



STARK VILLAGE SCHOOL

*The Stark Village School is committed
to building a solid foundation
for every child to be successful in life.*

PARENT/STUDENT HANDBOOK 2026-2027 ACADEMIC YEAR

1192 Stark Highway
Stark, NH 03582
603-636-1092

Table of Contents

Welcome	3
Vision & Mission	3
Directory of School Board, Administration, & Staff	4
SAU 58 Organizational Chart	5
Athletic Policy (Northumberland Board Policy (JJIB-E)	6
Arrival and Dismissal	9
Attendance, Absenteeism, & Tardiness (JH)	9
Cafeteria	10
Code of Conduct (JICD)	15
Cheating (IKL)	15
Child Abuse and Neglect Mandated Reporting (JLF)	15
Conferences	16
Dance Procedures	16
Discipline Policy (JIC, JICD)	16
Due Process (JICD)	17
Dress Code (JICA)	20
Drug Abuse (JICH)	21
Field Trips (IJOA)	21
Fire Drills (EBB, EBCB, EBCA)	22
Formative Assessments (Homework/Classwork) (IKB)	22
Lost and Found	22
Make-up work	22
Medication Administration (JLCD)	23
Opening Exercise	24
Pet Policy (IMG-R)	24
Progress Reports/Report Cards	26
Promotion/Retention (IKE)	26
School Emergency Form	26
Texts and Library Books (JQ)	26
Valuables	26
Vandalism (ECAC)	26
SAU #58 Policies & Procedures	28
Section 504 Non-Discrimination Policy	28
Title IX Grievance Procedure	28
Notice of rights, Statute of Limitations for special education classes	29
Asbestos Statement	29
Bus Students' Regulations	31
Notice Video & Audio Surveillance on Bus and School Property (ECAAF & EEAA)	33
Family Educational Rights and Privacy Act (FERPA)	33
Unauthorized Communication Devices- JICJ	34
Parental Bill of Rights - (AB)	35
Weapons Policy – (JICI)	36
School Cancellations/Delayed Entry	37
Sexual Harassment	37
Student Conduct (JIC, JICD, JICDD,	37
Bullying (JICK)	41
Cyber-Bullying (JICK)	41
Suicide Prevention Policy (RSA 193-J)	49
Wellness Policy (JLCF)	51
Children's Internet Protection Act (CIPA)	55
Acceptable Use Policy	56
Signature Page	55- 59
Parent/Student Chromebook Use Agreement	59

Welcome to Stark Village School's 2026-2027 School Year

Dear Stark Village School Families and Friends,

While it's been a lovely summer, we are so excited to get back to what we do best, helping your kiddos succeed! Staff have spent the summer recharging, just finished redesigning and reorganizing their classrooms, and getting their supplies ready. I'm thankful I got to see so many of you over the summer at drop off for summer school, for ice cream, and at the family fun night.

At Stark Village School, our top priority is creating a safe, engaging space where your child can truly thrive. Great school years are built on strong partnerships, and we deeply value the connection between home and classroom. Please never hesitate to contact your child's teacher, open communication is key to giving them the support they deserve, and we are thrilled to partner with you again this year.

Throughout the year, we look forward to hosting family and community events. We encourage you to participate and stay connected—it truly takes a village.

This handbook is designed to answer common questions, but please remember our policies may evolve. The SAU Board policies new home is under construction. For the most current information, please reach out to me to locate the current SAU 58 Policies.

Thank you for your continued support. Our classrooms are organized, our shelves are stocked, and our doors are ready to swing wide open. A brand-new school year is waiting, and we couldn't be more excited to share it with your kiddos!

Warmly,
Ms. Landry
Principal

STARK VILLAGE SCHOOL VISION AND MISSION STATEMENT

Vision: The Stark Village School is committed to building a solid foundation for every child to be successful in life.

Mission: Stark Village School seeks to be an exemplary learning community school. We believe that education is not just about children; it encompasses families, parents, community, the environment, and the world. We build this foundation by respecting the individual needs of children and fostering a caring and creative environment by emphasizing the social, emotional, physical, and intellectual development of each child. As a professional learning community, we will work together to empower all students to become contributing members of society; equipped with the skills, knowledge, and values necessary to meet the challenges of a changing world. Through a collaborative learning environment, we will encourage high expectations for success using developmentally appropriate, data-driven instruction while supporting individual differences and learning styles. Our success in this mission will build lifelong, confident learners, who have the tools necessary for success in a changing world.

Board Approved 9-6-2011

SCHOOL BOARD

Monique Hand, Chairperson
Kendra Bell, Vice-Chairperson
Briana Shannon

ADMINISTRATION

Patty Brown, Executive Director
Theresa Mercier, Deputy Director of Education/Title IX Compliance Officer/Grants
Katherine Landry, Teaching Principal
Michelle Mason, Student Services (Title IX/Human Rights Coordinator)
Tiffany Griffin- Accounts Payable
Jackie Riff, Human Resources
David Martin, Director of Technology

STAFF

Kelly Jewell, Special Education Case Manager
Ann Auger, K-1
Kelly Jewell, Grades 2-3
Helen Martin, Grades 4/5/6
Katherine Landry, Principal

SPECIALS (Part Time)

Jennifer Lyon (SVS, GES), Guidance
TBD Art
TBD, Music
Katherine Landry, Physical Education/Wellness & Library Media Specialist

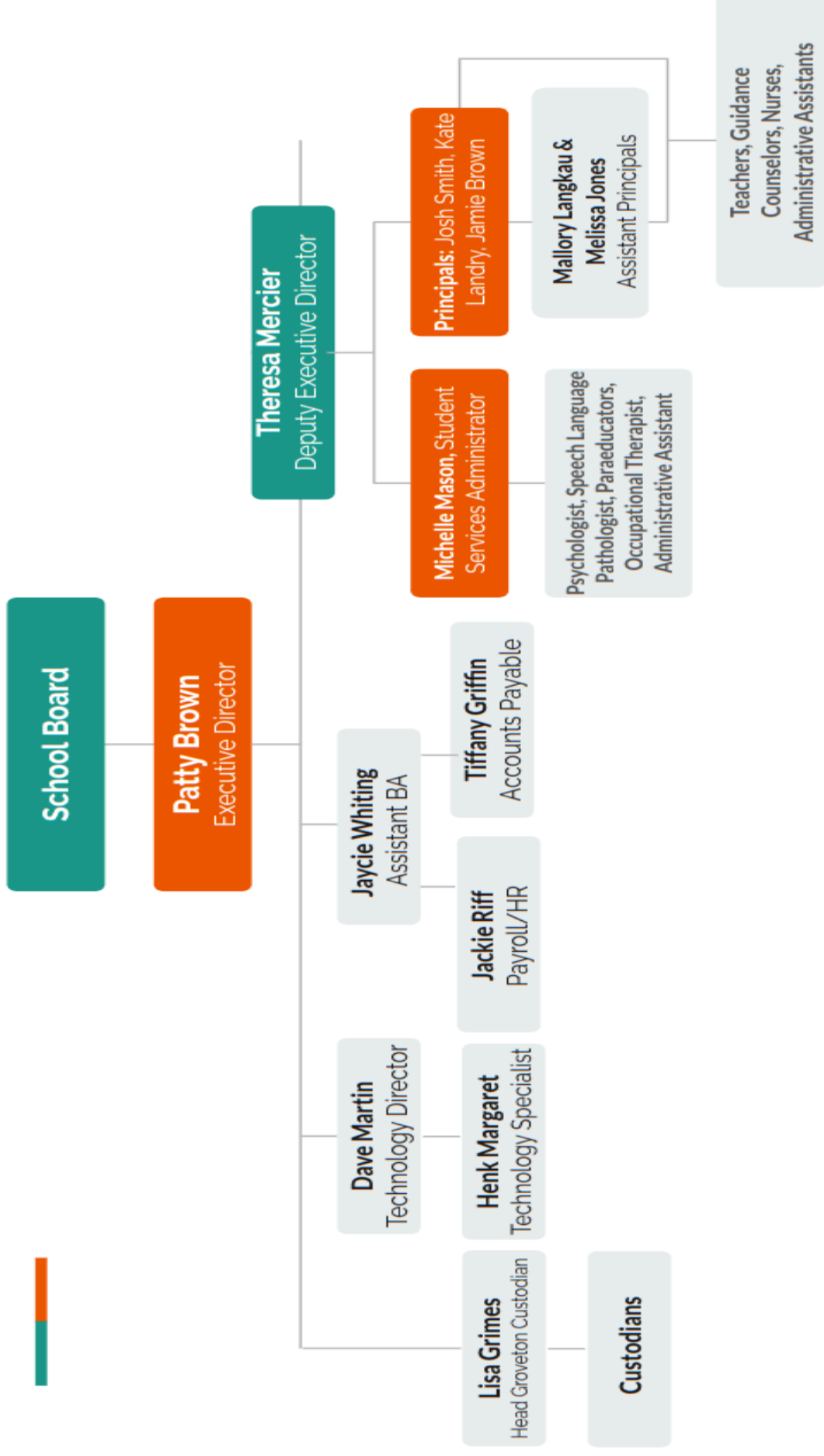
SUPPORT STAFF

Carrie Wentworth, School Secretary & Paraprofessional
Judy Jewell, SPED Paraprofessional
Greg Ledger, Custodian/Building Maintenance

OTHER STAFF

Amy Weberg, School Nurse
Andrew Tobin, Instrumental Lessons
Rachel Sherman , Whitson's Group
Randy Blodgett, Berry Transportation

SAU 58 Organizational Chart



Athletic Policy (reference Northumberland Policy JJIB-E)

Stark Village School encourages and sponsors student participation in extracurricular athletics as a means of instilling values important to the total educational process. The activities, both intramural and inter-school, provide opportunities for skill development, personal growth, socialization, and competitive experience.

The student participation and involvement in athletics is a privilege with accompanying responsibilities and expectations. Elementary students are expected to display high standards of behavior, exemplify good sportsmanship, show respect for others, and demonstrate self-discipline, cooperation, and responsible team play.

The following contains information, rules, and expectations for the athletic program. It is intended to assist and facilitate the efforts of the elementary principal, elementary athletic director, pupils, parents, and coaches toward meeting the goals of the athletic program.

All athletic policies and sports contracts reflect those of the Northumberland School District as all athletes who attend Stark Village School are required to do so in the Northumberland School District.

GUIDELINES

1. Competitive athletic activities shall be an integral part of the total school education program. It will strive to provide educational experiences in conjunction with those provided in the curriculum. Both intramural and inter-school competitions will be available.
2. The administration of the athletic program shall be under the control and direction of the elementary school administration and the elementary athletic director.
3. Qualified personnel shall be provided for coaching and supervising such programs. The selection of the coaches should be based on their knowledge of teaching the sport to elementary youngsters, their understanding of the elementary sports program, and knowledge of safety practices. (See Northumberland School Board Policy GBBA.)
4. All of the participants in the program must have medical insurance. No pupil may start practice for and athletic team until he/she has on file:
 - ***Signed permission form***
 - ***Parents' consent/health information form***
5. Student participation in the athletic program is a privilege with accompanying responsibility. The student athlete must meet the eligibility requirements and abide by the behavioral expectations and sportsmanship guidelines.

SPORTSMANSHIP

Stark Village School believes it is very important that sportsmanship and ethical behaviors are followed by our athletes. Unsportsmanlike conduct toward an opponent, official, coach, or teammate during a practice or game will not be tolerated.

GUIDELINES FOR SPORTSMANSHIP FOR THE PLAYER AND PARTICIPANT PROGRAM:

1. Behave in a manner which makes parents, school, and community proud of their effort.
2. Win without boasting, lose without excuse, and never quit.
3. Respect officials and accept their decisions without question.
4. Cooperate with coaches and teammates during practice sessions and games.

AS A SPECTATOR OF SPORTING EVENT:

1. Never “BOO” a player or official.
2. Appreciate a good play, no matter who makes it.
3. Refrain from making negative remarks to opponents, officials, or spectators in any aspect of a sporting event.

Violations

1. Unsportsmanlike conduct toward an opponent, official, coach, or teammate during practice or a game will not be tolerated by the Stark Village School. The first offense will result in a verbal warning and may result in further disciplinary action from the principal.
2. A second offense will result in the player being suspended from playing in one game.
3. Any player who is disqualified from a game (intramural or inter-school) for unsportsmanlike conduct, shall not participate in the next scheduled game.

Behavioral Expectations

Student athletes are expected to follow the School Discipline Policy and adhere to high standards of behavior. Examples of behavior that are considered violations of the expectations include, but are not limited to, the following list:

- Smoking or use of tobacco in any form
- Drinking or possession of alcoholic beverages
- Use of illegal drugs
- Vandalism in school, gym, or bus
- Stealing of school property
- Neglect or refusal to conform to the reasonable rules of the school
- Any other behavior by an athlete that the principal, athletic director or coach believes is detrimental to Stark Village School is subject to disciplinary action.

Violations to the above will result in:

- 1st offense – suspension of three (3) games (intramural or inter-school)
- 2nd offense – Suspension for the remainder of the season

Since the athletic programs are school sponsored, it is also expected that students adhere to the following regulations and procedures:

- Regulations, rules, and procedures for the use and care of the High School (or other) facility and gym and the rules of the host school
- School bus rules and procedures for away games
- School dress code

Disciplinary actions for the above are outlined in the Discipline section of this handbook.

Expectations for Team Attendance

All athletes are expected to attend practices and games. Limited participation is unacceptable.

The athlete must notify the coach in advance if s/he is unable to attend a practice or game. If the coach is not available, the athletic director should be notified. If notification is not made, then the absence is unexcused. The athlete is also expected to attend the full day of school following a weekday athletic contest unless the absence is an excused absence.

The coach has the discretion in determining excused or unexcused absences. The following is a guideline for excused absences to be determined by the coach: **School Activities, Funerals, Illnesses, Religious Commitments, and Family Commitments**

- An unexcused absence from a game will result in dismissal from the team
- An unexcused absence from a practice will result in suspension for one game
- Two unexcused absences from a practice will result in suspension for two games
- Three unexcused absences from a practice will result in dismissal from team

Travel to Away Games

Stark Village School does not provide transportation to athletic events. The transportation to and from athletic events is the sole responsibility of the parent/guardian.

Student Eligibility

1. In order to represent the school in an inter-school contest, a student cannot have more than two (2) failing grades during the previous marking period (Trimester). No more than one (1) of those failing grades may come from Category I.

Category I

Language Arts
Mathematics
Science
Social Studies

Category II

Physical Education/Wellness
Music
Art
Library

2. Special Education students are eligible for athletic programs, provided they pass $\frac{3}{4}$ of the work assigned to them at their level and they meet all other eligibility regulations.
3. On a school day, an athlete must be present in school to participate in a contest, unless otherwise excused.
4. No student will have a detention date changed or be dismissed early from detention to make the bus or attend a game. This absence is unexcused if the player notifies the coach beforehand. Further sanctions for missing games and/or practices for disciplinary reasons will be the coach's prerogative.
5. Students suspended from school will not be allowed to participate in practices or games during the period of suspension which might include weekends. Students suspended from school (including in-school suspension), in addition to missing practices and games, will also be required to "sit out" the next game upon returning to school.
6. An athlete will only be moved up to the next level of play if there is a need for more players at the higher level. That will not be determined until after tryouts have started. Students cannot be cut to bring up younger players. If a student moves up to a higher level of play, they will no longer be eligible to play at the lower level.

based on Northumberland School District Policy 5/18/22(Revised)

Arrival- Dismissal & Opening Exercises

- Regular School Day 7:30 a.m-2:15p.m.

