry out or assist in the search if reasonably necessary to protect the safety of any person.
4. If a school official acting under C-1-a or C-1-b; above, finds what is believed to be any firearm, explosive device, controlled substance, or other contraband, the school official shall promptly turnover said material to the appropriate law enforcement agency.
5. When a search is conducted by an agent or employee of a law enforcement agency, the principal or

authorized representative shall immediately make every reasonable effort to contact and inform a parent or guardian of the student whose person or effects are to be searched, unless the law enforcement officer requesting the search informs the principal that doing so is contrary to the interests of the student to be searched.

Refusal for oneself or possessions to be searched will result in student referral to the police department and further school disciplinary action.

6. The principal or authorized representative shall make and submit a written report to the Superintendent of Schools by 9:00 AM of the next working day after the search is conducted, stating specifically and completely all information pertaining to the search. The Superintendent shall provide a complete copy of such report to the parent or guardian unless parental notice has been withheld under 3-C-5.

E. Arrest:

1. School officials shall cooperate with any court order to arrest or detain any student, by identifying and producing such student for any law enforcement official seeking to effectuate said order.
2. A student may not be released into the custody of persons other than a parent or legal guardian without permission from said parent or legal guardian unless placed under arrest or detained by court order.
3. If a student is removed from the school by legal authority, school officials should notify parents/guardians of this action as soon as possible.

CAMPUS SEARCH (RSD Policy EBCF)

School-owned property such as student lockers and desks, staff lockers and desks, cabinets, all other storage areas and other areas owned by the Rochester School Department shall be under the exclusive control of the School Board and its agents. The School Department exercises exclusive control over such school property. Neither students, staff, nor others should expect privacy regarding items placed in school property because school property is subject to inspection and/or search at any time by school officials.

BUS CONDUCT AND REGULATIONS (RSD Policies EEAC-R & NH RSA 189:9-a)

Students using district transportation are under the jurisdiction of the school from the time they board the bus until they are deposited at school or at the stop nearest their home. The school bus is an extension of the school, and all Rochester School Board Policies, school rules, and regulations which pertain to student conduct in the schools are applicable to student conduct on a school bus. As at school, students are expected to behave in a safe, respectful and responsible manner on the school bus. The school bus driver is in complete charge of the school bus and the students must follow the directions given by the driver.

Bus Regulations

1. No student shall be put off the school bus while traveling to and from school. Parents shall be notified and the daily trip completed before the student can be removed from the transportation services.
2. **Students may ride only on the bus to which they have been assigned.** (Exception will be made only with a note from a Principal.)
3. **Only authorized riders will be permitted on the buses.**
4. Video cameras are used on school buses, in accordance with School Board Policy EEACB-A, Use of Surveillance Cameras.
5. Students must be at their bus stop before the bus arrives. The driver will not wait at the bus stop for students who are not at the bus stop.
6. Students must always cross the street in front of the bus at a distance sufficient to allow the driver to see them. After getting off the bus, students (if they must cross the roadway), shall go to the front of the bus and wait until the bus driver directs them to cross the roadway.
7. Students walking on the roadway to a bus stop should always walk on the left of the roadway on the shoulder of the road facing traffic and shall not run alongside the bus when it is moving. When crossing the roadway to board a bus, students shall walk, not run.
8. Where a bus travels both ways on any given road, pick-ups will be made on both sides of the road. If the bus travels only one way on a road, students will wait on their own side of the road until the bus comes to a complete stop. At that time, the students will cross in front of the bus while the red flashing lights are blinking.
9. Once a student has boarded the bus, they may not get off except at his/her destination. (Requests will be made to the Assistant Superintendent for approval.)
10. The driver is authorized to assign seats to any student at any time.

11. The law allows, and students can be expected to sit three passengers per seat.
12. Students **must** promptly take their seats and stay in their seats until the students have reached their designated stops, **and** the bus has come to a complete stop. Students are not permitted to change seats when the bus is in motion.
13. Anything that would reasonably create a safety hazard for the passengers, or the vehicle, will not be permitted.
14. Students are **not** permitted to smoke on any school bus at any time. This includes all charter trips.
15. Students are **not** permitted to use any profane language or obscene gestures. Excessive noise, fighting, wrestling, or acts of physical aggression will not be tolerated.
16. Students **must** keep their head, hands, feet, etc. inside the school bus at all times.
17. Students are **not** permitted to eat food or drink beverages on the bus.
18. Students are not permitted to mark up or deface the bus in any way.
19. Students and their parents will be held responsible for any and all damage to the bus.
20. Students shall not shout or wave to pedestrians or occupants of other vehicles, nor throw objects out or within the bus.
21. Students shall keep the aisles clear which includes not placing lunch boxes or other objects in the aisle of the bus.
22. There shall be no throwing of snowballs or other objects at school buses at any time.

Failure to abide by these rules will mean:

A. Referral notice will be issued by the school bus driver to the:

a. The school bus company;

b. The School Administrator;

c. The Assistant Superintendent of Schools.

B. The School Administrator shall conference with the student and notify the student's parents and assign consequences, if appropriate. Depending on the nature of the violation, consequences may include, but not limited to: conference with a school administrator, detention, restitution, suspension from the bus, suspension from school, and/or referral to the Assistant Superintendent.

The school administration will make the decision to suspend a student from riding on the school bus (NH-RSA. 189:9-a) based upon the recommendations received from the school bus driver, school bus company, and/or others close to the situation. The suspension will be for a period of time appropriate for the rule violation with consideration being given to the circumstances of each individual student. Suspensions may be for one day, two days, or up to twenty days. Suspensions beyond twenty days must be approved by School Board action. Disciplinary action for behavior on the school bus can lead to out of school suspension or other disciplinary action.

C. For severe rule violations:

- The Assistant Superintendent may immediately suspend a student from riding on the school bus.
- Referral to the School Board: May be made for recommendations to the full School Board for extended suspension, or expulsion from riding on the school bus.
- Referral to the School Board: Referrals to the full School Board may be made for action on recommendations of extended suspension, or expulsion from riding on the school bus.

BATHROOM ETIQUETTE

Bathrooms are to be used for their intended purpose and are not an appropriate place to gather. Students should have a valid pass and permission to use the bathroom. In multi-stall bathrooms, one person should be using the stall at any time, and single stall bathrooms are to be used by one person at a time. More than one person in a stall or single bathroom will result in disciplinary action, including the student(s) being searched and/or suspension. The administration reserves the right to assign specific bathrooms to students based on violation of this expectation.

CELL PHONE AND OTHER PERSONAL COMMUNICATION DEVICES

To minimize distractions and promote full engagement with the school experience, as well as follow state law (RSA 189:1-a), Rochester School District prohibits the use of personal communication devices during the school day. A personal communication device is defined as any non-district provided internet/cellular-capable device that can support voice or video calls, texts, emails, or instant messaging. Personal communication devices include, but are not limited to: cell phones, tablets, laptops, and smartwatches. For ease of reference, devices provided by the district for instructional use shall be referred to as "district owned" or "district-provided" devices.

Students are <u>not</u> permitted to use Cell Phones and Personal Communication Devices during the school day.

When Phones and Personal Communication Devices May Be Used

- Before the school day begins at 7:30 AM and after school dismissal at 2:14 PM ONLY
- With staff authorization for reasons associated with medical needs, abilities, or language access, previously outlined in individual plans, such as IEPs and 504s.

Expectations

- Students must keep cell phones or other personal communication devices turned off and stored out of sight or in designated locations; as determined by school administration, throughout the school day
- Phones or other personal communication devices are not to be used during lunch, passing time, breaks, or in the classroom
- Students should not access phones or other personal communication devices in their possession once the school day has begun.

Classroom Misuse: What Happens If a Device Is Misused in Class?

1st Offense

- The teacher contacts the student's parent/guardian. Incident logged in Infinite Campus under PLP Contact Log.

2nd Offense

- Office referral. Device confiscated and held in the Main Office until dismissal. Student returns to class. Administration or an Administrator's Secretary (Ms. Ackerson or Ms. Catlin) follows up with home.

Subsequent Offenses

- Office referral. Device confiscated and held in the Main Office until dismissal. Graduated sanctions- Meeting with student and guardian, ISS, OSS.

Hallways, Cafeteria & Common Areas: What happens here?

Collection

- Devices seen out are collected on the spot by the Administration or designated staff. Students will be referred to the Main Office or an Administrator's Secretaries Office.

Chronic Misuse

- Office referral. Device confiscated and held in the Main Office until dismissal. Graduated sanctions- Meeting with student and guardian, ISS, OSS.

The goal of our protocol is to be fair, consistent, and focused on keeping everyone on track.

Spaulding High School and its faculty and staff are not responsible for lost, stolen, or damaged electronic devices.

DANCES

All school rules and policies apply at every dance, whether or not the dance is on school property.

Students requesting to bring a guest to Prom who is not a Spaulding High School student must have a dance approval form completed and returned to the administration **before** purchasing tickets. Once approved, a copy will be provided to the student that will allow them to purchase a guest ticket. All guests must be approved by SHS administration and must be enrolled in high school and/or under the age of 20. Guest permission slips must be received by SHS administration by the end of the first week of ticket sales. A photocopy of a picture ID must accompany guest forms. Guests must also present a photo ID at the door.

Once a student or guest leaves the dance, they are not allowed to return, and no money will be refunded. Those who do not comply with the rules will be removed from the dance and will be subject to further disciplinary action.

Outstanding school fees must be paid before purchasing a ticket.

<u>Students must be in attendance</u> for the entire school day on the day of the dance. If the dance is on a weekend day, the student must attend school for the entire day prior to the school dance.

<u>DRESS CODE FOR STUDENTS</u> (RSD Policy JFCA)

Spaulding High School recognizes the right of students to express individuality through their attire. It also recognizes the rights and responsibilities of parents to determine the standards of dress for their children. However, the Administration has the responsibility to assure that the atmosphere in school is conducive to learning.

Balancing these interests, Spaulding High School has adopted a dress code for students that set standards for grooming and appearance during school hours and at school functions. Dress and grooming shall be clean and in keeping with health, sanitary, and safety requirements.

- Students who are inappropriately dressed will be asked to fix the concern, or call their parents for a change of clothes. Students who are unable to reach a parent for clothes may be asked to wait at a set location until a parent can be reached.
- Students who refuse to change into appropriate attire may be sent home.
- Repeated violations of this policy may result in further disciplinary action including detention, in-school suspension, or out-of-school suspension.

The following **guidelines** have been established to help provide as clear of an understanding of the dress code as possible:

- Clothing, jewelry, or accessories with decorations, patches, lettering, advertisements, etc., that may be considered disruptive, distracting, destructive, obscene, or offensive as determined by SHS staff shall not be worn to school. This includes any clothing, jewelry, chains, fish hooks or accessories that could be used as weapons. Accessories having drug emblems, tobacco, or references to alcoholic beverages are not permitted.
- Shirts must cover the majority of the torso and crop tops must be within 3 inches of the bottoms at all times.
- The length of a skirt or dress must be no shorter than the mid-thigh.
- Shorts must have a minimum of a 3” inseam.
- Except for approved medical purposes, hoods may not be worn in classrooms and during school hours.
- Outerwear must cover underwear. Transparent and/or see-through material is not permitted.
- Proper footwear, no slippers – Except during spirit week on PJ day.
- Sunglasses are not to be worn at any time covering one’s eyes or face. Students may wear sunglasses on top of their head. Exceptions will be made for medical reasons with appropriate documentation from a doctor.
- Students attending school functions after school hours should adhere to the spirit and the intent of the dress code policy. Exceptions may be made for certain activities (i.e., prom, semi-formals, and other dances).
- Blankets and other bedding are not allowed and therefore, not part of the dress code.

When questions arise regarding the interpretation of this policy, the School Safety Team/Administration shall make a determination as to the appropriateness of the student’s attire.

<u>PHOTOGRAPHIC DEVICES</u>

The use of photographic devices (cameras, cell phones, IPads/tablets, video equipment, etc.) is not allowed unless approved by the person/people being recorded/photographed. The purpose of this rule is to protect the privacy of all members of the SHS community.

Students found in violation of this rule will be referred to Administration for investigation and possible disciplinary consequences.

NO CONTACT CONTRACT

Once a student is determined to be involved in a peer conflict, the school administration may impose a No Contact Contract. The intent of the contract is to ensure that there are no further incidents. This will require specified students to stay away from each other while on school grounds, on school transportation, and/or during school sponsored programs and events. Parents/Guardians will be notified if a No Contact Contract is imposed.

(Example) Spaulding High School
No Contact Contract

Date: _____
Time: _____

I, _____, agree to have no verbal, physical, or social media contact with _____ for the remainder of the school year or agreed upon time by the Administrator and student(s). This contract is in effect during school hours and school sponsored activities. No contact outside normal school hours are recommended as well to avoid any issues coming back into school and disrupting the learning environment. If an incident like this occurs, the contract will have been breached. I further understand that violating this contract will result in school discipline which may include In-School and/or Out of School Suspensions.

_____
Signature of Student

_____
Signature of Principal or Designee

Comments:
_____
_____

PASS SYSTEM

Passes allow staff to identify student locations in case of emergency. Every student at Spaulding High School and the Richard Creteau Career and Technical Center is expected to be in their assigned classroom from 7:30am – 2:14 pm unless the school schedule dictates otherwise. Any student leaving an assigned class or location will need to be granted a pass by supervising staff before leaving. Spaulding High School utilizes a digital hall pass system, MINGA, to track students. Students must also carry a physical hall pass from their assigned class or location while in the hallways. Please note that all Minga digital passes are for one student.

Type of passes:

- *Hall Pass* – Students need a hall pass, i.e to go to the main office, nurse, guidance office, library, another classroom or specified area as authorized by school personnel.
- *Tardy Pass - Students will log into the Minga Kiosk in the office upon late arrival to school and be issued a green paper Tardy Pass to class.*
- *Dismissal Pass - Students leaving before dismissal due to doctor, dental or other appointments will be issued a grey Dismissal Pass from the front office.*
- *Multi-day Pass or Universal* – Some students will use a multi-day or universal pass from guidance, band/chorus, the school social worker, etc. to allow hall passing on a recurring basis. These passes must be clearly documented and students must keep these passes on them if they wish to use them. These passes should additionally include the specific time frame and end date if applicable (i.e. Q1 C3 Lunch Only).
- *Lunch: Students involved in Music activities, ROTC or going to the library during lunch must* have a pass (daily or multi-day) signed in advance by their respective teacher in order to leave the cafeteria after getting lunch. Also, any student arriving to their assigned lunch after the appropriate passing period must have a pass from the sending teacher to be permitted into the cafeteria.

SIGNS & POSTERS

Signs and posters will not be displayed in the building without signed approval from an administrator. After an administrator signs the poster(s), the poster(s) are to be hung neatly and with painter's tape, which is often blue. Any display not following these guidelines will be removed.

The maximum number of copies for any event/flier is 10.

Students found in violation of this rule will be referred to the School Safety Team and/or Administration for investigation and possible disciplinary consequences.

STUDENT AUTOMOBILE USE (RSD Policy JHFD)

In connection with the use of the automobile, driving a car is a privilege granted by the State of New Hampshire as long as one drives in a safe and responsible manner. Careless driving around the school parking area and driveways is something more than an offense against school regulations. Careless driving is subject to police action and anyone guilty of driving carelessly on school grounds will be reported promptly to the police.

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

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

Student vehicles are not to occupy parking spaces designated for school staff. We have posted signs warning drivers that vehicles will be towed at the owner's expense.

Please note: Students are not permitted to park in designated and/or 1-hour parking at the Community/Recreation Center.

Section 4: Student Services

CAFETERIA

The cafeteria is open for breakfast starting at 7:05 AM. Lunch is available for purchase during scheduled lunch periods during C Block or students may bring lunch from home. Students are expected to dispose of trash and return trays to the kitchen.

Meal Charging and Account Balance Management: Payment for meals is expected when the meal is purchased. It is the responsibility of the parent/guardian to provide their child with funds to purchase meals. The district also recognizes that there may be times when a student has forgotten their lunch money or that the student's meal account has a zero balance. The district would like to work with families so that students can charge for a meal on the occasion when this is necessary so that the child can eat lunch during the school day. At the same time, the district expects that parents/guardians will work with the school district in order to resolve any meal charges in a timely fashion.

FREE AND REDUCED LUNCH (RSD Policy EFB)

In accordance with federal regulations, the school district shall make available to all children of low economic means and children of moderate income families experiencing financial difficulties free or reduced priced lunches through the School Lunch Program in the local school.

The Rochester School Department has launched an online meal application to help families complete this very important application. This online meal application is available or by visiting the "Food Service" webpage on our district's website (www.rochesterschools.com). This information will be confidential; thus, the children will remain anonymous.

ITEMS DROPPED OFF BY PARENTS/GUARDIANS

We respectfully request that only essential items are dropped off for students. This does include food or drinks for consumption during the school day. We will not call into classes to inform students that food items have been brought to the school. "Fast food" drop offs will not be accepted or permitted during the school day. This includes deliveries by services such as DoorDash.

LOCKERS (RSD Policy JFG and KNAJ)

Spaulding High School recognizes students need to store their belongings in a safe, locked environment. We provide a locker to all students who request one. It is important for students and parents/guardians to recognize that lockers are the property of the school and may be inspected at any time. Spaulding High School is not responsible for items left in lockers.