- Early Release Day 7:30 a.m.-11:15p.m.

In order to establish a sense of community, teamwork, and respect, each day shall begin with the salute to the flag, attendance and morning meetings.

PLEASE NOTE: *In order to prevent interruptions in the teaching of classes.*

- Students should not be dropped prior to 7:30 am as there isn't a staff member on duty. This is to ensure the safety of all students.
- Parents are asked not to call the school to speak with their child unless absolutely necessary.
- Send in a note if there is a change in dismissal time and/or location. **Without written** permission your child will be dismissed to the regular location.

Attendance, Absenteeism, & Tardiness (reference SAU Policy JH)

Regular school attendance is very important if a student is to experience success in school. Parents are asked to call/email the school between 7:15 a.m. and 7:45 a.m. to ***advise us when a child will not be in attendance.***

Absences-The Board requires that school-aged children enrolled in the District attend school in accordance with all applicable state laws and Board policies. The educational program offered by the District is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress. Attendance shall be required of all students enrolled in the District during the days and hours that school is in session, except that the Principal may excuse a student for temporary absences when receiving satisfactory evidence of conditions or reasons that may reasonably cause the student's absence.

The Board considers the following to be excused absences:

- | | |
|------------------------------------|--|
| 1. Illness | 6. Observation or celebration of a bona fide religious holiday |
| 2. Recovery from an accident | 7. Such other good cause as may be acceptable to the Principal or permitted by law |
| 3. Required court attendance | |
| 4. Medical and dental appointments | |
| 5. Death in the immediate family | |

**Any absence that hasn't been excused for any of these reasons will be considered an unexcused absence.*

In the event of an absence, parents must call and or provide written notice to the school and inform the district of the student's illness and or the reason for non-attendance. The Principal may require parents to provide additional documentation in support of their written notice, including but not limited to doctor's notes, court documents, obituaries, or other documents supporting the claimed reason for non-attendance.

If parents wish for their child to be absent for a reason not listed above, the parent must provide a written explanation of the reason for such absence, including why the student will be absent and for how long the student will be absent. The Principal will make a determination as to whether the stated reason for the student's absence constitutes good cause and will notify the parents via telephone and writing of his/her decision. the Principal determines that good cause does not

exist, the parents may request a conference with the Principal to again explain the reasons for non-attendance. The Principal may then reconsider his initial determination. However, at this juncture, the Principal's decision shall be final.

Family Vacations/Educational Opportunities-Generally, absences other than for illness during the school year are discouraged. The school principal may, however, grant special approval of absence for family vacations, provided written approval at least two weeks before the trip. This advance planning will allow the teacher enough time to work with parents and the student regarding homework completion. Family vacation up to 5 days may be excused as long as student work is completed upon return and permission was granted in advance.

Truancy-Truancy is defined as any unexcused absence from class or school. Any absence that has not been excused for any of the reasons listed above will be considered an unexcused absence. Ten half days (5 full days) of unexcused absence during a school year constitutes habitual truancy.

Students arriving after 7:30 a.m. must report to the office before going to class with a note explaining the reason for the late arrival. Persistent tardiness will be reported to the principal who will take appropriate measures that may include detention or making up work/time.

***Students wishing to leave school early must also bring a note from their parents. Parents who wish to pick up their student early are asked to call the school (603-636-1092) before arriving and sign their student out.*

Code of Conduct (reference SAU Policy JICD)

To ensure a positive learning environment and a safe building, it is expected that staff and students maintain the following Code of Conduct:

- Keep voices down in the hallway
- Pick up classrooms before leaving.
- Walk in an orderly fashion.
- Speak respectfully to all people in the building.
- Be respectful of all school property.
- Acceptable language is to be used throughout the school.
- Remove hats in school.
- Respect each other.
- No fighting of any kind is permitted in school or on school grounds.

Cheating (reference SAU Policy IKL)

Cheating is a serious compromise of a student's integrity and will not be tolerated. **If cheating is discovered, the student's work will be confiscated and a failing grade will be recorded for that work. The student will receive two nights of office detention and his/her parents will be notified. A second offense will result in suspension.** Students who allow other students to copy their homework, test, quizzes, etc. will be disciplined in the same manner as the students who are cheating.

Child Abuse and Neglect Reporting (reference SAU Policy JLF)

According to New Hampshire RSA 169:C, all education personnel are mandated to report suspected child abuse and neglect to the NH Division of Children and Youth Services (DCYS). Specifically, RSA 169:C requires school officials, or any person having reason to suspect that a child has been abused or neglected, to make a report to the NH Division of Children and Youth Services.

Conferences

Parents are encouraged to call the school to arrange for conferences with their student's teacher whenever concerns arise with behavior or academic progress. It is not necessary to wait for a regular conference time if a parent or student has a concern.

Dance Procedures

- **Purpose:** The purpose of Stark Village School dances is to raise money for the SOS Committee and/or SVS Student Activities Account.
- **Who May Attend?**
 - Stark Village School students.
 - If a student wishes to bring a guest(friend/relative), the Stark student must obtain

prior **written or verbal approval** from the Staff Member organizing the Dance **in advance** of the scheduled dance.

- Groveton Elementary School and Stratford Elementary students may be invited.
- All students will be signed in and out of the dance by an adult.
- Any deviations from these guidelines must be approved by the principal.

Discipline Policy (reference SAU 58 Policy JIC, JICD)

The School Board recognizes that students do not surrender their rights of citizenship as they pass through the schoolhouse door. The School Board further recognizes that students within the school setting are not entitled to any special rights, privileges, or immunities not enjoyed by citizens in the larger community. The school is a community with rules and regulations, and those who would enjoy the rights and privileges it provides must also accept the responsibilities that membership demands, including respect for and obedience to school rules. The School Board expects that students will conform to reasonable standards of speech and conduct, refrain from violating or impairing the rights of others, and not engage in any conduct that deprives other students of an orderly school atmosphere.

Most discipline problems are handled by the classroom teacher in concert with the parents. There exists a set of appropriate school and classroom rules by which all students are expected to abide. All students are generally expected to conduct themselves in a courteous and respectful manner in and around the school. They are encouraged to accept responsibility for the consequences of their behavior. Teachers are responsible and have the authority to maintain order and discipline in the school.

The Principal serves as a resource person to both teachers and parents in improving student conduct. The Principal will become more directly involved in instances where the teacher and/or parents have been unable to affect a positive change. In no way shall the misconduct or discipline options be considered all-inclusive. The Principal is responsible for determining whether misconduct not specifically outlined is prejudicial to good order and what action is necessary. Violations or infractions of the rules may lead to suspension or expulsion. New Hampshire State law gives the Principal, or designee, the authority to discipline students that violate school rules or School Board policies. This discipline code shall apply at all times at any school-related activity, either on campus or off, or while being transported to or from school or a school-related activity.

If a student is requested to remain after school for disciplinary reasons, i.e. detention, parents will receive 24 hours notice. Students are expected to remain after school on the date specified on the notice and parents are obligated to transport them home. Physical punishment will not be used as a disciplinary action.

Due Process (reference SAU 58 Policy JICD)

Students facing discipline will be afforded all due process rights given by law. The Superintendent or his/her written designee is authorized to suspend any student for ten days or less for violations of school rules or policies. Should the Superintendent desire to extend a suspension beyond 10 days, or seek expulsion of a student, such student will be afforded a hearing consistent with the provisions of

RSA 193:13, I (b) and (c), N.H. Dept. of Education Rule 317.04, and Board Policy JICD.

If a student is disabled under the Individuals with Disabilities Act (IDEA), the New Hampshire RSA 186-C, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, or any other law providing special rights to disabled students, those laws shall govern and shall supersede these local policies to the extent these local policies are inconsistent with those laws. Accordingly, any suspension or expulsion of a child with a disability as defined in Ed 1102.01(t) shall be in accordance with Ed 1124.01.

Student due process rights shall be printed in the Parent-Student Handbook and will be made available in another language or presented orally upon request.

Severity Clause

In instances where violations are severe enough to warrant doing so, the Principal may choose to by-pass one or more of the preliminary steps in the discipline policy.

Equality Clause

Fair and equal treatment will be given to all students during the implementation of the school discipline policy. Before imposing consequences for violations at any level, the teacher or principal should be guided by the principles of fundamental fairness. The principal will make, at the very least, a rudimentary inquiry into the incident. The principal will assure that the offender is accurately identified, understands the nature of the offense, and is given an opportunity to present his/her views. Federal regulations may require some provisions of the discipline policy be applied differently to educationally disabled students.

Levels of Misconduct and Discipline Actions

A. Minor Misconduct: Behaviors which interrupt the learning environment or prevent the discipline and orderly operation of school procedures.

- Inappropriate class, lunch, or playground behavior.
- Misuse of school property.
- Violation of another's personal space, work, or property.
- Minor safety violation.
- Failure to carry out directions.
- Disrespect toward an adult or another student.
- Refusal to clean up a mess the student made or repair/replace the damaged item.

Minor Discipline Actions

<i>First Offense:</i>	<i>Second Offense:</i>	<i>Third Offense:</i>
a. Remind student of the rule, and b. Counsel student in correct conduct.	a. Reprimand, stating consequences, and b. Time-out, Chill Zone, Take a Break.	a. Loss of recess (length will depend on grade level, infraction, or how many times the infraction occurred previously), or b. Loss of privilege/activity, or c. Temporary dismissal to a supervised, isolated area behavior

		d. Parent contact, written and/or verbal at teachers discretion
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**The fourth minor offense elevates the misconduct to intermediate status.*

B. Intermediate Misconduct: Behaviors whose frequency interrupts, impedes, or prevents school procedures but does not present a direct threat to the health and safety of others is considered intermediate misconduct infractions. This includes misconducts for which administrative action may be required to correct the serious educational consequences of the misbehavior.

- Continued or excessive minor misconduct.
- Offensive/abusive language or gestures.
- Using forged notes.
- Lying and dishonesty.
- Cheating.
- Leaving a class or the school building without permission.
- Bullying (see policy JICK).

Intermediate Discipline Actions

<i>First Offense:</i>	<i>Second Offense:</i>	<i>Third Offense:</i>
a. Counsel student(s) involved, and b. Possible temporary removal from the activity, and c. Written notification to parents, and d. One-hour detention. e. If behavior warrants, dismissal from school for the remainder of the day.	a. All of a, b, and c above, and b. One-day, in-school suspension, and c. Parent conference.	a. All of a, b, and c above, and b. Two-day, out-of-school suspension (see policy JICDD), and c. Parent conference, and d. Referral to Superintendent, and e. Possible referral to an appropriate professional or outside agency.

**The fourth intermediate offense elevates the misconduct to major status.*

C. Major Misconduct: Violations which endanger the health, safety, and security of others or the school. This includes acts which may be considered criminal, but can generally be handled by implementing school disciplinary options.

- Continued or excessive intermediate misconduct.
- Fighting.
- Threatening by word or act to do violence to others.
- Stealing.
- Possessing, handling, transmitting, concealing, or using fireworks of any kind.
- Participating in any form of unauthorized gambling.
- Major safety violation.
- Causing or attempting to cause damage to school or private property.
- Refusing to comply with directive from an employee

Major Discipline Actions

<i>First Offense:</i>	
a.	Automatic suspension from school, which will be referred to the Superintendent (JICDD), &
b.	Parent conference, and, if applicable,
c.	Restitution.

D. Severe Misconduct: These acts are clearly criminal. Serious violations which require administrative action that may result in the removal of the student from the school, intervention of the law enforcement authorities, and other School Board action.

- Using or possessing drugs or alcohol.
- Arson discipline
- Assault and battery on any individual.
- Bomb threats
- Possession of weapons. (see policy pg. #43 JICI)
- Possession of firearms (automatic expulsion).
- Extortion.
- Vandalism of a criminal nature.
- Theft, possession, or sale of stolen property.
- Using or possessing any type of tobacco product.
- Truancy: leaving school property without permission, being absent from school without parental consent.
- Possessing, handling, transmitting, or concealing pornographic or sexually explicit material.

Discipline Actions

<i>First Offense:</i>	
d.	Automatic suspension from school, which will be referred to the Superintendent (JICDD).
e.	Removal from school.
f.	Parental contact.
g.	Violations of severe misconduct acts #1-12 will be referred to law enforcement authorities.
h.	Expulsion

School Activities and Field Trips

1. Standards of conduct are the same for any school-related activity.
2. No student shall participate in an off-campus, school-related activity or field/class trip while under school suspension.
3. Any student who violates the discipline policy during a field trip or off-campus, school-related activity will not be allowed to participate in the next field trip or off-campus, school-related activity.
4. At the discretion of the Principal, a student may be denied participation in school activities, or field trips due to prior violations of the school district discipline policy.

Appeals Process:

In the event that a parent is unhappy with the discipline process, the following procedure must be followed:

Step 1: Make an appointment and discuss the problem with the teacher.

Step 2: If not satisfied with step 1, make an appointment and discuss the matter with the Principal.

Step 3: If not satisfied with step 2, make an appointment and discuss the matter with the Superintendent of Schools.

Step 4: If not satisfied with step 3, call the Superintendent's secretary and ask to be placed on the agenda for the next School Board Meeting. The parent will be given the choice of speaking in a public or nonpublic session.

Step 5: The School Board will render its decision on the matter within three (3) working days. **The decision of the School Board is final.**

First Reading & Adoption – 11/6/01

Dress Code (reference SAU Policy JICA)

Appropriate dress and grooming is the responsibility of the parents and the students themselves. If a question arises relative to apparel, a decision will be left to the discretion of the teacher and the principal. ***Students who do not comply with the dress code will be subject to disciplinary action that may include being sent home.***

The following basic rules apply to proper dress for our school:

- All clothing must be clean, neat, and acceptable by school standards.
- Appropriate footwear must be worn. No footwear that endangers a child's safety may be worn; i.e. high platforms, heels, or backless sandals. In the winter, children must wear boots on the playground. No footwear is to be worn that is destructive to or defaces school property.
- Nothing is to be worn that is overly distracting or revealing, or in any way interferes with the normal classroom procedures. Examples would include, but are not limited to, short skirts/shorts, halter tops, spaghetti strap tops, garments that expose the midriff, etc.
- Any clothing that promotes alcohol, drugs, or tobacco is prohibited, as is any clothing that carries messages that are sexual, obscene, profane, vulgar, harassing, demeaning in nature or alludes to any of the above.
- No hats, or bandannas are to be worn in the school building as a head covering and masks are not to be worn on school grounds unless as PPE .

Drug Abuse (reference SAU policy JICH)

Students are not allowed to bring or use controlled substances to school. The use of tobacco (smoking or chewing), drugs or alcohol are unlawful. To some parents this may seem unlikely to happen in a small school, but we must stress the seriousness of such activities to make clear the danger involved. Medications prescribed by a doctor shall be administered in accordance with School Board Policy

Field Trips (reference SAU Policy IJOA)

Field trips are scheduled throughout the school year to enhance the curriculum and to introduce students to area resources. ***Participation on a field trip is a privilege, not a right.*** Any student who does not meet the school standard for conduct may be excluded from a field trip.

- Students who do not meet the school standard for appropriate behavior may be excluded from a field trip. It is not the intent of the staff or administration to use participation on a

field trip as a whole class punishment, but as an individual consequence for a pattern of chronic misbehavior. The principal will determine exclusion from a field trip, after consultation with the classroom teacher(s). Parents will be notified if their child is considered ineligible for participation on a field trip.

- The student discipline code is in effect at all times while on a field trip, both on and off school property. A student who displays inappropriate behavior while on a field trip will automatically lose the next field trip. **Any student who exhibits severe violations of the code of student conduct while on a field trip will face disciplinary action, which may include removal from all field trips for the remainder of the school year.**

Parents will receive notification of field trips and will be asked to sign the Field Trip Permission Form and Medication Authorization Form. Students will not be allowed to attend field trips without a written permission slip. **No verbal permission will be allowed.**

When a bus is used to transport students, all students must ride the bus to and from the location of the field trip. The only exception will be for a student to ride with his or her *own* parent or guardian. **No exceptions will be made.** The supervising teacher must be notified in writing by the parent or guardian that the student will be riding home with the parent.

Students who do not attend field trips must attend school on the day(s) of the field trip. Arrangements will be made for alternative instruction to be provided for students who do not attend.

If medication must be administered during a field trip or other school activity off campus, you must deliver an original labeled container with the appropriate dosage for the day (your pharmacy can provide you with the appropriate container). If we do not receive medication in an original container with the appropriate dose, your child will not receive medication while attending the school activity.

Fire Drills (reference SAU policy EBB, EBCB, and EBCA)

Fire drills are required at regular intervals by state law. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly and quietly as possible.

1. All staff and students will leave the building.
2. There should be no talking while leaving the building.
3. Teachers will account for all students once outside.
4. Students will file back into the building using the same procedures as when they exited.
5. Fire exits are clearly marked in each room and teachers will explain the procedures to be followed.

Formative Assessments (Homework and Classwork) (reference SAU Policy IKB)

Homework and Classwork are important formative assessments as they are extensions of the learning that take place in school. Formative Assessments provides practice, reinforces classroom learning, and offers opportunities for independent study, research, and creative thinking. Parents can help their children by arranging a quiet, comfortable place for the students to work and by ensuring their assignments are completed.

What follows is a framework for students in grades 2- 6 for creating an environment in which children can become organized, responsible, and independent learners. Hopefully, by explaining and expecting these qualities, students will understand what they need to do to become the students we all hope for when they leave us.

- If a student consistently doesn't complete their homework assignments, the teacher will reach out to family to schedule time for the student to stay after school to make up missing work and make up for lost learning.

Guidelines

1. All papers will be clearly and completely labeled with full name, date, and assignment on the right-hand side of the paper. If this is not done consistently, papers will not be accepted and will be considered incomplete work.
2. Assignment books are useful tools if used appropriately. Students in all grades will be provided with a planner and communication folder at the beginning of the school year. All students will be expected to complete their assignment books as directed.
3. Tests or projects MAY be redone at the teacher's discretion to achieve competency.

Lost and Found

All clothing found in the building or on the playground will be placed in a lost and found container located in the office.

Make-up work-for Illness, Absence & Suspension

Students who are absent from school can request that the school provide make-up work for absences. Students are responsible for requesting make-up work immediately upon returning to school. We encourage students, whenever possible, to call classmates to obtain assignments so that work can be completed in a timely manner. In the case of a prolonged absence, the student will be allowed a reasonable amount of time to complete their make-up work.

If a student is suspended **out-of-school**, s/he may make up exams or turn in projects on the day the student returns following his/her suspension. Students should be encouraged to make up daily work but **will not** receive a grade for this work.

Guidelines for Makeup Work

1. If a child is absent from school, s/he will be permitted *2 days for each day of an excused absence to complete and turn in missing work. Work for unexcused absences will not be accepted for make-up. ***It is the responsibility of the student to pick up missing work.*** Each teacher will have an "Absent Folder" and all written work will be placed in it for the student to obtain ***upon his/her return to school.*** Any work that is assigned on a weekly basis such as spelling tests, current event assignments, etc., will be expected from the student on the date that it is due or the day of return from an excused absence.
2. The guideline above also includes students planning on missing school due to a family vacation or family commitment, since it is nearly impossible to predict how lesson plans and class work may have to be revised according to the needs of the students remaining in school for extended periods.
3. Advanced school work **may be** given depending on the teacher, however students must collect all or any other work when they return.

**Exceptions would be in cases of long illness more time may be permitted at the discretion of the teacher and with approval of the principal. Students should be reminded by the teacher that they have make-up work to complete, but they must understand that it is ultimately their responsibility to find out what the missed work included and to hand it in when due.*

Medication Administration (reference SAU Policy JLCD)

Prescribed medication should not be taken during the school day, if at all possible. Medication is to be administered by the school nurse, principal or other designee. Medication will be administered in school only after receiving and filing in the student's health record the following:

1. A written statement from the licensed prescriber detailing the method of taking the medication, dosage, and the time schedule of the medication.
2. A written authorization from the parent/guardian indicating the desire that the school assist the student in taking the prescribed medication.

All medication should be delivered to appropriate school personnel by the parent/guardian. All prescription medication must be delivered and contained in its original pharmacy container. The school nurse is directed to keep such medications in a locked cabinet or refrigerator. No more than a 30-day supply will be kept and maintained by the school. The school nurse is responsible for keeping accurate records regarding the administration of medication to students.

Students may possess and self-administer an epinephrine auto-injector if the student suffers from potentially life-threatening allergies. Both the student's parent/guardian and physician must authorize such self-possession and self-administration. If a student finds it necessary to use his/her auto-injector, s/he shall immediately report to the nearest supervising adult. The school nurse or building principal may maintain at least one epinephrine auto-injector, provided by the student, in the nurse's office or other suitable location. Additionally, students may possess and self-administer a metered dose inhaler or a dry powder inhaler to alleviate or prevent asthmatic symptoms, auto-injectors for severe allergic reactions, and other injectable medications necessary to treat life-threatening allergies. Both the student's parent/guardian and physician must authorize such self-possession and self-administration.

Students shall not share any prescription or over-the counter medication with another student. Notice of this prohibition will be provided in student handbooks. Students acting in violation of this prohibition will be subject to discipline consistent with applicable Board policies.

PET POLICY (reference SAU Policy IMG-R)

ANIMALS IN THE SCHOOL

1. The Board recognizes that under the proper conditions, animals can be an effective teaching aid. In order to protect both children and animals, the following guidelines are adopted for use in all schools in the district.
 - a. The bringing of animals into the classroom must not violate city/state/federal ordinances.
 - b. The only animals and animal products (e.g., owl feces for dissection) allowed in a classroom must be for a specific and appropriate educational purpose and shall be allowed for the amount of time necessary to achieve the educational goal.

- c. Precautions should be taken to minimize transmission of all diseases and injuries (e.g., Salmonella, rabies, ringworm, bites, scratches, etc.)
 - d. All animals must be in good physical condition and vaccinated against transmittable diseases. Dogs, cats, and ferrets require proof of current rabies vaccination. Animals are to be kept clean and free of intestinal parasites, fleas, ticks, mites, and lice.
 - e. Certain groups of people may be more susceptible to diseases, including infants, children, pregnant women, and those with weakened immune systems. Consult with parents to determine special considerations needed for children who are immunocompromised, who have allergies, or who have asthma.
 - f. The teacher will be responsible for the proper control of animals brought to school for instructional purposes, including the effective protection of children when animals are in the school. This will include keeping the animal in an appropriate cage or container, supervising human-animal contact, and handling fecal material in a sanitary manner.
 - g. No animals are to be allowed to run freely in the classrooms, food areas, or activity areas.
 - h. Areas should be designated for animal contact. Such areas should be properly cleaned regularly and after animal contact. Food or drink should not be consumed in these areas.
 - i. All fecal material must be cleaned from the cage of any mammal or bird on an as needed basis (at a minimum of one time per week), and appropriate sanitizer used. Reptiles, fish, and insects must be cared for in a manner to minimize odor and maintain health. Persons cleaning cages must wear gloves, masks, and glasses or goggles. Cleaning should be performed by people older than 5 years and under the supervision of an adult. Ideally, cleaning should be performed when other children are not in the room.
 - j. Wash hands after contact with animals, animal products, or their environment. Hand hygiene should be stressed, using verbal and written educational materials.
 - k. Certain animals pose additional risks and contact should not be permitted with young children.
 - l. Wild or exotic animals are not permitted in classrooms, unless under the control of a professional.
2. It will be the responsibility of the teacher to provide a plan of care for classroom housed animals in the event of an emergency school closing which might cause disruption of the routine care of the animals. In each school where these animals are housed, there should be a plan whereby the staff member who visits the school daily during the emergency closing will be aware of the animals' presence and see to their care. If no staff member visits the school daily in such circumstances, the teacher is responsible for the daily care of the animal(s).
 3. Teachers must be contacted prior to having animals in their classroom. No animal shall be at school unless the teacher involved is familiar with the appropriate care, feeding, and handling of that animal and of any potential dangers caused by that animal. It shall be the responsibility of the teacher to become familiar with each animal as it relates to the well being of the individual students in that particular classroom.
 4. The principal shall be advised of any animals to be housed in the classroom. At the

principal's discretion, permission to keep the animal may be denied based on these considerations: (1) the purpose for the animal's presence, (2) the ability of the teacher to control the animal, and/or (3) the past practice in the classroom.

5. Unauthorized Animals on School Grounds
6. Unauthorized animals are not allowed in school buildings or on school grounds. Children and staff will be instructed to keep their own animals off the school grounds. The appropriate town official will be called and requested to impound all animals taken into custody by school personnel.
7. The Superintendent shall develop procedures stating which animals are unauthorized as well as proper handling and caging procedures of animals in buildings or on school grounds.
8. Service animals will be exempt from this policy.

Legal References:

National Association of State Public Health Veterinarians, Inc., Compendium of measures to Prevent Disease Associated with Animals in Public Settings, 2006. <http://www.nasphv.org/documents/Compendia.html>

Progress/Report Card

The ALMA student management system is used to indicate a student's academic performance and work study habits in each of his/her subjects. Parents and students have digital access to this platform.

A Report Card for each student will be printed (and/or emailed) at the end of each Trimester. It is the responsibility of the student to see that their parents receive the reports. Parents need to sign the reports and return them to their classroom teachers within three days of the reports being issued.

Promotion/Retention Policy (reference SAU Policy IKE)

Promotion or non-promotion is based on a careful examination of all the facts at hand. The following criteria shall be used in determining the placement and/or retention of a pupil.

<i>**Maturity</i>	<i>**Academic performance</i>
<i>**Record of attendance</i>	<i>**Social/Emotional development</i>
<i>**Previous retention</i>	<i>**Chronological age</i>
<i>**Teacher recommendations</i>	<i>**Parental support</i>
<i>**Relevant test results</i>	<i>**Evaluations</i>
<i>**Past performance</i>	

If a child's progress is unsatisfactory, every effort shall be made to keep the parents informed of the progress. Again, parents are encouraged to ask about their child's progress in school.

School Emergency Form

The emergency form is found in the packet sent home with your child(ren) on the first day of school. It is very important that it be completed and returned to school immediately. If there are any changes throughout the year, please contact the school.

Texts and Library Books (reference SAU Policy JQ)

Textbooks are loaned to students free of charge. However, students and families are responsible for and will be expected to pay for lost or damaged books. The amount charged for a lost or damaged textbook, library book, or resource book will be determined by the administration, based on the original value, condition, and age of the book. **Students must cover all textbooks.**

Valuables

It is recommended that students leave all valuables at home. The school and staff cannot be responsible for valuables and personal possessions that students bring to school. If special circumstances make it necessary for a student to bring money or other important possessions to school, these items can be safeguarded by leaving the item or items at the office or by making arrangements with the homeroom teacher.

Vandalism (reference SAU Policy ECAC)

Our school building and equipment (including textbooks and Library books) cost the taxpayers money to purchase and maintain. ***Students who destroy or vandalize school property will be required to pay for losses or damages. If students willfully destroy school property, suspension and/or expulsion may result.*** If a student happens to damage something by accident, he/she should notify a teacher or an administrator.

SAU #58 POLICIES & PROCEDURES

Our policies are digital living documents. A complete list of current policies can be found in our SAU 58 Policy Book at [BoardDocs](#) under the “Policies” menu. These are also listed by categories and are searchable.

The following pages contain a list of our most frequently requested policies :

Section 504 Non-Discrimination Policy

Applicants for admission and employment, students, parents, employees, sources of referral, and all unions or professional organizations holding collective bargaining or professional agreements with School Administrative Unit #58 are hereby notified that the districts of SAU #58 do not discriminate on the basis of race, color, religion, national origin, marital status, gender, age, or disability in admission, or access to, or treatment or employment in, their programs and activities.

Any person having inquiries regarding the compliance of School Administrative Unit #58 with the regulations or implementing of *Section 504 of the Rehabilitation Act of 1973* and the *Americans with Disabilities Act* is directed to contact:

Student Services Administrator
Section 504 Coordinator
15 Preble Street
Groveton, NH 03582
Tel: 603-636-2492

TITLE IX GRIEVANCE PROCEDURE

Any student or employee of this district who believes he or she has been discriminated against, denied a benefit, or excluded from participating in any district education program or activity may file a written complaint with the Title IX Coordinator, who is the designated Title IX compliance administrator for SAU #58.

The compliance administrator shall review the complaint and respond to the complainant within ten days after receipt of the written complaint. If the complainant is not satisfied with such a response, he or she may submit a written appeal to the superintendent.

NOTICE OF RIGHTS PURSUANT TO RSA 186-c:16-B, STATUTE OF LIMITATIONS FOR SPECIAL EDUCATION CLASSES

The state and federal education laws (NH Revised Statutes Annotated Chapter 186-C and Title 20, United States Code, Sections 1400-1415) require that the school district offer a “free and appropriate public education” to all educationally disabled children.

These statutes define educationally disabled children as children suffering from certain enumerated disabilities who are between the ages of three and twenty-two and who have not yet obtained a high school diploma.

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

If you suspect that your child is educationally disabled and qualifies for such special services, you may make a written referral requesting that the school district determine your child’s eligibility. Such referrals should be addressed to the Special Education Contact Person at your local school.

Student Services Administrator

15 Preble St.

Groveton, NH 03582

Tel: 603-636-2492

ASBESTOS STATEMENT

All schools in SAU #58 have been and will be inspected every three years for the presence of asbestos-containing materials. The condition of these materials will be reviewed every six months until they have been removed from the building. A plan has been developed for managing these materials while they remain in place. All reports and the asbestos areas are listed in the plan. This plan is on file at each school and can be reviewed during normal business hours.



School Administrative Unit #58

15 Preble Street ♦ Groveton, NH 03582 ♦ (603)636-1437

2026-2027

ASBESTOS MANAGEMENT PLAN ANNUAL NOTICE OF AVAILABILITY

To Staff, Parents/Guardians, and Students:

This notice serves to fulfill annual notification requirements in accordance with Section 763.93 of the Asbestos Emergency Response Act (AHERA). AHERA requires that all school buildings be visually inspected by accredited inspectors to identify all asbestos-containing building materials (ACBM) that may be present in the school environment. As required under AHERA, Stark Village School must maintain an Asbestos Management Plan (AMP) and keep the AMP on file at the school, and the School Administrative Unit Office. The AMP is available for review during school hours, Monday through Friday.

Periodic surveillance of known asbestos in Stark Village School is performed every six months by a designated person to assess the condition of the ACBM. Six-month Assessment Results are maintained and are also available for review in the AMP.