- Lockers are assigned to any student who requests one. See Ms. Caitlin in room 115.
- Students must provide their own locks or rent one from the main office.
- Students must open their lock if requested by the administration. If a student refuses, administration will have the lock cut off.
- All unassigned lockers shall have a school lock placed on them.
- Students must have their lockers cleaned out prior to leaving.

LOST AND FOUND

A "lost and found" area is located in the cafeteria and main office. Students should not bring valuables to school unless it is absolutely necessary. The school is not responsible for stolen items.

SCHOOL ISSUED MATERIALS

If materials, books, uniforms, or miscellaneous items belonging to the school have not been returned in reasonable condition, or paid for by the end of the year, final report cards and diplomas will not be issued until bills are paid. Additionally, students will not be approved to attend dances, receive senior privileges, be approved for parking permits or attend senior week activities until items are returned or payment has been made.

SERVICE ANIMALS (RSD Policy IMGA and NH RSA 167-D:3

As established and defined by the Americans with Disabilities Act and its accompanying regulations, individuals with disabilities shall be permitted to bring their service animals in school buildings or on school grounds in accordance with this policy. Conditions relative to pets and non-service animals within the school building and on school grounds are found in Board Policy IMG.

Note: To see the policy regarding service animals in its entirety, please visit the Rochester School District website at https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1453672/IMGA.pdf

Section 5: Safety and Security

FIRE AND SAFETY ALARMS (RSD Policy EBCB-R)

When the alarm sounds or an evacuation is called for, students are expected to proceed quickly and quietly away from the building, following the directions posted in classrooms or which teachers and administrators give orally. Students are expected to remain quiet and calm throughout the drill to ensure they can hear directions being provided by various adults involved in the drill.

Fire and safety drills are conducted periodically as per fire department regulations and/or at administrative discretion. These drills are designed to prepare students for a variety of incidents that could happen while attending school. Students who fail to follow these rules are putting themselves, other students, teachers, and emergency personnel at risk of injury or even death.

Any student who fails to follow the rules during a drill or actual emergency will be referred to administration for an investigation and possible disciplinary consequences.

STUDENT IDENTIFICATION

In order to ensure safety, staff and students are issued Spaulding High School identification cards yearly. These are available after picture day. All staff and students should have these identification cards visible and/or accessible during school hours and for school events.

Students, when asked, are expected to give their name to a staff member. Failure to do so or giving a false name is considered a safety violation and will result in disciplinary action.

DOOR PROPPING/BUILDING ACCESS

The Spaulding High School community is committed to providing a safe and secure environment for all staff and students. Doors that lead to the outside should remain locked at all times. Access to the building is through the Main Office or Career Technical Center (CTC) Office. No one should prop a door open or open a

door to let another person into the building. Any student who fails to follow this rule will be referred to administration for investigation and disciplinary action.

VISITORS AND TRESPASSERS

To protect the students, staff, and property, a visitor (a person not employed by the school system) during the school day must first report to the Main Office or CTC Office for authorization to be in the building or on the grounds. Visitors arriving or departing during school hours are expected to enter/exit through the Main Office or CTC Office entrance and sign into/out of the building using the electronic system. The visitor must wear the identification badge while in the school. Law enforcement officers may be called upon to enforce this policy in cases of uncooperative violators. Parents/Guardians who have business with the school can visit during school hours. We do request that parents/visitors make arrangements in advance to be assured that school personnel will be available to meet with them. Students are not allowed to have "visitors" during the school day. Outside of regular school hours, it is unlawful for any person, without the consent of an authorized person, to enter school grounds, premises, or property for any purpose other than to attend an event/meeting held at the school. Violators may be charged.

Section 6: Athletics and Co-Curricular

ATHLETIC RULES AND REGULATIONS (RSD Policy IGDJA)

The following rules and regulations have been designed to bring about an understanding between the student-athlete, the family, and the Athletic Department. It is required that the student-athlete and parent/guardian sign the agreement, thereby fully realizing the effort and dedication that the program requires. By signing the agreement, it indicates a full knowledge and understanding of the rules, regulations, dedication and support that participating in any sport demands.

GENERAL ROLE AND RESPONSIBILITY

It is expected that the student-athlete will display appropriate behavior in school, contribute to school spirit by participating in various events such as rallies, respect the abilities of the other sports, and show a spirit of cooperation with teachers and school officials.

ELIGIBILITY

1. Student athletes must abide by the NHIAA (New Hampshire Intercollegiate Athletic Association) eligibility rules. A copy of the rules may be seen by contacting the Athletic Director and/or coaches.
2. Physicals completed **prior** to June 1st of a student's eighth grade year are good for one year. Physicals completed **after** June 1st of a student's eighth grade year are good for the remainder of their high school eligibility.
3. A student may not compete in interscholastic athletics during that school year if his/her nineteenth birthday is on or before September 1st.
4. No student is eligible for competition for more than eight consecutive semesters beyond the eighth grade.
5. Student-athletes shall become eligible or ineligible during the school year when report cards are issued at the end of each quarter. It shall be the responsibility of the Athletic Director and Principal to check the academic eligibility of all student athletes.
6. Student eligibility is based on quarter grades and not final grades. The current NHIAA requirement for a school with block scheduling is to pass the equivalent of four units per quarter. A one-credit course meeting ninety (90) minutes per day carries an equivalency of two units. A student-athlete must meet the minimum requirements for eligibility by NHIAA standards, plus receive no more than one Not Yet Competent (NYC) or Insufficient Work Show (IWS) each mid-semester grade or final grade for a nine-week course. A passing grade is based on the current policy of the Rochester School Board. Academic eligibility applies to all student-athletes in all sports at all times. Credit(s) received through Summer School does not count as a passing grade.
7. Any student-athlete suspended from school is also suspended from extra-curricular activities for the same duration of time.
8. Any student-athlete who at any time has received financial compensation for participating in sports that are

recognized by the NHIAA shall render the student ineligible for all high school sports from the date of receiving compensation.

9. The student-athlete is responsible for, and must return or make restitution for, any equipment used prior to participation in another sport or graduation.

RULES AND REGULATIONS REGARDING PARTICIPATION

The student-athlete, while a member of a sanctioned school team, must abide by the following rules and regulations or be expelled from that team:

1. During the season of practice or play, a student-athlete shall not, regardless of the quantity, use or consume, possess, be in the presence of, buy/sell or transfer any substance containing marijuana, alcohol, tobacco, or any controlled substance. The only exceptions are: a student in the company of their parent/guardian that is using tobacco or consuming alcohol, or controlled substance(s) prescribed for that specific student. PENALTY:

   First Offense:
   - Parent(s) will be notified.
   - Students will be suspended from the team or activity for 25% of the season. If less than 25% of the season remains, the student would serve remaining games but also be subject to fulfilling the remainder of the consequences before participating in any other co-curricular activity.
   - Student will be reinstated after suspension if the student agrees to and follows through with:
     1. Writing a reflective apology to the team and those involved in the incident (once approved, the student athlete may practice).
     2. Attending and completing Teen Drug Court program.
     3. Performing ten (10) hours of community service pertinent to the offense, and not inclusive of any other school community service requirement.

   Failure to comply will result in removal from sports or activities for the remainder of the season.

   Second Offense:
   - Parent(s) will be notified.
   - Student will be suspended from participating in all co-curricular activities for 365 days.

   Third Offense:
   - Parent(s) will be notified.
   - Student will be suspended from all sports or activities for the remainder of the student's High School career.

   Note: Violations are cumulative over a course of a student's four-year career at Spaulding HS

2. No stealing or vandalism of: athletic or school equipment or property; property of coaches, managers, teammates, or other teams' personnel; buses, practice, or game facilities; or any other establishment visited as a team member. PENALTY: Sport season expulsion.

3. All student-athletes will adhere to all obligations and attendance policies developed by the coaches. Other than for medical or personal matters which have been cleared through the Athletic Director or Principal, excused absences are permissible for family vacation trips, school sponsored trips and academically enriching trips. Academically enriching trips are educationally related trips where the school staff has been given permission to advertise on school premises by the School Board. Coaches will be notified in writing at least 4 weeks in advance of a trip. Failure to notify the coach in advance may result in removal from the team.

4. The Principal and/or the Athletic Director may expel a student-athlete from a sports team if a violation occurred prior to the beginning of the season or during the season.

5. It is a violation of this agreement if a student-athlete, by their actions, words, and/or behavior inside or outside of the school environment brings dishonor or discredit to the reputation of the school or athletic program and may be suspended or removed from the team. PENALTY: Game(s) suspension and may include sport season expulsion.

6. Gross misconduct, including but not limited to assault on an advisor, coach, judge, official, participant, opponent or spectator; inappropriate behavior and/or obscene language; cheating; directing threats or obscene gestures at an advisory, coach, judge, official, participant, opponent or spectator. If any of these behaviors occur while participating in or attending a scholastic interscholastic event, suspension or removal from a team may occur. PENALTY: Game(s) suspension and may include sport season expulsion.

Any violation or infraction of the above rules and regulations will result in the following:

1. All violations or infractions warranting expulsion must be investigated by the coach. When verification confirms the infractions, the coach will immediately suspend the student-athlete from further team participation.
2. The Athletic Director will review the violations or infractions and the investigation of the coach, and if in agreement, will dismiss the student-athlete from further athletic participation on that team that school year.
3. The coach or Athletic Director will notify the student-athlete and the parents/guardians regarding his/her decision.
4. Any appeal of dismissal shall take no more than ten days from the date of temporary suspension.
5. Any dismissal may be appealed through the normal chain of command, which is: Coach, Athletic Director, Principal, Superintendent, and School Board.
    a. Any student-athlete who is suspended from a sanctioned school team has a right to appeal the decision.
        i. Suspensions of the first level can be appealed to the Principal
        ii. The basis of the appeal would typically include:
            - A decision lacks substantive basis in fact to support the findings.
            - There is incongruity between the disciplinary action and the findings.
            - There has been unfairness in the hearing process.
            - There is newly discovered important evidence not known at the time of the hearing or disciplinary action.
        iii. The burden of proof is on the appellant that no substantial evidence to support the finding is present.
6. Any second expulsion shall result in suspension from all athletics for 365 days from the time of the second infraction.

NOTE: T*he Head Coach has the authority to discipline student-athletes beyond what is outlined within this policy.*

(Consent Form on next page)

(Consent Form)

SPAULDING HIGH SCHOOL
PARENT'S OR GUARDIAN'S CONSENT FORM
ATHLETIC ACTIVITIES

TO THE PRINCIPAL OF SPAULDING HIGH SCHOOL:

My child, _____ is a candidate for participation in
(please print name)
_____ at Spaulding High School.
(Activity/Sport)

I hereby grant permission to participate under the supervision of regularly appointed instructors or coaches. In giving this consent, I do so with full understanding that Spaulding High School or the Rochester, NH School Department assumes no financial liability for any accident or injury to a student-athlete which may occur as a result of participation in this activity or while traveling to or from an activity, contest, meet, game, scrimmage or practice.

It is the policy of the Spaulding High School Athletic Program that any student-athlete that has an unexcused absence from a practice or game, will not be able to participate in the next scheduled game.

My child (student-athlete) is insured by the following company:

Insurance Company: _____

Insurance #: _____

No Insurance: _____

BUS POLICY

1. Coaches are responsible for all athletes before, during and after away games and scrimmage trips on buses.
2. Food and drink are not to be brought on bus trips except in special situations which further require notification of the bus driver beforehand.
3. It is the coach's responsibility to see that all buses are left clean.
4. When it is necessary to travel by private automobiles, the proper form must be filled out beforehand and signed by the parent and coach. If a parent plans to transport their student-athlete from a game in a private automobile, approved written permission must be obtained prior to the athletic event by the Athletic Director or School Administrator. The Coach cannot grant permission at an away game.
5. Spectators are not to be transported on athletic buses.
6. Coaches will discipline those student-athletes that behave in a manner which demeans their stature as a Spaulding High School athlete, such as throwing waste, swearing at pedestrians, and so forth.

DISMISSALS AND SCHOOL ATTENDANCE

1. School rules pertain to all school activities.
2. If a student-athlete is dismissed during the school day for other than medical appointments or personal matters which have been cleared through the Athletic Director or Principal, the student will not be allowed to participate in athletic activities that day.
3. Any student-athlete absent from school or portion thereof, without the authorization of the Athletic Director or the Principal, will not be allowed to participate in any athletic event that day, practices included.
4. An unauthorized absence on any day, or portion thereof, prior to a weekend, vacation, or holiday, makes a student ineligible to participate in any athletic event during time that school is not in session (weekend, vacations, holidays, etc.).

I have read the enclosed pages of the Spaulding High School athletic and insurance policy. I hereby agree to support and abide by these policies:

Student-Athlete Signature:_____ Date: _____

Parent/Guardian Signature(s):_____ Date: _____

Home Phone: _____ Work Phone: _____ Emergency Phone: _____

CO-CURRICULAR REGULATIONS (RSD policy IGDJA-1)

GENERAL ROLE AND RESPONSIBILITY

It is expected that the student will display appropriate behavior in school through participation in various clubs and events.

ELIGIBILITY

1. Students must abide by the rules of Spaulding High School and may be denied access to co-curricular activities based on disciplinary action.
2. Student eligibility is based on quarter grades and not final grades. The current NHIAA requirement for a school with block scheduling is to pass the equivalent of four units per quarter. A one credit course meeting 90 minutes per day, carries an equivalency of two units.

   A student must meet the minimum requirements for eligibility by NHIAA standards, plus receive no more than one Not Yet Competent (NYC) or Insufficient Work Shown (IWS) each mid semester grade or final grade for a nine-week course. A passing grade is based on the current policy of the Rochester School Board. Academic eligibility applies to all students in all activities at all times.
3. Any student suspended from school is also suspended from co-curricular activities for the same duration of time.
4. A student in band, chorus, ROTC, or other credit-based activities that does not meet the eligibility standard must develop a plan with the Instructor and the administration to improve their grades or be ineligible to participate in after school and weekend activities. The grades will be reviewed on a weekly basis to determine participation in continued after school and weekend activities.
5. Co-Curricular Activities include school clubs, organizations and any school sponsored formal or semi-formal organizations. The co-curricular programs include but are not limited to: class council, yearbook, FBLA, Health Occupations, Mu Alpha Theta, National Honor Society, Newspaper, Student Council, Art Club and similar programs at the High School.

RULES AND REGULATIONS REGARDING PARTICIPATION

The student, while a member of a sanctioned co-curricular organization, must abide by the following rules and regulations or be expelled from that organization:

1. A student shall not, regardless of the quantity, use or consume, possess, be in the presence of, buy/sell or transfer any substance containing tobacco, alcohol, marijuana, drug paraphernalia, or any controlled substance (the only exceptions are: a student in the company of their parent/guardian that is using tobacco or consuming alcohol, or controlled substance(s) prescribed for that specific student).

Penalty: First Offense:

- Parent(s) will be notified.
- Student will be suspended from the team or activity for 25% of the season. If there is not 25% of the season remaining, the student would serve remaining games but also be subject to fulfilling the remainder of the consequences before participating in any other co-curricular activity.
- Student will be reinstated after suspension, if the student agrees to, and follows through with:
    1. Writing a reflective apology to the team and those involved in the incident (once approved, athlete may practice).
    2. Attending and completing Teen Drug Court program.
    3. Performing ten (10) hours of community service pertinent to the offense, and not inclusive of any other school community service requirement.
- Failure to comply will result in removal from sports or activities for the season.

Second Offense:

- Parent will be notified.
- Student will be suspended from participating with all co-curricular activities for 365 days.

Third Offense:

- Parent will be notified.
- Student will be suspended from all sports or activities for the remainder of the student's High School career.

  Note: Violations are cumulative over a course of a student's four year career at Spaulding HS

2. No stealing or vandalism of: property, buses, or any other establishment visited as a student.

3. All students will adhere to all obligations and attendance policies developed by the advisors. Other than for medical or personal matters which have been cleared through the advisor or Principal, excused absences are permissible for family vacation trips, school sponsored trips and academically enriching trips. Academically enriching trips are educationally related trips where the school staff has been given permission to advertise on school premises by the School Board. Advisors will be notified in writing in advance of a trip.

4. The Principal may expel a student from an activity if a violation occurred during or prior to the beginning of the activity for the school year.

5. It is a violation of this agreement if a student, by their actions, words, and or behavior inside or outside of the school environment brings dishonor or discredit to the reputation of the school may be suspended or removed from the organization.

6. Gross misconduct, including but not limited to assault; inappropriate behavior and/or obscene language; cheating; directing threats or obscene gestures at an advisor, judge, official, participant, or opponent.