For additional information, please contact our Local Educational Agency Designee, Jaycie Whiting at 603-636-1437 or j_whiting@sau58.org

Sincerely,

Jaycie Whiting
Assistant Business Administrator SAU #58

cc: Faculty Staff
Parents/Guardians
School Website

Patricia Brown
Executive Director

Theresa Mercier
Deputy Executive Director

Michelle Mason
Student Services

Jaycie Whiting
Asst. Business Administrator

BUS STUDENTS' REGULATIONS

1. Pupils must remain seated until the bus reaches either the school or the student's home.
2. Bus drivers may assign students to designated seats.
3. Pupils are not allowed to throw anything out of the bus windows nor throw any type of object as they ride the bus.
4. Pupils are not allowed to have their hands or heads out of the bus windows at any time.
5. Pupils must cooperate and not distract the bus driver either while the bus is in motion or standing still.
6. Swearing, abusive language, loud shouting, whistling, or any major disturbances will not be tolerated.
7. Aisles are to be kept free from books, lunch boxes, and other objects.
8. Pupils who must cross the road after leaving the bus should cross in front of the bus and upon the signal from the bus driver.
9. Pupils must be ready to take the bus when it arrives. Because of the very tight schedule, drivers have been instructed not to wait for students who are not ready.
10. The bus driver is in complete charge of all children while he is taking them from or to school. Strict attention must be paid to the driver's instructions at all times so as to ensure the safety and welfare of our students.
11. Pupils are urged to make an effort to keep the bus as clean as possible. Students will be held responsible for any and all damages to the bus which is caused by them.
12. When the school bus stops at a railroad crossing, all pupils should stop talking and remain quiet while the driver checks the crossing.
13. Once a student has boarded the bus, he/she may not get off except at his/her destination. (Exceptions will be made only with a note from the principal).
14. Only authorized riders will be permitted on buses.



It must be remembered that permission to ride the bus may be taken away at any time at the discretion of the School Board and the recommendation of either the school principal or the bus driver. This bus service is provided for your welfare and convenience. As long as you do not abuse this privilege, you will be transported to and from school.

Misbehavior on the Bus

All students in our school system who ride a bus to school are subject to both bus regulations and all other school rules until they get off the bus at school or the bus stop near their home. Any misbehavior which distracts the driver is a very serious hazard to the safe operation of the vehicle, and as such, jeopardizes the safety of all passengers. Every school bus driver has been supplied with a *School Bus Incident Report* form which reflects the rules of student conduct.

Students will be cited for the following misbehaviors:

- Improper boarding and departure procedures
- Possession of injurious, harmful, or objectionable material
- Failure to remain seated while the bus is in motion
- Refusal to obey the driver
- Fighting, pushing, tripping, or otherwise bothering others

- Putting objects, hands, arms, or heads out of windows
- Throwing anything while on the bus, or into or out of the bus
- Lighting matches, igniting lighters, or smoking
- Possession or use of drugs or alcohol
- Spitting, littering
- Unnecessary noise
- Tampering with the bus equipment or controls
- Rude, discourteous, annoying conduct
- Improper language
- Destruction of property or vandalism
- Other behavior relating to safety, well-being, and respect for others

If a child is reported for any of the above activities, the principal will usually take the following disciplinary actions in accordance with the policies of each school district pursuant to RSA 189:9-a.

Special circumstances may warrant a variance from the usual procedure.

Elementary Consequences (GES/Stark Village School/Stratford Public School)

- **First Offense:** *Warning letter sent home and parents contacted.*
- **Second Offense:** *Warning letter sent home and administrative detention.*
- **Third Offense:** *3-day suspension from riding the bus. Parents must meet with an administrator before the student rides again.*
- **Fourth Offense:** *10-day suspension from riding the bus. Parents must meet with an administrator before the student rides again.*
- **Fifth Offense:** *20-day suspension from riding the bus. Parents must meet with the administrator and/or Superintendent of Schools before the student rides again.*
- **Sixth Offense:** *Student removed from the bus for the remainder of the school year.*

Groveton High School Consequences (Grades 6-12 and CTE)

- **First Offense:** *Warning letter sent home, parents contacted, and 3-day administrative detention.*
- **Second Offense:** *5-day suspension from riding the bus and a Bus Incident Report sent to the parents.*
- **Third Offense:** *10-day suspension from riding the bus and a Bus Incident Report sent to the parents. Parents must meet with an administrator before the student rides again.*
- **Fourth Offense:** *20-day suspension from riding the bus. Parents must meet with an administrator and/or the Superintendent of Schools before student rides again.*
- **Fifth Offense:** *Student removed from the bus for the remainder of the school year.*

At the principal's discretion, depending upon the severity of the offense, a suspension of bus privileges may bypass level one or level two. Nothing in the above precludes the principal from suspending a student from school, or from taking any additional appropriate disciplinary action considered necessary by the nature of the student's offense.

A parent or guardian (or student over 18 years of age) may appeal a permanent suspension of bus privileges to the Superintendent of Schools, whose decision shall be final.

Attendance Requirements While Under Bus Suspension

1. A student while under suspension from bus transportation must still attend school per RSA 193:1. Students who do not attend school due to loss of bus riding privileges will be considered truant and subject to course and attendance penalties as determined by each individual school's attendance

policies.

2. A student while under suspension from bus transportation may attend vocational classes, but the responsibility for transportation will not be that of the Northumberland School District.
3. Students who are suspended from riding the bus are subject to course credit penalties if they do not attend their classes, according to established policies of the vocational school.

SAU #58 assumes no liability or responsibility for the course credit, safety, or convenience of any student who is under disciplinary suspension from the school bus or of any student who seeks permission to use private vehicles to attend the vocational program.

Video & Audio Surveillance on School Busses (ECAF) & Video Surveillance on School Property (EEAA)

The Board authorizes the use of video and/or audio devices consistent with applicable law and School Board policies. Notwithstanding other Board policies, the Superintendent is authorized to allow video and/or audio recordings to the extent either required or prohibited by law.

Video surveillance is authorized on District property, including, without limitation, school buses and other district provided transportation, to ensure the health, welfare, and safety of all students, staff and visitors to District property and to safeguard District buildings, grounds, and equipment. (For further information please review Policy EEAA and ECAF on BoardDocs)

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The *Family Educational rights and Privacy Act* (FERPA), a Federal law, requires that all schools in SAU #58, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, school districts in SAU #58 may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the schools in SAU #58 to include this type of information from your child's education records in certain school publications. Examples include:

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.¹

If you do not want the schools in SAU #58 to disclose directory information from your child's education

records without your prior written consent, you must notify the building in writing by the end of the first full week of school.

SAU #58 has designated the following information as directory information:

- Student's Name
- Address
- Photograph
- Date and Place of birth
- Dates of Attendance
- Grade Level
- Participation in officially recognized activities and sporting events
- Weight and height of athletic team members
- Degrees, honors, and awards received

¹These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110), the education bill and 10 U.S.C. 503, as amended by section 544, the *National Defense Authorization Act for Fiscal Year 2002* (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

UNAUTHORIZED COMMUNICATION DEVICES POLICY – (POLICY JICJ) **Please review Board Docs for the complete policy

A. Purpose

The District is committed to providing students with a learning environment free from disruptions. Use of personal communication devices (cell phones, tablets, laptops, other communication devices, smartwatches, etc.) for nonacademic means often leads to disruptions in the learning environment for both individual students and the classroom.

For the purposes of this policy, 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 messages. Personal communication devices include, but are not limited to: cellphones, 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.

B. Restrictions

Student use of personal communication devices is strictly prohibited from when the first bell rings to start instructional time until the dismissal bell rings to end the academic school day (referred to as "the school day"). The school day includes lunch periods, passing time, and recesses.

Students participating in extracurricular activities, co-curricular activities, field trips or other activities outside of the school day shall abide by the rules and consequences established for personal communication devices set by the coach, instructor, sponsor or other designated supervisor for the activity. However, in no event shall personal communication devices (or any other device with photographic or recording capabilities) be used in locker rooms, bathrooms, or any other location where such use could violate another person's reasonable expectation of privacy.

If digital devices are used to enhance learning in the classroom, the District is responsible for providing District-owned devices.

If these devices are brought to school, they shall be kept with the power turned off in a student's assigned locker, backpack, or handbag. The District will not be responsible for loss, damage or theft of any electronic communication device brought to the school.

C. Exceptions

Students with medical needs, such as insulin pumps and glucose sensors, or disabilities that require

a device to support their learning as identified by their individualized education program (IEP) or plan developed under Section 504 shall be exempt from this policy.

Student Code of Conduct.

1. First Offense: Warning and confiscation of the device for the remainder of the school day.
2. Second and Subsequent Offenses: The electronic communication device will be confiscated. A disciplinary referral will be written. The student's parent/guardian must pick up the device from the principal or superintendent's office.

PARENTAL BILL OF RIGHTS POLICY – (POLICY AB)

A. New Hampshire Parental Bill of Rights

I. All parental rights are reserved to the parents of a minor child in this state without obstruction or interference from any school. These rights include, but are not limited to, the right:

1. To direct the upbringing and the moral or religious training.
2. To direct the education, including the right to choose to enroll the minor child in an assigned resident public school, a public charter school, a non-public school, including a religious school, a home education program, or any other state-based education program, as authorized by law, as an alternative to public education, as set forth in RSA 193:1 and RSA 194-F:1, et seq.
3. To request that a minor child be enrolled in a public school other than the public school assigned to them by their residence to avoid a manifest educational hardship, as set forth in RSA 193:3.
4. To enroll his or her minor child in gifted or special education programs if the child qualifies for such programs.
5. To inquire of the school or school personnel and promptly receive accurate, truthful, and complete disclosure regarding any and all matters related to their minor child, unless an immediate answer Board Policy Manual NHSBA Policy Management Console cannot be provided when the initial request is made, in which case, the answer shall be provided no later than 10 business days after the request.
6. To be informed of the school's policy regarding discipline policies and procedures, as set forth in RSA 193:13.
7. To obtain access for a minor child to public curricular courses and co-curricular programs offered by the local school district where the student resides while choosing to enroll their child in a non- public, public chartered, home education, or any other state-based education program, as set forth in RSA 193:1-c and RSA 194-F:2, II(d).
8. To inspect any instructional material used as part of the educational curriculum within a reasonable period following a request, as set forth in 20 U.S.C. section 1232h(c)(1)(C).
9. To opt out of health or sex education and any other objectionable material, as set forth in RSA 186:11, IX-b and IX-c.
10. To be advised of and have the right to opt the minor child out of any nonacademic survey or questionnaire.
11. To opt out of any district-level data collection relating to his or her minor child not required by federal or state law.
12. To exempt their public-school minor child from participating in required statewide assessments in English, language arts, mathematics, and/or science, as set forth in RSA 193-C:6.
13. To receive information regarding the level of achievement and academic growth of their minor child in the state academic assessments in English, language arts, mathematics, and/or science, as set forth in the Every Student Succeeds Act, 20 U.S.C. section 1112 (e)(1)(B)(i).
14. To receive a school report card and be informed of his or her minor child's attendance requirements and compliance with such requirements.
15. To access and review all education records relating to their minor child within 10 business days after the day the school receives a request for access, as set forth in RSA 189:66, IV and 34 C.F.R.

99.5.

16. To consent in writing before the state or any of its political subdivisions, including, without limitation, any school pursuant also to the provisions of RSA 189:68, III-V, makes a video or voice recording, unless such recording is made during or as part of a court proceeding or part of a forensic interview in a criminal or other investigation by the bureau of child protective services or it is to be used solely for the purpose of a safety demonstration, including the maintenance of order and discipline in the common areas of a school or on student transportation vehicles.

17. To be notified whenever seclusion or restraint has been used on their minor child as set forth in RSA 126- U:7.

18. To access and review all medical records of their minor child maintained by a school or school personnel, unless otherwise prohibited by law.

19. To exempt their minor child from immunizations if, in the opinion of a physician, the immunization is detrimental to the child's health or because of religious beliefs, as set forth in RSA 141-C:20-a and RSA 141- C:20-c.

II. Federal law provides for additional parent and family involvement for schools that are receiving Title I, Part A; Title I, Part C (migrant); Title III, Part A (EL) funds, including:

1. The right to receive information, including student reports, in an understandable and uniform format and to the extent practicable, in a language that parents can understand, as set forth in 20 U.S.C. sections 1112(e)(4); 1114(b)(4); 1116(e)(5); and 1116(f).

2. Upon request of the parent, the right to receive information regarding state qualifications of the student's classroom teachers and paraprofessionals providing services to their minor child, as set forth in 20 U.S.C. section 1112(e)(1)(A)(i-ii).

3. The right to receive an annual local educational agency report card that includes information on such agency as a whole and each school served by the agency, as set forth in 20 U.S.C. section 1111(h)(2)(A- B)(i-iii).

WEAPONS POLICY – (POLICY JIC1)

Weapons are not permitted on school property, in school vehicles or at school-sponsored activities. This policy applies to students and members of the public alike. Student violations of this policy will result in both school disciplinary action and notification of local law enforcement authorities. Members of the public who violate this policy will be reported to local law enforcement authorities.

The term “weapons” includes, but is not limited to, firearms (rifles, pistols, revolvers, pellet guns, BB guns, etc.) knives, slingshots, metallic knuckles, firecrackers, billy-clubs, stilettos, switchblade knives, swords, canes, pistol canes, black jacks, daggers, dirk knives, explosives, incendiaries, martial arts weapons or self-defense weapons (as defined by RSA 159:24 and RSA 159:20 respectively), or any other object or substance which, in the manner it is used or threatened to be used, is known to be capable of producing death or bodily injury.

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 upon review of the specific case in accordance with other applicable law.

Pursuant to the provisions of 20 U.S.C. § 7151, Gun-Free Schools Act, the Board requires the Superintendent to contact local law enforcement authorities and/or the Division of Children and Youth Services and notify them of any student who brings a firearm or weapon on school property.

Weapons under control of law enforcement personnel are permitted.

SCHOOL CANCELLATIONS/DELAYED ENTRY

If weather conditions warrant, school may be closed or the opening delayed by two hours. A delayed opening will mean that school will begin 2 hours later. Therefore, buses will pick up students 2 hours later than usual. All families will be notified by phone using the SAU 58 Group Alert System (Apptegy/Thrillshare). Parents can also listen to the following radio and/or TV stations for notice of a delayed opening or school closing:

WCAX Channel 3

WMUR Channel 9

SEXUAL HARASSMENT

SAU #58 does not condone or tolerate any form of sexual harassment including: unwelcome sexual advances, requests for sexual favors, and/or other inappropriate words, gestures, or actions which create an intimidating and hostile learning environment. Each school will take action to eliminate inappropriate, sexually harassing behavior such as:

- grabbing, touching, or patting
- sexual propositions or rewards for sexual favors
- displaying sexually offensive pictures, magazines, notes, cartoons, jokes, or clothing
- unwanted flirtations or advances
- repeated pressure or requests for sexual activity

Any student having a complaint of sexual harassment should notify the nurse, guidance counselor, or building administrator. The building administrator shall immediately notify the Title IX Coordinator or his/her designee when a complaint is filed.