Any violation or infraction of the above rules and regulations will result in the following:

1. All violations or infractions warranting expulsion must be investigated by the advisor. When verification confirms the infractions, the advisor will immediately suspend the student from further participation.
2. The Principal or designee will review the violations or infractions, the investigation of the advisor and if in agreement, will dismiss the student from participation in any organization that school year.
3. The Principal or designee and/or advisor will notify the student and the parents/guardians regarding his/her decision.
4. Any appeal of dismissal shall take no more than ten days from the date of temporary suspension.
5. Any dismissal may be appealed through the normal chain of command, which is: Advisor, Principal, Superintendent and School Board.
    a. Any student who is suspended from a sanctioned school team has a right to appeal the decision.
        i. Suspensions of the first level can be appealed to the Principal
        ii. The basis of the appeal would typically include:
            - A decision lacks substantive basis in fact to support the findings.
            - There is incongruity between the disciplinary action and the findings.
            - There has been unfairness in the hearing process.
            - There is newly discovered important evidence not known at the time of the hearing or disciplinary action.
        iii. The burden of proof is on the appellant that no substantial evidence to support the finding is present.

(Consent Form is on the next page)

SPAULDING HIGH SCHOOL PARENT'S OR
GUARDIAN'S CONSENT FORM
CO- CURRICULAR ACTIVITIES

TO THE PRINCIPAL OF SPAULDING HIGH SCHOOL:

My child, _____ is a candidate for participation in _____
(please print name) (Activity)
at Spaulding High School.

I hereby grant permission to participate under the supervision of the advisors. In giving this consent, I do so with full understanding that Spaulding High School assumes no financial liability for any accident or injury to a pupil which may occur as a result or participation in this activity or while traveling to or from an activity, or contest.
My child is insured by the following company:

Insurance Company:_____ **Insurance #:** _____

No Insurance: _____

BUS POLICY

1. Advisors are responsible for all students before, during and after trips on buses.
2. Food and drink are not to be brought on bus trips except in special situations which further require notification of the bus driver beforehand.
3. It is the advisor's responsibility to see that all buses are left clean.
4. When it is necessary to travel by private automobiles, the proper form must be filled out beforehand and signed by the parent and advisor. If a parent plans to transport their student from a co-curricular activity in a private automobile, approved written permission must be obtained prior to the activity by the Athletic Director or School Administrator. The Coach or Advisor cannot grant permission at an away activity.
5. Advisors will discipline those students that behave in a manner which is unacceptable.

DISMISSALS AND SCHOOL ATTENDANCE

1. School rules pertain to all school activities.
2. If a student is dismissed during the school day for other than medical appointments or personal matters which have been cleared through the Principal or designee, students will not be allowed to participate in co-curricular activities that day.
3. Any student absent from school or portion thereof, without the authorization of the Principal or designee, will not be allowed to participate in any event that day.

I have read the enclosed pages of the Spaulding High School co-curricular and insurance policy. I hereby agree to support and abide by these policies:

Participant Signature: _____ Date: _____

Parent/Guardian Signature(s): _____ Date: _____

Home phone: _____ Work phone: _____ Emergency phone: _____

CONCUSSIONS AND HEAD INJURIES (RSD Policy JLCJ)

The School Board recognizes that concussions and head injuries are commonly reported injuries in children and adolescents who participate in sports and other recreational activities. The Board acknowledges the risk of catastrophic injuries or death is significant when a concussion or head injury is not properly evaluated and managed. The Board recognizes that the majority of concussions will occur in "contact" or "collision" sports. However, in order to ensure the safety of all District student-athletes, this policy will apply to all competitive athletic activities as identified by the administration.

Consistent with the National Federation of State High School Associations (NFHS) and the New Hampshire Interscholastic Athletic Association (NHIAA), the District will utilize recommended guidelines, procedures and other pertinent information to inform and educate coaches, youth athletes, and parents/guardians of the nature and risk of concussions or head injuries, including the dangers associated with continuing to play after a concussion or head injury.

Annually, the district will distribute a head injury and concussion information sheet to all parents/guardians of student athletes in competitive sport activities prior to the student-athlete's initial practice or competition.

All coaches, including volunteers, will complete training as recommended and/or provided by NHIAA, New Hampshire Department of Education and/or other pertinent organizations. Additionally, all coaches of activities will comply with NHIAA recommended procedures for the management of head injuries and concussions.

Athletic Director, Administrator, Coaches or Parent in Charge of Athletic Duties and Responsibilities

Updating: The athletic director or designee shall review any changes that have been made in procedures required for concussion and head injury management or other serious injury by consulting with the NHIAA or the District's on-call physician, if applicable. If there are any updated procedures, they will be adopted and used for the upcoming school year. The Athletic Director should notify the Superintendent and implement the changed policy if more stringent than the existing policy. The Superintendent should mark-up the policy and present it to the Board via the Policy Committee.

Identified Sports: Identified sports include all NHIAA-sanctioned activities, including cheer/dance squads, and any other district-sponsored sports or activities as determined by the district.

Coach Training: All coaches shall undergo training in head injury and concussion identification and management at least once every two years by one of the following means: (1) through viewing the NHIAA sport-specific rules clinic; or (2) through viewing the NHIAA concussion clinic found on the MHSA Sports Medicine page at www.mhsa.org.

Parent Information Sheet: A concussion and head injury information sheet shall be distributed to the student-athlete and the athlete's parent/guardian prior to the student-athlete's initial practice or competition for any identified sport. This information sheet may be incorporated into the parent permission sheet that allows students to participate in extracurricular athletics.

Coach's Responsibility

A student-athlete who is suspected of sustaining a concussion or head injury or other serious injury in a practice or game shall be immediately removed from play.

Administrative Responsibilities: The Superintendent or his/her designee will keep abreast of changes in standards regarding concussion, explore staff professional development programs relative to concussions, and will explore other areas of education, training and programs.

Final Responsibility: The final decision for allowing a student-athlete to begin the Return to Play Protocol, and to return to play, rests with the parents of the students up to age 18, and with students 18 and older. Such final decision shall not be made until all other requirements for Return to Play Protocol or return to play have been satisfied to the satisfaction of the appropriate School District employees.

Protocol for Return to Play

No member of a school athletic team shall participate in any athletic event or practice the same day the student is injured and in the judgment of the school's trainers or medical officials:

1. Exhibits signs, symptoms or behaviors attributable to a concussion; or
2. Has been diagnosed with a concussion.

No member of a school athletic team shall return to participate in an athletic event or training on the days after the student experiences a concussion unless all of the following conditions have been met:

1. The student no longer exhibits signs, symptoms or behaviors consistent with a concussion, at rest or with exertion;
2. The student is asymptomatic during, or following periods of supervised exercise that is gradually intensifying; and
3. The student receives a written medical release from a licensed health care provider.
4. The parents and guardians of students under age 18, or the student, if age 18 or older, signs an acknowledgement that a person suffering a concussion is especially vulnerable to greater injury or even death from return to student sports before they fully recover from such concussion, and that in the opinion of the person(s) signing the acknowledgement, the student is fully recovered from such concussion.

The District may limit a student-athlete's participation to "Graduated Return to Play" standards and protocol, as determined by the student's treating health care provider.

Concussion Awareness and Education

The administration will include concussion awareness and education into the district's physical education and/or health education curriculum. The administrative decision will take into account all relevant considerations, including time, resources, access to materials, and other pertinent factors.

Academic Issues for Students with Concussions

In the event a student suffers from a concussion, regardless of whether the concussion was a result of a school-related or non- school-related activity, school district staff should be mindful that the concussion may affect the student's ability to learn. In the event a student has a concussion, that student's teachers will be notified. Teachers should report to the school nurse if the student appears to have any difficulty with academic tasks that the teacher believes may be related to the concussion. The school nurse will notify the student's parents and treating physician. Administrators and district staff will work to establish a protocol and course of action to ensure the student is able to maintain his/her academic responsibilities while recovering from the concussion.

Section 504 accommodations may be developed in accordance with applicable law and board policies.

Section 7: Health and Wellness

SCHOOL HEALTH SERVICES

The responsibility for the health of each child is primarily that of the parents/guardians. The school nurses within the school health services program will strive to protect and improve student health by serving as a liaison between school personnel, family, health care providers and the community. Health Services at SHS will be limited until the Parent/Guardian Consent for School Health Services - Medical is filled out. This form is found by going to https://drive.google.com/file/d/17aGlv4-qC8Mf5bWL4ARnUKooMHRCROYO/view?pli=1
The school nurse will utilize available community resources, educational materials and State of NH Guidelines. Additionally, the school nurse is responsible for developing procedures to address and meet special physical and health needs of students.

1. A school nurse will be in attendance at the school at various times and available as needed for health concerns.
2. Treatment for injuries occurring at school will be limited to first aid care which can be provided by sufficiently trained school personnel (See also Policy EBBA)
3. All accidents occurring on school property are to be reported to the school nurse and/or the school principal immediately. Students attending school when the school nurse is not in the building are to report to the main office or to the designated supervising school employee immediately in case of illness or accident. Parents/Guardians should be notified as soon as possible.
4. The teacher has the responsibility of reporting any unusual health concerns to the school nurse and principal, including child abuse.
5. Parents will be notified before a student who is ill is permitted to go home. With permission from parent/guardian a student may walk/drive home, otherwise the student should be picked up by an authorized individual.