The district will promptly and thoroughly investigate any complaints of sexual harassment, and will take immediate action to resolve such complaints. No individual will suffer reprisals for reporting any incidents of sexual harassment or making any complaints

STUDENT CONDUCT

Discipline Code

The NH statutes grant authority to school officials in matters of school discipline. RSA 189:15 states: "...the school board may, unless otherwise provided for by statute or state board regulations, prescribe regulations for the attendance upon, and for the management, classification, and discipline of the schools, and such regulations, when recorded in the official records of the school board, shall be binding upon pupils and teachers." State Board regulations also state that "...the school principal shall be responsible for the internal organizational structure of the school, the programs of the school, the governance of the student body, the utilization of technology and the utilization of the plant in accordance with local school board policy and/or as directed by the Superintendent of Schools."

It is recognized that teachers and administrators need discretionary powers in invoking disciplinary actions and procedures, and in maintaining a climate conducive to learning and the protection of life and property. In any situation which potentially threatens the safety of school children, the school staff will exercise discretion for the broadest control reasonably possible under the circumstances. School staff will also exercise any reasonably necessary physical control to maintain order and to protect the safety of all persons. In those instances where the staff believes a student is so out-of-control as to be in danger of physically harming himself/herself or others, the police will be called. In all cases, the school will notify

parents as soon as possible. It is equally important that in designing the school discipline program that reasonable safeguards are developed to assure fairness and consistency in application.

Policy JIC – Student Conduct

Student conduct that causes material or substantial disruption to the school environment, interferes with the rights of others, presents a threat to the health and safety of students, employees, and visitors, violates other board Policies or is otherwise inappropriate is prohibited. Students are expected to maintain appropriate classroom behavior that allows teachers and staff to perform their professional duties effectively and without disruption.

Students will conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; and/or while attending or engaged in school activities. Students may also be disciplined for off-campus behavior in accordance with the provisions of Policies JICDD and JICK.

Terms and levels of discipline are established in Policy JICD. Disciplinary measures include, but are not limited to, removal from the classroom, detention, in-school suspension, out-of-school suspension, restriction from activities, probation, and expulsion.

Removal from the classroom means a student is sent to the building principal's office. It is within the discretion of the person in charge of the classroom to remove the student.

Detention means the student's presence is required during non-school hours for disciplinary purposes. The building principal is authorized to establish guidelines or protocol for when detention shall be served (either before school or after school.) Whether a student will serve detention, and the length of the detention, is within the discretion of the licensed employee disciplining the student or the building principal.

An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten consecutive school days.

An out-of-school suspension means the temporary denial of a student's attendance at school for a specific period of time for gross misconduct or for neglect or refusal to conform to school rules or policies.

A restriction from school activities means a student will attend school and classes and practice but will not participate in school extra-curricular activities.

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

Expulsion means the permanent denial of a pupil's attendance at school for any of the reasons listed in RSA 193:13, II and III.

Due process in accordance with all applicable laws will be afforded to any student involved in a proceeding that may result in suspension, exclusion, or expulsion. Students expelled from school may be reinstated by the Board under the provisions of RSA 193:13.

Following the suspension of a special education student, an informal evaluation of the student's placement will take place. The Individual Education Program (IEP) is evaluated to determine whether it needs to be changed or modified in response to the behavior that led to the suspension.

If a special education student's suspensions, either in or out of school, equal ten days on a cumulative basis, a staffing team will meet to determine whether the IEP is appropriate.

It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

Policy JICD – Student Discipline and Due Process

Definitions

1. Disciplinary measures include, but are not limited to, removal from the classroom, detention, in-school suspension, out-of-school suspension, restriction from activities, probation, and expulsion.
2. Removal from the classroom means a student is sent to the building principal's office. It is within the discretion of the person in charge of the classroom to remove the student.
3. Detention means the student's presence is required during non-school hours for disciplinary purposes. The building principal is authorized to establish guidelines or protocol for when detention shall be served (either before school or after school.) Whether a student will serve detention, and the length of the detention, is within the discretion of the licensed employee disciplining the student or the building principal.
4. An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten consecutive school days.
5. An out-of-school suspension means the temporary denial of a student's attendance at school for a specific period of time for gross misconduct or for neglect or refusal to conform to school rules or policies.
6. A restriction from school activities means a student will attend school and classes and practice but will not participate in school extra-curricular activities.
7. Probation means a student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension will mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms will result in immediate reinstatement of the penalty.
8. Expulsion means the permanent denial of a pupil's attendance at school for any of the reasons listed in RSA 193:13, II and III.

Standards for Removal from Classroom and Detention

Students may be removed from the classroom at the classroom teacher's discretion if the student refuses to obey the teacher's directives, becomes disruptive, fails to abide by school rules or policies, or otherwise impedes the educational purpose of the class.

Likewise, classroom teachers may assign students to detention for similar conduct.

The building principal may assign students to detention under the same standard.

Standards for In-School Suspension, Restriction of Activities, and Probation

The building principal is authorized to issue in-school suspensions, restrictions of activities, or place a student on behavior probation for any conduct that causes material or substantial disruption to the school environment, interferes with the rights of others, presents a threat to the health and safety of students, employees, and visitors, violates other board Policies or is otherwise inappropriate.

Process for Out-of-School Suspension:

The power of suspension is authorized as follows:

1. The building principal is authorized to suspend a student for 10 school days or less for gross misconduct or for neglect or refusal to conform to school district policies or rules. The principal shall consult with the Superintendent prior to issuing any suspension in excess of five (5) days.
 - a. A. Pursuant to Ed 317.04(a)(1), a suspension of 10 school days or less shall be considered a “short-term suspension” and may be issued for gross misconduct or for neglect or refusal to conform to the reasonable rules of the school under RSA 193:13,I.
2. The Superintendent is authorized to continue the suspension of any pupil for a period in excess of 10 school days. Prior to this extended suspension, the Superintendent will provide an informal hearing on the matter. The informal hearing need not rise to the level and protocol of an official hearing before the school board.
 - a. Pursuant to Ed 317.04(a)(2), a suspension in excess of 10 school days shall be considered a “long-term suspension” and may be issued for gross misconduct or for neglect or refusal to conform to the reasonable rules of the school under RSA 193:13,I; for an act of theft, destruction, or violence as defined in RSA 193-D; or for possession of a pellet paintball gun or BB gun or rifle under RSA 193:13,II.
3. Any suspension in excess of 10 school days, as described in Paragraph 2 of this Section, is appealable to the school board, provided the Superintendent receives the appeal in writing within 10 days after the issuance of the Superintendent’s decision described in Paragraph 2. Any suspension in excess of 10 school days shall remain in effect while this appeal is pending.
4. Due process standards for short-term suspensions (10 days or less) will adhere to the requirements of Ed 317.04(d)(1).
5. Due process standards for long-term suspensions (more than 10 days) will adhere to the requirements of Ed 317.04(d)(2).

Process for Expulsion

1. Any pupil may be expelled by the School Board for gross misconduct, or for neglect or refusal to conform to District rules or policies, or for an act of theft, destruction, or violence, as defined in RSA 193-D:1, or for the possession of a pellet or BB gun, rifle, or paintball gun.
2. Additionally, any pupil shall be expelled by the School Board for bringing or possessing a firearm as defined in Section 921 U.S.C. Title 18 in a safe school zone, as defined in RSA 193-D:1, unless such pupil has written authorization from the Superintendent. Any expulsion under this provision shall be for a period of not less than 12 months.
3. The District will ensure that the due process standards set forth in Ed 317.04(d)(3) are followed.
4. The Superintendent is authorized to modify the expulsion requirements of any student on a case-by-case basis.

Policy JICDD – Student Discipline/Out of School Actions

The Board recognizes that out-of-school and off-campus student conduct is not normally the concern of the Board. However, the Board also recognizes that some out-of-school and off-campus conduct may have an adverse effect upon the school, school property, or school staff.

Therefore, it shall be the policy of this Board that the Board or school administrators may impose disciplinary measures against students for some out-of-school or off-campus conduct.

Discipline may be imposed if, in the Principal's opinion, such out-of-school conduct causes a significant disruption or substantial interference with the school's educational mission, purpose, or objectives. Additionally, any off-campus or out-of-school behavior that has a strong potential to disrupt normal school operations may also be met with appropriate disciplinary actions by the Board or school

administrators.

Out-of-school and off-campus student conduct that may subject a student to discipline includes, but is not limited to:

1. Damaging school property;
2. Violence at or near the school's bus stop, either before or after the school day;
3. Drinking alcohol, using tobacco products, or using illegal drugs at or near the school bus stop, either before or after the school day;
4. Damaging the private property of school staff or employees; or
5. Any other activity the Board or administration determines impedes the general welfare of scholastic activities.

BULLYING

Any conduct which subjects a student to insults, taunts, or challenges and is likely to intimidate or provoke a violent or disorderly response is bullying. Bullying has been identified as a form of pupil harassment under RSA 193-F and as such will not be tolerated or condoned by any school in SAU #58 (See Policy JICK).

Any student who believes they are or have been bullied or who witnesses or has reliable information that a student has been subjected to bullying should report such incident(s) to the school principal or assistant principal. Once the school administration has received a report of bullying the Superintendent of Schools will be notified and an investigation in accordance with school procedures will be conducted.

If it is determined that a student has engaged in bullying conduct, that student will be subject to appropriate disciplinary action, which may include suspension and/or expulsion from school.

CYBER-BULLYING

Cyber-bullying is described as sending or posting images or text using the Internet or other digital communication devices, such as cell phones, which are considered insults, threats, teases, taunts or challenges (See Policy JICK). Cyber-bullying may occur by using the Internet, personal websites (e.g. MySpace, Facebook, etc.), email, chat rooms, message boards, instant messaging or cell phones. Cyber-bullying is another form of bullying and harassment. If cyber-bullying impacts the school community or the ability of students to be successful in school, those students responsible will be disciplined according to the discipline policy.

Cyber-Bullying and Internet Threats Reports and/or allegations of cyber-bullying will be addressed in accordance with the provisions of Board policy JICK.

Policy JICK – Pupil Safety & Violence Prevention

1. **Definitions** (RSA 193-F:3) The following definition applies to this policy.
 - a. **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 pupil which:
 1. Physically harms a pupil or damages the pupil's property;

2. Causes emotional distress to a pupil; (For the purposes of this policy, the term “emotional distress” means distress that materially impairs the student’s participation in academic or other school-sponsored activities. The term “emotional distress” does NOT include the unpleasantness or discomfort that accompanies an unpopular viewpoint.)
 3. Interferes with a pupil’s educational opportunities;
 4. Creates a hostile educational environment; or
 5. Substantially disrupts the orderly operation of the school.
 6. Imbalance of power based on a pupil’s actual or perceived personal characteristics, behaviors, or beliefs, or motivated by the pupil’s association with another person and based on the other person’s characteristics, behaviors, or beliefs.
- b. 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.
 - c. Electronic devices. Electronic devices include, but are not limited to telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, and websites.
 - d. 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.
 - e. Perpetrator. Student who engages in bullying or cyberbullying.
 - f. Victim. Student against whom bullying or cyberbullying has been perpetrated.
 1. Any reference to this policy to “parent” shall include parents or legal guardians.
2. **Statement Prohibiting Bullying or Cyberbullying of a Pupil** (RSA 193-F:4, II (a)) The Board is committed to providing all pupils 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. Students are expected to conduct themselves with respect for others and in accordance with this policy and other Board policies and school rules governing student conduct. The Board will take reasonable steps to protect all students from the harmful effects of bullying and cyberbullying that occurs at school and/or that interferes with student learning and orderly school operations. Further, in accordance with RSA 193-F:4, the District reserves the right to address bullying and, if necessary, impose discipline for bullying that:
 - a. Occurs on, or is delivered to, school property or a school-sponsored activity or event on or off school property; or
 - b. Occurs off of school property or outside of a school-sponsored activity or event, if the conduct interferes with a pupil’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.

3. **Statement prohibiting retaliation or false accusations** (RSA 193-F:4, II(b))
 - a. False Reporting
 1. 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.
 2. A school employee found to have wrongfully and intentionally accused a student of bullying shall face discipline or other consequences be determined in accordance with applicable law, District policies, procedures and collective bargaining agreements.
 - b. Reprisal or Retaliation The District will discipline and take appropriate action against any student, teacher, administrator, volunteer, or other employee who retaliates against any person who makes a good faith report of alleged bullying or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying.

1. The consequences and appropriate remedial action for a student, teacher, school administrator or school volunteer who engages in reprisal or retaliation shall be determined by the Principal after consideration of the nature, severity and circumstances of the act, in accordance with law, Board policies and any applicable collective bargaining agreements.
2. Any student found to have engaged in reprisal or retaliation in violation of this policy shall be subject to measures up to, and including, suspension and expulsion.
3. Any teacher or school administrator found to have engaged in reprisal or retaliation in violation of this policy shall be subject to discipline up to, and including termination of employment.
4. Any school volunteer found to have engaged in reprisal or retaliation in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.
4. **Process To Protect Pupils From Retaliation**
 - a. If the alleged victim or any witness expresses to the Principal or other staff member that he/she believes he/she may be retaliated against, the Principal shall develop a process or plan to protect that student from possible retaliation.
 - b. 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 retaliation.
5. **Protection of all Pupils (RSA 193-F:4, II(c))** This policy shall apply to all pupils and school-aged persons on school district grounds and participating in school district functions, regardless of whether or not such pupil or school-aged person is a student within the District.
6. **Disciplinary Consequences For Violations of This Policy (RSA 193-F:4, II(d))**
 - a. 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.
 - b. 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.
 - c. Bullying or cyberbullying of a student on the basis of sex, sexual orientation, race, color, ancestry, national origin, religion, age, marital status, familial status, pregnancy, physical or mental disability may constitute illegal discrimination under federal and/or state law
7. **Distribution and Notice of This Policy (RSA 193-F:4, II (e))**
 - a. **Staff and Volunteers**
 - (1) All staff will be provided with a copy of this policy annually. The Superintendent may determine the method of providing the policy (employee handbook, hard copy, etc.)
 - (2) The Superintendent will ensure that all school employees and volunteers receive annual training on bullying and related district's policies.
 - b. **Students**
 - (1) All students will be provided with a copy of this policy annually. The Superintendent may determine the method of providing the policy (student handbook, mailing, hard copy, etc.)
 - (2) Students will participate in an annual education program which sets out expectations of student behavior and emphasizes an understanding of harassment, intimidation, and bullying of students, the District's prohibition of such conduct and the reasons why the conduct is destructive, unacceptable, and will lead to discipline. Students shall also be informed of the consequences of bullying conduct toward their peers.

- c. The Superintendent, in consultation with staff, may incorporate student anti-bullying training and education into the district's curriculum, but shall not be required to do so.
 - d. Parents All parents will be provided with a copy of this policy annually. The Superintendent may determine the method of providing the policy (parent handbook, mailing, etc.). Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:
 - 1. Report bullying when it occurs;
 - 2. Take advantage of opportunities to talk to their children about bullying;
 - 3. Inform the school immediately if they think their child is being bullied or is bullying other students;
 - 4. Cooperate fully with school personnel in identifying and resolving incidents
 - e. Additional Notice and School District Program. The Board may, from time to time, host or schedule public forums in which it will address the anti-bullying policy, discuss bullying in the schools, and consult with a variety of individuals including teachers, administrators, guidance counselors, school psychologists and other interested persons.
8. **Procedure for Reporting Bullying** (RSA 193-F:4, II(f)) At each school, the Principal or designee shall be responsible for receiving complaints of alleged violations of this policy.
- a. **Student Reporting**
 - 1. Any student who believes he or she has been the victim of bullying should report the alleged acts immediately to the Principal. If the student is more comfortable reporting the alleged act to a person other than the Principal, the student may tell any school district employee or volunteer about the alleged bullying.
 - 2. Any school employee or volunteers who witnesses, receives a report of, or has knowledge or belief that bullying may have occurred shall inform the Principal as soon as possible, but no later than the end of that school day.
 - 3. The Principal may develop a system or method for receiving anonymous reports of bullying. Although students, parents, volunteers and visitors may report anonymously, formal disciplinary action may not be based solely on an anonymous report. Independent verification of the anonymous report shall be necessary in order for any disciplinary action to be applied.
 - 4. The administration may develop student reporting forms to assist students and staff in filing such reports. An investigation shall still proceed even if a student is reluctant to fill out the designated form and chooses not to do so.
 - 5. Upon receipt of a report of bullying, the Principal shall commence an investigation consistent with the provisions of Section 12 of this policy.
 - b. **Staff Reporting**
 - 1. An important duty of the staff is to report acts or behavior that they witness that appears to constitute bullying.
 - 2. All district employees and volunteers shall encourage students to tell them about acts that may constitute bullying. For young students, staff members may provide direct assistance to the student.
 - 3. Any school employee or volunteers who witnesses, receives a report of, or has knowledge or belief that bullying may have occurred shall inform the Principal as soon as possible, but no later than the end of that school day.

Upon receipt of a report of bullying, the Principal shall commence an investigation consistent with the provisions of Section 12 of this policy.

9. **Procedure for Internal Reporting Requirements** (RSA 193-F:4, II(g)) In order to satisfy the reporting requirements of RSA 193-F:6, the Principal or designee shall be responsible for completing all New Hampshire Department of Education forms and reporting documents of substantiated incidents of bullying. Said forms shall be completed within 10 school days of any substantiated incident. Upon completion of such forms, the Principal or designee shall retain a copy for himself and shall forward one copy to the Superintendent. The Superintendent shall maintain said forms in a safe and secure location.
10. **Notifying Parents of Alleged Bullying** (RSA 193-F:4, II(h)) The Principal shall report to the parents of a student who has been reported as a perpetrator of bullying within 48 hours of receiving the report. Such notification may be made by telephone, writing or personal conference. The date, time, method, and location (if applicable) of such notification and communication shall be noted in the report. All notifications shall be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).
11. **Waiver of Notification Requirement** (RSA 193-F:4, II(i)) The Superintendent may, within a 48 hour time period, grant the Principal a waiver from the requirement that the parents of the alleged victim and the alleged perpetrator be notified of the filing of a report. A waiver may only be granted if the Superintendent deems such a waiver to be in the best interest of the victim or perpetrator. Any waiver granted shall be in writing.
12. **Investigative Procedures** (RSA 193-F:4, II(j))
- a. Upon receipt of a report of bullying, the Principal shall, within 5 school days, initiate an investigation into the alleged act. If the Principal is directly and personally involved with a complaint or is closely related to a party to the complaint, then the Superintendent shall direct another district employee to conduct the investigation.
 - b. The investigation may include documented interviews with the alleged victim, alleged perpetrator and any witnesses. All interviews shall be conducted privately, separately and shall be confidential. Each individual will be interviewed separately and at no time will the alleged victim and perpetrator be interviewed together during the investigation.
 - c. If the alleged bullying was in whole or in part cyberbullying, the Principal may ask students and/or parents to provide the District with printed copies of emails, text messages, website pages, or other similar electronic communications.
 - d. A maximum of 10 school days shall be the limit for the initial filing of incidents and completion of the investigative procedural steps.
 - e. Factors the Principal or other investigator may consider during the course of the investigation, including but not limited to:
 - i. Description of incident, including the nature of the behavior;
 - ii. How often the conduct occurred;
 - iii. Were there were past incidents or past continuing patterns of behavior;
 - iv. The characteristics of parties involved, (name, grade, age, etc.);
 - v. The identity and number of individuals who participated in bullying behavior;
 - vi. Where the alleged incident(s) occurred;
 - vii. Whether the conduct adversely affected the student's education or educational environment; Whether the alleged victim felt or perceived an imbalance or power as a result of the reported incident; and
 - viii. The date, time and method in which parents or legal guardians of all parties involved were contacted.
 - ix. The Principal shall complete the investigation within 10 school days of

receiving the initial report. If the Principal needs more than 10 school days to complete the investigation, the Superintendent may grant an extension of up to 7 school days. In the event such extension is granted, the Principal shall notify in writing all parties involved of the granting of the extension.

- x. Whether a particular action or incident constitutes a violation of this policy shall require a determination based on all facts and surrounding circumstances and shall include recommended remedial steps necessary to stop the bullying and a written final report to the Principal
- xi. Students who are found to have violated this policy may face discipline in accordance with other applicable board policies, up to and including suspension. Students facing discipline will be afforded all due process required by law.

13. **Response to Remediate Substantiate Instances of Bullying** (RSA 193-F:4, II(k))

- a. Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of bullying or retaliation may range from positive behavioral interventions up to and including suspension or expulsion of students and dismissal from employment for staff members.
- b. Consequences for a student who commits an act of bullying or retaliation shall be varied and graded according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim, and take corrective action for documented systematic problems related to bullying.

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

- i. Admonishment
- ii. Temporary removal from classroom
- iii. Deprivation of privileges
- iv. Classroom or administrative detention
- v. Referral to disciplinarian
- vi. In-school suspension
- vii. Out-of-school suspension
- viii. Expulsion

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

- i. Restitution
- ii. Mediation
- iii. Peer support group
- iv. Behavior assessment
- v. Student counseling
- vi. Parent conferences
- vii. Victim's Remediation. It is recognized the victim may be traumatized by a bullying event. The school will use all due precautions to assist the victim in coping with a bullying incident. This may include counseling and appropriate referrals as deemed appropriate by the principal.

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying. The Board encourages the Superintendent to work collaboratively with all staff members to develop responses other than traditional

discipline as a way to remediate substantiated instances of bullying.

14. **Reporting of Substantiated Incidents to the Superintendent** (RSA 193-F:4, II(l)) The Principal shall forward all substantiated reports of bullying to the Superintendent upon completion of the Principal's investigation.
15. **Communication With Parents Upon Completion of Investigation** (RSA 193-F:4, II(m))
 - a. Within two school days of completing an investigation, the Principal will notify the students involved in person of his/her findings and the result of the investigation.
 - b. The Principal will notify via telephone the parents of the alleged victim and alleged perpetrator of the results of the investigation. The Principal will also send a letter to the parents within 24 hours again notifying them of the results of the investigation.
 - c. If the parents request, the Principal shall schedule a meeting with them to further explain his/her findings and reasons for his/her actions.
 - d. In accordance with the Family Educational Rights and Privacy Act and other laws concerning student privacy, the District will not disclose educational records of students including the discipline and remedial action assigned to those students and the parents of other students involved in a bullying incident.
16. **Appeal**
 - a. For non-disciplinary remedial actions where no other review procedures govern, the parents of the pupils involved in the bullying shall have the right to appeal the Principal's decision to the Superintendent in writing within five (5) school days. The Superintendent shall review the Principal's decision and issue a written decision within ten (10) school days. If the aggrieved party is still not satisfied with the outcome, the aggrieved party may file a written request for review by the School Board within ten (10) school days of the Superintendent's decision. The School Board will adhere to all applicable New Hampshire Department of Education administrative rules.
 - b. The procedures under RSA 193:13, Ed 317, and District policies establish the due process and appeal rights for students disciplined for acts of bullying.
 - c. The School Board or its designee will inform parents of any appeal rights they may have to the New Hampshire State Board of Education.
17. **School Officials** (RSA 193-F:4, II(n)) The Superintendent of Schools is responsible for ensuring that this policy is implemented. In order to facilitate the implementation of this policy.
18. **Capture of Audio Recordings on School Buses** Pursuant to RSA 570-A:2, notice is hereby given that the Board authorizes audio recordings to be made in conjunction with video recordings of the interior of school buses while students are being transported to and from school or school activities. The Superintendent shall ensure that there is a sign informing the occupants of school buses that such recordings are occurring.
19. **Use of Video or Audio Recordings in Student Discipline Matters** The District reserves the right to use audio and/or video recording devices on District property (including school buses) to ensure the health, safety and welfare of all staff, students and visitors. Placement and location of such devices will be established in accordance with the provisions of Policies EEAA, EEAE and ECAF.
 - a. In the event an audio or video recording is used as part of a student discipline proceeding, such video may become part of a student's education record. If an audio or video recording

- does become part of a student's education record, the provisions of Policy JRA shall apply.
- b. The Superintendent is authorized to contact the District's attorney for a full legal opinion relative in the event of such an occurrence.

Legal References:

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

Policy JLDDBA – Behavior Management & Intervention

It is the policy of the Board to promote good behavior in a safe and orderly environment where all students can be fully engaged in the learning process. To ensure that our students and staff are protected against disruptive behavior, the board directs the Superintendent to set forth procedures for behavior management and interventions that are designed to maintain a positive environment conducive to learning. Student conduct that disrupts class work, involves disorder, or invades the rights of others will not be tolerated and may be cause for suspension or other disciplinary action. The administration of disciplinary action will focus both on consequences and on changing or managing inappropriate behavior. It is important that there be careful evaluation of the individual situation so that the school's response to the student is appropriate. If the student has an Individualized Education Program (IEP), the process will follow federal and state laws governing special education. All available resources should be utilized, including preventive and responsive interventions to support students' needs. These interventions should include psychological, curricular, and behavioral services, which should take place within classrooms, schools, and alternative settings. Exclusion from the classroom should be the disciplinary action of last resort. The Superintendent will also ensure that classroom behavior management skills are addressed through professional development, and that there is an adequate system of record keeping regarding disciplinary infractions and interventions. The use of corporal punishment is prohibited in District schools. This policy will be reviewed on an ongoing basis in accordance with the Board's policy review process.

Student Rights

1. All students (in matters of discipline) are entitled to treatment that is fair, consistent, and appropriate to the infraction or offense.
2. All students have the right to be informed of the school rules and procedures by which the school is governed and by which discipline may be exercised.

Student Responsibilities

1. Students have the responsibility to be aware of all rules and regulations for student behavior and to conduct themselves in accordance with them.
2. Students have the responsibility to assume that until a rule is waived, altered, or repealed it is in full effect.

Suspension - Due Process

Students who fail to abide by the rules and regulations of the school and whose actions interfere with the educational process may be reprimanded, given detention, suspended, or dismissed.

If it becomes necessary to consider suspending a student the following actions will be taken:

1. The student will be told the reason why he/she has been sent or called to the office and by whom.
2. The student will have an opportunity to speak on his/her own behalf.
3. Following the student's explanation, a decision shall be made relative to the necessary action to be taken.
4. Whenever an incident occurs that may lead to a suspension, the principal or assistant principal shall proceed in the following manner.
 - A. Immediately remove a student whose conduct disrupts the academic atmosphere of the school,

endangers fellow students, teachers, or school officials, or damages property. Except in cases of disruption where circumstances make it vital that one or several pupils be removed from the school property immediately, no pupil shall be released from the school day without notifying the parent in person or by telephone.

- B. If possible, a written notice will be mailed to the student and parents within 24 hours stating the reason for the removal from school. An attempt will be made to reach the parent or guardian by phone to inform them of the suspension.

Appeals Process

In the event that a parent or student is not satisfied with the discipline process, the following procedure must be followed:

- **Step 1:** Make an appointment and discuss the problem with the teacher.
- **Step 2:** If not satisfied with Step 1, make an appointment and discuss the matter with the Principal.
- **Step 3:** If not satisfied with Step 2, make an appointment and discuss the matter with the Superintendent of Schools.
- **Step 4:** If not satisfied with Step 3, call the Superintendent's office and ask to be placed on the agenda of the next School Board meeting. The decision of the School Board is final. *(Please note – only external suspensions are appealable to the School Board)*

SUICIDE PREVENTION EDUCATION IN SCHOOLS

In accordance with SB 282-FN: RSA 193-J:

1. All school faculty and staff will receive a minimum of 2 hours of training in suicide awareness and prevention every year. This is to include suicide risk factors, warning signs, protective factors, response procedures, referrals, post-intervention, and resources available within the school and community.
2. Students will be educated, taking into consideration developmental factors, in the importance of safe and healthy choices and coping strategies, recognizing risk factors and warning signs, mental health disorders and suicide in oneself and others, and providing help-seeking strategies for oneself or others, including how to engage school resources and refer friends for help.
3. Parents and guardians play a key role in youth suicide prevention, and it is important for the school district to involve them in suicide prevention efforts. While parents and guardians need to be informed and actively involved in decisions regarding the student's welfare, the school counselor/administrator(s) should ensure that the parents' actions are in the best interest of the student.

RISK FACTORS/WARNING SIGNS

<u>Risk Factors:</u> No student is immune from suicide, some students face increased risk.	<u>Warning Signs:</u> Is an indication that someone might be having thoughts of suicide. Most people give clues or signals of their intentions.
• Mental health needs • Substance use • Adverse life events • Hopelessness, social isolation, poor problem solving skills • Access to guns	• Significant differences in appearance and mood • Extreme withdrawal • Increase in risky behavior • Decreased interest in things they once enjoyed • Verbalizing suicidal ideations

RESPONSE PROCEDURE

Below is a review of our school's protocol for assisting potentially suicidal students, including key contacts who you can approach when concerned about a student. There are different levels of risk (low, moderate and high). Designated school personnel will assess the level of risk and make a plan accordingly.

1. When there is knowledge of a potentially suicidal student (whether directly, or indirectly through someone else, or even in a written assignment) the student will not be left alone.
2. Staff will accompany the student to the School Counselor or Administrator's office.
3. The School Counselor, School Psychologist or School Administrator will conduct a suicide risk or self-harm assessment.
4. The School Counselor, School Psychologist or School Administrator will immediately contact the student's parent(s) or guardian.
5. Recommendations and referral information for services will be provided to parent(s) or the student's guardian.
6. The School Counselor, School Psychologist or School Administrator will document the process when a suicide or self-harm assessment is conducted, additionally contact with parent(s) or guardian will be made, and referral services recommended (if applicable).

Due to strict confidentiality requirements, information will only be given on a need to know basis.

RE-ENTRY PROCEDURE

For students returning to school after a mental health crisis (e.g., mental health evaluation, suicide attempt or psychiatric hospitalization), whenever possible, the school counselor and principal, or designee shall meet with the student and their parents or guardians. This meeting shall address next steps needed to ensure the student's readiness to return to school and a safety plan for the first day back. Following a student mental health evaluation or hospitalization parents will be recommended to provide mental health or hospitalization documentation.

1. A re-entry meeting will take place with the parents and students (e.g., whether or not the student will be required to make up missed work, the nature of check-in/check-out visits, etc.). Any necessary accommodations shall also be discussed and documented.
2. While not a requirement for re-entry, the school may coordinate with the hospital and any external mental health providers to assess the student for readiness to return to school.
3. The designated staff person shall periodically check-in with the student, as appropriate, to help with readjustment to the school community and address any ongoing concerns, including social or academic concerns.
4. The administration shall disclose to the student's teachers and other relevant staff (without sharing specific details of mental health diagnoses) that the student is returning after a medically-related absence and may need adjusted deadlines for assignments. The school-employed mental health professional shall be available to teachers to discuss any concerns they may have regarding the student after re-entry.

POSTVENTION

The crisis response team shall develop a crisis response plan to guide school response following a death by suicide. This plan may be applicable to all school community related suicides whether it be student (past or present), staff, or other prominent school community members.