Acetaminophen may be given to students at the High School between the school day hours of 10:30 a.m. and 1:30 p.m. unless determined otherwise by the school nurse and only with parent/guardian written permission renewable each school year. Any other over-the-counter medication will not be given except when ordered by a physician.

PRESCRIBED AND OVER THE COUNTER MEDICATIONS (RSD Policies EBBA-1, EBBA-3, JHCD-E1 and NH RSA 200:42, RSA 200:46, RSA 200:47

Whenever possible, medication should not be taken during school hours. However, if a prescribed medication has to be taken during school hours, the school nurse must administer the medication. No student is to have any medication, prescribed or otherwise on their person during any school related event unless specific approval has been given by the prescribing physician and the school nurse.

If a medication must be taken during school hours, the school nurse must have the following three items:

A. Prescription written by the licensed practitioner stating the name of the medication, the dosage and time as well as a diagnosis, if not in violation of confidentiality.

B. All medication shall be delivered and stored in the original pharmacy or manufactured labeled container. This shall be no more than a 30-day supply. The medication must be delivered to the school nurse or designee by a parent/guardian or designated responsible adult. A single dose of medication may be transferred from this container to a newly labeled container for the purpose of field trips or school sponsored activities.

C. Signed permission from the parent/guardian allowing the school nurse, or her designee, to observe and/or assist the child in taking his/her medication.

Students in grades 6 through 12 may be administered acetaminophen (Tylenol) for pain relief at the discretion of the nurse, between the hours of 10:30 a.m. - 1:30 p.m. and only with written parent permission.

The school nurse will be responsible for the determination and appropriateness of delegation of medication administration, when necessary, to employees of the Rochester School District. Employees may not further delegate such administration to other staff members, outside agencies or volunteers.

In accordance with RSA 200:42-RSA 200:47, a student will be allowed to carry and self-administer prescription epi pens and rescue inhalers provided that the prescribing practitioner and parent complete the appropriate medication forms for self- administration.

Students found in violation of this rule will be referred to administration for investigation and possible disciplinary consequences.

FIRST AID AND EMERGENCY CARE (RSD Policy ABBA-5)

First aid or emergency treatment in case of sudden illness or injury to a student or a member of the staff while on school grounds may be given by staff, in accord with School Board policy. Further medical attention to students is the responsibility of the parents or guardian, or of someone the parents or guardian designate in case of emergency.

Each principal is charged with providing for the immediate care of ill or injured persons within his/her area of control. A school nurse or other qualified staff member will administer emergency aid.

In each school, procedures for the handling of such emergencies will be established and made known to the staff. Each school will be equipped with appropriate first aid equipment. All employees are expected to be knowledgeable about first aid and to know where first aid supplies are kept in their work areas.

Students who are too ill to remain in class should report to the nurse or designated school personnel. The nurse or designated school personnel will decide whether the student will remain in school or be sent home. If the student is allowed to go home, the nurse or designated school personnel will be required to telephone the parent or person listed on the Emergency Notification Form before the student leaves school. The student will not be allowed to leave unattended.

The nurse shall keep a log of students receiving first aid and emergency care. The principal must be notified at once of all accidents or illnesses of any consequence. A detailed accident report should be made immediately after other essentials are completed in order to ensure accuracy by the Duty Teacher or witness. Information should include name of injured, date, time of day, place, extent of injury, first aid given, disposition of case. Students are to be sent directly to the nurse's office or main office in case of accidents.

Transportation of pupils to a source of medical attention is the joint responsibility of the parents and school authorities. In the event the parent or other responsible person is not available, the school shall assume this responsibility. In cases of extreme emergency, the pupil will be transported to the hospital and the parents will be notified as soon as possible.

NALOXONE/NARCAN AND OPIOID

The Board authorizes the District to obtain, store and administer naloxone/Narcan and/or other opioid antagonists for emergency use in schools. The school nurse or other properly trained staff member may administer such medication in emergency situations. Opioid antagonists will be available and accessible any time the building is occupied. The Superintendent is authorized to procure such medication on behalf of the District.

All such medication will be clearly marked and stored in a secure space in the school nurse's office or other appropriate location. The school nurse will oversee the storing of the medication consistent with the manufacturer's instructions. Local law enforcement and emergency medical service personnel will be notified if such medication is administered by the District.

Records related to the administration of such medication shall be made and maintained by the school nurse. The school nurse will follow other first aid reporting protocols, as may be determined by other Board policy or administrative directive.

ASBESTOS IN SCHOOL BUILDINGS

A thorough investigation of Rochester school facilities in 1988 determined that asbestos-containing building materials were used in the construction and/or renovation of all buildings. In order to protect the health of our students, staff and visitors, a management plan has been developed for each school building to assure that asbestos is either removed from the building or maintained in a safe condition. The records of the original inspection and the management plan for each building are maintained in the Principal's Office and Superintendent's Office and are available for public inspection. All other documents related to asbestos are maintained by the Superintendent's Office and are also available for public inspection. For an appointment, please telephone 332-3678.

BULLYING DEFINITIONS, POLICIES, and PROCEDURES (RSD Policies JICK & NH RSA 193-F:3, 193-F:4, II(a-n))

I. DEFINITIONS (RSA 193-F:3)

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
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.

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.

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

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

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

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 BULLYING OR CYBERBULLYING OF A STUDENT (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 to be determined in accordance with applicable law, District policies, procedures and collective bargaining agreements.

Reprisal or Retaliation

The District will discipline and take appropriate action against any student 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.

The consequences and appropriate remedial action for a student 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.

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.

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 the student believes they 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 194-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.

Note: *To view the Rochester School District Policy on Bullying in its entirety, please visit:*

https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1453748/JICK.pdf

SEXUAL HARASSMENT (RSD Policy ACA and NH ED 303.01 (j), 1-9

NOTE: The Rochester School District abhors and prohibits sexual harassment activity by any of its employees, non-employee volunteers, students and/or any other persons who work subject to the control of school authorities and/or are present at school sponsored events or on school property.

Definitions

Conduct of a Sexual Nature: Conduct of a sexual nature may include, but is not limited to, verbal or physical sexual advances, including subtle pressure for sexual activity, touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; sexually oriented kidding, teasing, double-entendres, objectionable jokes, and any harassing conduct to which an employee, student, or guest would not be subjected but for such individual's sex.

Unwelcome Conduct of a Sexual Nature:

A. Verbal or physical conduct of a sexual nature may constitute sexual harassment when the allegedly harassed employee has indicated, by his or her conduct, that it is unwelcome.

B. An employee who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.

C. The School Board prohibits any conduct of a sexual nature directed toward students by teachers or others to whom this policy applies, and shall presume that any such conduct is unwelcome, whether specifically identified as such by the student or not.

Prohibitions

General Prohibitions: For the purposes of this policy, unwelcome sexual advances or requests for sexual favors, and other unwelcome conduct of a sexual nature constitute prohibited sexual harassment if:

A. Submission to the conduct is made either an explicit or implicit condition of employment, or award of grades or other measures of student achievement;

B. Submission to or rejection of the conduct is used as a basis for an employment decision affecting the harassed employee or any decision affecting a student; or

C. The conduct substantially interferes with an employee's or student's performance, or creates an intimidating, hostile, or offensive work or school environment.

Specific Prohibitions
Student:

A. It is sexual harassment for students to subject any other student to any unwelcome conduct of a sexual nature. Students who engage in such conduct shall be subject to sanctions under student disciplinary procedures.

Reporting, Investigation, and Sanctions

1. It is the express policy of the Board to encourage victims of sexual harassment to report such claims. This may be done through the Title IX Grievance Procedure (Policy AC-R) or by reporting such matters to the Superintendent or Assistant Superintendent. It is required for any non-victim that is aware of sexual harassment to report this incident to the Superintendent or Assistant Superintendent.

A. Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur as a result of the good-faith reporting of charges of sexual harassment.

B. Students are urged to report any conduct of a sexual nature by school employees or others to whom this policy applies to a school counselor or administrator.

2. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct and the context in which the alleged conduct occurred will be investigated. The Superintendent or the Board has the responsibility of investigating and resolving complaints of sexual harassment.

3. Any employee found to have engaged in sexual harassment shall be subject to sanctions to end sexual harassment and sexual violence and prevent its recurrence, including but not limited to, warning or reprimand, suspension, termination, or immediate discharge, all sanctions are subject to applicable procedural requirements. Conduct of a sexual nature directed toward students shall be reported as child abuse for investigation by appropriate authorities.

Administrative Rules ED 303.01 (j), 1-9

The complainant may appeal the investigation recommendations to the Superintendent (presuming the Superintendent is not the investigator), or to the Board. The results of the investigation of each complaint filed under these procedures will be reported in writing to the complainant by the School District. The report will document any disciplinary action taken as a result of the complaint.

Reprisal

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

Right to Alternative Complaint Procedures.

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

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

By-Pass of Policy

Any individual with a sexual harassment complaint may choose to by-pass this Policy and accompanying regulation and proceed directly to: NH Commission on Human Rights, 2 Chenelle Drive, Concord, NH; phone 603-271-2767; or Office of Civil Rights, Health and Human Services, Region #1, Room 2403, JFK Federal Building, Government Center, Boston, MA 02203; phone 617-565-1340

TRANSGENDER AND GENDER NONCONFORMING (RSD Policy JBAB)

It is the goal of the Rochester School District to foster a learning environment that is safe and free from discrimination, harassment and bullying as well as to assist in the educational and social integration of transgender and gender nonconforming students in our schools. This policy is intended to be interpreted in light of applicable federal and state laws and regulations, as well as Board policies, procedures and school rules.

This policy is not intended to anticipate every possible situation that may occur, since the needs of particular students and families differ depending on the student's age and other factors. In addition, the programs, facilities and resources of each school also differ. Administrators and school staff are expected to consider the needs of students on a case-by-case basis, and to utilize this policy and other available resources as appropriate.

The term "transgender" is an umbrella term for an individual whose gender identity or expression is different from that traditionally associated with their assigned sex at birth. A student will be considered transgender if, at school, they consistently assert a gender identity or expression different from that traditionally associated with assigned sex at birth. This includes students who identify as transgender, or who are gender nonconforming. This involves more than a casual declaration of gender identity or expression but it does not necessarily require a medical diagnosis.

STUDENT RECORDS AND ACCESS – FERPA

A. General Statement. It is the policy of the School Board that all school district personnel will follow the procedures outlined herein as they pertain to the maintenance of student records. Furthermore, it is the policy of the School Board that all school district personnel will follow the provisions of the Family Educational Rights Privacy Act (FERPA) and its corresponding regulations.

B. "Education Record". For the purposes of this policy and in accordance with FERPA, the term "educational record" is defined as all records, files, documents and other material containing information directly related to a student; and maintained by the school district; or by such other agents as may be acting for the school district. Such records include, but are not limited to, completed forms, printed documents, handwriting, videotape, audiotape, electronic or computer files, film, print, microfilm and/or microfiche. Educational records do not include records of instructional, supervisory, and administrative personnel and educational personnel ancillary thereto which are in the sole possession of the maker thereof and which are not accessible or revealed to any other person except a substitute.

C. "Directory Information". For the purposes of this policy, and in accordance with the provisions of FERPA and New Hampshire RSA 189:1-e, the term "directory information" means:

1. Students' name(s), address(es), telephone number(s), and date(s) of enrollment;
2. Parents'/guardians' name(s) and address(es);
3. Students grade levels, enrollment status and dates of attendance;
4. Student photographs;

5. Students participation in recognized school activities and sports;
6. Weight and height of members of athletic teams;
7. Post-high school plans; and
8. Students' diplomas, certificates, awards and honors received.

Except for elements of a student's directory information which the student's parents or an eligible student has notified the District not to disclose, the District may release or disclose student directory information without prior consent of the student's parents/eligible students. Within the first three weeks of each school year, the District will provide notice to parents/eligible students of their rights under FERPA and that the District may publish directory information without their prior consent.

D. "Personally Identifiable Information". "Personally identifiable information" is defined as data or information which makes the individual who is the subject of a record known, including a student's name; the student's or student's family's address; the name of the student's parent or other family members; a personal identifier such as a student's Social Security number; the student's date of birth, place of birth, or mother's maiden name.

"Personally identifiable information" also includes other information that, alone or in combination, is linked or linkable to a specific student, that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with a reasonable certainty or other information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

E. Annual Notification/Rights of Parents and Eligible Students. Within the first four weeks of each school year, the District will publish notice to parents and eligible students of their rights under State law, Federal law, and this policy. The District will send a notice listing these rights home with each student.
The notice will include:
1. The rights of parents or eligible students to inspect and review the student's education records;
2. The intent of the District to limit the disclosure of information in a student's record, except: (a) by the prior written consent of the parent or eligible student; (b) as directory information; or (c) under certain, limited circumstance, as permitted by law;
3. The right of a student's parents or an eligible student to seek to correct parts of the student's educational records which he/she believes to be inaccurate, misleading, or in violation of student rights; this includes a hearing to present evidence that the records should be changed if the District decides not to alter them according to the parent's or eligible student's request;
4. The right of any person to file a complaint with the United States Department of Education if the District violates FERPA; and
5. The procedure that a student's parents or an eligible student should follow to obtain copies of this policy.

F. Procedure to Inspect Education Records. Parents or eligible students may inspect and review that student's education records. In some circumstances, it may be more convenient for the record custodian to provide copies of records. Since a student's records may be maintained in several locations, the school Principal may offer to collect copies of records or the records themselves from locations other than a student's school, so that they may be inspected at one site. If parents and eligible students wish to inspect records where they are maintained, school Principals will determine if a review at that site is reasonable. Although not specifically required, in order that a request is handled in a timely manner, parents/eligible students should consider submitting their request in writing to the school Principal, identifying as precisely as possible the record or records that he/she wishes to inspect. The Principal will contact the parents or the eligible student to discuss how access is best arranged for their inspection or review of the records (copies, records brought to a single site, etc.).
The Principal will make the needed arrangements as soon as possible and notify the parent or eligible student of the time and place where the records may be inspected. This procedure must be completed within fourteen (14) days that the request for access is first made. Note: the fourteen (14) day limit is required under New Hampshire RSA 189:66, IV, in contrast to the forty-five (45) day period otherwise allowed under FERPA. If for any valid reason such as the parent's working hours, distance between record location sites or the parent or student's health, a parent or eligible student cannot personally inspect and review a student's education records, the Principal may arrange for the parent or eligible student to obtain copies of the records. When records contain information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the records of the other students. If such records do contain the names of other students, the Principal will seek consultation with the Superintendent and/or the District's attorney to determine how best to proceed. Where practicable, it may be necessary to prepare a copy of the record which has all personally identifiable information on other students redacted, with the parent or eligible student being allowed to review or receive only a copy of the redacted record. Both the original and redacted copy should be retained by the District.

G. Procedures to Seek to Correction of Education Records. Parents of students or eligible students have a right to seek to change any part of the student's records which they believe is inaccurate, misleading or in violation of student rights. FERPA and its regulations use both "correct/ion" and "amend". For the purposes of this policy, the

two words (in all of their respective forms) shall mean the same thing unless the context suggests otherwise. To establish an orderly process to review and correct (amend) the education records for a requester, following processes are established.

1. First-level decision. When a parent or eligible student finds an item in the student's education records that he/she believes is inaccurate, misleading or in violation of student rights, he/she should submit a written request asking the building Principal to correct it. If the records are incorrect because of clear error and it is a simple matter to make the change, the Principal should make the correction. If the records are changed to the parent's/eligible student's satisfaction, both parties shall sign a document/form stating the date the records were changed and that the parent/eligible student is satisfied with the correction.

If the Principal believes that the record should not be changed, he/she shall:

a. Provide the requester a copy of the questioned records at no cost;
b. Ask the parent/eligible student to initiate a written appeal of the denial of the request for the change, which will be forwarded to the Superintendent;
c. Forward the written appeal to the Superintendent; and
d. Inform the parents/eligible student that the appeal has been forwarded to the Superintendent for a decision.