All staff will receive an annual two-hour Suicide Prevention training per RSA 193-J:2.

Per SB 234, student identification cards will have the National Suicide Prevention Lifeline: 988 or 1-800-273-8255 or contact a crisis team at 1-833-710-6477.

COMMUNITY RESOURCES

Access Point: If you or someone you care about is experiencing a mental health and/or substance use crisis, you can call and speak to trained and caring clinical staff. You'll be served by compassionate providers from mental health

centers in your community who can help you access vital resources in an emergency. Website: www.Nh988.com or by dialing 988. 1-833-710-6477

Northern Human Services Website: <https://northernhs.org/>

Groveton, 603-636-2555 or Colebrook, 603-237-4955 (after hours, use the same phone number and follow the directions to access an on-call therapist).

Local Emergency Services In case of an after hours emergency please contact 911 or Northumberland Police Department: 603-636-1120 or Colebrook Police Department: 603-237-4487

National Suicide Prevention Lifeline The Lifeline is a 24-hour, toll-free suicide prevention service available to anyone in suicidal crisis or their friends and loved ones. Call 1-800-273-TALK (8255). Callers are routed to the closest possible crisis center in their area.

Website: Suicidepreventionlifeline.org

Crisis Text Line Text TALK to 741-741 to text with a trained crisis counselor for free, 24/7

INFORMATIONAL RESOURCES

- **National Alliance of Mental Health** - Providing support, education and advocacy for people affected by mental illness and suicide. <https://www.naminh.org/>
- **Change Direction** - Coming together to change the culture in America about mental health, mental illness, and wellness. <https://www.changedirection.org/nh/>
- **American Foundation for Suicide Prevention** <https://afsp.org/>
- **The Society for The Prevention of Teen Suicide** <https://sptsusa.org/teens/>
- **The Trevor Project** - providing crisis intervention and suicide prevention services to lesbian, gay, bisexual, transgender, queer & questioning (LGBTQ) young people under 25. <https://www.thetrevorproject.org/>
- **Sources of Strength** - Spreading Hope, Health and Strength <https://sourcesofstrength.org/>

School Administrative Unit #58 Policy

JLCF Category P

WELLNESS POLICY

1. The Board recognizes the importance of proper nutrition and developmentally appropriate physical activity as ways of promoting healthy lifestyles, minimizing childhood obesity, and preventing other diet-related chronic diseases. The Board also recognizes that health and student success are interrelated. It is, therefore, the goal of the Board that the learning environment positively influences a student's understanding, beliefs, and habits as they relate to good nutrition and physical activity. The goals of the wellness policy are:
 - a. The District shall teach, encourage, support and model healthy eating habits for students.
 - b. The District shall teach, encourage, support, and model age appropriate daily physical activity.
 - c. The District shall educate students, employees, school board and community members to the important benefits of a healthy lifestyle.
 - d. The District will promote fruits, vegetables, whole-grain products, low-fat and fat-free dairy products and healthy food preparation methods;
 - e. The Schools shall comply with the nutrition guidelines outlined in this policy in a manner designed to facilitate the adoption of healthier eating habits such that 100% compliance is achieved no later than the 2017/2018 School Year.
2. **Wellness Committee:** The District will convene a representative district wellness committee (hereto referred to as the DWC or work within an existing school health committee) that meets at least four times per year to establish goals for and oversee school health and safety policies and programs, including

development, implementation and periodic review and update of this district-level wellness policy (heretofore referred as “wellness policy”).

The Superintendent or designee(s) will convene the DWC and facilitate development of and updates to the wellness policy, and will ensure each school’s compliance with the policy.

3. **Nutrition Guidelines:** The School District’s nutritional standards are based upon standards established by the USDA. These nutrition guidelines apply to all foods available to students on school grounds during the school day, including but not limited to, the school lunch and breakfast program, foods and beverages sold in vending machines/school stores and as part of classroom lessons/activities, parties, celebrations or fundraising efforts. As needed the Wellness Committee will request that the Superintendent notify each School Board regarding any changes that have occurred in federal and state nutrition guidelines that need to be reflected in this Policy.

a. **School Meals:** School Meals served in the District shall meet or exceed the nutrition requirements established by the USDA, laws, and regulations. Administration of the school meal program will be by qualified school food service staff. School lunches and breakfast programs will offer a variety of foods and choices for students. Nutritional information about school meals will be available for students and parents through menus, websites and other appropriate school media.

b. **Free and Reduced Meals:** Eligibility for and distribution of free and reduced priced meals will be provided with confidentiality in accordance with state and federal requirements.

- c. **Breakfast & Lunch:** In order to meet the nutritional needs of children and enhance their ability to learn it is recommended that all schools in the District provide a breakfast program in addition to their already established lunch programs.

d. **Meal Times and Scheduling:** Schools whenever possible:

(1) Shall ensure students have sufficient time to eat breakfast and lunch in accordance with the federal Hunger Free Kids Act of 2010

(2) Shall schedule meal periods at appropriate times. Lunch should normally be scheduled between 11:00 AM and 1:00 PM.

(3) Shall not schedule tutoring, club, or organizational meetings/activities during mealtimes, unless students may eat during such activities

(4) Shall schedule lunch periods to follow recess periods.

e. **Food Sales:** All food items available through schools and school functions should meet or exceed nutritional standards per federal guidelines. To support healthy food choices and improve student health and well-being, all foods and beverages outside the reimbursable school meal programs that are sold to students on the school campus during the school day will meet or exceed the USDA Smart Snacks nutrition standards.

(1) **Elementary Schools.** The school food service program will approve and provide all food and beverage sales to students in elementary schools. Foods in elementary schools should be sold as balanced meals.

(2) **Middle/Junior High and High Schools.** In middle/junior high and high schools, all Foods and beverages sold individually outside the reimbursable school meal programs (including those sold through a la carte [snack] lines, vending machines, school stores, concessions, fundraising, etc.) to students during the school day, will meet the following nutrition and portion size standards:

(a) **Beverages:** Beverages sold on school property include: plain bottled water, low fat or skim milk, 100% fruit juices, 100% vegetable juice, light juice, low-fat or fat free chocolate milk (trivial amount of caffeine). Beverages not sold on school property include: soda, caffeinated drinks (coffee, hot chocolate, ice tea, and sodas), sports drinks, lemonade, and punch.

(b) **Foods:** Any item sold individually:

Shall meet or exceed nutritional guidelines established by the USDA.

Shall have no more than 35% of its calories from fat (excluding nuts, seeds, peanut butter, and

other nut butters) and 10% of its calories from saturated fat and 0% from trans-fat;
Shall have no more than 35% of its *weight* from added sugars;
Shall contain no more than 230 mg of sodium per serving for chips, cereals, crackers, French fries, baked goods, and other snack items; will contain no more than 480 mg of sodium per serving for pastas, meats, and soups;
Shall contain no more than 480 mg of sodium for pizza, sandwiches, and main dishes.

A choice of at least two fruits and/or non-fried vegetables shall be offered for sale at any location on the school site where foods are sold. Such items could include, but are not limited to, fresh fruits and vegetables; 100% fruit or vegetable juice; fruit-based drinks that are at least 50% fruit juice and that do not contain additional caloric sweeteners; cooked, dried, or canned fruits (canned in fruit juice or light syrup); and cooked, dried, or canned vegetables (that meet the above fat and sodium guidelines).

(c) **Portion Sizes** : Schools will follow the Smart Snack Guidelines.

f. **Fundraising Activities:** To support children's health and school nutrition-education efforts, school sponsored fundraising activities (direct school affiliation) will not involve food or will use only foods that meet the above nutrition and portion size standards for foods and beverages sold individually. Schools will encourage fundraising activities that promote physical activity. The school district will make available a list of ideas for acceptable fundraising activities.

g. **Celebrations and Rewards:** All foods offered on the school campus will meet or exceed the USDA Smart Snacks in School nutrition standards including through:

1. Celebrations and parties. The district will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas. Healthy party ideas are available from the [Alliance for a Healthier Generation](#) and from the [USDA](#).
2. Classroom snacks brought by parents. The District will provide to parents a [list of foods and beverages that meet Smart Snacks](#) nutrition standards.
3. Rewards and incentives. The District will provide teachers and other relevant school staff a [list of alternative ways to reward children](#). Foods and beverages will not be used as a reward, or withheld as punishment for any reason, such as for performance or behavior.

h. **Snacks:** Snacks served during the school day or in after-school care or enrichment programs will make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary beverage.

Schools will assess if and when to offer snacks based on timing of school meals, children's nutritional needs, children's ages, and other considerations. The district will disseminate a list of healthful snack items to teachers, after-school program personnel, and parents.

- i. **School Store:** Food and beverage items sold in the school store will meet guidelines of this policy. Food items in the school store will not be sold when the school food services program is open for sale. (Food items available after lunch and after school.)
 - j. **Extra-Curricular Meals:** When arrangements can be made through the food service program, food and beverage items that meet the guidelines of this policy will be made available to students. Examples of activities include but are not limited to: Athletic teams and clubs.
4. **Classroom Activities:** Schools shall discourage the use of food items for instructional purposes unless it is essential to a curriculum area. This is especially the case for those food items that do not meet the nutritional standards for foods as outlined in this policy.
 5. **Physical Activity:** Children and adolescents should participate in at least 60 minutes of physical activity every day. A substantial percentage of students' physical activity can be provided through a comprehensive school physical activity program (CSPAP). A CSPAP reflects strong coordination and synergy across all of the components: quality physical education as the foundation; physical activity before, during and after school; staff involvement and family and community engagement and the district is committed to providing these opportunities. Schools will ensure that these varied physical activity opportunities are in addition to, and not as a substitute for, physical education.

Physical activity during the school day (including but not limited to recess, classroom physical activity breaks or physical education) **will not be withheld** as punishment for any reason. The district will provide teachers and other school staff with a list of ideas for alternative ways to discipline students.

To the extent practicable, the District will ensure that its grounds and facilities are safe and that equipment is available to students to be active. The District will conduct necessary inspections and repairs.

- 6. Other Activities That Promote School Wellness:** The District will integrate wellness activities across the entire school setting, not just in the cafeteria, other food and beverage venues and physical activity facilities. The District will coordinate and integrate other initiatives related to physical activity, physical education, nutrition and other wellness components so all efforts are complementary, not duplicative, and work towards the same set of goals and objectives promoting student well-being, optimal development and strong educational outcomes.

Schools in the District are encouraged to coordinate content across curricular areas that promote student health, such as teaching nutrition concepts in mathematics, with consultation provided by either the school or the District's curriculum experts.

All efforts related to obtaining federal, state or association recognition for efforts, or grants/funding opportunities for healthy school environments will be coordinated with and complementary to the wellness policy, including but not limited to ensuring the involvement of the DWC/SWC.

All school-sponsored events will adhere to the wellness policy guidelines. All school-sponsored wellness events will include physical activity and healthy eating opportunities when appropriate

- 7. Nutrition Guidelines for Reimbursable School Meals:** In no circumstances will the guidelines for reimbursable school meals be less restrictive than the regulations and guidance issued by the US Secretary of Agriculture as applicable to schools. Foods should be served with consideration toward variety, appeal, taste, safety, and packaging to ensure that students will participate in consuming high quality meals.

- 8. Plan for Measuring Implementation:** The School Board instructs the Superintendent to establish procedures for implementation of this policy that include targets in support of the goals set forth in this Policy. Each Building Principal is charged with the operational responsibility for ensuring that their school follows the guidelines set forth in this policy and implements strategies for achieving the targets set forth in the procedures established by the Superintendent. The Wellness Committee will periodically assess the nutrition and physical activity environment throughout the District and provide input to each Building Principal and the Superintendent regarding progress on the current targets, recommend any new targets and identify strategies in support of the goals stated in this Policy. The Superintendent and Building Principals will decide upon the targets and strategies in support of the goals stated in this Policy. Periodic progress reports will be provided to the School Board. **9. Nutrition Promotion:** The District will promote healthy food and beverage choices for all students throughout the school campus, as well as encourage participation in school meal programs. This promotion will occur through at least ensuring 100% of foods and beverages promoted to students meet the USDA Smart Snacks in School nutrition standards.

- 10. Community Involvement:** The Board will establish a Wellness Committee that will periodically assess the nutrition and physical activity environment throughout the District. This group will assess progress on the current goal targets; recommend any new goal targets and identify strategies for achieving them. The committee will be appointed by the School Board in consultation with the Superintendent. The Committee will consist of a group representing parents, students, the school's food service program, the School Board, administrators, regular and wellness related faculty and staff as well as members of the public with wellness related expertise, such as PE teachers and nursing staff. The purpose of this advisory Committee is to provide content area expertise and community input.

- 11. Annual Notification of Policy:** The District will actively inform families and the public each year of basic information about this policy, including its content, any updates to the policy and implementation status. The District will make this information available via the district website and student/parent handbooks. The District will provide as much information as possible about the school nutrition environment. This will include a summary of the District's events or activities related to wellness policy implementation. Annually, the District will also publicize the name and contact information of the District/school officials leading and coordinating the committee, as well as information on how the public can get involved with the school wellness committee.

- 12. Triennial Progress Assessments:** At least once every three years, the District will evaluate compliance with

the wellness policy to assess the implementation of the policy and include:

- The extent to which schools under the jurisdiction of the District are in compliance with the wellness policy;
- The extent to which the District's wellness policy compares to the Alliance for a Healthier Generation's model wellness policy; and a description of the progress made in attaining the goals of the District's wellness policy

The DWC, in collaboration with individual schools, will monitor schools' compliance with this wellness policy.

The District will actively notify households/families of the availability of the triennial progress report.

Legal References:

RSA 189:11-a, Food and Nutrition Programs

Section 204 of Public Law 108-265, Child Nutrition and WIC Reauthorization Act of 2004

NH Code of Administrative Rules, Section Ed. 303.01 (g), Duties of School Boards

NH Code of Administrative Rules, Section Ed. 306.11, Food & Nutrition Services

NH Code of Administrative Rules, Section Ed. 306.40, Health Education Program

NH Code of Administrative Rules, Section Ed. 306.41, Physical Education Program

1st Reading: **August 19, 2010**

2nd Reading & Adoption: **September 23, 2010**

Review and Adoption: **April 18, 2017**

CHILDREN'S INTERNET PROTECTION ACT (CIPA)

Internet Access

High speed internet is being provided in multiple ways. Internet service is provided to Stark Village School, Stratford Public School, Groveton Elementary School, Groveton High School and the SAU #58 Central Office.

Firewall Security

A firewall system is provided that allows only users with login names and passwords access to the Local Area Network (LAN). This firewall provides protection against internet hacking. The firewall provides information as to what websites have been visited by users. This information includes: time, date, sites visited, duration of the visit, and the computer used during visits.

Content Filtering

Internet content filtering is used to monitor internet activity on the LAN and blocks attempts to access sites which have been determined to be inappropriate for school use. The lists of inappropriate sites are updated on a regular basis. District Technology Coordinators add sites to the filtering access list. With permission from the Technology Coordinator, teachers are given access to override the filter for the purpose of research and use in the classroom.