2. Second-level decision. If the parent/eligible student wishes to challenge the Principal's decision to not change the student record, he/she may appeal the matter to the Superintendent. The parent/eligible student shall submit a written request to the Principal asking that the matter be appealed to the Superintendent. The Principal will forward the appeal to the Superintendent. The Superintendent shall, within ten (10) business days after receiving the appeal:
    a. Review the request;
    b. Discuss the request with other school officials;
    c. Make a decision whether or not to make the requested correction to the educational record;
    d. Schedule a meeting with the parents/eligible student if the Superintendent believes such a meeting would be necessary; and
    e. Notify the parents/eligible student of the Superintendent's decision on their request to correct the student's educational record. If the Superintendent determines the records should be corrected, he/she will make the change and notify the parents/eligible student in writing that the change has been made. The letter stating the change has been made will include an invitation for the parent/eligible student to inspect and review the records to verify that the records have been corrected and the correction is satisfactory. If the records are changed to the parent's/eligible student's satisfaction, both parties shall sign a document/form stating the date the records were changed and that the parent/eligible student is satisfied with the correction. If the Superintendent determines the records are will not be corrected, he/she will notify the parents/eligible student in writing of his/her decision. Such letter will also notify the parents/eligible student of their right to an appeal hearing before the School Board.
3. Third-level decision. If the parents or eligible student are not satisfied with the Superintendent's decision, they may submit a written request for a hearing before the School Board. The parents/eligible student shall submit the request for a hearing with the Superintendent within ten (10) business days of the date of the Superintendent's written decision in level-two. The Superintendent will inform the School Board of the request for a hearing and will work with the School Board to schedule a hearing within forty-five (45) days of receipt of the request. Once the meeting is scheduled, the Superintendent will inform the parents/eligible student in writing of the date, time and place of the hearing. The hearing will be held in a non-public session consistent with the provisions of RSA 91-A:3, unless the parent/eligible student requests that the hearing be held in public session. The School Board will give the parent/eligible student a full and fair opportunity to present evidence relevant to the issues raised under their request. The parents/eligible students may be assisted or represented by one or more individuals of their own choice, including an attorney. The School Board will issue its final decision in writing within thirty (30) days of the hearing, and will notify the parents/eligible student thereof via certified mail, return receipt requested. The School Board will base its decision solely on the evidence presented at the hearing. The School Board's written decision will include a summary of the evidence and the reasons for its decision. If the School Board determines that the student record should be corrected, it will direct the Superintendent to do so as soon as possible. The Superintendent will then contact the parents/eligible student for a meeting so they can review and inspect the records to verify that they have been corrected. At this meeting, both parties shall sign a

document/form stating the date the records were corrected and that the parent/eligible student is satisfied with the correction. The School Board's decision will be final.

4. Parent/Eligible Student Explanation to be Included in Record. Notwithstanding the resolution of any request to correct a student's record(s), in accordance with section (a)(2) of FERPA, a parent or eligible student may insert into that student's educational record a written explanation respecting the content of the record.

H. Disclosure of Student Records and Student Information. In addition to directory information, the District may disclose student records and student information without consent to the following parties on the condition that the recipient agrees not to permit any other party to have access to the released information without the written consent of the parents of the student, and under the conditions specified.

1. School officials with a legitimate educational interest. School officials with a legitimate educational interest may access student records. "Legitimate educational interest" refers to school officials or employees who need to know information in a student's education record in order to perform the employee's employment responsibilities and duties.
2. Other schools into which a student is transferring or enrolling, upon condition that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record. This exception continues after the date that a student has transferred
3. Officials for audit or evaluation purposes.
4. Appropriate parties in connection with financial aid.
5. Organizations conducting certain studies for, or on behalf of the School District. Student records or student information will only be provided pursuant to this paragraph if the study is for the purpose of: developing, validating or administering predictive tests; administering student aid programs; or improving instruction. The recipient organization must agree to limit access to the information and to destroy the information when no longer needed for the purpose for which it is released.
6. Accrediting organizations.
7. Judicial orders or lawfully issued subpoenas, upon condition that parents and the student are notified of all such orders or subpoenas in advance of compliance therewith by the District, except when a parent is a party to a court proceeding involving child abuse or neglect or dependency. The Principal shall consult with the Superintendent and legal counsel as needed to ensure compliance with the judicial order and applicable law.
8. Health and safety emergencies.

I. Maintenance of Student Records and Data. The Principal of each building is responsible for record maintenance, access and destruction of all student records. All school district personnel having access to records shall place great emphasis upon privacy rights of students and parents. All entries into student records must be dated and signed by the person accessing such records. The principal will ensure that all records are maintained in accordance with applicable retention schedules as may be established by law.

J. Disclosures Made from Education Records. The District will maintain an accurate record of all requests for it to disclose information from, or to permit access to, a student's education records and of the information it discloses and persons to whom it permits access, with some exceptions listed below. This record is kept with, but is not a part of, each student's cumulative school records. It is available only to the record custodian, the eligible student, the parent(s) of the student or to federal, state or local officials for the purpose of auditing or enforcing federally supported educational programs.

The record includes:

1. The name of the person who or agency which made the request;
2. The interest which the person or agency has in the information;
3. The date on which the person or agency made the request;
4. Whether the request was granted and, if it was, the date access was permitted or the disclosure was made; and
5. In the event of a health and safety emergency, the articulable and significant threat to the health or safety of a student or other individuals that formed the basis for the disclosure; and the parties to whom the agency or institution disclosed the information.

The District will maintain this record as long as it maintains the student's education record. The records do not include requests for access or information relative to access which has been granted to parent(s) of the student or to an eligible student; requests for access or access granted to officials of the District who have a legitimate educational interest in the student; requests for, or disclosures of, information contained in the student's education records if the request is accompanied by the prior written consent of a parent/eligible student or if the disclosure is authorized by such prior consent or for requests for, or disclosures of, directory information designated for that student.

The records of a request for the correction of an educational record, including any appeal of a denial of that request, if the educational record is ultimately corrected shall not be treated as part of the educational record of the student and shall be preserved separately.

PARENTAL BILL OF RIGHTS (CHAPTER 189-B, State of NH)

189-B:2 Definitions, for the purposes of this chapter:

- **Parent**: A person who has legal custody of a minor child as a natural or adoptive parent or a legal guardian. This does not include a parent whose rights have been terminated.
- **Minor / Minor Child**: An unemancipated person under the age of 18.
- **Compelling State Interest**: Exists only when school personnel have an actual and objectively reasonable belief, supported by clear and convincing evidence, that action is necessary to prevent the child from being abused.
- **School**: Any public school board, public school district, public school administrative unit, or public charter school.
- **School Personnel**: Any teacher, administrator, employee, or individual acting on behalf of a public school.
- **Infringement**: Includes knowingly concealing or withholding required information from a parent, or providing intentionally misleading or inaccurate responses

189-B:3 Infringement of Parental Rights Prohibited

No school may infringe on the fundamental rights of a parent to direct the upbringing, education, health care, and the mental health of their child unless:

1. A **compelling state interest** exists,
2. The action is **narrowly tailored**,
3. No **less restrictive means** are available.

189-B:4 Parental Rights

All parental rights are reserved to parents of a minor child without obstruction from any school. These include, but are not limited to:

- Directing upbringing, moral, or religious training.
- Choosing the child's type of education (public, charter, private, religious, or home education).
- Requesting transfer for educational hardship.
- Enrolling the child in gifted/special education programs if eligible.
- Requesting and receiving accurate, truthful information about their child within 10 business days.
- Being informed of school discipline policies.
- Access to public courses/programs even if enrolled elsewhere.
- Inspecting instructional materials within a reasonable period.
- Opting out of health, sex education, or objectionable material.
- Opting out of nonacademic surveys/questionnaires.
- Opting out of non-required district-level data collection.
- Exempting the child from statewide assessments.
- Receiving achievement and growth results from state assessments.
- Receiving school report cards and attendance compliance info.
- Reviewing education records within 10 business days.
- Providing written consent before the school records video/voice of the child (with safety/legal exceptions).
- Being notified when seclusion or restraint is used.
- Accessing/reviewing medical records maintained by the school.
- Exempting the child from immunizations for medical or religious reasons.

Additional Federal Rights (Title I, Title III, etc.) include:

- Receiving information in understandable formats and, when practicable, in a parent's language.
- Requesting teacher qualifications.
- Receiving annual district and school report cards.

189-B:5 School Board Notifications on Parental Rights

Each school, in consultation with parents and staff, must adopt and publish policies promoting parental involvement, including:

- A plan for parent participation (homework, attendance, discipline).
- A procedure for parents to learn about curriculum and supplemental materials.
- A process to object to classroom materials (including moral, religious, or harmful content).
- A procedure to withdraw a child from sex or health education (with advance notice).
- A procedure to learn about clubs and activities.
- A procedure to inform parents about their rights under the law.

Publication Requirements:

- School boards must publish the Parental Bill of Rights in their **annual reports**, on their **websites**, and in the **school handbook**.
- Parents may request information in writing under RSA 91-A.

189-B:6 Exceptions

This chapter does **not**:

- Authorize unlawful conduct by parents or permit abuse/neglect.
- Restrict courts, law enforcement, or child welfare agencies from performing official duties.
- Require disclosure of privileged health information (counselors, psychologists, nurses).

189-B:7 Violations

- No school/school personnel may infringe upon parental rights without clear and convincing evidence and narrow tailoring.
- Parents may bring legal action for relief and damages.
- If a parent prevails, the court shall award reasonable attorney's fees and costs.

189-B:8 Severability

If any part of this chapter is held invalid, the remaining sections shall still apply.

189-B:9 Applicability

This chapter does not restrict state or local law enforcement investigations of minors for criminal violations.

Effective Date: **July 1, 2025**.

Spaulding High School is a community of engaged learners dedicated to excellence through respect and high academic standards.