Acceptable Use Policies

The SAU #58 Board has adopted the following policies relating to the use of technology:

- Acceptable Use Policy
- School District Internet Access for Students (EGA)
- Online/Virtual Education (IMBA)
- Computer Security, Email, and Internet Communication (EHAA)
- SAU #58 Technology & Security Policies

ACCEPTABLE USE POLICY

Computer Network & Internet Access Acceptable Terms and Conditions

Acceptable Use - The use of your account must be consistent with the educational and operational policies and procedures of the school district. The use of other organization's networks or computing resources is subject to the rules and limitations of those organizations or networks. Transmission of any material in violation of any United States or state statute or regulation is strictly prohibited. This includes but is not limited to: copyrighted or trade secret material, threatening or obscene material, and criminal activity. The use of the network for commercial activities, product solicitations, or political lobbying is also prohibited. Inappropriate use will be reported to the responsible authorities. All parent/student handbook policies apply when using the computer.

Privileges - The use of the SAU-58 Network is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges. The system administrators will determine what is appropriate use based upon the guidelines established in this document, and any subsequent modifications hereto, and SAU-58 policies and procedures. The schools within SAU-58 reserve the right to terminate, suspend, or otherwise limit, network access at any time and to inspect or review accounts and files for security purposes. Such decisions of the school are final.

Security Stance – That which is not expressly permitted is prohibited. If any activity is not expressly permitted in this policy or related policies, assume that the activity is prohibited. (If in doubt, ask your teacher.)

Netiquette - You are expected to comply with the generally accepted rules of network etiquette.

- Comply with all school rules regarding behavior and personal conduct.
- Use appropriate language. Do not swear, use vulgarities, or other inappropriate language.
- Do not use the system for cyber bullying, frivolous, harassing, or inconsiderate purposes, or to disrupt another person's use of the system.
- Do not reveal personal addresses or phone numbers.
- Electronic mail (e-mail) is not guaranteed to be private. System administrators have access to all e-mail and reserve the right to monitor the use of the district's network, including e-mail.
- Any use of the network which is not beneficial to the network or to students' educational well-being is prohibited.
- Use of the computer to access inappropriate pictures, graphics and/or language is prohibited.
- Do not use another person's network account.

Permission from building Technology Coordinator or Teacher is required for the following:

- Changing of settings (i.e. desktop).
- E-mail or chat by students.
- Downloading music, games or other software.
- Any method to circumvent the school web filtering system to access blocked websites.

Reliability – SAU-58 cannot be held responsible for any lost resources or damages incurred

through the use of this account.

Security - Users of the system agree not to violate or attempt to violate system security or intentionally interfere with system performance, or access to another person's account, files, or password. Individuals may be denied access to the system based upon security violations of other computer systems.

Fee Services - Without the express permission of a sponsoring teacher, you may not use the network to access any database, service, or download data or software which charges a fee for such service or access. If you do any of the foregoing you are liable for any and all charges.

Terms and Conditions - These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements. The school district reserves the right to modify these terms and conditions at any time. These terms and conditions shall be governed by the laws of the State of N.H., the United States of America, and the applicable policies of SAU-58.

Directions: After reading the SAU-58 Computer Network & Internet Access Terms and Conditions please read and fill out the appropriate portions completely and legibly. The signature of a parent or guardian is also required if you are under 18 years of age. Please return the signed contract to the Technology Coordinator and keep the policy for your records.

User: I have read and understand the SAU-58 Computer Network & Internet Access Acceptable Terms and Conditions and agree to abide by the stated terms and conditions when using the computer network. Should I commit any violation, my access privileges may be revoked, and school disciplinary actions and/or appropriate legal action may be taken

Student Name (please print): _____

Student Signature: _____

Date: _____/_____/_____

PARENT OR GUARDIAN (if the applicant is under the age of 18 a parent or guardian must also read and sign this agreement). As the parent or guardian of this student I have read the Terms and Conditions for the NSD NETWORK. I understand that this access is designed for educational purposes and the NSD has taken precautions to eliminate controversial material. However, I recognize it is impossible for the district to restrict access to all controversial materials and I will not hold them responsible for materials acquired for the network. I hereby give my permission to issue an account for my child and certify that the information contained on this form is correct.

Parent/Guardian (please print): _____

Parent/Guardian Signature: _____

COMPUTER SECURITY, E-MAIL AND INTERNET COMMUNICATIONS POLICY

1. The Board has established this policy with regard to access and disclosure of electronic data composed, stored, sent, or received by employees using the District computer system. This

policy is designed to protect the safety and security of the District's computer systems including E-mail and internet use.

2. The District intends to enforce the rules set forth below and reserves the right to change these rules at any time.
 - a. The computer hardware system, software and E-mail system are owned by the District, and all messages or data composed, stored, sent, or received using the system are and remain the private property of the District. They are not the property of the employee.
 - b. The computer and E-mail system is to be used for business purposes only. Personal business is unauthorized and should not be conducted on the system.
 - c. The electronic mail system may not be used to solicit or proselytize for commercial ventures, religious or political causes, outside organizations, or other non-job-related solicitations.
 - d. The District prohibits discriminatory, harassing, or offensive materials in any form of media. Among those which are considered offensive are any messages which contain sexual implications, racial slurs, gender-specific comments, or any other comments that offensively address someone's age, sexual orientation, religious or political beliefs, national origin, or disability.
 - e. The electronic mail system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization.
 - f. The District reserves, and intends to exercise without prior notice, the right to read, review, audit, intercept, access or disclose any and all information on an employee's computer system or messages created, received or sent over the electronic mail system for any purpose, even if coded or passworded.
 - g. The confidentiality of any message or data should not be assumed. Even when a message is erased, it is still possible to retrieve and read that message. The use of passwords for security does not guarantee confidentiality, or that the District will not retrieve it. All passwords must be disclosed to the computer administrator.
 - h. Any communications created, sent, or retrieved using E-mail may be read by individuals other than the intended recipient.
 - i. Notwithstanding the District's right to retrieve and monitor any E-mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any E-mail that is not sent to them. Any exception to this policy must receive prior approval by the Superintendent.
 - j. Any employee who violates this policy or uses the computer system or electronic mail system for improper purposes shall be subject to discipline up to and including discharge.
 - k. The District has the authority to terminate or limit access to any program at any time.
 - l. Personal disks cannot be used on the system unless pre-authorized by the computer coordinator.

Stark School District Internet Policy (EHAA)

Student Contract

I have read the Internet Policy (EHAA) for the Stark Village School. I understand that I must obey the rules of the policy and the rules of the teacher supervising me. I will not use the Internet without the supervision of a teacher or staff member. My parents (or guardians) and I have talked about the importance of using the Internet responsibly.

Student Signature _____ *Date* _____

Parent/Guardian Permission

I have read the Internet Policy (EHAA) for the Stark Village School and understand the guidelines of the policy. I have discussed the importance of responsible use of the Internet with my child(ren). I hereby give permission for my child _____ to use the Internet for educational purposes.

Parent/Guardian Signature _____ *Date* _____

Notice of Parental Acknowledgement

We have read and understand this Parent-Student handbook. I accept its use at the Stark Village School for the safety and education of all students.

Signature of Student

Signature of Parent/Guardian

Date

Date

Media Acknowledgement Notice

We are continuously working on updating our website. These updates may include pictures and videos of the children participating in different activities. We also maintain a Facebook Page and submit articles to the local newspapers that may include pictures.

Signature of Parent/Guardian

Date

If you **DO NOT** wish to have your child's photo or video used in this manner, please initial here _____

PLEASE RETURN the signature pages to the Stark Village School.

SAU 58 Student/Parent Chromebook Use Agreement

CHROMEBOOK USE AGREEMENT

Your knowledge of the policies described below, as well as your support in helping SAU 58 in implementing these policies is critically important. The following are the requirements that accompany our school issued Chromebooks.

A. Terms of Chromebook Use Agreement

Before a Chromebooks can be issued to your child and before your child can bring a Chromebook home from school, you must sign and return the “**Chromebook Use Agreement**” form included here. Although there is no fee for the use of the Chromebook, students **will still be responsible for fees associated with lost or stolen Chromebooks** unless the loss or stolen device is reported immediately to the school. If the device is damaged or abused, a fee may also be incurred.

It is important for you and your child to comply at all times with the SAU 58 Acceptable Use Policy (AUP), incorporated herein by reference and made a part hereof for all purposes, as well as the guidelines for acceptable use of technology resources established in Board Policy and the Student Handbook and Code of Conduct.

The policy can be found at: SAU 58 JICL

Any failure to comply may terminate your rights of possession effective immediately, and SAU 58 may repossess the Chromebook.

B. Title

SAU 58 has and shall at all times under this agreement maintain legal title to the Chromebook issued to its students. Your right of possession and use is limited to and conditioned upon your full and complete agreement with the terms of this Chromebook Use Agreement. All activity on the Chromebook, as well as any SAU 58 accounts, whether conducted at school or off site, is subject to search by designated staff, in accordance with policy and applicable law.

C. Loss or Damage

If your Chromebook is deliberately damaged, lost, or stolen, **you are responsible** for the reasonable cost of repair or for its fair market value.

Loss or theft of your Chromebook must be reported immediately to the principal, and in no event later than the next school day after the occurrence. Additionally, you must complete a police report within 48 hours of the loss or theft and provide SAU 58 with a copy of the report. If a Chromebook is stolen and you report the theft (by the next school day) and a police report is filed, you may not be charged for a replacement. **You will be charged the fair market value of the Chromebook if lost, stolen and not reported, deliberately damaged, or vandalized.**

SAU 58 will not pay for loss or damage caused by or resulting from the following:

1. Dishonest, fraudulent, or criminal acts.
2. Any loss to accounts, valuable documents, music or videos, records, or assignments and/or their affects by being missing on grades and or GPAs. **Students are responsible for backing-up their own data either locally or on a network or cloud storage.** A repair claim will only cover material issues with the device, not lost opportunities or data.
3. Loss caused by your failure to use all reasonable means to protect the device that has been damaged.
4. Disappearance not accompanied by a police report.

The school Principal has the final say in determining replacement and repair situations.

D. Repossession

If you do not timely and fully comply with all terms of this Chromebook Use Agreement, including the timely return of the Chromebook, SAU 58 shall be entitled to declare you in default seek all possible avenues so as to obtain possession of the Chromebook.

E. Term of Agreement

Your right to use and possession of the Chromebook terminates not later than the last day of the school year, unless earlier terminated by SAU 58 or upon a student's withdrawal from the district(Northumberland,Stark,Stratford).

F. Appropriation

Your failure to timely return the Chromebook and the continued use of it for non-school purposes without the consent of SAU 58 may be considered unlawful appropriation of district property.

G. Claim/Repair Procedures

In cases of theft or disappearance, the school must be notified and a Police Report should be created **before** a replacement device is issued. This Police Report should mention the loss of the device and the circumstances surrounding the loss.

If a repair is needed due to accidental damage, please request this through the main office. At this time cosmetic damage will not be repaired if the Chromebook is operational. A loaner may be issued while your Chromebook is being repaired. Only a limited number of loaner Chromebooks are available, so receiving a loaner is not guaranteed. An additional fee may be charged if the Chromebook is repeatedly or deliberately damaged.

H. General Chromebook Rules

Inappropriate Content

- Students and/or parents are not allowed to access, view, and or store inappropriate content or materials on Chromebooks.
- Inappropriate images, content and language acquired due to the use of the device will result in disciplinary action.
- All activity on the Chromebook and any SAU 58 account, whether conducted at school or off-site, is subject to search as District property. Monitoring, filtering and tracking of district supplied devices should be expected.

Legal Propriety

- All Chromebook users should comply with trademark and copyright laws and all license agreements. Ignorance of the law is no excuse for violations of such laws or agreements. If you are unsure, ask the Library Media Specialist.
- Plagiarism is a violation of SAU 58 rules. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the internet, such as graphics, movies, music, and text.
- Illegal downloading and distribution of copyrighted works are serious offenses that carry with them the risk of substantial monetary damages and, in some cases, criminal prosecution.

No Loaning or Borrowing Chromebooks

- **Do not** loan your Chromebook to other students.
- **Do not** borrow a Chromebook from another student.
- **Do not** share passwords or user names.

Unauthorized Access

- Access to another person's account or Chromebook without their consent or knowledge is considered hacking and is unacceptable.

Music, Video Games, or Programs

- Data storage will be through apps on the Chromebook, i.e., Google Docs, Dropbox, LaunchPad, etc.
- Music is only allowed on the Chromebook at the discretion of the teacher.
- Sound should be muted at all times, unless permission is obtained from the teacher for instructional purposes.
- Students must provide their own headsets/earbuds for use with a Chromebook.

Transporting Chromebooks

- It is recommended that you store and transport your Chromebook in a padded bag, sleeve or case that is made for the device.
- Chromebooks should be carried inside a backpack when not in use whenever possible.
- Do not use the Chromebook while moving from class to class.

Charging Chromebooks

- Students are expected to charge the Chromebook every night.
- In cases where the battery runs out, students may be able to connect their Chromebook to a power outlet in class.

Suggested ways to keep your Chromebook in returnable condition

- Avoid using any sharp object(s) on the Chromebook. The Chromebook will scratch, leading to the potential for needed repairs.
- Chromebooks can be cleaned with a soft, lint-free cloth. Avoid getting moisture in the openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Chromebook.
- Do not attempt to gain access to the internal electronics or try to repair a Chromebook. If a Chromebook fails to work or is damaged, report the problem to the building office staff.
- Never throw or slide a Chromebook.
- Cords and cables must be inserted carefully into the Chromebook to prevent damage. • Chromebooks have a unique identification number and at no time should the numbers or labels be modified or removed.
- Chromebooks should never be left in an unlocked locker, on top of a locker, in an unlocked car, in any unsupervised area, or in a vehicle or location that is not temperature controlled.
- Chromebooks should be placed vertically or in a backpack/book bag to avoid putting any pressure on the screen.

PLEASE DO NOT ATTEMPT TO CONTACT HP SERVICE DIRECTLY FOR REPAIR QUESTIONS.
PLEASE CONTACT THE SCHOOL. SAU 58 IT DEPARTMENT WILL HANDLE ALL REPAIR.

2024-2025 STUDENT PARENT CHROMEBOOK USER AGREEMENT

Please Print

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Student Last Name

Student First Name

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Parent/Guardian Last Name

Parent/Guardian First Name

In this agreement “we”, “us” and “our” means SAU 58(the “School”). “You and “your” means the parent/guardian and student enrolled in the School. The “property” is a Chromebook owned by the School with the serial/asset tag numbers listed on them.

- **Terms:** You will comply at all times with the Chromebook Use Agreement and the School’s Acceptable Use Policy, incorporated herein by reference and made a part hereof for all purposes. Any failure to comply may terminate your rights of possession effective immediately, and the School may repossess the property.
- **Title:** The School has and shall at all times maintain legal title to the property. Your right of possession and use is limited to and conditioned upon your full and complete compliance with the Chromebook Use Agreement. **Loss or Damage:** If the property is damaged, lost or stolen, you are responsible for the reasonable cost of repair or its fair market value on the date of loss. Loss or theft of the property must be reported immediately to the School. **Repossession:** If you do not timely and fully comply with all terms of the Chromebook Use Agreement, including timely return of the property, the School shall be entitled to declare you in default and come to your place of residence, or other location of property, to take possession of the property.
- **Term of Agreement:** Your right to use and possession of the property terminates not later than the last day of the school year unless earlier terminated by the School or upon withdrawal from the School.
- **Appropriation:** Your failure to timely return the property and the continued use of it for non-school purposes without the School’s consent may be considered unlawful appropriation of the School’s property.

I have reviewed the SAU 58 Chromebook Use Agreement and agree to the terms thereof.

Parent or Guardian Signature:

Student Signature:

Date:

For Office Use Only:	For Office Use Only: <u>Administrator Signature Date</u>
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